

**ASSOCIATED STUDENTS OF NORTHERN ARIZONA UNIVERSITY
BY-LAWS**

ARTICLE I. Duties of the President shall include:

1. Serving as a voting member of the Executive Council.
2. Serving as an ex-officio member of the Senate.
3. Serving as an ex-officio member of the Faculty Senate.
 - a. For the purposes of Section 3, this shall include serving as an ex-officio member of the Faculty Senate Executive Committee.
4. Serving as the Director of the Northern Arizona University (NAU) Arizona Students' Association (ASA) on the ASA Board of Directors.
5. Attending meetings of the Alumni Board of Directors.
6. Maintaining communication with the designated advisor(s) from the Office of Student Life.
7. Serving as the chief liaison to the Provost and President of NAU.
8. Serving as the chief liaison to state and national leaders, unless he or she chooses to delegate this authority.
9. Serving on the United Way Campaign Committee and leading student fund-raising efforts related thereto, unless he or she chooses to delegate this authority.
10. Serving as Chief Financial Officer of ASNAU.
11. Organizing Student Regent Selections in conjunction with the ASA Central Office and the NAU-Yuma Student Association during NAU's rotation.
12. Forming and disbanding ad hoc Senate committees.
13. Holding a minimum of twenty (20) hours per week, with at least ten (10) in the office during regular hours of operation.
14. Submitting a report of activities and accomplishments of the past week to the Senate.
15. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE II. Duties of the Vice President of Student Affairs shall include:

1. Serving as a voting member of the Executive Council.
2. Serving as an ex-officio member of the Senate.

3. Overseeing all student-based programs run through ASNAU that are not academic in nature.
 - a. Serving as the director for Tailgating during all NAU home football games.
 - i. Coordinating volunteers for all times needed.
 - ii. Coordinating a sign-up list for organizations to sign up for tailgating slots no sooner than two weeks in advance of each home game.
 - iii. Dividing the parking lot into tailgating spots for organizations.
 - b. Serving as the director for Student Legal Aid.
 - i. Maintaining a substantial budget for Student Legal Aid.
 - ii. Ensuring proper advertising for Student Legal Aid is executed.
 - c. Serving as the director for Adopt a Plot.
 - i. Coordinating the division of plots for each academic year.
 - ii. Ensuring proper advertising to fill an empty plot.
 - iii. Conducting an application and interview process with organizations wishing to adopt-a-plot.
 - d. Serving as the director for the NAU Snow Jack Express.
 - i. Maintaining a substantial budget for Snow Jack Express.
 - ii. Maintaining a good working relationship with the shuttle/cab services.
 - iii. Meeting with the NAU Recreation Center to ensure the efficiency of the program.
 - iv. Working closely with the ASNAU Office Specialist, Senior to make payments to the shuttle/cab service for rides given, if necessary.
 - v. Working with the NAU Recreation Center to hire and training employees and volunteer dispatchers.
 - vi. Working with the NAU Recreation Center to set program days and hours of operation
 - vii. Working with the NAU Recreation Center to develop and maintaining a handbook for all persons associated with the Safe Ride Program, including volunteers and employees
 - viii. Working with the NAU Recreation Center, NAU Mountain Campus Transit, and university officials to coordinate the program.

- e. Serving as the liaison for the NAU Safe Ride Program.
 - i. Fundraising and maintaining a substantial budget for the Safe Ride Program.
 - ii. Maintaining a good working relationship with the shuttle/cab services and meeting on a bimonthly basis with the service director to ensure the efficiency of the program.
 - iii. Working closely with the ASNAU Office Specialist, Senior to make payments to the shuttle/cab service for rides given, if necessary.
 - iv. Hiring and training volunteer dispatchers.
 - v. Setting program hours of operation and scheduling volunteers to work.
 - vi. Working in conjunction with NAU Mountain Campus Transit and university officials to coordinate the program.
 - vii. Developing and maintaining a handbook for all persons associated with the Safe Ride Program, including volunteers and employees.
- f.
- 4. Overseeing the student affairs committees.
 - a. Serve as a student liaison to the Office of Undergraduate Admissions to correlate programs involving recruitment, enrollment, orientation and retention.
- 5. Serve as the director of the NAU Safe Ride Program.
 - a. For the purposes of Section 5, duties of the Safe Ride Program Director shall include:
 - i. Hiring and training volunteer dispatchers.
 - ii. Setting program hours of operation and scheduling volunteers to work.
 - iii. Working in conjunction with NAU Mountain Campus Transit and university officials to coordinate the program.
 - iv. Developing and maintaining a handbook for all persons associated with the Safe Ride Program, including volunteers and employees.
 - v. Fundraising and maintaining a substantial budget for the Safe Ride Program.
 - vi. Maintaining a good working relationship with the shuttle/cab services and meeting on a bimonthly basis with the service director to ensure the efficiency of the program.
 - vii. Working closely with the ASNAU Office Specialist, Senior to make payments to the shuttle/cab service for rides given, if necessary.
- 6. Holding a minimum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
- 7. Submitting a report of activities and accomplishments of the past week to the Senate.

ARTICLE III. Duties of the Vice President of Academic Affairs shall include:

1. Serving as a voting member of the Senate in the case of a tie.
2. Serving as a voting member of the Executive Council.
3. Serving as Chair of the Senate.
4. Serving as liaison among the student body, academic colleges, and ASNAU.
5. Helping to establish good relationships between senators and deans.
6. Holding meetings with each senator once a month.
7. Forming and disbanding ad hoc Senate committees.
8. Reviewing Senate reports.
 - a. The Vice President of Academic Affairs has the right to change the format and/or frequency of the reports as he or she sees fit.
9. Ensuring that the Senators fulfill their constitutional obligations, and, in the event that they do not, referring recommendations to the Senate Legislative Committee as to any action he or she deems necessary.
10. Appointing senators to university committees with Executive Council approval.
11. Confirming the Senate Vice Chair upon nomination and majority vote by the Senate.
12. Ensuring Senators in committees fulfill their constitutional and committee obligations.
13. Ensuring Senators join an ASNAU Senate committee within two general Senate meetings after confirmation.
14. Approving ASNAU Senate committee chairs upon their election by the general Senate.
15. Holding a minimum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
16. Submitting a report of activities and accomplishments of the past week to the Senate.
17. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE IV. Duties of the Chief of Staff shall include:

1. Serving as an ex-officio member of the Executive Council.
2. Serving as an ex-officio member of the Senate Appropriations Committee.

3. Holding weekly staff meetings, not conflicting with Senate meetings, with the Public Relations department, the Leadership Coordinator, and the Special Events and Multicultural Affairs Directors, and the Information and Technology Specialist.
4. Giving input to the university budget.
5. Performing or delegating any additional duties as assigned by the Executive Council.
6. Holding a minimum of thirteen (15) office hours per week during regular hours of operation.
7. Submitting a report of activities and accomplishments of the past week to the Senate.
 - a. For the purposes of Section 7, this shall include presenting a weekly report of the budget and accounts of ASNAU to the Executive Council and the Senate.
8. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE V. Duties of the Senate shall include:

1. Holding weekly meetings according to university policy during the fall and spring semesters of the academic year at a time and location to be designated by the Vice President of Academic Affairs.
2. Organizing campus clubs and organizations in accordance with the Student Organization Guidebook.
3. Allocating moneys to recognized clubs and organizations according to the organization allocation policy of ASNAU, as stated in the Student Organization Guidebook.
4. Proposing any bill the Senators see fit.
5. Holding a minimum of six (6) office hours per week during regular hours of operation.
6. Designating one or more senators to sit on the following university committee areas, to report bi-monthly to the group represented and to the committee chair:
 - a. Student Services, to initiate or address any student-related service, including but not limited to registration, disability, and computer services.
 - b. Student Health, to initiate or address any issues concerning student health; regularly attend Student Health Advisory Committee meetings; and work closely with Fronske Health Center.
 - c. Transportation, to initiate or address any issues related to transportation on campus, including Mountain Campus Transit and the bike path systems; and regularly attend meetings of the Parking and Traffic Advisory Committee.
 - d. Food Services, to initiate or address any issues related to food quality and service on campus.

- e. Community, to initiate or address any issues related to the campus community, including, but not limited to, NAU, Flagstaff, and the surrounding communities.
7. Reporting weekly to the Senate during regular Senate meetings.
 8. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
 9. Approving the Senate Clerk and Parliamentarian by a majority vote.
 10. Not serving as chair and liaison of the same university committee.
 11. Specific duties of the Senators shall include:
 - a. Meeting with the deans of each college on campus at least twice per semester
 - i. Senators will choose a dean to meet with within the first two General Senate meetings of the new session, at which time the Vice President of Academic Affairs will assign any unselected colleges at their discretion.
 - b. Selecting an ASNAU Senate committee seat by the second general Senate meeting after confirmation, and attending the selected ASNAU Senate committee in accordance with the committee chair's requirements.
 - c. Representing all students including the undecided students.
 - d. Meeting with a Faculty Senate Representative at least once per month.
 - e. Either independently or as a group, organizing or implementing an open forum each month throughout the academic year, except for those months in which there is a scheduled extended holiday of one week or more.
 - i. For the purpose of Section 12(d), these forums are to be held in a public arena within the university community, and shall include, by way of illustration and not by way limitation, information exchanges, public speakers, presentations, and a President's Round Table for clubs and organizations.
 - f. Delegate at least one senator to serve as a liaison to the Faculty Senate Executive council and meet with monthly.
 12. Vice Chair of the Senate
 - a. Duties of the Vice Chair shall include:
 - i. Serving as acting Chair in the case of either a temporary absence or the removal of the Vice President to Academic Affairs
 - ii. Ensuring all bills, referendums, and resolutions are properly submitted, distributed, and filed.
 - iii. Submitting a copy of all bills, referendums, and resolutions to the Information Technology Specialist for prompt posting on the ASNAU website.
 - iv. Delegating at least one at-large senator to serve as a liaison to the Faculty Senate Executive council and to meet with the council monthly.

- v.
- b. Insuring all bills, referendums, and resolutions are properly submitted, distributed, and filed.
- c. Responsible for submitting a copy of all bills, referendums, and resolutions to the IT Specialist for prompt posting on the ASNAU website.
- d. Delegate at least one at-large senator to serve as a liaison to the Faculty Senate Executive council and meet with monthly.

13. Senate Committees:

- a. Shall have a chair elected by the general senate and approved by the Vice President of Academic Affairs.
 - i. Responsibilities of the Committee Chair shall include:
 - 1. Keeping record of attendance at all committee meetings
 - 2. Making minutes available for each committee meeting
 - 3. Presenting minutes at the general senate meeting
- b. Shall conduct meetings and business in accordance with the Constitution and Bylaws of ASNAU and the NAU Student Handbook.
- c. Shall include a/an:
 - i. Legislative Committee, which shall:
 - 1. Monitor and pursue appropriate resolutions to all ethical questions which shall from time to time arise concerning the ASNAU Officers, staff, Senate and the Elections Commission.
 - 2. Oversee impeachment proceedings.
 - 3. Address any problems and revisions and amendments to the ASNAU Constitution, Bylaws, and Election Code.
 - ii. Appropriations Committee, which shall:
 - 1. Review club and organization recognition requests and organization allocations, and submit them to the Senate for approval.
 - 2. Review and present the budget for the following year with the President.
 - 3. Review Organizational Allocation Processes and Senate Bill Processes. Only one OA shall be passed per school year by one club or organization. All bills must have the sponsorship of a senator and be written by them. Clubs that have been recognized and approved by

ASNAU must wait one full semester (spring or fall, not summer) after being approved and be in good standing with the University before presenting an Organizational Allocation before the Senate Appropriations committee for approval.

14. Duties of the Senate Clerk shall include:

- a. Attending all regular and special sessions of the Senate.
- b. Maintaining accurate records and minutes of all Senate proceedings, including executive sessions.
- c. Preparing and distributing the agenda for each Senate meeting at least twenty-four (24) hours in advance.
- d. Preparing and distributing the official minutes for each Senate meeting, including executive sessions, at least three working days following each meeting.
- e. Informing the Supreme Court of all changes made to the ASNAU Constitution, Bylaws, Election Code, and Homecoming Election Code.

15. Duties of the Senate Parliamentarian shall include:

- a. Attending all regular and special sessions of the Senate.
- b. Advising the Senate Chair of proper parliamentary procedure.

16. All Executive Council members-elect and senators-elect must accompany their respective outgoing counterpart in making the transition to the new Executive Council and Senate.

- a. For the purposes of Section 16, this shall include attending meetings of the Executive Council and Senate, outgoing senators' committee meetings, meetings with their respective college administrators, meetings with constituents, and any other responsibilities incumbent upon the current elected member.
 - i. For the purposes of Section 16(a), this process shall exclude any appointed member and any member elected by way of a special election, and Executive Council members-elect and senators-elect are not required to take on the duties and responsibilities of the outgoing member.

ARTICLE VI. Executive and Senate Qualifications:

1. All elected members of ASNAU must maintain a minimum cumulative grade point average (GPA) of 2.5.
2. All official executive candidates must have attended NAU during the semester prior to the election in which they were elected and must be a full-time, fee-paying student.
 - a. For the purposes of Section 2, undergraduate candidates must have completed three (3) full-time semesters at NAU, and graduate candidates must have completed nine (9) credit hours of study at the graduate level.

3. All undergraduate candidates for the Senate must have accumulated a minimum of twelve (12) credit hours at NAU, and graduate candidates must have accumulated nine (9) credit hours at NAU.
 - a. The Senate may, by a two-thirds (2/3) affirmative vote in a special bill, waive the credit hour requirements for a Senate position if no other candidates are available.
4. The position of Senator of the Graduate College may be filled by any candidate who has been admitted to a degree-seeking graduate program.
5. All elected members of ASNAU, including primary and write-in candidates, must meet the official candidate requirements outlined in the ASNAU Election Code. Appointments do not need to meet these requirements.

ARTICLE VII. Club and Organization Funding Guidelines

1. ASNAU will fund items or events that contribute to the functioning of a recognized student club or organization within the framework of the organization's mission unless stated otherwise by the ASNAU Constitution and Bylaws or otherwise prohibited by applicable law or policy.
2. All funds only be reimbursed after the appropriate receipts, stubs, lists of attendees, conference papers, and other proofs of payments (as applicable) have been provided to the ASNAU Administrative Secretary.
3. The ASNAU Senate by a 2/3 majority vote, may revoke previously allocated funds after properly notifying involved organizations for the following reasons including but not limited to:
 - a. Funds may be revoked if receipts have not been submitted within a month after the event.
 - b. Failure to meet any other ASNAU Guidelines.
4. ASNAU may base funding requests on the following criteria:
 - a. How the item or event contributes to the overall mission of the organization.
 - b. How the item or event educates, enhances, or enriches NAU students and campus community and contributes to the educational mission of the University.
 - c. Fiscal responsibility of the organization and proposed item or event, as well as the organization's effort to seek and obtain alternative funding.
 - d. Whether the item or event duplicates services or activities presently available on campus.
 - e. Present annual funding from University Departments, University Colleges, University Services or University Associations.
5. As per federal, state, NAU and ASNAU guidelines ASNAU will not fund the following student club and organizational activities.
 - a. Activities that subsidize University administrative services.

- b. ASNAU will fund politically oriented or religious organizations solely for the administration, execution, or maintenance of non-political/ non-religious programs, services or special events deemed beneficial to the student body by the ASNAU Appropriations Committee and the ASNAU Senate. In such cases the budget request shall state the proposed use of such funds on the request for funding application. For purposes of organization funding, “political” is defined as “having to do with the organization of the individuals who seek to control or influence the action of those who manage affairs of the state.” “Religious” is defined as “having to do with an organization of individuals combining a particular system of faith and worship recognized and practiced by a particular church, sect, or denomination.” The senate funds only secular, non-sectarian activities.
 - c. Activities that provide a service or program more appropriately and effectively performed by an ASNAU or University department.
 - d. Organizations that are requesting funding for salaries or wages.
 - e. Organizations that need funding for scholarships, cash awards, trophies or other prizes.
 - f. Funding for food or beverages.
 - g. Organizations directly affiliated with the NCAA.
 - h. Funding for club uniforms, jerseys and/or sports equipment that will be kept by the organization.
 - i. Funding for computer equipment, office supplies, or bookkeeping equipment.
 - j. An organization that is requesting money being used to reimburse another club’s activity.
 - k. Organizations that need funding to repay debts.
 - l. Student activities that discriminate on the basis of race, creed, religion, national origin, sex, marital status, sexual orientation, disability, age or veteran status.
6. ASNAU will not fund clubs and organizations for the following.
- a. Philanthropic Events
 - i. For the purpose of subsection 1, philanthropic events are defined as events that are raising funds to give to another cause. Community service hour events may still be supported.
 - b. Contributions, gifts or donations to any individual, association, or corporation.
 - c. Academic materials to be used for tutorial purposes.
 - d. Mailings for organizational minutes.
 - e. Any part of any event at which alcoholic beverages will be served.

- f. Entertainment not open to the entire student population.
 - g. ASNAU will not fund non-Northern Arizona University students.
7. All advertisements for ASNAU sponsored events must recognize ASNAU as a sponsor.

ARTICLE VIII. Duties of the Justices of the Supreme Court shall include:

1. Having original and exclusive jurisdiction in all official complaints filed over all questions arising under the ASNAU Constitution and Bylaws.
 - a. For the purposes of Section 1, the Supreme Court may issue advisory opinions as to applications of the Constitution, Bylaws, Election Code, and Homecoming Election Code.
 - b. In addition, upon receipt of an official complaint, the Supreme Court shall have jurisdiction to review all actions, decisions, and legislation of the Executive Council, staff and the Senate.
 - i. Complaints may be issued by any ASNAU member.
2. Issuing orders, injunctions, and all other writs necessary and proper to the complete exercise of its original and appellate jurisdiction.
3. Pursuing an appeal from any member of ASNAU.
4. Maintaining rules that shall govern court procedure, to be ratified by a majority of the Court.
5. Maintaining a permanent public record of all rulings and opinions issued by the Court.
6. Updating the ASNAU Constitution, Bylaws, Election Code, and Homecoming Election Code to include any revision or amendments as necessary.
7. Holding bi-monthly meetings not conflicting with Senate meetings.
8. Swearing in newly elected and appointed ASNAU officials.
9. Maintaining a cumulative grade point average (GPA) of 2.25
10. Having accumulated a minimum of twelve (12) credit hours at NAU and holding a minimum of twelve (12) semester hours during their terms.
11. Duties of the Chief Justice of the Supreme Court shall include:
 - a. Calling regular and special meetings and sessions of the Supreme Court.
 - b. Acting as chairperson of all meetings and sessions of the Supreme Court.

- c. Recommending the agenda for regular and special meetings of the Supreme Court to the Clerk.
- d. Appointing a Clerk of the Supreme Court upon majority approval of the Court.
- e. Attending all regular and special sessions of the Senate.
- f. Submitting a report of activities and accomplishments of the past week to the Senate.
- g. Preparing a written report of activities and accomplishments of the past year to the Senate, to be included in the Court files.
- h. Holding a minimum of three (3) office hours per week during regular hours of operation.

ARTICLE IX. Duties of the Clerk of the Supreme Court shall include:

- 1. Assuming his or her duties upon appointment by the Chief Justice and the majority approval of the Court and Senate.
- 2. Attending all meetings and sessions of the Supreme Court.
- 3. Maintaining accurate minutes and records of all Court meetings and proceedings.
- 4. Preparing and distributing the agenda for each Court meeting at least twenty-four (24) hours in advance.
- 5. Preparing and distributing the official minutes for each Court meeting, as well as the transcribed record of each Court proceeding, no later than five working days following the meeting or proceeding.
- 6. Ensuring compliance with the most current adoption of the Rules of the Supreme Court and notifying ASNAU personnel of any changes thereto.

ARTICLE X. Duties of the Members of the Arizona Students' Association shall include:

- 1. Serving collectively as a department of ASNAU.
- 2. Consisting of the ASNAU President, an appointed Task Force Director, and three (3) appointed delegates.
- 3. Advocating student concerns and perspectives to higher education policy makers at the state level.
- 4. Promoting and publicizing any activities or events regarding higher education policy making at the state level.
- 5. Establishing and maintaining permanent resource files.

- a. For the purposes of Sec. 5, these resource files shall consist of ASA bylaws, minutes, policies, press releases, proposals, and any other student- or university-related information and materials. These files shall also consist of any reports, studies, and findings generated by or issued from NAU, ASA, the Arizona Board of Regents, the Office of the Governor, and the Arizona State Legislature.
6. Ensuring that the ASA resource files are accessible to ASNAU officials, NAU students, and the general public.
7. Establishing the Task Force to help educate, involve, and organize students on issues of higher education at the campus, state, and national levels.
8. Heading the Task Force with the Task Force Director, to educate and involve students on issues and concerns address by ASA.
9. Holding weekly meetings not conflicting with Senate meetings.
10. Holding a minimum of ten (10) hours per week, during regular hours of operation.
11. Providing weekly reports to the Senate and generating a detailed monthly report on current activities and issues being address by ASA, which shall be issued to the Executive Council and the Senate.
12. Taking over the duties of the Federal Relations Director if one is not appointed.
13. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XI. Duties of the Federal Relations Director shall include:

1. Serving as chief liaison with national higher education organizations.
2. Researching all national issues relating directly to students and disseminating this information to ASNAU in any manner deemed appropriate.
 - a. For the purposes of Sec. 2, the Federal Relations Director shall be ASNAU's expert in financial aid.
3. Coordinating all lobbying activities aimed at Arizona's congressional delegation, Congress in general, the Department of Education, and the White House.
4. Working in conjunction with ASA and the Executive Council, and helping the Senate with any national research or concerns.
5. Holding ten (10) office hours per week during regular hours of operation.
6. Giving a weekly report to the Senate.
7. Giving a monthly written report to the President.

8. Sitting on any committees pertaining to their job description.

ARTICLE XII. Duties of the Leadership Coordinator shall include:

1. Assuming his or her duties upon appointment by the Executive Council and majority approval by the Senate.
 - a. For the purposes of Section 1, the Executive Council also have the authority to terminate the person from this position.
2. Working with the Assistant Dean of Students to create public relations advertising for all leadership programs.
3. Working with the ASNAU President to plan an agenda for the ASNAU Fall Retreat.
4. Working with the Special Events Director when necessary.
5. Planning and working to bring various speakers to the NAU Flagstaff campus.
6. Planning and organizing the spring leadership event.
7. Attending all meetings regarding the Leadership Spring Development Series.
8. Attending all general and special sessions of the Senate.
9. Giving a monthly report of budget and progress to the Chief of Staff.
10. Holding a minimum of five (10) hours per week.
11. Sitting on any committees pertaining to their job description.
12. Perform any additional duties assigned by the chief of staff.
13. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XIII. Duties of the Special Events Director shall include:

1. Assuming his or her duties upon appointment by the Executive Council and majority approval of the Senate
 - a. For the purposes of Section 1, the Executive Council also have the authority to terminate the person from this position.
2. Organizing and overseeing Homecoming, Family Weekend, Holiday Week, and other campus activities.
3. Planning and organizing all campus elections.

4. Organizing committees, and scheduling club round tables when necessary, for the purpose of effectively presenting these and other events.
5. Holding a minimum of ten (10) hours per week.
6. Preparing detailed reports of progress and success of events to be filed for future Special Events Directors.
7. Attending all regular and special sessions of the Senate.
8. Submitting a report of activities and accomplishments of the past week to the Senate.
9. Working with the Leadership Coordinator when necessary.
10. Sitting on any committees pertaining to their job description.
11. Perform any additional duties assigned by the chief of staff.
12. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XIV. Duties of the Multicultural Affairs Programming Director shall include:

1. Assuming his or her duties upon appointment by the Executive Council and majority approval of the Senate
 - a. For the purposes of Section 1, the Executive Council also have the authority to terminate the person from this position.
2. Organizing and planning educational programming for campus forums and events.
3. Maintaining communication with the Multicultural Student Center.
4. Serving as the liaison between ASNAU and multicultural organizations.
5. Attending meetings of multicultural clubs and organizations.
6. Preparing documents relevant to his or her duties to be distributed to the university community.
7. Attending the NAU President's Cabinet meetings.
8. Attending weekly staff meetings.
9. Submitting a report of activities and accomplishments of the past week to the Senate.
10. Serve as director of the President's Council.
 - a. For the purposes of Section 10, duties shall include:

- i. Creating, updating and maintaining a database of all clubs and organizations associated with ASNAU and NAU.
- ii. Working closely with the Office of Student Life on matters concerning clubs and organizations on campus.
- iii. Holding a monthly meeting with representatives from each of the clubs and organizations to:
 1. Inform clubs and organizations on any present and upcoming news, events, and activities of ASNAU and NAU.
 2. Obtain volunteers for event and activities of ASNAU, NAU, and the community.
 - I. For the purposes of Number 2, all events and activities must be approved by a majority vote of the Senate and Executive Staff.
 3. Voice and accept opinions, questions, concerns, and ideas on enhancing committees, councils, ASNAU, NAU, the community, and the Senate.

11. Sitting on any committees pertaining to their job description.
12. Holding a minimum of ten (10) hours per week.
13. Perform any additional duties assigned by the Chief of Staff.
14. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XV. Duties of the Information Technology Specialist shall include:

1. Assuming his or her duties upon appointment by the Executive Council and the majority approval by the Senate
 - a. For the purposes of Section 1, the Executive Council also have the authority to terminate the person from this position.
3. Maintaining and update the ASNAU website.
4. Managing all ASNAU elections under the authority of the advisor(s).
5. Being responsible fore all email communication from the ASNAU office and its affiliates.
6. Maintaining all ASNAU computers, software, and technological equipment.
7. Submitting a report of activities and accomplishments of the past week to the Senate.
8. Performing any additional duties assigned by the Chief of Staff.
9. Holding a minimum of ten (10) office hours per week during regular hours of operation.
10. Submitting a report of activities and accomplishments of the past week to the Senate.

11. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XVI. New Student Organization:

1. The New Student Organization (NSO) shall consist of freshmen and transfer students who meet the membership requirements defined by NSO.
 - a. For the purposes of Section 1, members shall hold office hours as required by NSO bylaws.
2. NSO shall have student advisors appointed by the Executive Council, and an advisor from the Senate or Executive Council, appointed by the President.
 - a. For the purposes of Section 2, these advisors shall serve as liaisons between NSO and ASNAU.
3. NSO shall maintain bylaws that are in accordance with the ASNAU Constitution and Bylaws.
4. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XVII. Duties of the Public Relations Department shall include:

1. Actively promoting ASNAU and its events, activities, and working environment.
 - a. For the purposes of Section 1, this shall include working with the Special Events Director, Executive Council, ASA members, ASNAU Senators, and ASNAU programs, for the promotion and recognition of any special events, activities, or elections.
2. Working closely with local or university media outlets to ensure accurate coverage of ASNAU progress and activities.
3. Producing and distributing all communication forms to the student body.
4. Sitting on any committees pertaining to their job description.
5. Holding a minimum of ten (10) hours per week per person.
6. Perform any additional duties assigned by the chief of staff.
7. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

ARTICLE XVIII. Elections:

1. The Executive Council shall appoint an unbiased Election Commission, with approval by the Senate, to organize and operate all elections during the school year in accordance with the ASNAU Election Code and Constitution.

- a. For the purposes of Section 1, the Election Commission shall consist of (1) Chairperson and four (4) Commissioners
2. Elections must be completed forty (40) days before the end of the school year.

ARTICLE XIX. Duties of the Election Commission shall include:

1. Having original jurisdiction in all official complaints filed in regard to the ASNAU Election Code.
 - a. Upon receipt of an official complaint, the Elections Commission shall conduct a hearing and issue a written decision and explanation within two working days of receiving the complaint.
 - b. The hearing of an official complaint shall be in accordance with the ASNAU Election Code.
2. Issuing sanctions as per the ASNAU Election Code.
3. Maintaining a public record of all election proceedings including, but not limited to, all items on a ballot: candidates, amendments, referenda, initiatives; results; sample packets for each elected position for each elected position; original copies of all complaints and decisions by the Commission; any other pertinent documentation.
4. Working closely with the Special Events Director to determine election timelines, meeting dates and other information regarding the conducting of elections.
5. Working closely with the Information and Technology Specialist regarding technological aspects of the election process.
6. Working closely with the Public Relations Directors to publicize elections in accordance with the ASNAU Election Code.
7. Working closely with the ASNAU Advisors in the conducting of elections, including verification of official candidates upon receipt of candidate packets and counting and verification of results totals.
8. Duties of the Chairperson of the Election Commission shall include:
 - a. Calling and conducting regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings
 - b. Acting as a chairperson of all meetings of the Election Commission.
 - c. As a voting member of the Election Commission, having one (1) vote.
 - d. Attending a minimum of one (1) Senate meeting per month.
 - e. Preparing a written report of activities, proceedings and accomplishments of the past week to the Senate.
 - f. Being present in the ASNAU office during the hour preceding the deadline to turn in any election-related materials.
 - g. Holding a minimum of three (3) office hours per week during the regular hours of operation.

9. Duties of the Commissioners of the Election Commission shall include:

- a. Attending all regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings.
- b. As a voting member of the Election Commission, having one (1) vote.
- c. Performing any additional duties assigned by the Chairperson.
- d. Holding a minimum of one (1) office hour per week during regular hours of operation.

ARTICLE XX. Inaugural Ceremony:

1. An inaugural ceremony for the Executive Council, staff and Senate shall be held annually, to be held between the final posting of the results of the general spring election and Reading Week.

ARTICLE XXI. Voting Procedures and Timely Action:

1. A motion on the floor may be passed by a simple majority of the present voting senators. If less than the required number of votes in favor of a motion are cast, the motion shall be defeated.
2. It is the right of any and all senators to abstain from voting on a motion. Abstentions will be recorded in the minutes along with the number of “ayes” and “nays,” but shall have no effect upon the voting outcomes.
3. Measures passed by the Senate shall become effective immediately upon the signature of the President, unless the measure is vetoed in accordance with the Constitution.
 - a. For the purposes of Section 3, if within five (5) working days, the President has neither vetoed nor signed the measure, the measure shall automatically become effective.
4. Voting shall follow parliamentary procedures as outlined in the version of *Robert’s Rules of Order* that is current at the beginning of the school year.

ARTICLE XXII. Authority and Date of Enactment:

1. These Bylaws are an addition to the ASNAU Constitution.
2. These Bylaws are adopted on April 4, 2008, and shall exist in full force and effect as of April 4, 2008.