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

ARTICLE I. Duties of the Executive Council

1. Recommend agenda items for the Senate.
Initiate new measures and programs to be presented to the Senate for approval and implementation.
2. Recommend agreements and contracts for ASNAU to the Senate for approval and implementation, and forwarding to the university contract officer.
3. 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.
4. Hire, as well as approve and enforce terms of employment, for persons serving in paid positions, which are directly responsible to the executive branch.
5. Hire and terminate Chief of Staff, Public Relations, Special Events, Information Technology Specialist, Senate Clerk, Parliamentarian, Supreme Court Justices, and Elections Commission, with the majority approval of the Senate.
6. Implement salary structures and impose penalties for all elected and hired positions within ASNAU.

ARTICLE II. 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) Student State Affairs Board
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.

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8. Serving as the chief liaison to state and national leaders, unless he or she chooses to delegate this authority.
9. Serving as Chief Financial Officer of ASNAU.
10. Organizing Student Regent Selections in conjunction with the NAU-Yuma Student Association during NAU's rotation.
11. Forming and disbanding ad hoc Senate committees.
12. Holding a minimum of twenty (20) hours per week, with at least ten (10) in the office during regular hours of operation.
13. Submitting a report of activities and accomplishments of the past week to the Senate.
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.
15. Present a Senate bill for any request for funding over \$500 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
16. Serve as the chief spokesperson of ASNAU.
17. Serve as the chief fiscal representative of ASNAU unless he or she chooses to delegate this authority.
18. Serve as the liaison and representative to the university counterpart.
19. Address academic concerns of the university at large.
20. Serve on the Executive Council and have one vote.
21. Call regular and special meetings of the Executive Council, and act as chairperson of all such meetings.
22. 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.
23. Hold speaking rights at all meetings of the Senate.
24. 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.

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25. 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.
26. With the majority approval of the Executive Council and Senate, create any ASNAU committee, ad hoc committee, program, or project deemed necessary.
27. When he or she deems necessary, request reports either of a general or a specific nature of any branch of the governing body of ASNAU
28. Appoint all ASNAU staff, 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 the discretion of the President.
29. With the majority approval of the Executive Council, appoint and terminate all student members to any university committees or boards and community groups requiring student representation.
30. Hire and terminate all staff in conjunction with the Chief of Staff.

ARTICLE III. 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.
4. Overseeing the student affairs committees.
5. Serve as a student liaison to the Office of Undergraduate Admissions to correlate programs involving recruitment, enrollment, orientation and retention

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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.
8. Present a Senate bill for any request for funding over \$500 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
9. Serve as the liaison and representative to the university counterpart.
10. Address concerns dealing with student affairs at Northern Arizona University.
11. 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.
12. Perform any and all duties assigned by the President.
13. Serve as the President in the absence of the President and the Vice President of Academic Affairs, pursuant to Article XVI of the ASNAU Constitution.
14. Oversee daily affairs of Club Headquarters as well as hire and terminate applicable staff in conjunction with the Chief of Staff.
15. Oversee and approve hours and payroll of all Club Headquarters staff in conjunction with the Chief of Staff.

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

1. Serving as a voting member of the Executive Council.
2. Serving as Chair of the Senate.
3. Serving as liaison among the student body, academic colleges, and ASNAU.
4. Helping to establish good relationships between senators and deans.
5. Holding meetings with each senator once a month.
6. Forming and disbanding ad hoc Senate committees.
7. Reviewing Senate reports as well as changing the format or frequency if necessary

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8. 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.
9. Appointing senators to university committees.
10. Ensuring Senators in committees fulfill their constitutional and committee obligations.
11. Ensuring Senators join an ASNAU Senate committee within two general Senate meetings after confirmation.
12. Approving ASNAU Senate committee chairs upon their election by the general Senate.
13. Holding a minimum of fifteen (15) hours per week, with at least eight (8) 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.
16. Present a Senate bill for any request for funding over \$500 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
17. Serve as the liaison and representative to the university counterpart.
18. Address concerns dealing with academic affairs at Northern Arizona University.
19. Cast a vote only in the case of a tie within the Senate.
20. 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.
21. 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.
22. Perform any and all duties assigned by the President.
23. Serve as the President in the absence of the President, pursuant to Article VXi of the ASNAU Constitution.
24. Oversee the Senate Clerk and Parliamentarian, as well as hire and terminate applicable staff in conjunction with the Chief of Staff.

ARTICLE V. Duties of the Vice President of Government Affairs shall include:

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1. Serving as a voting member of the Executive Council.
2. Serving as an ex-officio member of the Senate.
3. Serving as the Director of the Northern Arizona University (NAU) Student State Affairs Board.
4. Holding a minimum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
5. Submitting a report of activities and accomplishments of the past week to the Senate.
6. 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.
7. Assist the President in organizing Student Regent Selections during NAU's rotation.
8. In conjunction with the Vice President of Academic Affairs, address academic concerns of the university at large.
9. Provide opportunities to the student body of the students to become civically engaged.
10. Responsible for alerting the student body about any active or upcoming policies or legislation (local, state, and National) affecting them as students.”.
11. Establish an internship opportunity to help educate, involve, and organize students on issues of higher education at the campus, state, and national levels.
12. Advocating student concerns and perspectives to higher education policy makers at local, state and national level.
13. Promoting and publicizing any activities or events regarding higher education policy making at the local or state level.
14. Serve as the liaison and representative to the university counterpart.
15. Communicate as needed with the Arizona Board of Regent, Student Regents (both voting and non-voting).
16. Attend all Arizona Board of Regent meetings.
17. When available, attend state legislative meetings when bills possibly affecting students are being addressed.
18. Establishing and maintaining permanent resource files.

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19. Ensuring that all Student State Affairs' resource files are accessible to ASNAU officials, NAU students, and the general public.
20. Serve as liaison between ASNAU and local, state, and national government authorities in conjunction with the ASNAU President.
21. Serve as liaison between students and Flagstaff governing bodies.
22. Coordinate events and opportunities for students to get involved in the Flagstaff community.
23. Oversee the affairs of the Student State Affairs, as well as hire and terminate applicable staff in conjunction with the Chief of Staff.

ARTICLE VI. 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 Special Events, and the Information and Technology Specialist.
4. Giving input to the ASNAU budget.
5. Performing or delegating any additional duties as assigned by the Executive Council.
6. Holding a minimum of fifteen (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.
9. Serve as the liaison and representative to the university counterpart.
10. Serve as the liaison and representative to the University Budget Office.
11. Supervise and maintain accountability of all ASNAU budgetary accounts under the direction of the Executive Council and Senate.

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12. Oversee the staff of the executive branch and their respective budgets.
13. Prepare and submit an annual fiscal budget to the Executive Council and Senate Appropriations Committee for review prior to submitting the budget to Senate for approval.
14. Hire and terminate all staff in conjunction with the President.
15. Perform any and all duties assigned by the President.

ARTICLE VII. Duties of Administrative Assistant

1. The Administrative Assistant is specifically accountable to the ASNAU President who establishes the day-to-day priorities
 - a. Under general direction of the Dean of Students.
2. The Administrative Assistant is responsible for all fiscal, contract, procurement, travel, time management and other processes requiring action by a full-time employee.
3. Serves as primary staff support person for ASNAU Executive Officers, ASNAU Staff, ASNAU Legal Services and related staff and student volunteers.
4. Analyzes and responds to matters requiring comprehensive knowledge of NAU, ASNAU and Student Life policy and procedures.
5. Monitor and track ASNAU revenues and expenditures against annual budget.
 - a. Share regular updates with ASNAU organizational leaders and Advisers.
 - b. Maintains and reconciles budgets for ASNAU and performs simple analysis on accounts
 - c. Purchasing card purchases and reconciliations
6. Provides support as payroll/leave system timekeeper for the department
 - a. Preparing payroll for Executive sign-off
7. Serve as Notary Public for NAU students, faculty and staff.
8. May assist with coordination of special events and programs sponsored by ASNAU
9. Implements new policies, procedures or practices impacted by decisions made by Executive Team or by Legislation adopted by the Senate.

ARTICLE VIII Duties of the Executive Office Assistant

1. Holding a minimum of fifteen (15) office hours a week during regular hours of operation.

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2. Responsible for opening and closing ASNAU office for regular hours of operation.
3. Serve as the liaison between the ASNAU office and the Administrative Assistant
4. Helping maintain documentation of interdepartmental billing, purchasing orders, purchases using the purchasing card, reimbursement, and payroll.
5. Weekly meetings with the President, Administrative Assistant and Front Desk assistant
6. Schedule and confirm Legal Council's appointments
7. Greet walk-ins, answer phones, take messages as needed and provide excellent customer service at all times.
8. Aid Executive Council with purchasing for each respective department when necessary.
 - a. Update Executive Council on status of placed orders and confirmation of payments on such orders
9. Help the Executive Council with various projects in the office as assigned.
10. Prepare all travel documents for ASNAU; including but not limited to :
 - a. Fill out travel requests on behalf of the executive council
 - i. Printing and binding Arizona Board of regents documents
 - ii. ABOR meeting agenda, fiscal reports ext.
11. Meet with Executive Council as needed.
 - a. Reports directly to the President unless they delegate reporting to another member of the Executive Council.
12. Maintain cleanliness and organization of the ASNAU office

ARTICLE IX Duties of the Front Desk Assistant

1. Holding a minimum of fifteen (15) office hours a week during regular hours of operation.
2. Responsible for opening and closing ASNAU office for regular hours of operation.
3. Serve as the liaison between the ASNAU office and the Administrative Assistant
4. Maintain documentation of interdepartmental billing, purchasing orders, purchases using the purchasing card, reimbursement, and payroll.
5. Insuring all bills, referendums, and resolutions are properly submitted, distributed, and filed.
6. Help maintain all financial documents for ASNAU and Club Headquarters

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7. Aid in purchasing of office supplies for ASNAU and Club Headquarters
8. Weekly meetings with the President, Administrative Assistant and Executive Office Assistant
9. Greet walk-ins, answer phones, take messages as needed and provide excellent customer service at all times.
10. Screens phone calls and visitors, directing to appropriate staff or department when necessary
11. Schedule and confirm Legal Council's appointments
12. Help the Executive Council with various projects in the office as assigned.
13. Work with Senate Clerk, Advisor(s) and ASNAU's Administrative Assistant to maintain documentation of Senate Bills and funding packets.
14. Meet with Executive Council as needed.
 - a. Reports directly to the President unless they delegate reporting to another member of the executive council.
15. Maintain cleanliness and organization of the ASNAU office.

ARTICLE X. 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. Allocating moneys to recognized clubs , organizations, and qualified individuals according to the funding packet policy of ASNAU, as stated in the Student Organization Guidebook and ASNAU By-laws.
3. Proposing any bill the Senators see fit.
4. Senators shall be paid for a maximum of six (6) hours per week for the following: One (1) office hour in the ASNAU office, two (2) hours in Club Headquarters (CHQ), one (1) hour of Senate meetings, one (1) hour of fieldwork, one (1) hour of designated committee (Appropriations or Legislative), all of which are overseen by ASNAU Vice President of Academic Affairs.
5. Holding a minimum of three (3) office hours per week during regular hours of operation, in addition to a minimum of two (2) hours gathering information from constituents,

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including, but not limited to, surveys, one-on-one conversations, and/or meetings with groups. Senators shall be paid for a maximum of 6 hours a week.

6. Reporting weekly to the Senate during regular Senate meetings.
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.
8. Approving the Senate Clerk, Vice Chair, and Parliamentarian by a majority vote.
9. Not serving as chair and liaison of the same university committee.
10. Duties of the Senators shall include:
 - a. 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.
 - b. Representing all undergraduate students officially enrolled on the NAU Mountain Campus.
 - c. Representing all clubs and organizations associated with their academic college or school not included in a college.
 - d. Contacting each club and organization at least twice per semester as well as submitting follow-up reports to the Senate.
 - e. Meeting with the Deans of their respective colleges or school not included in a college at least twice per semester.
 - f. Hosting a forum at least once per semester.
11. Vice Chair of the Senate
 - a. Be selected from the voting membership of the Senate and serve as acting chair in case of either 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
 - b. Call Special Sessions with no less than twenty-four (24) hours notice. The quorum of such a meeting will be two-thirds (2/3) vote of the Senate.
 - c. Recognize any motion made by a Senator with a two-thirds (2/3) vote of the Senate.

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12. 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. Ensuring all committee minutes are emailed to the Senate and Executive Council.
- 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. Ensuring that the Supreme Court is investigating impeachment proceedings according to the timeline as stated in the ASNAU Constitution Article 9, Section 2.
 3. Address any problems and revisions and amendments to the ASNAU Constitution, Bylaws, and Election Code.
 - ii. Appropriations Committee, which shall:
 1. Review funding packets and senate bills, and submit them to the Senate for approval.
 2. Review and present the budget for the following year with the President.
 3. Review Funding Packet Processes and Senate Bill Processes. 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

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an Organizational Allocation before the Senate Appropriations committee for approval.

4. Only under special circumstances will the following receive an allocation with a 2/3 vote by the Senate: An organization not recognized the previous semester, and/or an organization needing money for an event that has already occurred.
5. The Appropriations Committee Chairperson must submit all Funding Packets and Senate bills to the Senate Clerk at least twenty-fours (24) hours before a Senate meeting in order to appear on the agenda.

13. Serving on specific university committees as decided by the Vice President of Academic Affairs

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 two 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.
- f. Work up to six (6) hours per week.

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.
- c. Review the ASNAU Constitution, By-laws, and Election Code; and have a working knowledge of their statutes.
- d. Have the ASNAU Constitution, By-laws, Election Code, and Robert's Rules of Order present at every Senate meeting.

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- e. Responsible for submitting a copy of all bills, referendums, and resolutions to the IT Specialist for prompt posting on the ASNAU website.
 - f. Work up to five (5) hours per week.
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, and any other responsibilities incumbent upon the current elected member.
 - i. For the purposes of Section 15(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.
17. Represent their college and club that they have been designated.
18. Initiate any business outlined in the agenda for a particular meeting.
19. Approve all budget expenditures before said expenditures may be disbursed.
- a. 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.
20. Approve any and all contracts or agreements for the governing body ASNAU.
21. Approve those clubs and organizations requesting recognition and recommend them to the Dean of Students.
22. Oversee any and all committees operating under the jurisdiction of the Senate.
23. Confirm those appointments made by the Executive Council and the President.
- a. The Vice Chair must be approved by the Senate by a majority vote.
24. Override any presidential veto with two-thirds (2/3) vote in favor of an override.
25. Nominating and approving through a 2/3 majority vote a Senator to represent the Senate in all hiring or appointing for the Chief of Staff, Election's Commission, Supreme Court, Student State Affairs Directors, Senate Clerk, and Senate Parliamentarian as schedules allow.
- a. The nominated Senator shall not have the authority to influence the hiring or appointing.

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ARTICLE XI. Executive and Senate Qualifications:

1. All elected members of ASNAU must maintain a minimum cumulative grade point average (GPA) of 2.75.
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.
3. All undergraduate candidates for the Senate must have accumulated a minimum of fourteen (14) 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. 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.
5. All ASNAU elected officers and hired staff must be SafeZone, Safe Jacks, and Bystander trained by the end of the first working semester.

ARTICLE XII. 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 procedures have been followed:
 - a. receipts, stubs, lists of attendees, conference papers, and other proofs of payments (as applicable) have been provided to the ASNAU Administrative Secretary.
 - b. A representative must return to Senate at the conclusion of event funded and give a short presentation discussing the event and how it fulfilled the stipulations described in Article IX section 4 parts a through b. Senate will then give final approval for the dispersal of funds.
 - c. All bills and funding packets are encouraged to have a fiscal prospect of the purpose in question (i.e. a budget, receipts, etc.).

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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.

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- f. Food on campus by any organization that does not have the rights to catering on-campus events. This restriction does not apply to events not occurring on the NAU campus.
 - 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. Directly support for the purpose of funding their charity
 - 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.
8. The ASNAU Senate must reach a consensus regarding the maximum amount of funding allocated to an organization prior to the first official meeting.
- a. The amount may be changed with a two-thirds (2/3) vote of the Senate.

ARTICLE XIII. Individual Funding Guidelines

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1. ASNAU will fund an individual's activity or trip so long as the purpose of such event lies within the boundaries of the ASNAU Constitution, ASNAU By-laws, NAU policy, and pertinent local, state, and federal laws.
2. Funds will be reimbursed after appropriate proof of payment and documentation of the specified event are provided to the ASNAU Administrative Secretary.
3. The ASNAU Senate may revoke previously approved funds by a 2/3 majority vote for the following reasons including, but not limited to:
 - a. Receipts have not been submitted within a month of the event.
 - b. Failure to meet any other ASNAU guidelines.
4. ASNAU may base funding requests on the following criteria:
 - a. Spectrum of students that will benefit from the activity or trip.
 - b. Quality of benefit to student population.
 - c. Fundraising efforts outside of asking ASNAU for money.
 - d. Utility of the activity or trip compared to similar avenues for the enrichment of NAU students.
5. ASNAU will not fund the following activities or trips for the following reasons:
 - a. A particular religious or political ideology is promoted.
 - b. The main purpose of the trip or activity could be performed more efficiently by another method.
 - c. Funding used for personal expenses not explicitly related to the trip.
 - d. Any money spent on food or beverage for personal use.
 - e. No attempt made to raise money from any source other than ASNAU.
 - f. The act of funding makes ASNAU legally vulnerable.
6. The ASNAU Senate must reach a consensus regarding the maximum amount of funding allocated to an organization prior to the first official meeting.
 - a. The amount may be changed with a two-thirds (2/3) vote of the Senate.

ARTICLE XIV. 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.

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- 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. Maintaining a cumulative grade point average (GPA) of 2.75.
- 9. Having accumulated a minimum of twelve (12) credit hours at NAU and holding a minimum of twelve (12) semester hours during their terms.
- 10. 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. Swearing in newly elected and appointed ASNAU officials.

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

1. Assuming position 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 XVI. Duties of the Members of the Student State Affairs Board shall include:

1. Serving collectively as a department of ASNAU.
2. Consisting of the ASNAU President, Vice President of Government Affairs, 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.
6. Ensuring that all Student State Affairs' 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, to educate and involve students on issues and concerns address by the Student State Affairs Board.

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9. Holding weekly meetings with the ASNAU President and Vice President of Government Affairs not conflicting with Senate meetings.
10. Holding a minimum of ten (10) hours during regular hours of operations, except in the case of special events in which events may be substituted for in-office hours at the discretion of the president.
11. Attending all regular and special sessions of the Senate.
12. Providing weekly reports to the Senate and generating a detailed monthly report on current activities and issues being address, which shall be issued to the Executive Council and the Senate.
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.
14. Attending all regular and special sessions of the Senate in which their attendance is required.

ARTICLE XVII. Duties of Student Diversity Director

1. Knowledgeable about diversity, diverse perspectives, and multidimensional concerns of all students.
2. Work under the Vice President of Student Affairs and with the Diversity Committee to organize all diversity events.
3. Promote cultural understanding and be committed to advocating for antidiscrimination, antiracism, anti-classism, and anti-hate to better serve all students at Northern Arizona University.
4. Focuses on creating a safe and inclusive environment on campus and in the Associated Students of Northern Arizona University.
5. Create one diversity-centered forum with higher administration (office of the president, deans, etc.) at least once a semester.
6. Meet with Associate Vice President of Inclusion and Equity at least once a semester.
7. Act or organize senate designated liaisons for the following commissions/councils:
 - i. Commission on Ethnic Diversity
 - ii. LGBTQIA Commission
 - iii. Commission on Disability Access and Design
 - iv. Commission on the Status of Women
 - v. United Diversity Council
 - vi. The Bias Education Support Team

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8. Communicate as needed with the following departments:
 - i. Women's and Gender Studies Department
 - ii. Ethnic Studies
 - iii. Disability Studies
 - iv. Disability Resources
 - v. Inclusion and Multicultural Services
 - vi. LGBTQIA Resources and Support
 - vii. Native American Cultural Center
 - viii. First Generations Programs and Initiatives
 - ix. The Blavin Scholars
 - x. Veteran's Affairs
 - xi. Transfer Commuter Connections

9. Attend at least one diversity event once a month.
10. Holding a minimum of ten (10) hours per week.
11. Providing weekly reports to the Senate and generating a detailed monthly report on current activities and issues being addressed, which shall be issued to the Executive Council and Senate.
12. Presenting and end of the year report to Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
13. Attending all regular and special sessions of the Senate in which their attendance is required.

ARTICLE XVIII. Duties of the Special Events Coordinator shall include:

1. Assuming position 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.

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3. Organizing committees, and scheduling club round tables when necessary, for the purpose of effectively presenting these and other events.
4. Holding a minimum of ten (10) hours per week.
5. Preparing detailed reports of progress and success of events to be filed for future Special Events Directors.
6. Attending all regular and special sessions of the Senate.
7. Submitting a report of activities and accomplishments of the past week to the Senate.
8. Sitting on any committees pertaining to their job description.
9. Perform any additional duties assigned by the chief of staff.
10. 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.
11. Present a Senate bill for any request for funding over \$500 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.

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

1. Assuming position 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.
2. Maintaining and update the ASNAU website.
3. Managing all ASNAU elections under the authority of the advisor(s).
4. Being responsible fore all email communication from the ASNAU office and its affiliates.
5. Maintaining all ASNAU computers, software, and technological equipment.
6. Attending all regular and special sessions of the Senate.
7. Performing any additional duties assigned by the Chief of Staff.

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8. Holding a minimum of ten (10) office hours per week during regular hours of operation.
9. Submitting a report of activities and accomplishments of the past week to the Senate.
10. 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 XX. New Student Government:

1. The New Student Government(NSG) shall consist of freshmen and transfer students who meet the membership requirements defined by NSG.
 - a. For the purposes of Section 1, members shall hold office hours as required by NSG bylaws.
2. NSG 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 NSG and ASNAU.
3. NSG shall maintain bylaws that are in accordance with the ASNAU Constitution and Bylaws.
4. Attending all regular and special sessions of the Senate.
5. Submitting a report of activities and accomplishments of the past week to the Senate.
6. 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 XXI. Duties of the Public Relations Coordinator 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, SSA 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.

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6. Perform any additional duties assigned by the chief of staff.
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. 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 XXII. Duties of the Legal Intern shall include :

1. Holding up to five(5) office hours per week.
2. Accounting to the Chief of Staff.
3. Provide research and assistance to the ASNAU Legal Aid.
4. Maintaining and overseeing the student intake forms and exit survey.

ARTICLE XXIII. Duties of the Sustainability Director shall include:

1. The Sustainability Director for ASNAU will work to maintain that the ASNAU office is being “green” this includes but is not limited to: recycling, reducing waste, reusing materials, and reducing energy consumption, as well as making sure all events run and organized by ASNAU are practicing these habits as well.
2. Work under the Vice President of Student Affairs to organize all *Sustainability* events.
3. The Director may initiate new practices that could fall under this category, and should constantly be striving to find new and innovative ways for ASNAU and its services to be as green as possible.
4. Advocate for and represent the student body at large, with any sustainability related issues that may arise.
5. The Director will be responsible for communicating weekly green initiatives to the student body, as well as assisting other green groups on campus with advertising for their events.
6. Create one *sustainability*-centered forum with higher administration (office of the president, deans, etc.) at least once a semester.

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7. Help to plan and execute Earth Week events, utilizing ASNAU resources such as PR, and event planning, while teaming with other environmental groups already working on the event.
8. Meet with the University sustainability manager at least once a semester.
9. Act as the senate designated liaison between ASNAU and all sustainability initiatives including but not limited to Green NAU.
10. Communicate as needed with departments and groups pertaining to sustainability.
11. Attend at least one *Sustainability* focused event per month.
12. The Sustainability Director shall be paid for a maximum of 10 hours per week.
13. Provide weekly reports to the Senate and generate a detailed monthly report on current activities and issues being addressed, which shall be issued to the Executive Council and Senate.
14. Present an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
15. Attend all regular and special sessions of the senate at which their attendance is required.

ARTICLE XXIV. Duties of the Club Headquarters Staff shall include.

1. Account to the Vice President of Student Affairs.
2. Maintain the daily affairs of Club Headquarters.

ARTICLE XXV. 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
 - b. In order for elections to proceed, the commission must consist of a full five (5) members.
 - c. In the event of a hearing, a quorum for hearing shall consist of three (3) election commissioners .

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2. Elections must be completed forty (40) days before the end of the school year.

ARTICLE XXVI. 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. Preparing a written report of activities, proceedings and accomplishments of the past week to the Senate.
 - e. Being present in the ASNAU office during the hour preceding the deadline to turn in any election-related materials.
 - f. 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 XXVII. Probation

1. Under the situation in which the Executive Council deems it necessary to take disciplinary action on an individual, the Executive Council must submit a written report and request for the individual to be placed on probation to the Supreme Court.
 - a. For the Purposes of Section 1, Probation will be defined as not attending Senate meetings, paid and unpaid leave, and suspension of senate responsibilities in conjunction with the ASNAU By-Laws, including office hours. One does not have to be on Probation before being impeached.
2. The Supreme Court then has seventy-two(72) hours to uphold or overturn such recommendations.
3. In the case that the Supreme Court does not deem the punishment necessary, the ASNAU official will resume responsibilities with no disciplinary action.
4. If the Supreme Court upholds the recommendations by the Executive Council, the probationary period will begin within twenty-four(24) hours of the Supreme Court's decision.

ARTICLE XXVIII. Holding Multiple Positions in ASNAU

1. A member of ASNAU cannot hold more than one permanent position within ASNAU unless recommended by the Executive Council and approval from the Senate by a $\frac{3}{4}$ blind vote.

ARTICLE XXIX. 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 XXX. 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.

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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 XXXI. 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.