

**ASSOCIATED STUDENTS OF NORTHERN ARIZONA UNIVERSITY  
CONSTITUTION**

**PREAMBLE:**

We, the students of Northern Arizona University, viewing our primary goal as the pursuit of education, do hereby establish this Association of students to provide a forum for student representation in matters of student concerns to Northern Arizona University, and we do hereby ordain and adopt this Constitution.

**ARTICLE I:           Name**

The name of this organization shall be the Associated Students of Northern Arizona University, hereinafter referred to as ASNAU.

**ARTICLE II:           Purpose**

The purpose of this student government shall be to actively represent the student body of Northern Arizona University in university, community, state, and national affairs, and to pursue an active leadership role in all areas of the student interest.

**ARTICLE III:         Membership**

Any person enrolled as a student and paying tuition and registration fees at Northern Arizona University's Flagstaff campus and satellite campuses shall be a member of ASNAU. All members shall hold equal voting rights in ASNAU general and special elections, as applicable. With respect to other applicable qualifications, all members shall be eligible to hold office in ASNAU or in any of its subordinate faculties.

**ARTICLE IV:         Authority**

The governing body of ASNAU and all staff, personnel, boards, committees, and agencies responsible to, or created, or employed by, ASNAU shall be recognized as the official student representatives to the university faculty and administration of the community, state, and nation.

**ARTICLE V: The Executive Branch**

The executive branch shall be comprised of the officers of the Executive Council and all other personnel and staff directly responsible to them.

**Section 1: The Structure of the Executive Council**

The Executive Council shall consist of the ASNAU President, Vice President of Student Affairs, Vice President of Academic Affairs, and Chief of Staff. Each of these individuals shall be elected by the student body, except for the Chief of Staff, who shall be appointed by the President and confirmed by the ASNAU Senate on an annual basis.

**Section 2: Authority and Duties of the Executive Council**

The Executive Council shall:

- A. Recommend the agenda for the Senate.
- B. Initiate new measures and programs to be presented to the Senate for approval and implementation.
- C. Recommend agreements and contracts for ASNAU to the Senate for approval and implementation, and forwarding to the university contract officer.
- D. Recommend the disbursement of ASNAU funds for student activities and events, as well as to recognized, registered university clubs and organizations, to the Senate for approval and implementation.
- E. Hire, as well as approve and enforce terms of employment, for persons serving in paid positions, which are directly responsible to the executive branch.
- F. Hire and terminate Public Relations, Leadership, Special Events, Multicultural Affairs personnel, Information Technology Specialist, Involvement Center Coordinator, and President's Council (Programming Board) Director.
- G. Implement salary structures and impose penalties for all elected and hired positions within ASNAU.

**Section 3: Authority and Duties of the President**

The President shall:

- A. Serve as the chief spokesperson of ASNAU.
- B. Serve as the chief fiscal representative of ASNAU unless he or she chooses to delegate this authority.
- C. Serve as the liaison and representative to the university counterpart.
- D. Address academic concerns of the university at large.
- E. Serve on the Executive Council and have one vote.

- F. Call regular and special meeting of the Executive Council, and act as chairperson of all such meetings.
- G. When he or she deems necessary, veto any measures passed by the Senate within five (5) school days of the vote affirming the measure, and shall submit a written statement fully explaining the reason(s) for the veto.
- H. Hold speaking rights at all meetings of the Senate.
- I. Call special sessions of the Senate with no less than twenty-four (24) hours' notice. The quorum of such a meeting will be two-thirds (2/3) of the entire ASNAU Senate.
- J. Serve as the Director of the Northern Arizona University Arizona Students' Association.
- K. Act as, or appoint and terminate with the majority approval of the Senate, the students' representative to the Coconino County Board of Supervisors and the Flagstaff City Council.
- L. With the majority approval of the Executive Council, create any ASNAU committee, program, or project deemed necessary.
- M. When he or she deems necessary, request reports either of a general or a specific nature of any branch of member of ASNAU
- N. Appoint the Chief of Staff, Justices of the Supreme Court, Northern Arizona University Arizona Students' Association Delegates, and Federal Relations Director, the appointments to which must all be confirmed by a two-thirds (2/3) majority approval of the Senate. With the exception of Justices of the Supreme Court, the President may terminate any of these positions at his or her discretion.
- O. With the majority approval of the Executive Council, appoint and terminate the members of the Election Commission and all student members to any university committees or boards and community groups requiring student representation.
- P. Hire and terminate all secretarial staff in conjunction with the Chief of Staff and the Office Specialist, Senior.

**Section 4: Authority and Duties of the Vice President of Student Affairs**

The Vice President of Student Affairs shall:

- A. Serve as the liaison and representative to the university counterpart.
- B. Address concerns dealing with student affairs at Northern Arizona University.
- C. Serve on the Executive Council and have one vote.
- D. Serve as the chairperson of all ad hoc committees, boards, and agencies established in the area of student affairs, unless otherwise designated by the President.
- E. Perform any and all duties assigned by the President.

- F. Serve as the President in the absence of the President, pursuant to Article V, Section 3.

**Section 5: Authority and Duties of the Vice President of Academic Affairs**

The Vice President of Academic Affairs shall:

- A. Serve as the liaison and representative to the university counterpart.
- B. Address concerns dealing with academic affairs at Northern Arizona University.
- C. Serve on the Executive Council and have one vote.
- D. Serve as Chair of the Senate.
- E. Cast a vote only in the case of a tie within the Senate.
- F. Call special sessions of the Senate with no less than twenty-four (24) hours' notice. The quorum of such a meeting will be two-thirds (2/3) of the entire ASNAU Senate.
- G. Appoint and terminate a Senate Clerk and Parliamentarian with the majority approval of the Senate.
- H. Serve as the chairperson of all ad hoc committees, boards, and agencies established in the area of academic affairs, unless otherwise designated by the President.
- I. Perform any and all duties assigned by the President.
- J. Serve as the President in the absence of the President and Vice President of Student Affairs, pursuant to Article V, Section 3.

**Section 6: Authority and Duties of the Chief of Staff**

The Chief of Staff shall:

- A. Serve as the liaison and representative to the university counterpart.
- B. Serve as the liaison and representative to the University Budget Office.
- C. Serve as an ex-officio, non-voting member of the Executive Council.
- D. Supervise and maintain accountability of all ASNAU budgetary accounts under the direction of the Executive Council and Senate.
- E. Oversee the staff of the executive branch and their respective budgets.
- F. Prepare and submit an annual fiscal budget to the Executive Council and Senate for approval.
- G. Serve as an ex-officio member of the Senate Appropriations Committee.
- H. Hire and terminate all staff in conjunction with the President.
- I. Perform any and all duties assigned by the President.

**Section 7: Quorum**

Quorum of the Executive Council shall consist of two-thirds (2/3) of the voting members of the Executive Council for the purpose of conducting meetings.

**ARTICLE VI: The Legislative Branch**

The legislative branch shall be comprised of the Senate and all staff and personnel directly responsible to them.

**Section 1: The Structure of the Senate**

The Senate shall consist of a Chair, Senators-at-Large, Senators of the various colleges and schools at Northern Arizona University, a Clerk, and a Parliamentarian.

**Section 2: Membership**

- A. The Vice President of Academic Affairs shall serve as Chair of the Senate.
- B. Senators-at-Large shall be elected by the members of ASNAU.
- C. College senators shall have declared majors or pre-majors within their respective colleges or schools and shall be elected by the students within their respective colleges or schools. Each college senator must resign his or her position if he or she withdraws there from. College senators shall be elected from the:
  - 1. College of Arts and Sciences
  - 2. College of Business Administration
  - 3. School of Communications
  - 4. College of Ecosystem Science and Management
  - 5. College of Engineering and Technology
  - 6. College of Education
  - 7. School of Fine and Performing Arts
  - 8. Graduate College
  - 9. College of Health Professions
  - 10. School of Hotel and Restaurant Management
  - 11. College of Social and Behavioral Sciences

- D. The number of Senators-at-Large shall be determined by the following system. If there are:
  - 1-3,000 students enrolled at all NAU campuses, there shall be one Senator-at-Large to represent them;
  - 3,001-6,000 students enrolled, two (2) Senators-at-Large;
  - 6,001-9,000 students enrolled, three (3) Senators-at-Large;
  - 9,001-12,000 students enrolled, four (4) Senators-at-Large;
  - 12,001-15,000 students enrolled, five (5) Senators-at-Large;
  - 15,001-18,000 students enrolled, six (6) Senators-at-Large; etc.
- E. The number of College Senators representing the students in each college or school shall be determined by the following system. If there are:
  - 1-1,800 students enrolled in the college or school, there shall be one (1) College Senator to represent them;
  - 1,801-2,700 students enrolled, two (2) senators;
  - 2,701-3,600 students enrolled, three (3) senators; etc.
- F. The Senate Clerk and Parliamentarian shall not possess Senate rights and shall only be permitted to discuss issues relating to their respective duties.

### **Section 3. Authority and Duties of Senate**

The Senate shall:

- A. Represent the constituent groups by which they were elected.
- B. Hold regular meetings.
- C. Initiate any business outlined in the agenda for a particular meeting.
- D. Approve all budget expenditures over \$500 before said expenditures may be disbursed.
  - 1. Expenditures in Section D shall include staff programming, equipment, and other general expenditures, but not including operating expenditures, salary expenditures, student wage expenditures, work study expenditures, or employee related expenditures
  - 2. All expenditures must be presented in a report before the Senate. Failure to present fiscal information/requests on required budget expenditures shall result in disciplinary action.
- E. Approve any and all contracts or agreements for ASNAU.
- F. Approve those clubs and organizations requesting recognition and recommend them to the Dean of Students.
- G. Oversee any and all committees operating under the jurisdiction of the Senate.

- H. Confirm those appointments made by the Executive Council and the President with two-thirds (2/3) vote in favor of an override.
- I. Override any presidential veto with two-thirds (2/3) vote in favor of an override.
- J. Select from its voting membership a Vice Chair, who shall serve as acting Chair in the case of either a temporary absence or the removal of the Vice President of Academic Affairs. The Vice Chair shall act as Chair of the Senate until a permanent replacement is found, pursuant to Article XIV, Section 2, of this Constitution.

**Section 4: Senate Committees**

A Senate may formulate or nullify any committees, as it deems necessary.

**Section 5: Quorum**

A quorum of the Senate shall consist of a majority of its voting members. In the case of a special session, a quorum shall consist of two-thirds (2/3) of the voting membership.

**ARTICLE VII: The Judicial Branch**

The judicial branch shall be comprised of the Justices of the Supreme Court.

**Section 1: The Structure of the Supreme Court**

The Supreme Court shall consist of one (1) Chief Justice, four (4) Associate Justices, and one (1) Clerk. The justices shall serve two-year terms and be appointed by the President with a two-thirds (2/3) confirmation by the Senate. The Clerk shall serve a one-year term and shall be appointed by the Chief Justice on an annual basis.

**Section 2: Purpose**

The purpose of the Supreme Court shall be to interpret, apply, and deliberate with respect to this Constitution in ruling on all disputes regarding the meaning and intent of this document. In doing so, the Supreme Court must stay within the parameters of the Constitutions of the United States and the State of Arizona.

**Section 3: Jurisdiction**

- A. The Supreme Court shall have original and exclusive jurisdiction over all disputes arising under this Constitution to review all actions and decisions of the Executive Council.
- B. Upon receipt of a complaint or an appeal, jurisdiction shall be determined by a majority vote of the Supreme Court affirming jurisdiction. In the event that the Court decides that it does not have jurisdiction over a dispute, it shall issue a written statement explaining the reasons for the dismissal of the case.
- C. Upon the request of any member of ASNAU, the Supreme Court may issue advisory opinions as to applications of the Constitution and Bylaws of ASNAU.

**Section 4: Rules of the Supreme Court**

The Supreme Court shall have the authority to establish, maintain, and enforce certain rules that shall govern the official policy and procedure of the Court.

**Section 5: Decisions**

The decisions of the Supreme Court shall include Executive Council and Senate opinions when deemed necessary. All decisions of the Supreme Court are final.

**Section 6: Records**

All Supreme Court decisions and opinions shall be permanent public documents.

**Section 7: Quorum**

A quorum of the Supreme Court shall consist of three (3) Justices.

**Section 8: Vacancies**

Supreme Court vacancies shall be filled by appointment no later than one (1) month following the opening of a position on the Court. Appointees filling a previously vacated position shall serve only the remainder of the current term.

**Section 9: Impeachment**

Justices of the Supreme Court may be impeached only in accordance with the procedures outlined in Article X, Section 1.



**ARTICLE VIII: Meetings**

**Section 1: Convening Meetings**

- A. The Senate shall meet once every week during the academic year according to University policy.
- B. Special sessions of the Senate may be called at any time during the calendar year by the President, the Senate Chair, the Senate Vice Chair, or by petition of at least two-thirds (2/3) of the Senate.
- C. Open meetings of the Senate shall be canceled only when preceded by seven (7) days' notice of such a cancellation.
- D. The Supreme Court shall convene as soon as possible upon the request of any member of ASNAU proving just cause for such a meeting.

**Section 2: Closed Sessions**

- A. All general and special sessions of the Senate shall be open to the public, except in the event that the Senate must discuss matters regarding individual students' educational information, matters relating to individual personnel, or other topics that may be confidential in nature. During closed sessions, no motions may be made and no vote may be taken.
- B. All sessions of the Supreme Court shall be open sessions unless otherwise decided by a majority vote of the Justices of the Supreme Court in favor of holding a closed session.

**Section 3: Parliamentary Procedure**

- A. The Senate shall approve a Parliamentarian who shall be consulted regarding a question of proper parliamentary procedure. The most recent edition of Robert's Rules of Order shall be used by all members of the Senate as the official parliamentary resource.
- B. This Constitution and the Bylaws of ASNAU shall take precedence over means of parliamentary sources.

**ARTICLE IX: Salaries**

All ASNAU officers and staff shall receive compensation as approved by the previous year's Senate.

**ARTICLE X: Removal from Office**

**Section 1: Impeachment**

- A. Any member of the Executive Council, Senate, or Supreme Court may be impeached only as in accordance with the procedures outlined herein.
- B. A charge of impeachment, outlined in written articles of impeachment, may be moved against any member of the Executive Council, Senate, or Supreme Court only during an official session of the Senate. If two-thirds (2/3) of the Senate approve the articles of impeachment, examination of the charges shall be assigned to the Senate Legislative Committee, which shall report its recommendations to the entire Senate. If the members of the Legislative Committee recommend removal from office, the member of the Executive Council, Senate, or Supreme Court shall be removed only by a three-fourths (3/4) vote of the entire present voting Senate in favor of removal.

**Section 2: Recall**

- A. Any member of the Executive Council or Senate may be recalled from office by the constituency who elected them.
- B. Any member of ASNAU may initiate a petition calling for a recall election. If such a petition is signed by fifteen (15) percent of the voters of the constituency of which the Executive Council member or Senator is a representative, it shall be presented to the Elections Commission for validation.
- C. If the petition is found to be valid, the official in question shall be given five (5) school days to resign. If the official does not wish to resign, the incumbent's name shall be automatically placed on a recall ballot, along with any other persons who may qualify for candidacy.
- D. Recall procedures may not begin until one (1) month after the first general meeting of the fall semester or one (1) month after taking the oath for officials elected during special elections or taking office by appointment.
- E. Whoever is elected in a recall election shall hold office only for the unexpired portion of the current term.

**ARTICLE XI: Amendments to the Constitution**

**Section 1: Origin**

Amendments to the Constitution may originate through:

- A. Any member of the legislative branch or
- B. A petition containing the signatures of no less than fifteen (15) percent of all members of ASNAU. The petition shall be presented to the

Senate upon the verification of the signatures by the Elections Commission.

**Section 2: Confirmation**

All amendments must be presented before the Senate for a two-thirds (2/3) vote in favor of confirmation to be placed before all members of ASNAU for ratification.

**Section 3: Ratification**

Proposed amendments must be put to a vote before all members of ASNAU in an election in which the proposed amendments are placed on the ballot shall ratify the amendment.

**Section 4 Enactment**

A ratified amendment shall take effect on the date specified in the amendment or, if no date is specified, shall take effect immediately.

**ARTICLE XII: Initiatives**

**Section 1: Authority of Initiatives**

Any member of ASNAU may require an initiative on a specific question by submitting a petition containing the signatures of not less than fifteen (15) percent of all members of ASNAU to the President. Signatures must be validated by the Elections Commission.

**Section 2: Initiative Board**

The President must appoint an Initiative Board within seven (7) days of the receipt of the request for an initiative(s). This Board shall consist of a sufficient number of members to ensure the proper, efficient management of the initiative and shall be responsible for establishing all procedures and regulations for the conduct of the initiative(s).

**ARTICLE XIII: Referenda**

**Section 1: Authority of Referenda**

Upon a two-thirds (2/3) affirmative vote of the Senate, any issue can be referred to all members of ASNAU for a vote.

**Section 2: Ratification of Referenda**

Referenda shall be ratified by a majority of all votes cast in an election in which the referenda are placed on the ballot.

**ARTICLE XIV: Elections**

**Section 1: General Elections**

- A. General elections are held for the purpose of electing ASNAU President, Vice President of Student Affairs, Vice President of Academic Affairs, college senators, senators at-large, and to pass any amendments to the ASNAU Constitution, Election Code, and/or Homecoming Code.
- B. All general elections for ASNAU shall be completed a minimum of 40 days before spring semester completion.
- C. All elections shall be held in accordance with the ASNAU Election Code.

**ARTICLE XV: Terms of Office**

**Section 1: Terms of Office**

- A. Any and all ASNAU elected officials shall hold a term, unless otherwise noted, in the ASNAU Constitution, of one year, beginning and ending at the ASNAU Inaugural Banquet.
- B. There shall be no term limits for any elected position within ASNAU.
- C. No member of ASNAU may hold more than one elected office.
- D. Terms for appointed officials shall conclude in the year in which they were appointed.

**ARTICLE XVI: Vacancies**

**Section 1: Vacancy Succession**

In the case of a vacancy within the Office of the President, the Vice President of Student Affairs shall become the President. Should both offices become vacant simultaneously, the Vice President of Academic Affairs shall become the President, and the Vice Chair of the Senate shall become the Vice President of Academic Affairs.

**Section 2: Vacancy Procedures**

- A. In the case of a temporary absence of the President, the Vice President of Student Affairs shall act as the President or, if also absent, the Vice President of Academic Affairs, or if also absent, the Vice Chair of the Senate. In the event that all of these individuals are absent simultaneously, the President shall appoint a Senator to temporarily represent him or her.
- B. In the case of a permanent vacancy of all three executive positions, a special election shall be held under the direction of the Elections Commission. The Senate, by a two-thirds (2/3) affirmative vote, shall select from its membership a person to act as the President until a permanent replacement has been inducted.
- C. Vacancies within the ASNAU Executive Council (excluding the President) or ASNAU Senate occurring during the summer or fall semesters shall be filled by a special election run by the Elections Commission. The plurality winner of the primary elections shall be considered the incumbent.
- D. In the event of a vacancy in either the ASNAU Executive Council (excluding the President) or ASNAU Senate occurring during the winter break or spring semester, the ASNAU President shall appoint a replacement with a two-thirds (2/3) approval of the ASNAU Senate.
- E. If more than twenty-four (24) percent of the ASNAU Senate seats are vacant, there shall be a special election for Senate seats.
- F. All ASNAU elected officials taking office after the general election shall serve in that office for the remainder of the term.

**Section 3: Special Elections**

All special elections shall be under the discretion of the Elections Commission and shall be held in accordance with the procedures established in the ASNAU Election Code.

**ARTICLE XVII: Bylaws**

ASNAU Bylaws shall be established to include the rules, duties, and authority for all ASNAU officials and affiliates. The Bylaws shall be binding unless in conflict with the ASNAU Constitution or local, state, and federal laws under which they operate.

The Bylaws of ASNAU shall be amended by a two-thirds (2/3) vote in favor of the amendment by the ASNAU Senate.

**ARTICLE XVIII: Freshmen Programs**

The Freshmen Programs shall be sponsored and maintained to endure the accurate representation, promotion, and involvement of new students at Northern Arizona University.

**ARTICLE XIX: Constitutional Authority**

The ASNAU Constitution shall be binding over any and all legislation, enactments, and mandates made previous to the adoption of the Constitution.

**ARTICLE XX: ASNAU Sessions**

The ASNAU Sessions will run in accordance with the Academic year.

**ARTICLE XXI: Constitutional Enactment**

The ASNAU Constitution shall have full force and effect as of April 8, 2003.