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Welcome to the House of Representatives!

You are all a part of a special group, selected by your peers to represent their interests, needs and ideas!

We have an opportunity to not only match the productivity seen in the previous sessions, but to surpass and create viable change for our fellow students here at Oregon State University. Each one of us has been charged to protect the well-being of the student body; therefore, we are in a unique position to better the lives of students by advocating for their needs.

We are a minority group making decisions that affect the entire student population. It is the ASOSU Congress that maintains this responsibility, and I encourage each of you to reach out to your fellow students. Have a conversation, find out what their concerns are, and work together towards creating positive solutions.

The House of Representatives is comprised of five graduate and twenty undergraduate students. Together, we will exchange ideas, perspectives, and opinions to better serve the Oregon State Community as a whole. It is our unique backgrounds that define who we are, but most importantly we are all students first. I must implore that you take this position as Representative with the upmost sense of duty to your fellow students.

I only expect you to be accountable. You have been elected to this position for a reason; to best serve the students of Oregon State University. I will ask that you hold office hours, regularly attend meetings, and write legislation. This may sound like a lot of work, but remember... when you are passionate about an issue, work turns into pleasure. Have fun! After all, we are all students looking for the most rewarding education possible. Why not make the best of your time spent here working towards making a better campus for future generations. When you graduate, what difference will you have made? What legacy will you leave behind?

I'm looking forward to the fun and productive year ahead of us. Share your ideas openly and with confidence that we will be in a safe environment. Come into each meeting prepared to both give and receive respect. Let's have an amazing year!

Yours truly,



Drew Hatlen

Speaker of the House

ASOSU Congress

The Associated Students of Oregon State University
The Office of the Vice President

Members of the ASOSU Congress,

Welcome to the 2011-2012 Associated Students of Oregon State University Congress.

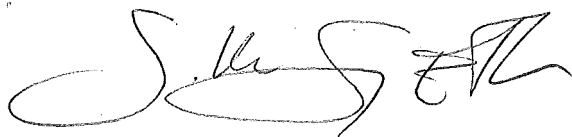
As members of the Senate and the Houses of Representatives, we have all been entrusted by the students to represent their voice and their opinions.

As we convene throughout this academic year, we must remind ourselves that regardless of any intentions, we must represent students from all across this campus regardless of any social status, class, area of study or background.

As members of the Legislative Branch, we must exercise our authority to respectfully facilitate discussions on the issues that come before us – in the Senate and in the House of Representatives. The public has entrusted us with the duties outlined in our constitution and as members of the ASOSU, we must now make sure that we responsibly and effectively examine the concerns in a fair and responsible manner.

I look forward to working with all of you – in shaping an OSU campus that is accessible, sustainable, inviting and better for all.

Respectfully,

A handwritten signature in black ink, appearing to read 'S. Eath', with a stylized flourish at the end.

Sokho S. Eath

President of the Senate
Vice President of ASOSU.

House Responsibilities

Constitution

All legislative and fiscal powers herein granted shall be vested in a Congress of the ASOSU, which shall consist of a Senate and a House of Representatives, subject to initiative and referendum of the ASOSU.

The Congress of the ASOSU shall initiate such acts and programs as it deems necessary to carry out its responsibilities as delineated in the ASOSU Constitution.

The Congress of the ASOSU shall establish and maintain a statute system delineating procedural rules of the ASOSU.

Statutes

As Stated in the ASOSU Constitution Article III,A., The Congress shall have all legislative and fiscal powers and shall have authority to maintain and establish these ASOSU Statutes. Under this authority, the Congress, as outlined in the ASOSU Constitution Article III,B., Shall have power and duty to initiate acts and programs to these ends..

Attendance to regular meetings shall be mandatory for all Representatives and officers of the House of Representatives. Absence in more than four regular meetings per term shall result in the absent member's office or seat being declared vacant by the Speaker of the House. Vote by proxy shall not count against the attendance of a Representative. Committee attendance shall be determined in committee bylaws.

Representatives shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.

Representatives shall be seated on up to two Committees in the House of Representatives. Conference Committees and Independent Committees shall not be count towards a Representative's two committees.

All Representatives shall be allowed one vote, but shall not vote on legislation which the Representative previously voted on in their respective assigned committees.

Each Representative shall be required to hold one office hour a week excluding Finals Week.



ASOSU CONGRESSIONAL LEADERSHIP CLASS
AHE 410-002; CRN 18800; Fall 2011
Wednesdays 1700-1750 1-3 credits
Meets in Stag 111

Instructors:	Drew Hatlen / Sokho Eath	Chris Van Drimmelen
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Phone:	541.737.8098 / 541.737.6345	541.737.6347
Email:	asosu.house@oregonstate.edu	Chris.VanDrimmelen@oregonstate.edu

Introduction

The Senate and House of Representatives make up the **legislative branch** of the Associated Students of Oregon State University (ASOSU). Congress is responsible for setting the fiscal policy for ASOSU, as well as managing and maintaining the rules by which ASOSU operates. Congress approves or disapproves all Student/Incidental Fee recommendations and confirms or rejects Executive appointments.

This course has been designed to enable you, as a current or perspective member of the ASOSU Congress, to **more effectively serve** the student body. We will study and practice some of the aspects of serving in Congress. We will explore ways to better communicate with the student body and throughout the term we will discuss how these different approaches are working. Through this course you should also get to know your fellow legislators and classmates and improve your ability to work as a team to fulfill the duties of the ASOSU Congress.

This course is designed to fit your schedule as an active student. As such, the course is being offered for 1, 2, or 3 credits. The credit breakdown is as follows:

- **One credit** requires attending **ALL** regular class meeting times; (Approximately one hour a week commitment)
- **Two credits** requires in addition to regular meeting times, attending **EITHER** the House of Representatives or Senate; (Approximately two hours a week commitment)
- **Three credits** requires in addition to regular meeting times, attending **BOTH** the House of Representatives or Senate. (Approximately three hours a week commitment)

Course Values

The ASOSU Congressional Class and office are considered **SAFE SPACES**. The ASOSU is willing and committed to providing an atmosphere of support and affirmation for all people. **Do not** display disrespectful behavior toward fellow classmates, students and staff of the ASOSU based upon age; ability; race/color/ethnicity; religious/spiritual, political affiliation; socioeconomic, immigration, marital, military/veteran status, gender identity/expressions, sexual/affectional orientations, and/or anything that is likely to be perceived as disrespectful to someone's background, culture, or identity. Unprofessional, derogatory and/or offensive behavior may result in removal from the class.

Accessibility

Students with documented disabilities should be registered with the Disability Access Services (DAS) at <http://ds.oregonstate.edu/>. Students with documented disabilities or any other accessibility or medical needs who may require accommodation should mention this as soon as possible. The ASOSU strives to be open and accessible to everyone.

Learning Outcomes:

By the end of this course you should be able to:

- Demonstrate a thorough understanding of the ASOSU Constitution and Statues;
- Demonstrate how to write legislation and make arguments for and against in Congress;
- Describe the systems of Checks and Balances governing ASOSU;
- Facilitate Proper Parliamentary Procedure;
- Effectively establish communication with constituency groups;

Course Text: There is only one textbook for this course, though some readings and handouts may be provided in-class or via Blackboard. We will be using the Gripe Fest Report from 2011 and earlier. Copies of this report will be provided in class, electronically, or both.

Course Information

Blackboard: All course communication and assignments may be posted and turned in via blackboard. Blackboard can be accessed at <http://my.oregonstate.edu>. A valid ONID address is required to utilize Blackboard and can be set up at <http://www.onid.orst.edu>. If a problem arises (i.e. unable to log in or submit assignments), it is your responsibility to inform me as soon as possible.

Office Hours:

Drew: TBD or by appointment.
Sokho: TBD or by appointment.

Meeting locations:

Class: Meets in Stag 111 at 5:00 PM Wednesdays.
Senate: Meets in MU 109 A at 7:00 PM Tuesdays.
House: Meets in MU 109 B at 7:00 PM Wednesdays.

Grading

Attendance: 450 points

Attendance is the most important aspect of this class. Being present at every class session is crucial (10 in total), and regularly attending scheduled meetings of either Senate or the House is required to earn all of the points in this category, 45 points for each class you attend. **More than two unexcused absences** from either the House or Senate will lower your final grade by a letter for each absence thereafter. **Please be aware of the time commitment.** Excused absences will be granted on a case by case basis, but you must inform the instructor in advance. This does not guarantee that an absence will be excused. With permission of the instructor, missing points due to an excused absence can be awarded by writing an additional essay for the following class, this is however, not guaranteed.

Participation: 240 points

Anyone can show up to class, but being an effective student leader involves participating to your fullest. Points for participation can be earned by asking questions, participating in dialogue, being open to new or unfamiliar ideas, and more.

Weekly Gripe Briefs: 160 points

Issued to each of you will be the 2010/2011 ASOSU Gripe Fest Report. Contained in these reports are over 294 student “gripes”. What I would like to see is:

- 1) A **summary** of a student’s gripe;
- 2) Along with **who is affected**;
- 3) A **tangible way in which to address the “gripe”**;
- 4) Finally, a way or mechanism to **measure or evaluate the effectiveness** of the proposed solution. *Is this an issue Congress can affect? Is it something a task force can handle? Or, would student initiative best suit the issue?* Be sure to include potential steps to alleviate each issue.

These Gripe Briefs will help to initiate discussions at the beginning of each class, so please **Come Prepared**. Each brief is worth 20 points.

Assignments: 150 points

Reflecting on your experiences as a student leader is one way to become a stronger and more effective representative of your constituents. Before each class period listed, you will be asked to write an essay based on topics presented in class. Essays should be more than 1 ½ pages and no longer than 2 pages, double-spaced. A total of three essays will be due and worth 50 points each.

Final Project: 200 points

Working together to bring an idea to life through legislation is one of the most rewarding and challenging aspects of being a representative or senator. Groups will be asked to follow the legislative process from start to finish by writing either a bill or a resolution, and following all of the steps in the legislative process. This legislation is a sample only, and is not required to go to the houses of Congress for a vote (though, if you are a legislator, you can take it to the Congress if you so choose). Projects will be graded based on the application of proper legislative process and knowledge of parliamentary procedure.

Grading Breakdown:

A	B	C	D
1200 – 1080	1079 - 960	959 - 840	839 - 0

Course Outline

Week	Date	Topic	Assignments	Notes
1	Wednesday, Sept. 28	Introduction – Your Role as a Legislator		
2	Wednesday, Oct. 5	The Constitution and Statutes	-Gripe Brief	Required Reading: Const. and Statutes
3	Wednesday, Oct. 12	The Executive Branch	-Gripe Brief -Due: 1st Reflection Essay	
4	Wednesday, Oct. 19	The Legislative Branch/ The Judicial Branch	-Gripe Brief	
5	Wednesday, Oct. 26	The Legislative Branch/ The Judicial Branch	- Gripe Brief	
6	Wednesday, Nov. 2	Legislation – Start to Finish	- Gripe Brief -Due: 2nd Reflection Essay	
7	Wednesday, Nov. 9	Mock Congress – Arguments for Legislation	- Gripe Brief	
8	Wednesday, Nov. 16	Parliamentary Procedure – In Principle	- Gripe Brief -Due: 3rd Reflection Essay	Required Reading: ASOSU Handbook for Parliamentary Law
9	Wednesday, Nov. 23	Parliamentary Procedure – In Practice	- Gripe Brief	
10	Wednesday, Nov. 30	Legislation Project Presentations	Group Project Due	

Academic Integrity

In the academic community the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which a student completes and submits must be the product of his/her own efforts. Plagiarism, cheating and other forms of academic dishonesty, including involving computer technology, are prohibited.

For more information on the OSU Academic Policy Consult: <http://oregonstate.edu/admin/stucon/oars.htm#acdis>

CONGRESS



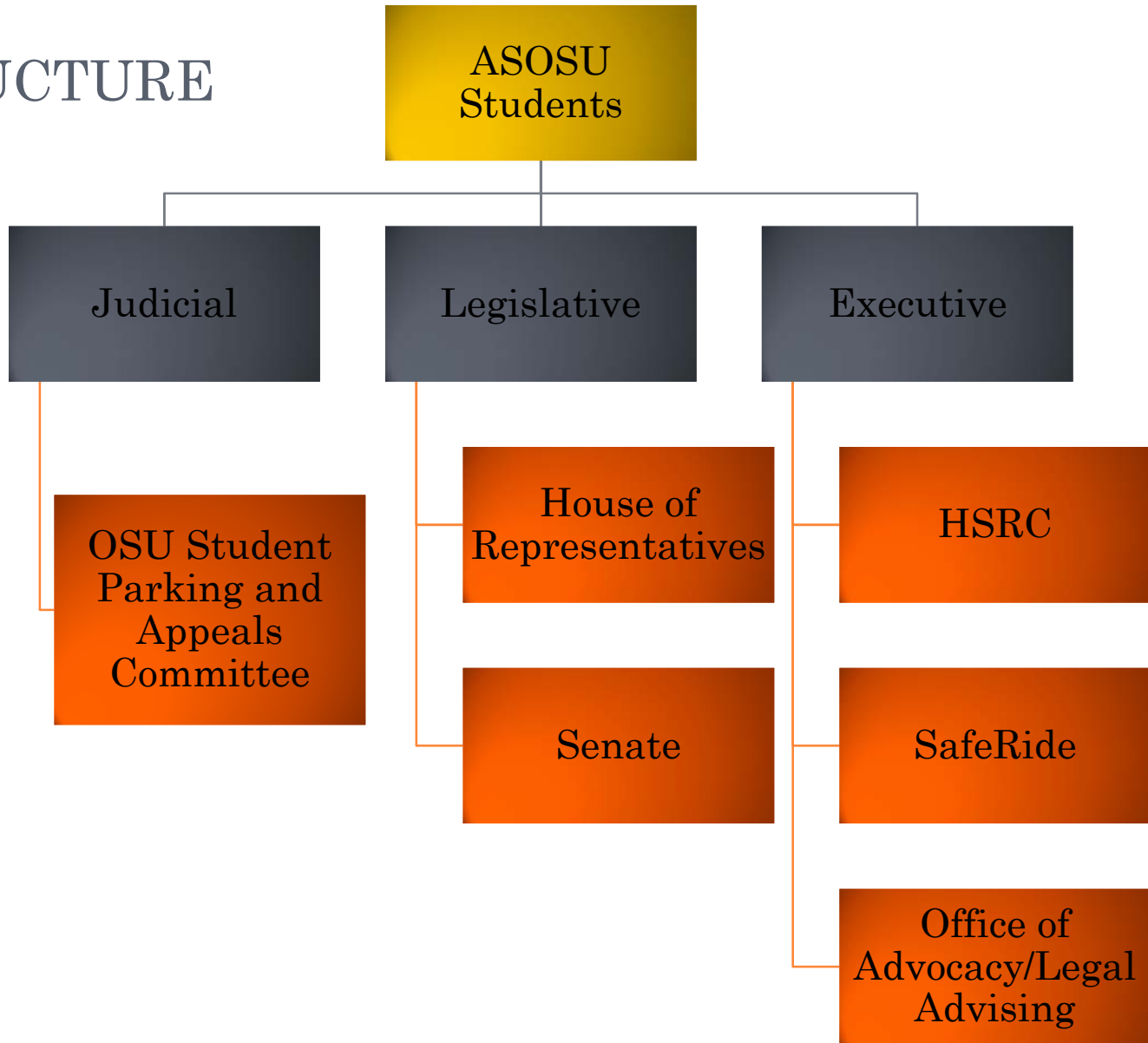
ASÖSU

OUTLINE

- Structure
 - Judicial Branch
 - Legislative Branch (Congress)
 - House of Representatives
 - Senate
 - Executive Branch
- Services
 - Human Services Resource Center (HSRC)
 - SafeRide
 - Office Advocacy
 - Legal Advising



STRUCTURE



STRUCTURE

JUDICIAL COUNCIL

- Consists of 7 undergraduate/graduate students
- Appointed for 4 year terms, appointed by the ASOSU President
- Duty to interpret any dispute among the ASOSU Constitution and Statutes
- Members sit on the OSU Student Parking and Appeals Committee



STRUCTURE CONT.

LEGISLATIVE BRANCH - CONGRESS

House of Representatives

- 25 members
 - 20 undergraduate
 - 5 graduate
- Serve for 1 year term
- Speaker of the House
 - Elected for 1 year term
- Responsible for the fiscal management of ASOSU

Senate

- 12 members
 - All are undergraduate or graduate students
- Serve for 2 year terms
 - 6 up for election every year
- President of the Senate (ASOSU Vice-President)
- Responsible for the functions of ASOSU
 - Approves all appointments by the Executive Branch



STRUCTURE CONT.

LEGISLATIVE – CONGRESS CONT.

House of Representatives

- Committees:
 - Ways and Means
 - Appropriations and Budgets
 - Educational Activities

- **Joint Committees:**

Joint Committee on Congressional Correspondence
(both Houses of Congress appoint three members)

Senate

- Committees:
 - Oversight and Ethics
 - Student Government
 - Student Academics and Activities



STRUCTURE CONT.

EXECUTIVE BRANCH

- Cabinet
- Task Force Directors
- Services
 - Human Services Resource Center (HSRC)
 - SafeRide
 - Office of Advocacy
 - Legal Advising



STRUCTURE

EXECUTIVE BRANCH CONT.

The Cabinet

- President
- Vice-President
- Executive Chief of Operations
- Executive Director of Finance
- Executive Director of Diversity Programs
- Executive Director of Campaign Resources
- Executive Director of Government Relations
- Executive Secretary
- Executive Director of Public Relations
- Executive Director of Services
- Office of Advocacy
- Student Advocate

Task Force

- Accessibility Affairs
- Women's Affairs
- Veteran's Affairs
- Queer Affairs
- Community Affairs
- Campus Affairs
- Health and Wellness Affairs
- Environmental Affairs
- Multicultural Affairs
- Non-Traditional Affairs

Support Staff

- Graphic Designers
- Website Designer
- Advocate Support



SERVICES

- Human Services Resource Center (HRSC)
- SafeRide
- Office of Advocacy
- Legal Advising



SERVICES

HUMAN SERVICES RESOURCE CENTER (HSRC)

- Mealbux Subsidy
- Graduate Conference Registration Subsidy
- Rental Assistance
- Student Insurance Subsidy
- Emergency Food/Housing
- Food Pantry



SERVICES CONT. SAFERIDE, OFFICE OF ADVOCACY, & LEGAL ADVISING

- SafeRide
 - Late night taxi service, free to all OSU Students
 - Transports students around campus and to off-campus sites
 - Runs fall, winter and spring term
 - Vans are driven by OSU Students
- Office of Advocacy – Patricia Lacy
 - Deals with student to university dispute
- Office of Legal Advising – Audrey Bach and Joan Demarest
 - Off-campus legal advising
 - Wills, rental dispute, food poisoning, anything no school related
 - Does not represent a student in a court room

THE END...

- Stop the presentation now.



ASOSU 2011-2012 Executive Branch Contact List

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**CONSTITUTION
FOR THE
ASSOCIATED STUDENTS OF
OREGON STATE UNIVERSITY**

PREAMBLE

We, the students of Oregon State University, in order to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as members of the academic community through democratic representation, do hereby establish an association and adopt this constitution.

ARTICLE I: NAME

The name of this association shall be the Associated Students of Oregon State University, hereinafter referred to as the ASOSU.

ARTICLE II: MEMBERSHIP

- A. All enrolled students of Oregon State University are members of the ASOSU.
- B. The ASOSU shall not discriminate on the basis of ability, age, color, ethnicity, gender identity/expression, marital status national origin, parental status, race, religion, sex, sexual orientation, or veteran status in any of its policies, procedures or practices.

ARTICLE III: LEGISLATIVE BRANCH

- A. All legislative and fiscal powers herein granted shall be vested in a Congress of the ASOSU, which shall consist of a Senate and a House of Representatives, subject to initiative and referendum of the ASOSU.
- B. The Congress of the ASOSU shall initiate such acts and programs as it deems necessary to carry out its responsibilities as delineated in the ASOSU Constitution.
- C. The Congress of the ASOSU shall establish and maintain a statute system delineating procedural rules of the ASOSU.
- D. The House of Representatives
 1. The House of Representatives shall be composed of twenty five members chosen each year by the ASOSU. Members shall serve for one year.
 - a. Twenty members of the House of Representatives shall be members of the ASOSU which pay undergraduate fees.
 - b. Five members of the House of Representatives shall be members of the ASOSU which pay graduate fees.
 2. The Speaker of the House shall be elected each year by the ASOSU and shall preside over the House of Representatives.
 - a. The Speaker of the House shall not vote unless it will affect the outcome.
 3. The House of Representatives shall choose its officers during its first meeting while in session.
 4. All members of the House of Representatives must have taken the Oath of Office before being allowed to vote.
- E. The Senate
 1. The Senate shall be composed of twelve members, six chosen by the ASOSU each year. Members shall serve for two years. The first general election immediately following passage of this Constitution shall allow six senators to be chosen by the ASOSU to serve for no longer than one year.
 2. The Vice President of the ASOSU shall be the president of the Senate, but shall only vote in the event of a tie.

3. The Senate shall choose its officers during its first meeting in summer term, including a President Pro-Tempore to preside over the Senate in the absence of the Vice President.
4. All members of the Senate must have taken the Oath of Office before being allowed to vote.

F. Sessions of Congress

1. The House of Representatives shall be in session each academic term, with the exception of summer term.
2. The Senate shall be in session each academic term, including summer term.
3. Neither house of Congress shall adjourn for more than seven days while it is in session.

G. Congressional Rules

1. Each house of Congress shall operate in accordance with the latest edition of Roberts Rules of Order.
2. Each house of Congress may establish rules of its proceedings, punish its members for disorderly behavior and with the concurrence of two thirds, expel a member.
3. All meetings of the Congress shall be open to the public and advertised in the Daily Barometer.
4. Each house shall keep records of its proceedings, including recorded votes, minutes and agendas, and submit them to the Daily Barometer each Friday that each house is in session.
5. Each house of Congress shall submit an annual record of its proceedings to the OSU Archives within seven days of its last meeting of spring term.
6. No member of the Legislative Branch shall simultaneously hold a position in the Executive Branch or Judicial Branch of the ASOSU

H. Confirmations

1. The Senate shall be responsible for confirming all Executive Officers before the individuals appointed to those positions officially take office.
2. The Senate shall be responsible for confirming all members appointed by the President to the Judicial Council.

I. Legislation

1. Bills and Resolutions that either increase or decrease the spending or revenue of the ASOSU shall originate in the House of Representatives and are subject to approval of the Senate.
2. Bills and Resolutions that alter the functions of the ASOSU shall originate in the Senate and are subject to approval of the House of Representatives.
3. All Bills and Resolutions shall be presented to the President within three days of passing both houses of Congress. The President shall sign or veto the Bill or Resolution within seven days of the signed receipt of the Bill or Resolution.
4. Any Vote that affects the roles of either the Executive Branch or Judicial Branch shall be presented to the President within three days of passing both houses of Congress. The President shall sign or veto the Vote within seven days of the signed receipt of the Vote. Votes which only affect the house of congress that they originate from are exempt from this rule.
5. If the President does not sign or veto legislation within seven days of the signed receipt of the legislation, the legislation shall automatically go into effect. This rule does not apply if the legislation is presented to the President during or after the ninth week of spring term.
6. All legislation that has been vetoed by the President shall automatically be resubmitted to the house of Congress it originated in. Presidential vetoes shall be overruled by a concurrence of two thirds on the members of each house of Congress.

J. Impeachment

1. The House of Representatives shall be responsible for bringing charges of Impeachment when elected or appointed members of the ASOSU are not fulfilling the duties as delineated in the ASOSU Constitution or ASOSU Statutes.
 2. The Senate shall be responsible for trying all Impeachments. While trying Impeachments, Senators shall be on Oath. When the President or Vice President is tried, the Chair of the Judicial Council shall preside over the Senate.
 3. Conviction in cases of Impeachment requires a concurrence on two thirds of the members of the Senate present
 4. Judgment in cases of Impeachment shall not extend further than removal from office.
- K. Student / Incidental Fees
1. The House of representatives shall be responsible for establishing and maintaining a committee to approve the ASOSU Budget
 2. Congress, in joint session, shall vote to approve or reject the annual Student / Incidental Fee Committee Budget Recommendations
 3. The House of representatives shall be responsible for establishing and maintaining a Mediation Committee to resolve all rejected Student / Incidental Fee Committee Recommendations
- L. Vacancies
1. In the event of vacancies in either the House of Representatives or the Senate, a committee consisting of the Speaker of the House, President Pro-Tempore of the Senate, President and Judicial Council Chair shall fill the vacancy with the person receiving the highest number of votes from the previous election.
 2. If there are no eligible candidates from the previous election, the committee shall appoint a member of the ASOSU to fill the vacancy.
- M. Succession
1. If the office of Speaker of the House is vacated during the elected term of office, the House of Representatives shall elect successor from within their membership within seven days. The vacancy must then be filled as outlined in Article III. Section L.

ARTICLE IV: EXECUTIVE BRANCH

- A. The Executive power of the ASOSU shall be vested in a President and a Vice President, chosen each year by the ASOSU.
- B. The President and Vice President of the ASOSU shall serve for one year.
- C. The President and Vice President of the ASOSU shall take the Oath of Office before exercising any official duties.
- D. The President of the ASOSU shall be responsible for conducting all administrative affairs of the ASOSU, to include, but not be limited to:
 1. Overseeing and administering the ASOSU budget.
 2. Performing policy oversight and providing assistance to the executive committees, task forces and services, and staff of the Executive Branch.
 3. Representing the ASOSU to increase the visibility and influence of the ASOSU both on and off campus.
 4. Performing all duties as outlined in the ASOSU Statutes.
- E. The Vice President of the ASOSU shall :
 1. Be responsible for assisting the President as needed and requested, both on and off campus.
 2. Provide supervision to the Executive Officers and Executive Staff.
 3. Perform all duties as outlined in the ASOSU Statutes.
 4. Preside over the Senate of the ASOSU.

- F. The President of the ASOSU shall, in accordance with the ASOSU Constitution and Statutes, and with the advice and consent of the Senate, appoint Executive Officers and members of the Judicial Council.
- G. The President of the ASOSU shall make appointments to Executive Staff positions as outlined in the ASOSU Statutes.
- H. The President of the ASOSU shall be responsible for implementing the ASOSU Executive Policies, and, with the advice and consent of the Senate, modify these policies to meet current needs.
- I. No member of the Executive Branch shall simultaneously hold a position in the Legislative Branch or Judicial Branch of the ASOSU.
- J. The President of the ASOSU shall deliver an address to a joint session of Congress at least once each Fall Term to inform all members of the ASOSU on the State of the Students.
- K. Succession
 - 1. If the Executive Office of President is vacated during the elected term of office, the Vice President shall succeed to the office of President. In the event that the Executive Office of Vice President is vacated during the elected term of office, the President shall, with the advice and consent of the Senate, appoint a member of the ASOSU to succeed to the office.
 - 2. If the Executive Offices of President and Vice President are vacated during the elected term of office, the Speaker of the House shall succeed to the office of President.

ARTICLE V: JUDICIAL BRANCH

- A. The judicial power of the ASOSU shall be vested in the Judicial Council.
- B. The Judicial Council
 - 1. The Judicial Council shall consist of seven members, appointed by the President of the ASOSU with the advice and consent of the Senate.
 - 2. Members of the Judicial Council of the ASOSU shall serve for four years.
 - 3. No member of the Judicial Branch shall simultaneously hold a position in the Legislative Branch or Executive Branch of the ASOSU.
 - 4. The Judicial Council shall choose its officers, including the Judicial Council Chair, from within its membership at the beginning of fall term each academic year.
- C. The power of the Judicial Council shall arise exclusively from any case or controversy brought before it, pertaining to any questions of interpretation of ASOSU Constitution and Statutes.
- D. The Judicial Council shall be the final authority on questions of interpretation of ASOSU Constitution and Statutes.
- E. The Judicial Council shall be responsible for implementing the Judicial Council Policies and, with the advice and consent of the Senate, modify these policies to meet current needs.

ARTICLE VI: ELECTIONS AND HOLDING OFFICE

- A. An Elections Committee shall be established no later than Friday of the tenth week of fall term.
- B. The Elections Committee
 - 1. The Elections Committee of the ASOSU shall consist of at-large members of the ASOSU, as well as representation from student groups who will be utilizing the ASOSU Ballot in the General Election.
 - 2. The Vice President of the ASOSU shall supervise the creation of the Elections Committee.
- C. It shall be the duty of the Elections Committee of the ASOSU to:
 - 1. Set election dates, filing deadlines, the inauguration date and propose election rules to the House of Representatives and publicize these to the ASOSU.
 - 2. Arrange the election process and provide opportunities for the candidates to express their views to the ASOSU.

D. Election Procedures and Regulations of the ASOSU Elections Committee

1. Elections shall be held for the following positions
 - a. Members of the Senate
 - b. Members of the House of Representatives
 - c. Speaker of the House
 - d. President
 - e. Vice President
2. Elections shall also be available to other recognized student organizations wishing to hold a campus-wide election. Each organization will determine the position(s) they want elected, the procedure for placing nominations on the ballot, and eligibility for each position. The information shall be due during the beginning of the term prior to the elections for inclusion in the elections packet.
3. The election procedures shall be printed by the first day a candidate may file for election.
4. The Senate may make changes in procedures and regulations in the term prior to that printing. Changes shall not be made after printing without the consent of every candidate.
5. No member of the elections committee shall run for an elected office while serving on the elections committee.
6. Elections shall be by secret ballot

E. Requirements for Candidacy or Appointed Positions

1. Candidates for any elected or appointed office must meet University requirements to hold office.
 - a. Undergraduate students shall have earned at least six hours of credit in their most recently completed term, be currently registered for at least six hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.
 - b. Graduate students shall have earned at least five hours of credit in their most recently completed term, be currently registered for at least five hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.

F. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.

G. Holding Office

1. The Oath of Office:
 - a. I (full name)... enter into this solemn oath as (position)... of the Associated Students of Oregon State University... with the solemn pledge to be constantly faithful... to the obligation I now accept.
 - b. I swear to uphold and execute... to the best of my abilities... the provisions of the Constitution and such acts... as may be passed according to those provisions.
 - c. These things I solemnly affirm... and stand ready to be challenged... should I fail in my obligation.
1. In accordance with University regulations, Undergraduate students with a grade point average (GPA) of less than 2.00 during any one academic term while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 2.00. Undergraduate students earning less than a 2.00 GPA for two consecutive academic terms while holding office shall be removed permanently from office. Full time status shall be defined as six credit hours per term.
2. In accordance with University regulations, Graduate students with a grade point average (GPA) of less than 3.00 during any one academic term while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 3.00. Graduate students earning less than a 3.00 GPA for two consecutive

academic terms while holding office shall be removed permanently from office. Full time status shall be defined as five credit hours per term.

ARTICLE VII: AMENDMENT, REFERENDUM, INITIATIVE, RECALL AND REVISIONS

A. Amendment

1. Amendments to the ASOSU Constitution may be initiated by a signed petition of no less than five percent of the members of the ASOSU or by a bill passed by a two thirds majority vote of both houses of the ASOSU Congress.
2. The ASOSU may amend this Constitution by a two thirds majority vote of the voting members.
3. A minimum of fifteen percent of the members of ASOSU are required to vote in order for an amendment to pass.

B. Legislative Referendum

1. The Senate, acting on a petition signed by no less than five percent of the members of the ASOSU, may refer any proposed legislation to the ASOSU. A simple majority of those voting is required for passage of the legislation.

C. Legislative Initiative

1. The ASOSU may petition for initiative measures. All proposed petitions must be submitted to the Judicial Council prior to circulation for signatures. The Judicial Council shall insure that the petition is in correct form, and shall see that clarity, consistency, and full disclosure is maintained throughout the entire initiative process. The Judicial Council must take action, once the petition has been submitted, within five days, excluding finals week and breaks between terms.
2. A petition must be signed by at least five percent of the ASOSU and presented to the President of the ASOSU to verify signatures. Within three weeks following verification of signatures, the President of the ASOSU, in cooperation with the ASOSU Elections Committee, will authorize a special election concerning the petition. A simple majority of those voting is required for passage of the initiative.
3. A petition shall be declared null and void by the President of the ASOSU, and therefore not subjected to a special election if:
 - a. The petition was not submitted to the Judicial Council prior to the collection of signatures.
 - b. The petition was not signed by at least five percent of the ASOSU.
 - c. The signed petition was not submitted for an election vote during the deadline year it was registered.

D. Financial Initiative and Financial Referendum

1. The process for Financial Initiatives and Financial Referendum are defined in the Student / Incidental Fee Committee bylaws.

E. Recall

1. The elected officials of the ASOSU shall not be subject to recall for six weeks following their election. After that time, recall of any elected official of the ASOSU may be initiated.
2. Recall shall be initiated by a signed petition of at least fifteen percent of the ASOSU or by a signed petition of eight members of the Senate.
3. The petition shall be reviewed by the Judicial Council to ensure clarity and full disclosure.
4. After proper initiation of recall, the Elections Committee shall call a special election within three weeks. A two thirds majority of those voting in the special election is required for recall.

F. Revision

1. Revision shall be taken to mean changes in grammar or structure that do not change the intent of the Constitution.

2. A revision of the Constitution may be adopted by a bill passed by not less than a two thirds majority of the elected members of both houses of the Congress of ASOSU and approved by the Judicial Council.

ARTICLE VIII: ENACTMENT

Upon passage of Ballot question 1, the changes shall take effect. This Constitution shall supersede all previous ASOSU Constitution and Statutes.

Revised 1963, 1981, 1984, 1985, 1986, 1987, 1988, 1999, 2006

Amended 1970, 1973, 1976, 1984, 1989, 1992, 1993, 1994, 2000, 2004, 2006, 2008

Approved by the Oregon State University President September 1987, 1989, 2000, 2008

PREVIOUS VERSIONS ARCHIVED 2006 (KERR ADMINISTRATION BLDG, MILNE SECURE SERVERS)

Approved by the Associated Students of Oregon State University

_____	_____
Christopher Van Drimmelen, ASOSU President	Date

_____	_____
Paul Aljets, ASOSU Speaker of the House	Date

_____	_____
Kevin Schock, ASOSU Senate President	Date

_____	_____
ASOSU Judicial Council Chair	Date

Approved by the Oregon State University President

_____	_____
Dr. Edward J. Ray, President	Date

Statutes
of the
Associated Students
of Oregon State University

Title I: Statute System

Section 1: Designations and Forms.

- A. The ASOSU Statutes shall be organized and delineated by Title, Section, Lettered Subsection, Number and Lowercase Roman Numeral. This form of organization shall be maintained by the Senate Student Government Committee.

Section 2: Enactments, Amendments and Revisions.

- A. Enactments, Amendments and Revisions shall be incorporated into the ASOSU Statutes by the Senate Student Government Committee which shall determine the proper Title, Section, etc., for these statutory alterations to be included unless otherwise stated in the legislation and/or initiative. Amendments and revisions to the ASOSU Constitution or Statutes shall take effect at the end of the Congressional Session in which the Amendment or Revision was passed.

Section 3: Subordination of Statutes.

- A. These Statutes shall be subordinate to the laws and regulations of the ASOSU Constitution as well as all State and Federal law.

Title II: Legislative Branch

Section 1: Powers and Duties.

- A. As Stated in the ASOSU Constitution Article III,A., The Congress shall have all legislative and fiscal powers and shall have authority to maintain and establish these ASOSU Statutes. Under this authority, the Congress, as outlined in the ASOSU Constitution Article III,B., Shall have power and duty to initiate acts and programs to these ends.

Section 2: House of Representatives.

- A. Organization of the House.
1. Oaths shall be administered by either the Speaker of the House or Speaker Pro Tempore before the Representatives shall be granted a vote.
 2. Regular meetings of the House of Representatives shall occur every Wednesday at Seven O'clock in the evening excluding Summer Term, Finals Week and any Campus Holidays. The location of the regular meetings shall be arranged by the Speaker. The location of the regular meetings shall remain consistent the entire session of Congress unless otherwise altered by majority vote of the House.
 3. Terms of Office for Representatives and Speaker of the House shall begin at Noon on June 1st and shall end at Noon on June 1st of the following year. Officers shall begin their duties immediately after hiring or appointment and shall end their duties at the end of the legislative session. All non-elected officers are subject to a re-hiring process following the end of the legislative session.
 4. Attendance to regular meetings shall be mandatory for all Representatives and officers of the House of Representatives. Absence in more than four regular meetings per term shall result in the absent member's office or seat being declared vacant by the Speaker of the House. Vote by proxy shall not count against the attendance of a Representative. Committee attendance shall be determined in committee bylaws.
- B. Representatives.

1. Representatives shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.
2. Representatives shall be seated on up to two Committees in the House of Representatives. Conference Committees and Independent Committees shall not be count towards a Representative's two committees.
3. All Representatives shall be allowed one vote, but shall not vote on legislation which the Representative previously voted on in their respective assigned committees.
4. Each Representative shall be required to hold one office hour a week excluding Finals Week.

C. The Speaker of the House.

- A. The Speaker of the House shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the House of Representatives. The Speaker shall appoint the Congressional Clerk and other officers, excluding the Speaker Pro Tempore. The Speaker shall serve as a legislative representative on the OSU Faculty Senate. The Speaker shall appoint chairpersons to all House Standing Committees.

D. Officers.

1. Speaker Pro Tempore shall be any Representative in the House which, upon majority vote of his/her peers, shall assist the Speaker in all their duties and shall act as Chair of regular and special meetings upon the absence of the Speaker.
2. Other officers shall be created under the procedures in Robert's rules of Order.

E. Committee Chairpersons.

1. The Committee Chairpersons shall preside over all regular and special meetings of their respective committees, coordinate activities, and oversee all operations of their respective committees. The Chairperson shall keep record of attendance and minutes of the meeting to be submitted to the Congressional Secretary within five days following each committee meeting.
2. The Committee Chairperson shall submit the Committee's bylaws to the Congressional Secretary within seven days following passage in the given committee and approval by the Speaker.

F. Standing Committees.

1. Ways and Means.
 - i. The Ways and Means Committee shall provide review and assistance for ASOSU budgeting requests.
 - ii. The Committee shall review annual budget requests for expenditures from the ASOSU account.
 - iii. The Committee shall evaluate, amend or adjust the proposed ASOSU Budget and expenditures from the ASOSU Discretionary fund.
 - iv. The Committee shall present the annual ASOSU budget to the SIFC for their advice.
 - v. The Committee shall act as the liaison between Congress and the SIFC.
2. Appropriations and Budgets.

- i. The Committee shall provide review and assistance for all Student Incidental Fees budgeting requests excluding the budget for the ASOSU.
 - ii. The Committee shall review budget requests for expenditures from the Student Fees account after they have been approved by the Student Incidental Fees Committee, excluding the budget for the ASOSU.
3. Educational Activities.
- i. The Educational Activities committee shall consist of five at-large students, four representatives, and the ASOSU Executive Director of Finance. With the exception of the Chairperson, all members will be voting members. The Chair votes only if it will affect the outcome.
 - ii. The Educational Activities committee shall review budget requests for expenditures in accordance with Education Activities Guidelines.
4. Independent Committees shall report on their activities and progress at least twice per term.

Section 3: Senate.

A. Organization of the Senate.

- 1. Oaths shall be administered by either the President of the Senate or President Pro Tempore before the Senators shall be granted a vote.
- 2. Regular meetings of the Senate shall occur every Tuesday at Seven O'clock in the evening excluding Summers Term, Finals Week and any Campus Holidays. The Location of the regular meetings shall be arranged by the President of the Senate. The location of the regular meetings shall remain consistent the entire session of Congress unless otherwise altered by majority vote of the Senate. Regular meeting during Summer Term shall be determined by majority vote of the Senate.
- 3. Terms of Office for Senators shall begin at Noon on June 1st and shall end at Noon on June the 1st two years later. Officers shall begin their duties immediately after hiring or appointment and shall end their duties at the end of the legislative session. All non-elected officers are subject to a re-hiring process following the end of the legislative session.
- 4. Attendance to regular meetings shall be mandatory for all Senators and officers of the Senate. Absence in more than four regular meetings per term shall result in the absent members office or seat being declared vacant by the President of the Senate. Vote by proxy shall not count against the attendance of a Senator. Committee attendance shall be determined in committee bylaws.

B. Senators.

- 1. Senators shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.
- 2. Senators shall be seated on up to two Committees in the Senate. Conference Committees and Independent Committees shall not be count towards a Senator's two committees.
- 3. Each Senator shall be required to hold one office hour a week excluding Finals Week.

C. The President of the Senate.

- 1. This lettered subsection shall refer to the legislative powers and duties of the ASOSU Vice-President. Executive powers and duties are outlined in Title III.

2. The President of the Senate shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the Senate. The President shall appoint Senate specific Officers, excluding the President Pro Tempore. The President shall appoint Chairpersons to all Senate Standing Committees.

D. Officers.

1. President Pro Tempore shall be any Senator which, upon majority vote of his/her peers, shall assist the President of the Senate in all their duties and shall act as Chair of regular and special meetings upon the absence of the President.
2. Other officers shall be created under the procedures in Robert's rules of Order.

E. Committee Chairpersons.

1. The Committee Chairpersons shall preside over all regular and special meetings of their respective committees, coordinate activities, and oversee all operations of their respective committees. The Chairperson shall keep record of attendance and minutes of the meeting to be submitted to the Congressional Secretary within five days following each committee meeting.
2. The Committee Chairperson shall submit the Committee's bylaws to the Congressional Secretary within seven days following passage in the given committee.

F. Standing Committees.

1. Student Government.
 - i. The Student Government Committee shall be responsible for incorporating new legislation and Constitutional amendments during that academic year into the ASOSU Constitution and Statutes.
 - ii. The Student Government Committee shall review and make necessary revisions to the Constitution and Statutes on a yearly basis. When necessary, the committee shall present revisions to the Constitution and Statutes to the ASOSU Senate for formal approval.
 - iii. The Student Government Committee shall review all bills dealing directly with ASOSU structure, policies, and Senate related business.
2. Student Academics and Activities.
 - i. The Student Academics and Activities committee shall review and provide assistance on all student and campus issues not delegated to other Senate Standing Committees.
 - ii. The Student Academics and Activities committee shall review, but not recommend or reject, resolutions presented before the Senate and provide a forum for clarification of content and intent on ASOSU resolutions.
3. Oversight and Ethics.
 - i. The Oversight and Ethics Committee shall monitor operations of the branches of government in an effort to maintain balance and separation of powers.
 - ii. The Oversight and Ethics Committee shall establish and maintain an ASOSU Code of Conduct for Officers, Employees and Elected Officials and monitor the ASOSU to ensure the Code of Conduct is followed.

4. Independent Committees shall report on their activities and progress at least twice per term.

Section 4: Congressional Officers.

A. Congressional Clerk.

1. The Congressional Clerk shall advise the Presiding Officers of the Senate and House of Representatives on questions of parliamentary procedure and act as a consultant in the writing of legislation.
2. The Congressional Clerk shall record, type, copy, and distribute the ASOSU minutes, agendas, bills, and resolutions of the Senate and the House of Representatives. The Congressional Clerk shall maintain files for all ASOSU Congressional business and archive documents when necessary.
3. The Congressional Clerk shall be required to hold twelve office hours a week excluding Finals Week.

Section 5: Joint, Conference and Mediation Committees.

- A. The Joint Standing Committee of Congressional Correspondence shall be a Joint Committee reauthorized annually by the Houses of Congress. This committee shall consist of no more than three members from either house of Congress, excluding Congressional officers. The purpose of this committee is to promote communication between both houses of Congress, as well as provide unbiased education on legislation delivered to the respective houses of Congress.
- B. Creation of Joint Committees.
 1. Joint Committees shall be Non-standing committees created by Congress for specific issues not under the authority of the Standing Committees and not committed to other Congressional committees.
 2. Creation of Joint Committees shall require a two-thirds majority vote of both houses of Congress.
- C. Bylaws of Joint Committees shall require a two-thirds majority vote of both houses of Congress and shall take effect immediately upon passage.
- D. Conference Committees shall be committees to mediate differences in two versions of legislation from the houses of Congress. A Conference Committee shall be automatically called following passage of legislation through both houses of Congress. The Conference Committee shall be chaired by the President of the Senate and the Speaker of the House. Following mediation and passage in a Conference Committee, the legislation shall be sent to the houses of Congress for final approval.
- E. Mediation Committees on a proposed Student Incidental Fee or One-Time Fee package shall be considered Conference Committees and shall follow all the provisions outlined under Conference Committee except as otherwise stated in these statutes. Decisions passed in a Mediation Committee are final and are not to be sent to the houses of Congress for final approval. Membership of Mediation Committees shall include three members of the House of Representatives, including the Appropriations and Budget Chairperson; three members of the Senate; the Speaker of the House, acting as Vice-Chair; and all voting members of the Student Incidental Fees Committee. The President of the Senate shall serve as Chair of Mediation Committees.
- F. Limitations of Joint and Conference Committees.
 1. Joint and Conference Committees shall not consist of more than six members of either house of Congress excluding officers.
 2. Conference Committees shall expire upon final passage of the legislation for which the Committee was created.
 3. Conference Committees must reach a final decision within fourteen days of initial passage of the legislation through both Houses of Congress.

Failure to reach a decision within fourteen days will result in failure of both versions of the legislation.

G. Expiration of Joint Committees.

1. Joint Committees shall expire at the end of the congressional session in which the committee was created unless expiration is postponed by majority vote of both houses of Congress.
2. Either house of Congress may terminate a Joint Committee by majority vote.

H. Joint Sessions of Congress.

1. Joint Sessions shall be defined as those instances in which both houses of Congress meet in whole to hear presentations on Student Incidental Fees, or the ASOSU President's State of the Students address.
2. The Speaker of the House shall serve as Chair of Joint Sessions of Congress and the President of the Senate shall act as Vice-Chair. Only the President, Vice-President or Speaker of the House shall call a Joint Session.

Section 6: Sessions of Congress.

- A. Sessions of Congress shall begin June 1st at Noon and end June 1st at Noon of the following year. The House of Representatives shall not hold Regular meetings in the Summer Term.

Section 7: House and Senate Standing Rules.

- A. Robert's Rules of Order shall be the parliamentary authority in all cases not specifically addressed in the ASOSU Constitution, Statutes, and/or the Standing Rules of the houses of Congress.
- B. Enactment of Rules.
 1. Standing Rules of both houses of Congress shall be enacted by majority vote within their respective houses by the fourth week of Fall Term. Until the Standing Rules are approved by their respective house of Congress, the Standing Rules of the previous session shall be enforced.
 2. Special Rules Committees shall be automatically created in both houses at the beginning of Fall Term to review and revise Standing Rules of their respective houses.
- C. Amendments and waivers of Standing Rules following the passage of the session's Standing Rules shall require a two-thirds majority vote of that house of Congress.
- D. The presiding officer of the respective houses shall disburse the standing rules of their house within one week following the passage of the Standing Rules.

Section 8: Records and Archives.

A. Designations and Forms.

1. The Records of the Congress shall be stored in Archives hereafter referred to as the Congressional Archives.
2. The Congressional Archives shall be organized by specific House of Congress and Session of Congress and subcategorized by date of meeting.

B. Required Catalogue.

1. The Congressional Secretary shall archive any and all of the following documents:
 - i. Congressional Standing Rules.

- ii. Meeting Agendas.
- iii. Congressional Legislation.
- iv. Voting Records.
- v. Meeting Minutes.
- vi. Any Other Prudent Documentation.

C. Record Distribution.

- 1. The Congressional Secretary shall distribute copies of archival documents upon request of any Student of Oregon State University.
- 2. No original documents from the Congressional Archives shall be distributed.

Section 9: Confirmation Procedures.

- A. Initial Notifications of a confirmation applicant must be sent to the Senate within Three days of the applicant accepting an offer of employment or appointment to the Executive or Judicial Branch.
- B. Confirmation Hearings shall begin within Seven days of the Initial Notification of the Senate. The nominee is required to submit information on their experience and background no less than Seven days before the Confirmation Hearing. The nominee is required to attend their Confirmation Hearing.
- C. Confirmation Voting shall require a quorum of Senators present and shall be by majority vote. A failure of the vote to confirm shall automatically reopen the hiring process for the unconfirmed position. Failure to confirm will automatically remove a person from employment in the given position within the Executive Branch.

Section 10: Legislation.

A. Designations and Forms.

- 1. Legislation shall be designated by:
 - i. The House in which legislation was originally heard, designated by either "S" for Senate or "H" for the House of Representatives. This letter shall be followed by the designation of "B" for a Bill or "R" for a resolution. Bills are defined as all binding acts of Congress. Resolutions are defined as all non-binding acts of Congress which express the opinion of the Students and/or the Student Government.
 - ii. The lettered designation stated in Title I, Sec.10.A.1 of this document shall be followed by a dash and a number which indicates the specific Session of Congress. The Numerical designation shall begin at 69, for the 69th Congress which shall begin its session at the time in which these Statutes shall initially take effect.
 - iii. The above legislative designations shall be followed by a period and a number corresponding to the number of the specific legislation. The first bill of the ASOSU Senate in the 69th Congress shall be designated as: SB-69.1.
 - iv. Legislation from both houses of Congress shall include a Reference Title in quotations under the official title and archival designation. Any submitted legislation not containing a Reference Title shall default to the name(s) of the chief sponsor(s), followed by the month and year that the legislation in question was first presented to Congress.

- B. Representatives and Senators shall be accorded one vote. No elected or appointed official of the ASOSU shall act as a proxy-voter for any other elected official accorded a vote.
- C. Legislation shall be delivered to the Joint Committee of Congressional Correspondence within three days of passage of the legislation. Delivery of legislation to the other house of Congress shall occur within three days of the committee receiving legislation. This process can be foregone by a majority vote of the legislation's originating house of Congress.
- D. Legislation shall be distributed to the members of a House of Congress no later than seven days prior to initial presentation of the Legislation in that respective house.

Section 11: Allowances and Compensations.

- A. No allowance and/or compensation shall be granted to Representatives for services rendered or duties performed as members of the House of Representatives.
- B. No allowance and/or compensation shall be granted to Senators for services rendered or duties performed as members of the Senate.
- C. Compensation of Congressional Officers.
 - 1. The Speaker of the House shall be granted a Stipend for services rendered or duties performed as Speaker of the House of Representatives at the First Congressional Pay Grade (C1).
 - 2. The President Pro Tempore of the Senate shall be granted a Stipend for services rendered or duties performed as President Pro Tempore of the Senate at the Second Congressional Pay Grade (C2).
 - 3. No allowance and/or compensation shall be granted to the Speaker Pro Tempore for services rendered or duties performed as Speaker Pro Tempore.
 - 4. The Congressional Secretary shall be granted a Stipend for services rendered or duties performed as Congressional Secretary at the Third Congressional Pay Grade (C3).
 - 5. The Congressional Parliamentarian shall be granted a Stipend for services rendered or duties performed as the Congressional Parliamentarian at the Fourth Congressional Pay Grade (C4).
 - 6. No compensation or allowances for other officers shall be allowed unless by a two-thirds majority vote of congress.
- D. Limitations and Restrictions of Allowances and Compensation.
 - 1. No legislation varying the compensation for services of Senators and Representatives shall take effect until the end of their term of office.
 - 2. Compensation and allowances shall end upon resignation, termination, or declaration of seat vacancy for Senators, Representatives and Officers of Congress.
 - 3. Allowances and Compensation shall only take the form of monetary award.

Section 12: Student Organization Representatives.

- A. All student organizations which are registered with Student Involvement shall be allowed one delegate to represent that organization in Congress. The delegate of a student organization shall represent their constituent organization in both houses of Congress.
- B. Delegates shall not vote in either house of Congress but shall be allowed to report on activities and event of their constituent organization following reports from Standing, Joint, Conference and Special Committees.

- C. Delegates shall serve as non-voting members of Congressional Committees and shall be allowed to speak on all matters before the Houses of Congress.

Title III: Executive Branch

Section 1: Powers and Duties.

- A. As Stated in the ASOSU Constitution Article IV,A., the Executive Branch shall have all executive powers. Under this authority, the Executive Branch, as outlines in the ASOSU Constitution Article IV,A., Shall have power and duty to initiate acts and programs to these ends.

Section 2: Organization of the Executive Branch.

- A. Oaths shall be administered by the Judicial Council Chairman before the President and Vice-President shall be granted the powers and duties of their respective offices.
- B. Terms of Office for President and Vice-President shall begin at Noon on June 1st and shall end at Noon on June the 1st of the following year. Officers shall begin their duties immediately after confirmation by the Senate and shall end their duties on June 1st at Noon. All non-elected officers are subject to a re-hiring process.
- C. Attendance and performance of Executive Officers, Taskforce Directors, and other Executive Staff shall be monitored and evaluated by the President. The President shall comply with all hiring and firing procedures outlined in the ASOSU Constitution, Statutes, and policies of Oregon State University.
- D. All Officers, Employees and Elected Officials of the Executive Branch are subject to Summons by the Judicial and Legislative Branches of ASOSU for the purpose of providing testimony, inquiry and review. All Officers, Employees and Elected Officials shall comply with any Summons submitted to them by the Legislative and/or Judicial Branches.
- E. Creation of additional Executive Officers, Service Directors, Taskforce Directors, Executive Staff, or other Support Staff for the Executive Branch may be accomplished by Executive Order from the President. The President may also remove or modify Executive Branch Positions by Executive Order as long as the modifications do not impair the function or disregard the mission of the Executive Branch, and only when the position is vacant. All positions or modifications thereof by Executive Order will end at the end of the term of the President unless added to the Statutes.
 - 1. Any Executive, Taskforce or Service Director positions created by Executive Order are subject to Senate Confirmation.

F. Definitions.

- 1. Executive Officers are upper-management positions which are subject to confirmation by the Senate. These positions shall hold twenty office hours per week excluding Finals Week.
- 2. Taskforce and Service Directors are subject-specific service and advocacy officers which are subject to confirmation by the Senate. These positions shall hold twelve office hours per week excluding Finals Week.
- 3. Executive Staff are employees of the Executive Branch which are not subject to confirmation by the Senate. These positions shall hold office hours at the discretion of the President.

Section 3: The President.

A. Powers and Duties.

- 1. The President shall conduct the administrative business and correspondence of the Executive Branch.

2. The President shall represent the ASOSU on the following Independent Committees:
 - i. Athletics Intermediary Committee.
 - ii. ASOSU Campus Planning and Construction Committee.
 - iii. Student Incidental Fees Committee.
 - iv. OSU Campus Planning Committee.
 - v. OSU Faculty Senate.
 - vi. Memorial Union Advisory Board.
 - vii. Oregon Student Association Board of Directors.
 - viii. OSU Bookstores, Inc. Board of Directors.
 - ix. OSU President's Cabinet.
3. The President shall ensure that the ASOSU has representation before the Congress of the United States, the Oregon Legislature, the State Board of Higher Education, and in University decision processes.
4. The President shall represent ASOSU at official and social functions.
- B. The President shall be required to hold twenty office hours a week excluding Finals Week.
- C. The President is authorized to delegate any and all powers he/she deems necessary within the Executive Branch excluding those powers specifically vested by the Constitution in the President or the powers vested by these Statutes to specific officers and elected officials.

Section 4: The Vice-President.

- A. Powers and Duties.
 1. The Vice-President shall Serve as President of the Senate as outlined in Title I.
 2. The Vice-President shall assist, as directed, with the committee work of the President.
 3. The Vice-President shall serve as the ASOSU Elections Committee Chair, except in the event that they are seeking office the following year in which case the committee will select its own chair.
 4. The Vice-President shall represent the Associated Students on:
 - i. OSU Provost's Council.
 - ii. Recreational Sports Committee.
 - iii. OSU Faculty Senate.
 5. The Vice-President shall Succeed to the office of the ASOSU President should a vacancy occur.
 6. The Vice-President shall coordinate the ASOSU Alumni Breakfast at Homecoming.
- B. The Vice-President shall be required to hold twenty office hours a week excluding Finals Week.

Section 5: Executive Officers.

- A. Powers and Duties.

1. The Executive Officers shall have power to monitor and supervise specific sections of the administrative business and correspondence of the Executive Branch under the direct supervision of the President.

B. Executive Director of Campaign Resources.

1. It shall be the duty of the Executive Director of Campaign Resources to:
 - i. Be responsible to the President for the organization, administration, coordination, and supervision of the Veteran Affairs, Community Affairs, Campus Affairs, Environmental affairs and Health and wellness Task Forces.
 - ii. Develop and update Task Force Director Positions each year.
 - iii. Arrange for Task Force Directors to give a report to the Houses of Congress each term.
 - iv. Report to the Houses of Congress twice per term.

C. Executive Director of Diversity Programs.

1. It shall be the duty of the Executive Director of Diversity Programs to:
 - i. Be responsible to the President for the organization, administration, coordination, and supervision of the Multicultural Affairs, Queer Affairs, Women's Affairs, Accessibility Affairs, Veteran's Affairs and Non-Traditional Affairs Task Forces.
 - ii. Develop and update Task Force Director Positions each year.
 - iii. Arrange for Task Force Directors to give a report to the Houses of Congress each term.
 - iv. Report to the Houses of Congress twice per term.

D. Executive Director of Services.

1. It shall be the duty of the Executive Director of Services to:
 - i. Be responsible to the President for the organization, administration, coordination, and supervision of all ASOSU services.
 - ii. Develop and update Service Director Positions each year.
 - iii. Arrange for the Service Directors as well as themselves to report to the Houses of Congress twice per term.

E. Executive Director of Public Relations.

1. It shall be the duty of the Executive Director of Public Relations to:
 - i. Publicize all ASOSU Programs and Activities and supervise Graphic Designer and Web Designer.
 - ii. Coordinate the publication of The Access each term.
 - iii. Develop a positive image of the ASOSU to the Campus and Local Communities.
 - iv. Ensure the availability of the current ASOSU Constitution, Statutes and other pertinent governing documents to the students of the ASOSU.
 - v. Serve as the Coordinator of the Public Relations team.

- vi. Report to the Houses of Congress upon request.

F. Executive Secretary.

1. It shall be the duty of the Executive Secretary to:

- i. Represent the ASOSU on the Faculty Committee on Committees.
- ii. Serve as a student coordinator of Independent Committees.
- iii. Recommend to the Executive Officers those students to serve as At-Large ASOSU members on All-University Committees.
- iv. Monitor student appointees and be certain they are attending meetings and ensure that any student vacancy is filled.
- v. Keep the handbook on all Independent Committees up to date and be responsible for publicity and arrangements for the following year's Independent Committee selection process.
- vi. Notify Congress of vacancies and appointments to committees.
- vii. Attend and provide written records of all Executive Branch staff meetings.
- viii. Maintain the Archives of the Executive branch in accordance with the regulations set forth in this document and maintain and regulate the ASOSU contacts and staff list serves and Office Supplies.
- ix. Coordinate Executive Branch Recruitment, with approval of the President.
- x. Coordinate the selection process for the ASOSU Judicial Council.
- xi. Report to the houses of Congress upon request.

G. Executive Chief of Operations.

1. It shall be the duty of the Executive Chief of Operations to:

- i. Assist the ASOSU President and Vice President in the conducting of administrative business.
- ii. Act as an advisor to the President and Vice-President on significant issues & routine decisions.
- iii. Make executive decisions in the absence of ASOSU President and Vice President.
- iv. Train Executive staff and Interns on the regulations and opportunities of campus resources.
- v. Schedule meeting rooms, transportation, registers events, and organizes printing and mailing for the Executive Branch.
- vi. Recruit new interns and volunteers.
- vii. Report to the houses of Congress upon request.

H. Executive Director of Finance.

1. It shall be the duty of the Executive Director of Finance to:

- i. Be aware of all ASOSU financial transactions and budgets.

- ii. Maintain a running record of all ASOSU expenditures, funds, and transactions and coordinate with ASOSU staff in creating annual budget.
- iii. Disburse Activity Grants where necessary.
- iv. Submit financial reports to the Houses of Congress at least once every term and present at the request of either House.
- v. Serve as a voting member of the Educational Activities Committee. Be responsible for the signing of the ASOSU purchase requests.
- vi. Serve on the University Budget Committee.
- vii. Serve on the Technology Resource Fee Committee.

I. Executive Director of Government Relations.

1. It shall be the duty of the Executive Director of Government Relations to:

- i. Identify areas of state involvement in which ASOSU should engage itself.
- ii. Inform students of issues and legislation of importance and gather student opinion on the issues.
- iii. During a legislative year, lobby for student concerns in Salem.
- iv. Represent the ASOSU on the Oregon Student Association Board.
- v. Gather information about the wide range of national higher education organizations and establish relationships with those organizations, assemble research and brief those organizations, produce and evaluate for ASOSU the level of interaction that would be most appropriate for it.
- vi. Establish effective working relationships with key Senate and Congressional offices, as well as key Senate and Congressional committees, focusing on the Northwest Congressional delegation and working to establish an ongoing exchange of information with both local and Washington, D. C. offices of the delegation. Additionally, when members of Congress make visits to campuses, work to involve ASOSU in those visits.
- vii. Gather extensive information about various bills and programs at the national level which impact the students of OSU, and create a comprehensive filing system to facilitate ongoing research and data compilation on critical national issues.
- viii. Coordinate Interns and Volunteers to accomplish the above.
- ix. Report to the Houses of Congress at least once each academic term.

Section 6: Taskforce and Service Directors.

A. Community Affairs Task Force Director.

1. It shall be the duty of the Community Affairs Task Force Director to:

- i. Identify and research areas of city involvement in which ASOSU should engage itself.
- ii. Represent ASOSU on the Corvallis City Council, Corvallis Chamber of Commerce, City Advisory Commission on Transit,

Downtown Corvallis Association and any other pertinent city group.

- iii. Seek and organize student opinion and input regarding city affairs, and encourage student participation in city government meetings.
- iv. Inform students of Corvallis City Council election procedures and other related areas where they can get involved.
- v. Coordinate Community Affairs Interns and Volunteers to accomplish the above.
- vi. Report to the Houses of Congress at least once each academic term.

B. Accessibility Affairs Task Force Director.

- 1. It shall be the duty of the Accessibility Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning disabled students.
- ii. Serve as liaison between ASOSU and disabled student groups and relevant university offices.
- iii. Represent ASOSU on the University Advisory Committee for Persons with Disabilities.
- iv. Coordinate Accessibility Affairs Interns and Volunteers to accomplish the above.
- v. Report to the Houses of Congress at least once each academic term.

C. Environmental Affairs Task Force Director.

- 1. It shall be the duty of the Environmental Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Environmental Affairs.
- ii. Serve as liaison between ASOSU and Environmental student groups and relevant university offices.
- iii. Coordinate "Earth Week" Activities.
- iv. Coordinate Environmental Affairs Interns and Volunteers to accomplish the above.
- v. Report to the Houses of Congress at least once each academic term.

D. Non-Traditional Student Affairs Task Force Director.

- 1. It shall be the duty of the Non-Traditional Student Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Non-Traditional Student Affairs.
- ii. Serve as liaison between ASOSU and Non-Traditional student groups and relevant university offices.
- iii. Coordinate Non-Traditional Student Affairs Interns and Volunteers to accomplish the above.

- iv. Represent ASOSU on the Graduate Council and the Graduate Education Round Table.
- v. Organize and lead fundraising efforts for the annual free fall barbeque.
- vi. Report to the Houses of Congress at least once each academic term.

E. Queer Affairs Task Force Director.

1. It shall be the duty of the Queer Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed students in higher education.
- ii. Research issues concerning Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed students in higher education.
- iii. Serve as liaison between ASOSU and Queer Affairs student groups and relevant university offices.
- iv. Represent ASOSU on the Oregon Student Equal Rights Alliance Board.
- v. Coordinate Queer Affairs Interns and Volunteers to accomplish the above.
- vi. Report to the Houses of Congress at least once each academic term.

F. Multicultural Student Affairs Task Force Director.

1. It shall be the duty of the Multicultural Student Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Multicultural Student Affairs.
- ii. Serve as liaison between ASOSU and Multicultural Affairs student groups and relevant university offices.
- iii. Coordinate Multicultural Student Affairs Interns and Volunteers to accomplish the above.
- iv. Represent the ASOSU on the Oregon Students of Color Board.
- v. Report to the Houses of Congress at least once each academic term.

G. Campus Affairs Task Force Director.

1. It shall be the duty of the Campus Affairs Task Force Director to:

- i. Research and address issues concerning courses, curriculum, instructors, and learning facilities at Oregon State University.
- ii. Represent ASOSU, along with the ASOSU President, before the Faculty Senate and other appropriate University groups.
- iii. Identify student concerns about non-academic elements of University life.
- iv. Coordinate Campus Affairs Interns and Volunteers to accomplish the above.

- v. Report to the Houses of Congress at least once each academic term.

H. Women's Affairs Task Force Director.

1. It shall be the duty of the Women's Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Women's Affairs.
- ii. Serve as liaison between ASOSU and Women's Affairs student groups and relevant university offices.
- iii. Research and Organize campus events concerning, but not limited to; sexual harassment, sexual prejudice and discrimination, personal safety, self-esteem and eating disorders.
- iv. Play an active role in the planning of "Take Back the Night".
- v. Coordinate Women's Affairs Interns and Volunteers to accomplish the above.
- vi. Report to the Houses of Congress at least once each academic term.

I. Veteran's Affairs Task Force Director.

1. It shall be the duty of the Veteran's Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Veteran's Affairs.
- ii. Serve as liaison between ASOSU and Veteran's Affairs student groups and relevant university offices.
- iii. Research and Organize campus events concerning Veteran's Affairs.
- iv. Coordinate Veteran's Affairs Interns and Volunteers to accomplish the above.
- v. Report to the Houses of Congress at least once each academic term.

J. Health and Wellness Taskforce Director.

1. It shall be the duty of the Health and Wellness Taskforce Director to:

- i. Educate the campus about health and wellness issues.
- ii. Chair the "Take Back the Night" Planning Committee.
- iii. Plan the annual Rape and Sexual Assault Awareness Week.
- iv. Act as liaison between the ASOSU and relevant student organizations.
- v. Meet bimonthly with the SafeRide Director.
- vi. Report to the houses of Congress at least once each academic term.

K. SafeRide Service Director.

1. It shall be the duty of the SafeRide Service Director to:

- i. Work in conjunction with the Motor Pool and its staff members regarding the use of the SafeRide vans.

- ii. Work closely with campus security regarding the use of the Closed-Ban Radios as well as other campus safety issues.
- iii. Educate the campus about rape and sexual assault issues through a week of programming entitled "Rape Awareness Week" to be held spring term each year.
- iv. Serve on pertinent campus safety issue committees organized through ASOSU.
- v. Maintain a van service that provides free transportation to OSU students in the evenings seven nights a week. This service shall be wheelchair accessible.
- vi. Oversee and direct all aspects of the SafeRide program.
- vii. Hire drivers and dispatchers fall term & subsequent terms to facilitate van service. Interview for new prospective staff members as needed.
- viii. Coordinate periodic publishing of SafeRide policies.
- ix. Coordinate publicity to inform the campus of van service and current operating hours.
- x. Complete payroll for driver/dispatcher hours once a month.
- xi. Report to the houses of Congress at least once each academic term.

L. Director of Social Resources.

- 1. It shall be the duty of the Director of Social Resources to:
 - i. Allocate the ASOSU Health Insurance Subsidy, ASOSU Graduate Conference Registration Subsidy, and Mealbux Subsidy.
 - ii. Co-Chair the Student Committee on Hunger and Poverty.
 - iii. Serve on pertinent campus committees organized through ASOSU.
 - iv. Coordinate Interns and Volunteers to accomplish the above.
 - v. Report to the houses of Congress at least once each academic term.

Section 7: Executive Staff.

A. Graphic Designer.

- 1. It shall be the duty of the Graphic Designer to:
 - i. Create public relation material as needed, including but not limited to business card designs, logos, posters, and brochures.
 - ii. Serve as a member of the Public Relations Team.
 - iii. Meet Barometer deadlines for publishing advertisements.
 - iv. Provide assistant to the Web Designer regarding graphic layout of the website.
 - v. Report to either house of Congress upon request.

B. Web Designer.

- 1. It shall be the duty of the Web Designer to:

- i. Promote the branches, services, and task forces of ASOSU on the website.
- ii. Create, update, and maintain the ASOSU website as needed and ensure that all the links are functioning and that all information is accurate and current.
- iii. Serve as a member of the Public Relations Team.
- iv. Post all forms and applications for subsidy programs.
- v. Report to either house of Congress upon request.

Section 8: Records and Archives.

- A. Designations and Forms.
 - 1. The Records of the Executive Branch shall be stored in Archives hereafter referred to as the Executive Branch Archives.
 - 2. The Executive Branch Archives shall be organized by specific Year and office and subcategorized by date.
- B. Required Catalogue shall be at the discretion of the President to be outlined in writing each term of office and approved by the Senate Oversight and Ethics Committee.
- C. Record Distribution.
 - 1. The Executive Secretary shall distribute copies of archival documents upon request of any Student of Oregon State University.
 - 2. No original documents from the Executive Branch Archives shall be distributed.

Section 9: Allowances and Compensations.

- A. A Stipend shall be granted to the President for services rendered or duties performed as the President of the Associated Students of Oregon State University at the First Executive Pay Grade (Ex1).
- B. A Stipend shall be granted to the Vice-President for services rendered or duties performed as the Vice-President of the Associated Students of Oregon State University at the Second Executive Pay Grade (Ex2). This allowance includes services rendered as President of the ASOSU Senate.
- C. A Stipend shall be granted to the Executive Officers for services rendered or duties performed as the Executive Officers of the Executive Branch at the Third Executive Pay Grade (Ex3).
- D. A Stipend shall be granted to the Service Directors for services rendered or duties performed as Service Directors of the Executive Branch at the Third Executive Pay Grade (Ex3).
- E. A Stipend shall be granted to the Task Force Directors for services rendered or duties performed as Task Force Directors of the Executive Branch at the Fourth Executive Pay Grade (Ex4).
- F. A Stipend shall be granted to the Executive Staff for services rendered or duties performed as Executive Staff of the executive branch at the Fourth Executive Pay Grade (Ex4).
- G. A Stipend will be granted to additional support staff for services rendered or duties performed in the support of the operation of the Executive Branch at the Fifth Executive Pay Grade (Ex5).

Title IV: Judicial Branch

Section 1: Powers and Duties.

- A. As Stated in the ASOSU Constitution Article V,A., The Judicial Branch shall have all judicial powers. To these ends, the Judicial Branch shall have authority to enforce and interpret the ASOSU Constitution and Statutes and shall compel all branches of ASOSU to comply.

Section 2: The Judicial Council Chairman.

- B. The Judicial Council Chairman shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the Judicial Council. The Judicial Council Chairman shall appoint a Court Recorder from among the members of the Judicial Council to act as secretary during meetings and cases.
- C. The Judicial Council Chairman shall be considered a member of the Judicial Council and allowed a vote in all rulings of the Judicial Council.
- D. The Judicial Council Chairman shall be required to hold ten office hours a week excluding Finals Week.

Section 3: Judicial Councilors.

- A. Judicial Councilors shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.
- B. All Judicial Councilors shall be allowed one vote on cases and shall contribute to writing the Concurrent or Dissenting Opinion Reports depending on their vote.
- C. The Judicial Councilors shall be required to hold one office hour a week excluding Finals Week.

Section 4: Court Procedure.

- A. Organization of the Judicial Council.
 1. Oaths shall be administered by either the President or Judicial Council Chairman before the Judicial Councilors shall be granted a vote.
 2. Meetings of the Judicial Council shall occur when necessary excluding Summers Term, Finals Week and any Campus holidays. The Location and Time of the regular meetings shall be arranged by the Chairman. The location of the regular meetings shall remain consistent the entire academic year unless otherwise altered by majority vote of the Judicial Council.
 3. Terms of Office for Members of the Judicial Council shall begin immediately upon confirmation by the Senate.
 4. Attendance to meetings shall be mandatory for all members of the Judicial Council. Absence in more than four regular meetings per year shall result in the absent member's office or seat being declared vacant by the Judicial Council Chairman. Vote by proxy shall not be allowed.
 5. Judicial Council shall review and adjudicate issues and disputes between the Branches of ASOSU. In these cases a "Writ of Judicial Inquiry" shall be submitted by the Branch which is charging another Branch of ASOSU. In cases involving the Executive Branch, the President shall act as advocate for their Branch. In cases involving the Legislative Branch, The Speaker of the House shall act as advocate for their Branch. In cases involving the Senate and the House of Representatives, The Vice-President and the Speaker of the House shall advocate for their respective House of Congress. Rulings by the Judicial Council shall not be overturned by the Legislative or Executive Branches.
 6. Judicial Council shall review and adjudicate issues and disputes between the individual Officers, Employees and Elected Officials of ASOSU. In these cases a "Writ of Judicial Inquiry" shall be submitted

by the individual who is charging another individual within ASOSU. In cases between individuals, each individual shall act as their own respective advocate. Rulings by the Judicial Council shall not be overturned by the Legislative or Executive Branches.

B. Court Rules.

1. The Judicial Council shall form the Court Procedures which shall be approved by the Senate no later than every Fall Term.
2. The Judicial Council shall not form Court Procedures which conflict with the ASOSU Constitutions and/or these Statutes.

Section 5: Rulings.

A. Designations and Forms.

1. Rulings and Opinions shall be designated by the Last Name of the Prosecuting Party versus the Last Name of the Defending Party. Cases when the prosecutor speaks of behalf of the entire ASOSU shall be designated: ASOSU vs. "Defendant's Last Name". This designation shall be followed by the Month and year of the Court Case.
2. All Opinions and Ruling, whether Concurrent or Dissenting, shall include the following items:
 - i. Names of the Contributing Councilors.
 - ii. Reasons for the Opinion.
 - iii. All necessary Citation.
 - iv. Ruling Implications, which shall be included in the majority opinion only in cases in which previous rulings are either upheld or overturned.

- B. Rulings and Opinions must be distributed to all parties involved in the Case following the final ruling as well as the President, Vice-President, and Speaker of the House within Seven days of final ruling.

Section 6: Records and Archives.

A. Designations and Forms.

1. The Records of the Judicial Branch shall be stored in Archives hereafter referred to as the Judicial Branch Archives.
2. The Judicial Branch Archives shall be organized by specific Year and specific Court and subcategorized alphabetically by "prosecutor" vs. "defendant".

B. Required Catalogue.

1. Required Items to be Catalogued shall include, but not limited to:
 - i. All Rulings and Opinions.
 - ii. Writs of Inquiry.
 - iii. Writs of Appeal.
 - iv. Case Records.
 - v. Writs of Judicial Review.
 - vi. Court Procedures.

C. Record Distribution.

1. The Judicial Council Chairman shall distribute copies of archival documents upon request of any Student of Oregon State University.

2. No original documents from the Judicial Branch Archives shall be distributed.

Section 7: Subsidiary Courts.

- A. Any and all Subsidiary Courts may have their decisions overturned by the Judicial Council. Decisions made in a Subsidiary Court may be appealed to the Judicial Council pending majority vote of the Judicial Council to hear the case. A "Writ of Appeal" shall be submitted to the Judicial Council to hear the cases of a subsidiary court.
- B. Parking Appeals Committee shall be a Subsidiary Court of the Judicial Branch.
- C. The power to create and reorganize Subsidiary Courts shall be vested in Congress.

Section 8: Allowances and Compensation.

- A. No allowance and/or compensation shall be granted to the Judicial Councilors for services rendered or duties performed as a member of the Judicial Council.
- B. A Stipend shall be granted to the Judicial Council Chairman for services rendered or duties performed as the Judicial Council Chairman at the first Judicial Pay Grade.

Title V: Constitutional and Statutory Revision

Section 1: Amendment.

- A. Amendments made within Congress to the ASOSU Constitution shall be passed by a two-thirds majority vote of Congress and subject to the passage on the ASOSU. Amendments to the ASOSU Statutes require a majority vote of the ASOSU Congress.

Section 2: Legislative Initiative.

- A. Legislative Initiatives shall be sent to the Judicial Council before the collection of signatures to determine the Initiative is in proper form. The Judicial Council shall have fourteen days to make a decision on the proposed Legislative Initiative.
- B. The correct form which Legislative Initiatives must follow shall be decided by the Judicial Council before the fifth week of Fall Term and shall be approved by Congress before the end of Fall Term.
- C. Upon approval of a Legislative Initiative by the Judicial Council, the petitioners shall gather the appropriate amount of student signatures. Upon attaining the proper amount of signatures, the Legislative initiative shall be sent to the President who shall establish a special credentials committee to confirm the validity and amount of the signatures.
- D. Following confirmation of the Signatures, the President shall send the Legislative Initiative to the Elections Committee to arrange a Special Election on the Initiative to be held the same term the Initiative was confirmed.

Section 3: Referendum.

- A. Referenda shall follow the same verification processes as Legislative Initiatives except where the Referendum process in the ASOSU Constitution outlines otherwise.

Section 4: Committee Revision.

- A. The Senate Student Government Committee shall recommend revisions to Congress for approval during Spring Term. Revisions shall be sent to the Judicial Council for approval within fourteen days following passage through the Houses of Congress.

Title VI: Impeachment

Section 1: Impeachment.

- A. "Articles of Impeachment" are defined as a Bill which calls for an impeachment Trial of any Elected Official or Officer of the Branches of ASOSU. "Articles of Impeachment" shall originate in the House of Representatives.
- B. Upon passage of "Articles of Impeachment", the Speaker of the House shall notify the Impeached Individual, Vice-President, President, Judicial Council Chair, and the Executive Director of Finance that the person has been impeached and they are suspended from their duties and position Stipend.

Section 2: Impeachment Trial.

- A. Trial procedures for an Impeachment Case shall be the current procedures used by the Judicial Council. Trials must occur within one month of the passage of the "Articles of Impeachment".
- B. The Senators in an Impeachment Trial shall contribute to writing the Concurrent or Dissenting Opinion Reports depending on their vote.
- C. No Presidential Veto or pardon shall be allowed or permitted for decisions in Impeachment trials.
- D. During the time in which "Articles of Impeachment" have passed in the House and the Trial in the Senate has resolved, the impeached individual shall be suspended from their duties and shall not have authority in their position nor shall the individual be paid for the duration of the suspension.

Title VII: Finances

Section 1: Activity Grants.

- A. Activity Grants are defined as those Stipends which are disbursed to the Officers, Employees and Elected Officials of the ASOSU as outlined in these Statutes.
- B. Activity Grants not otherwise outlined in these Statutes are at the discretion of the Executive Director of Finance.

Section 2: Student Incidental Fees Committee.

- A. The Student Incidental Fees Committee herein referred to as the SIFC, shall be an independent budgeting and fee advisory committee. The SIFC shall provide recommendations to the House of Representatives and the Senate on fees and one-time fee packages. The SIFC shall advise Congress in the event a Conference Committee is necessary in Congress to address mediation of a rejected fee recommendation.
- B. SIFC Members shall be elected in the General Election in Spring Term.
- C. The Speaker of the House and Chairman of the House Appropriations and Budgets Committee shall serve as non-voting members in the SIFC.
- D. Recommendations of the SIFC shall be sent to the House Appropriations and Budgets Committee in the form of a written report by the Fifth Week of every Winter Term. The SIFC shall also send a copy to the Congressional Secretary for the Congressional Archive.
- E. SIFC shall report to the Houses of Congress upon summons.

Section 3: Stipends.

- A. Allowances and Compensations taking the form of stipends shall be allotted at the discretion of the Executive Director of Finance and the House Ways & Means Committee, and approved by both Houses of Congress.

Title VIII: Independent Committees

- Section 1: Independent Committees shall be defined as such committees which are not standing, appeals or special committees within the Legislative and Judicial Branches.

- Section 2: University Committees as well as all ASOSU Committees not within the Legislative and Judicial Branches shall be Independent Committees.
- Section 3: The Executive Secretary shall monitor the attendance of students in ASOSU Independent Committees.
- Section 4: All Independent Committees shall comply with summons of either House of Congress and the summons of the Judicial Branch.

Title IX: General Government Policy

Section 1: Conduct of Officers, Employees and Elected Officials.

- A. Officers, Employees and Elected Officials of the ASOSU shall abide by a code of Conduct which shall be determined and enforced by the Senate Oversight and ethics Committee and approved by majority votes of the Houses of Congress. All suspected violations of the Code of Conduct will be addressed and ruled on by the Judicial Council.

Title X: Pay Grades for Officers and Employees of the ASOSU

Section 1: Stipends.

- A. All Officers and Employees entitled to allowance and compensation according to these Statutes shall be paid a Stipend that is equivalent to an hourly rate indexed above the minimum wage of the State of Oregon for a number of hours defined by the head of each branch or house.

Section 2: Grades of Pay.

- A. Ex1: The First Executive Pay Grade shall be indexed at forty-three percent (43%) above the minimum wage of the State of Oregon.
- B. Ex2/C1: The Second Executive and First Congressional Pay Grade shall be indexed at thirty-one percent (31%) above the minimum wage of the State of Oregon.
- C. Ex3/C2/J1: The Third Executive, Second Congressional, and First Judicial Pay Grade shall be indexed at nineteen percent (19%) above the minimum wage of the State of Oregon.
- D. Ex4/C3: The Fourth Executive and Third Congressional Pay Grade shall be indexed at thirteen percent (13%) above the minimum wage of the State of Oregon.
- E. Ex5/C4: The Fifth Executive and Fourth Congressional Pay Grade shall be indexed at seven percent (7%) above the minimum wage of the State of Oregon.

Title XI: Elections Guidelines

Section 1: Definitions as used in this chapter:

- A. "Ballot" means any material on which votes may be cast for candidates or measures.
- B. "Chief elections officer" means the Chair of the Elections Committee.
- C. "Primary Election" means the election which shall occur when necessary for the offices of ASOSU President, ASOSU Vice-President, MU President, MU Vice-President, and the ASOSU Speaker of the House in cases in which any of these positions has more than two nominated tickets.
- D. "Elector" means any student eligible to vote under the Constitution of ASOSU as well as the governing documents of the SIFC and the Memorial Union.
- E. "Measure" includes any Initiative or Referendum submitted to the students for their approval or rejection at an election.

- F. "Vote tally system" means the electronic system which collects and automatically counts ballots.

Section 2: Elections conducted under these guidelines.

- A. Any primary election, general election or special election held at Oregon State University shall be conducted under the provisions of these guidelines and shall be under the authority of the ASOSU Elections Committee. The Elections Committee shall have authority to make temporary revisions to these guidelines during the period of the election to be institutionalized through statutory amendment afterward. The Elections Committee shall set all specific dates of events.

Section 3: Date of general election and primary election.

- A. The general election shall be held on the third week in April.
 B. The primary election, where applicable, shall be held on the first week in April.

Section 4: Person receiving most votes elected; measure adopted by majority of votes; when measure conflicts.

- A. When one person is elected to an office, the person receiving the highest number of votes in the general election shall be elected.
 B. No measure shall be adopted unless it receives an affirmative majority of the total votes cast on the measure. If two or more conflicting laws, or amendments to the ASOSU Constitution or Statutes, are approved at the same election, the law, or amendment, receiving the greatest number of affirmative votes shall take precedence and overrule the conflicting measure.

Section 5: Information regarding ballot format and method of voting ballot.

- A. Prior to each election, the Elections Committee shall make every reasonable effort to acquaint electors with the ballot process to be used in the election and the method to cast a vote.

Section 6: Register of candidates.

- A. The chief elections officer shall keep a register of candidates engaged in campaigning. The register, if applicable, shall contain the following:
1. The title of each office for which an individual will nominate candidates for election.
 2. The name and mailing address of each candidate for nomination.
 3. The date of filing for nomination of the candidate.
 4. The date of filing of the declaration of candidacy of the candidate. This declaration shall only apply to individuals nominated by a student political party. Any individuals nominating themselves shall be considered as accepting their own nomination.
 5. Such other information as may aid the chief elections officer in arranging the official ballot for elections.

Section 7: Elections Committee's statement of offices, candidates and measures.

- A. The Elections Committee shall publish and make available to the general public, the Election Packet no later than 31 days prior to the first official day of campaigning.

- B. This Election packet shall contain the following information:
1. This Election Guideline.
 2. Descriptions of all elected office including assigned duties.
 3. Calendar of all deadlines and other important dates.
 4. Copies of all needed forms necessary to conduct campaigning, nomination, petition violations, and appeals.

Section 8: Official primary election ballot.

- A. The official primary election ballot shall be styled "Official Primary Nominating Ballot" and shall state:
1. The date of the primary election.
 2. The names of all candidates at the primary election whose declarations of candidacy have been made and filed, and who have not died, withdrawn or become disqualified.

Section 9: Official general or special election ballots.

- A. The official general or special election ballot shall be styled "Official Ballot" and shall state:
1. The date of the general election.
 2. The names of all candidates at the general election who advanced from the primary election, and who have not died, withdrawn or become disqualified.
- B. The word "incumbent" shall follow the name of each candidate seeking re-election to the same office followed by any designation of political affiliation.
- C. Except as provided in this section, no information about the candidate, including any title or designation, other than the candidate's name, may appear on the ballot.
- D. One vote shall be permitted per elector for an ASOSU President and Vice President ticket and MU President and MU Vice-President Ticket. Each elector is permitted a single vote for any candidate for the SIFC, Senate and House of Representatives, respectively, but shall only be permitted to vote for a maximum number of candidates equal to the number of positions currently available for students for which to campaign in the SIFC, Senate and House of Representatives, Respectively.
- E. Available space for write-in votes shall immediately follow the last candidates name for every elected office on the ballot.

Section 10: Order of candidate names on ballot.

- A. Ballots shall be ordered as follows:
1. Alphabetically for the offices of ASOSU President and Vice-President.
 2. Alphabetically for the offices of MU President and Vice-President.
 3. Alphabetically for the office of ASOSU Speaker of the House.
 4. Alphabetically for the ASOSU Senate.
 5. Alphabetically for the ASOSU House of Representatives.
 6. Alphabetically for the SIFC.

Section 11: Ballot specifications.

- A. Official ballots shall be made available through Blackboard®.

Section 12: Personnel for receiving ballot results.

- A. The chief elections officer shall act as the primary counter of ballots and may solicit volunteers to aid in this task.

Section 13: Contingency for failure of electronic voting system.

- A. In the event of a failure of the electronic voting system, which shall be defined as failure to record ballots, compile accurate election results, or loss of system availability for students to cast votes, the chief elections officer shall declare a new election date which shall occur no later than ten days following a failure of the electronic voting system. In the case of a failure during a primary election, the chief elections officer shall declare a new primary election within four days of a failure of the electronic voting system.

Section 14: Procedures after 10 p.m. on Election Day.

- A. Ballots may be tallied by a vote tally system following the closure of the polls at 10 p.m. on Election Day.
- B. The Chief elections office shall announce the winners of the election no later than 3 a.m. the day following Election Day. No less than three members of the elections committee shall be on site to confirm the results of the election.

Section 15: Individual elected by write-in votes; form; rules.

- A. An individual elected to an elected office by write-in votes shall sign and file a form indicating that the individual accepts the office before the chief elections officer may issue a certificate of election. The elections committee by rule shall prescribe the form to be used under this section.

Section 16: Chief executive officer's duties after election.

- A. The Chief elections officer, regarding offices for which the elections committee receives filings for nomination, shall:
 1. Prepare, sign, and deliver a certificate of election to each candidate or ticket having the most votes for election to the office.
 2. Issue a proclamation declaring the election of candidates to the offices which shall be sent to the Daily Barometer.
 3. Issue a proclamation giving the number of votes cast for or against each measure, and declaring the approved measures as the law on the effective date of the measure. If two or more approved measures contain conflicting provisions, the elections committee shall proclaim which has precedence.

Section 17: Certificate of election required before taking oath of office.

- A. When a candidate elected to public office is required by law to take an oath of office before entering upon the duties of the office, the candidate shall not take the oath until the candidate has been granted a certificate of election.

Section 18: Procedure when tie vote.

- A. When two or more candidates for the same office have an equal number of votes and cannot otherwise both fulfill offices in the case of offices in the SIFC, Senate and House of Representatives, respectively:

- 1. The elections officer shall have the candidates meet publicly to decide by lot who is elected.

Section 19: Oregon State University requirements for all elected positions.

- A. Undergraduate students shall have earned at least six (6) hours of credit in their most recently completed term, be currently registered for at least six (6) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.
- B. Graduate students shall have earned at least five (5) hours of credit in their most recently completed term, be currently registered for at least five (5) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.

Section 20: Elections committee requirements for all elected positions.

- A. Candidates must intend to be enrolled for the entire academic year at the Corvallis campus of Oregon State University.
- B. To appear on the ballot candidates must officially declare for candidacy by submitting the required documents no later than 5 p.m. on the specified date to 149 Snell Hall, Student Leadership and Involvement desk.
- C. Eligibility will be confirmed of all candidates during Finals Week of Winter Term. Candidates will be notified if they do NOT meet requirements.
- D. Candidates who have filed for candidacy by the required deadline may change the position for which they are running no later than 5 p.m. on the specified date.
- E. Write-in candidates are subject to all rules and eligibility requirements in this packet and those of the University.
- F. Candidates for all elected offices are required to attend an information session the dates of which shall be provided on the calendar of deadlines.

Section 21: Organizing.

- A. Organizing is considered privately planning or preparing for the campaign process. Organizing includes, but is not limited to the following activities:
 - 1. Asking individuals to be part of your campaign team.
 - 2. Strategizing the campaign.
 - 3. Designing and producing campaign materials.

Section 22: Campaigning.

- A. Campaigning is considered any public printed, electronic or verbal communication advocating a particular candidate. Campaigning is also considered any organized talk, speech or informational meeting advocating a particular candidate.
- B. Campaigning shall not begin until 7 a.m. of the specified date.

Section 23: Campaign Materials.

- A. All candidates participating in the ASOSU sponsored elections must have all campaign material (including, but not limited to, posters, shirts, fliers, buttons, websites, Facebook or MySpace groups, etc.) submitted to the ASOSU Elections Committee and/or Chair prior to posting.
- B. Any changes to original materials must be re-submitted. The Elections Committee will request photocopies of the campaign materials and may maintain a file of all campaign materials for each candidate and ticket.
- C. Campaign materials may be submitted to the chief elections officer at asosu.house@oregonstate.edu. The elections committee shall have 48 hours to deny any material deemed inappropriate.
- D. No campaign materials may be placed on building exteriors, light poles, trees or automobiles. Refer to the Schedule of Classes' Student Life Policy.
- E. Certain campaign materials, unless otherwise approved, must have the ASOSU Elections website address on them:
 - 1. asosu.oregonstate.edu/elections.
 - 2. These shall include:
 - i. Campaign posters.
 - ii. Social networking sites.
 - iii. Websites.
 - iv. Fliers.
- F. No chalking shall be permitted.
- G. No candidate or affiliate shall remove or deface the campaign materials of another candidate.
- H. Only the members of the Elections Committee shall remove illegal campaign materials. Illegal campaign materials include, but are not limited to, materials that have been previously denied approval, etc.
- I. Candidates sending emails over listservs must first obtain permission from that list's administrator.
- J. Campaigning may not include the use of Benny the Beaver, Oregon State University logos or symbols, or any pictures or models that may be perceived as an endorsement by the University.
- K. Candidates or tickets are not responsible for violations of to campaign materials or campaign location violations by students or other individuals in possession of or displaying non-stationary campaign materials such as shirts, buttons, fliers, stickers, as well as third party posters and social networking sites.
- L. All candidates and campaigns shall comply with libel and slander laws under the provisions of ORS-260.532.

Section 24: Campaign Locations.

- A. Campaigning in University living establishments is at the discretion of that organization. Candidates are expected to abide by all regulations of the organization as well as University regulations. University recognized housing includes residence halls, co-ops, fraternities, sororities, etc.
- B. Campaigning in classes and lectures is left to the discretion of the instructor.

Section 25: General Regulations.

- A. All candidates must follow every deadline. Requests for extension of deadlines must be submitted to the ASOSU Elections Chair three days prior to the original deadlines.
- B. Candidates may not provide the means for any student to vote at any time.
- C. Candidates that violate any rules, regulations, or standing procedure administered by an OSU organization may be considered in violation of ASOSU election policies subject to the discretion of the ASOSU Elections Committee.

Section 26: Violations; process to appeal violations.

- A. Major Offenses shall include the following violations:
 - 1. Providing students with the means to vote.
 - 2. Submitting votes for other students.
 - 3. Tampering with the electronic election system.
 - 4. Harassment, intimidation, bribery or fraud with the intent of affecting the outcome of the election.
 - 5. Tampering with another campaign's materials with malicious intent.
 - 6. Failing to file required documents on time unless granted an extension prior to due date.
 - 7. Intentional actions to mislead or obstruct the duties of the Elections Committee.
 - 8. Failing to comply with the rulings of the Elections Committee.
 - 9. Exceeding the campaign finance limit by more than one percent on any Financial Statements.
 - 10. Promising to hire any student, or making overtures to hire or appoint students to positions prior to the final election, particularly in order to gain support for a campaign. Candidates may openly recruit individual students and students at-large to apply for positions, and are encouraged to do so. Candidates may also describe their desire in having individual students or students at-large take interest in specific positions, but candidates are prohibited from "earmarking" students for positions and vice-versa.
 - 11. Hiring paid employees of the campaign.
 - 12. Committing five or more Minor Offenses.
- B. Minor Offenses are any violations of the Elections rules and regulations not specifically stated as a Major Offense.
- C. Any alleged violation of campaign rules must be reported to the chief elections officer within 24 hours after the offense has been observed. Any party who witnessed the offense may report the violation with documented proof of the incident. Alleged violation reports must include the candidate committing the offense, date, place and time of offense and any other pertinent information.
- D. Once a complaint has been filed, the Elections Committee will review the violation at the next scheduled meeting. The candidate will be notified immediately of the charges against him or her.
- E. Candidates accused of committing a major offense will receive a hearing by the Elections Committee. Candidates will receive a 48 hour notice of their hearing time.
- F. Candidates and/or campaigns to whom a violation is issued from the Elections Committee may. Appeals must first be submitted to the Elections Committee

within two working days of receiving the violation notice. The Elections Committee will review the appeal and must make their decision within two working days of receiving the appeal form.

- G. The Election Committee may disqualify a candidate for any Major Offense, gross violations of the University policies, or actions that cause great harm to the student body.

Section 27: Campaign Spending Limits; sources of funding.

- A. All campaigns are limited to \$1,000 for each individual or ticket regardless of the office. No person or ticket that campaigns for multiple offices shall combine any funding from individual campaigns, or combine the spending limits of any other campaigns.
- B. There shall be no limitation on amount or proportion of funding to come from student contributions or personal contributions, so long as the cumulative contributions do not exceed \$1,000.

Section 28: Financial statements; dates due.

- A. Financial Statements must be filed and shall include the following:
 - 1. An itemized list of all Expenditures.
 - 2. A detailed list of all Contributions, whether personal or student.
- B. Financial Statements shall be due in the following weeks by 5 p.m. the dates of which shall be decided by the Elections Committee.
 - 1. First Week of April.
 - 2. Third Week of April Prior to the General election.
 - 3. The final week of April. This Financial Statement shall act as the final statement and shall be due at 9 a.m. on the specified day.
- C. Final financial statement due three days following Election Day. Final financial statement must be submitted in order to receive a certification of election.

Revised by the Student Government Committee
Of the 68th ASOSU Senate
February-May 2009
Paul M. Aljets, Chairman

Revised by the Student Government Committee
Of the 69th ASOSU Senate
May 2010
Nolan Nichols, Chairman

Revised by the Speaker of the House
Of the 70th ASOSU Congress
August 2010
Drew Hatlen, Speaker

Standing Rules of the ASOSU House of Representatives

Rule I: Speaker of the House

1. Meetings of the House of Representatives shall begin by three strikes of the gavel by the Speaker and shall adjourn in a like manner.
2. In cases of disruption and/or disorder, the Speaker shall deputize a Sergeant-at-Arms to escort the disorderly individuals from the Chamber.
3. The Speaker shall Sign all Legislation passed in the House as well as all summons by the House and any Committees therein. In cases of statutory obligation of individuals to give Reports, The Speaker shall have full authority to issue such summons.
4. The Speaker shall assign all Committee Chairpersons to Standing and Special Committees.
5. The Speaker shall keep current copies of the ASOSU Constitution, Statutes, House Standing Rules, and Robert's Rules of Order in their office and in the Chamber during meetings of the House.
6. The Speaker shall serve as Ex-Officio Member of all Committees.

Rule II: Representatives

1. Representatives must be in the Chamber to be counted as in attendance in the meeting. This Rule shall apply to Proxy-voters. Unexcused Leaves of Absence during a meeting shall count as an absence. Representatives who leave the Chamber unexcused without return during the meeting shall count as absent.
2. Reasonable excuses shall be determined by the Speaker at any time prior to the pertaining meeting.
3. Representatives must abstain on votes to which the representatives have direct personal or pecuniary interest.

Rule III: Election of Officers

1. Elections of the Speaker Pro Tempore and any other officers designated shall occur the first meeting of Fall Term and shall be by Ballot Vote following nominations.

Rule IV: Committees, Establishment and Jurisdiction

1. Jurisdiction of Committees shall be stated in the ASOSU Statutes and/or the wording of committee-specific legislation.
2. No Committees shall have overlapping Jurisdiction. In cases of overlapping authority, the committee which possessed jurisdiction first shall take precedence.
3. All Committees of the House of Representatives, Standing and Special, shall adopt the following provisions:

A. All Committees shall adopt bylaws which shall be made available in the Congressional Archives.

B. Bylaws shall be established by vote of committee members, and subject to approval by the Speaker of the House.

C. Committees shall meet at regular intervals, and shall notify the Speaker and Congressional ~~Secretary-Clerk~~ of the scheduled meeting time and location and any changes to the schedule.

D. Committees shall appoint a Vice-Chairman to preside over the Committee in the absence of the Chair.

E. The Chair shall appoint a Committee member to act as Clerk to take meeting minutes at every meeting of the Committee. Meeting minutes shall be approved by the Committee and submitted to the Speaker and Congressional ~~secretary-Clerk~~ no later than Seven Days following the pertaining meeting.

F. Quorum shall be one half of all members of the Committee. The Speaker shall have the power to appoint members of the ASOSU to the Committee to fill vacancies and make quorum.

G. Committees shall have power to summon witnesses to provide answers and testimony.

H. Once legislation, motions or issues are referred to Committee; the Committee shall have Fourteen days to report to the Chamber with recommendations on the subject.

I. Amendments to Committee bylaws shall require Two-thirds majority vote of the Committee and approval by the Speaker.

Rule V: Delegates

1. Delegates of Student Organizations shall not count towards Quorum in either the Chamber or in Committees.

2. Delegates shall be allowed to speak on all matters without a yield of the floor from a Representative.

3. Delegates shall notify the Speaker or the Congressional ~~Secretary~~ Clerk no later than five days prior to the meeting in which a delegate wishes to submit a report.

Rule VI: Calendars and Committee Reports

1. Calendars shall be defined as a docket of all meetings of the House of Representatives or Congress arranged by the ~~Secretary-Clerk~~ and distributed to all members and any student upon request.

2. Committee Reports shall be submitted in writing to the Congressional ~~Secretary-Clerk~~ for distribution no later than five days prior to the meeting in which the Committee wishes to submit a report. This shall include reports which make recommendations on legislation, motions and issues referred to the pertaining Committee. Committees with nothing new to report are exempt from this rule.

3. Committee Reports on subjects regarding specific fiscal issues including, but not limited to Incidental Fees, Fee Packages, allocation of Contingency Funds, or resolutions regarding any of the above, shall include the specific Dollar figures and projection involved where available.

4. All scheduled Calendar events which shall include, but not limited to, Standing, Joint, Special, Conference, and Mediation Committees as well as all Regular and Special meetings of the House shall be announced via Congressional Listserve and through the Daily Barometer no later than three days prior to the calendar event. The Listserve shall be maintained by the Congressional ~~Parliamentarian~~ and SecretaryClerk.

Rule VII: Decorum and Debate

1. Representatives wishing to speak shall rise in place and address themselves to "Mr. /Madam Speaker," and, on being recognized, shall address the House ~~from the nearest microphone~~.

2. No Representative or Delegate shall occupy more than ten minutes of discussion on any debate on a question except where others yield their allotted time.

3. When a Representative or Delegate violates any Standing Rules, the Chair is obligated to call them to order. Three calls on a single individual shall be grounds for removal from the Chamber and possible Censure.

4. Loud discussion from persons which do not possess the floor shall be called to order. Such calls against a group of individuals shall not be designated to any single individual and therefore shall not count towards the order call limit outlined in Rule VII, #3.

5. Amendments and/or Revisions to legislation or previous amendments shall be submitted in writing to the Speaker before discussion on the pertaining motion shall be in order.

6. All Discussion, Debate and Questions shall be directed to the Speaker who, in the cases of question shall either answer personally or refer the question to the appropriate person in the chamber.

7. All personalities shall be avoided. Persons shall be referred to as "Mr.," "Ms.," "Mrs." And their Surname or in another appropriate form such as "Representative", "Speaker", "Delegate", ~~"Secretary",~~ "Parliamentarian "Clerk", "President", "Vice-President", "Director", "Chairman", "Councilor", Etc. and their surname.

8. Public displays of ~~support or~~ opposition are prohibited at any time during meetings of the House of Representatives and Committee in which Representatives participate when acting in their Congressional Capacity. Any opposition should be expressed during the respective discussion.

9. All persons observing in the gallery section of the Chamber shall be bound to the Standing Rules of the House of Representatives and shall be subject to removal by a Sergeant-at-Arms in cases of disturbance.

Rule VIII: Legislation

1. All legislation is subject to two readings under the following procedures.

2. Legislation shall be read aloud the first time in their entirety by the Chief Sponsor to the Chamber. Reading of the legislation in its entirety shall be foregone by a motion to forgo reading with no objection to the motion.

3. Second reading shall occur the following regular meeting of the House. Reading of the legislation in its entirety shall be foregone by a motion to forgo reading with no objection to the motion.

4. Questions on legislation shall occur following the first reading. Discussion shall occur following the second reading. Motions to forgo the first reading shall allow questions and discussion in the same meeting of the House, which shall follow second reading.

5. No Legislation may have reading forgone more than once.

Rule IX: Messages

1. Messages from the Senate, Student Incidental Fees Committee, President of ASOSU or any Student Group shall be read by the Secretary Clerk following all other reports and entered into the minutes.

Rule X: Agenda

1. The Agenda for the House of Representatives shall follow this order:

- | | |
|----------------------|-----------------------------------|
| I. | Call to Order/ Roll-Call/ Quorum |
| II. | Swearing in of Representatives |
| III. | Singing the Alma Mater |
| IV-III. | Approval of the Minutes |
| V-IV. | Standing Committee Reports |
| VI-V. | Special Committee Reports |
| VII. | Joint Committee Reports |
| VIII. | Conference Committee Reports |
| IX-VII. | Mediation Committee Reports |
| X. | Delegate Reports |
| XI. | Messages |
| XII. | Special Orders |
| XIII. | Old Business - Second Readings |
| XIV-XIII. | Other Old Business |
| XV. | New Business - First Readings |
| XVI. | Other New Business |
| XVII. | Speaker's Announcements |
| XVIII. | House Comments |
| XIX-XIII. | Gallery Comments |
| XX. | Adjournment |

2. Robert's Rules of Order shall be followed in all other cases.

Rule XI: Joint Sessions of Congress

1. The House of Representatives shall host the Joint Sessions of Congress.

2. State of the Student Addresses shall be organized in the following manner.

A. The Speaker and President of the Senate shall be seated at the platform with the Congressional ~~Secretary~~ and ~~Parliamentarian~~Clerk. An open Seat shall be provided for the President of the ASOSU.

B. A Sergeant-at-Arms shall be appointed at the beginning of the meeting following the Roll Call. In this case, The ~~Secretary~~ Clerk shall call roll for the Senate, House and Judicial Council.

C. The Speaker shall make opening remarks on his/her view of the State of the Students and shall introduce the President of the Senate to make his own remarks.

D. Upon final remarks from the Speaker and President of the Senate, The floor shall be made open to the President of ASOSU. At this time, the President of ASOSU shall be introduced and escorted in by the appointed Sergeant-at-Arms.

E. During the period between introduction and the President of the ASOSU and his reaching the Speaker's podium, all in attendance shall rise. Applause shall be permitted.

F. Agendas for Joint Sessions in which the State of the Students Address occurs shall follow this order:

- I. Call to Order/ Roll-Call/ Quorum
- II. Singing the Alma Mater
- III. Speaker's Remarks
- IV. President of the Senate's Remarks
- V. President's State of the Student's Address.
- VI. Comments of Senators, Representatives, or Judicial Council
- VII. Gallery Comments
- VIII. Adjournment

3. ~~Agendas~~Minutes of Joint Sessions shall be approved by both Houses of Congress no later than two weeks following the Joint Session.

4. Joint Sessions in which the Student Fee Budget Presentations are heard shall be attended by the Senate and House of Representatives.

5. The Chairman of the Student/Incidental Fees Committee shall be primary presenter of all Budgets and shall introduce the individual budget presenters and shall state the vote results and recommendations of the SIFC on all budgets.

6. The Chairman of the SIFC shall have the privileges of a Delegate for the period of the Joint session, and shall be bound to all Standing Rules of the House of Representatives.

7. Agendas for Joint Sessions in which the ~~State of the Students Address~~ Student Fee Budget Presentations —occurs shall follow this order:

- I. Call to Order/ Roll-Call/ Quorum
- II. Budget Presentations
 - i. ASOSU
 - ii. Athletics
 - iii. CAPS
 - iv. Corvallis Transit
 - v. Educational Activities
 - vi. Memorial Union
 - vii. Music Ensemble
 - viii. Our Little Village
 - ix. Recreational Sports
 - x. Student Diversity
 - xi. Student Health
 - xii. Sustainability
- III. Speaker's Comments
- IV. President of the Senate's Comments
- V. Comments of Senators and/ or Representatives
- VI. Gallery Comments
- VII. Adjournment

Fall 2011 Academic Calendar

Classes begin	Monday, September 26
**Late registration begins (\$50 late fee assessed) Last day to add a class by Web without departmental approval	Monday, September 26
**Late registration begins (\$50 late fee assessed) Last day to add a class by Web without departmental approval Tuition bills e-mailed to ONID accounts	Sunday, October 2 October 5, due November 1
Second week adds by Web with departmental approval	Monday–Friday, October 3–7
Audit registration period (Requires instructor approval; tuition and fees assessed)	Monday–Friday, October 3–7
Deadline to Apply for Graduation (Specify term, e.g. fall)	Friday, October 7
Last day to drop a class by Web	11:55 p.m., Friday, October 7
Last day to register or add a class by Web (Requires departmental approval)	5 p.m., Friday, October 7
**Late registration fee increases to \$100.	Monday, October 10 through December 2
Last day to change to or from S/U grading (Requires approval of academic advisor)	5 p.m., Friday, November 11

*Last day to withdraw from a course by Web. (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.)	11:55 p.m., Friday, November 11
Thanksgiving Holiday (University holiday)	November 24–25
*Last day for total withdrawal from the university (W grade for each registered course)	5 p.m., Friday, December 2
Dead week: Refer to AR 16 for policy	Monday–Friday, November 28–December 2
Finals week	Monday–Friday, December 5–9
End of term	Friday, December 9
Final grades due in Registrar's Office	5 p.m., Monday, December 12
Grades available on Web	Wednesday, December 14

Winter 2012 Academic Calendar

Priority registration: Phase 1	Starts Sunday, Nov. 13, 2011
Priority registration: Phase 2 with wait listing	Starts Thursday, Dec. 1, 2011 Ends January 15, 2012
Verification of enrollment begins	December 20, 2011
Classes begin	Monday, January 9, 2012
**Late registration begins (\$50 late fee assessed)	Monday, January 9–Sunday, January 22
Tuition bills e-mailed to ONID accounts	January 11, due February 1
Last day to add a class by Web	Sunday, January 15

Second week adds by Web with departmental approval	Monday–Friday, January 16–20
Audit registration period	Monday–Friday, January 16–20
Deadline to Apply for Graduation	January 20
Last day to drop a class by Web	11:55 p.m., Friday, January 20
Last day to register or add a class by Web	5 p.m., Friday, January 20
Martin Luther King, Jr. Day observed: <u>No Classes</u>	Monday, January 16
**Late registration fee increases to \$100.	Monday, January 23
Last day to change to or from S/U Grading	5 p.m., Friday, February 24
*Last day to withdraw from a course by Web	11:55 p.m., Friday, February 24
*Last day for total withdrawal from the university for the term	5 p.m., Friday, March 16
Dead week	Monday–Friday, March 12–16
Finals week	Monday–Friday, March 19–23
End of winter term	Friday, March 23
Final grades due in Registrar’s Office	5 p.m., Monday, March 26
Grades available on Web	Wednesday, March 28
Spring Break	March 26–March 30

Spring 2012 Academic Calendar

Priority registration: Phase 1	Starts Sunday, Feb. 26, 2012. Ends Wednesday, March 14.
Priority registration: Phase 2 with wait listing	Starts Thursday, March 15. Ends April 8
Verification of enrollment begins	March 27

Classes begin	Monday, April 2
**Late registration begins (\$50 late fee)	Monday, April 2–Sunday, April 15
Tuition bills e-mailed to ONID accounts	April 5, due May 1
Last day to add a class by Web without departmental approval	Sunday, April 8
Second week adds by Web with departmental approval	Monday–Friday, April 9–13
Audit registration period	Monday–Friday, April 9–13
Deadline to Apply for Graduation (Specify term, e.g. spring)	Friday, April 13
Last day to drop a class by Web	11:55 p.m., Friday, April 13
Last day to register or add a class by Web	5 p.m., Friday, April 13
**Late registration fee increases to \$100.	Monday, April 16
Last day to change to or from S/U grading	5 p.m., Friday, May 18
*Last day to withdraw from a course by Web	11:55 p.m., Friday, May 18
Memorial Day Holiday	Monday, May 28
*Last day for total withdrawal from the university for the term	5 p.m., Friday, June 8
Dead week, Refer to AR 16 for policy	Tuesday–Friday, June 4–June 8
Finals week	Monday–Friday, June 11–15
End of term	Friday, June 15
Commencement	Saturday, June 16
Final grades due in Registrar’s Office	5 p.m., Monday, June 18
Grades available on Web	Wednesday, June 20

House of Representatives Meeting Schedule 2011-2012

Fall 2011

Week 1	Wednesday, September 28, 2011	MU 211: American Indian
Week 2	Wednesday, October 05, 2011	MU 211: American Indian
Week 3	Wednesday, October 12, 2011	MU 211: American Indian
Week 4	Wednesday, October 19, 2011	MU 211: American Indian
Week 5	Wednesday, October 26, 2011	MU 211: American Indian
Week 6	Wednesday, November 02, 2011	MU 211: American Indian
Week 7	Wednesday, November 09, 2011	MU 211: American Indian
Week 8	Wednesday, November 16, 2011	MU 211: American Indian
Week 9	Wednesday, November 23, 2011	MU 211: American Indian
Week 10	Wednesday, November 30, 2011	MU 211: American Indian

Winter 2012

Week 1	Wednesday, January 11, 2012	MU 211: American Indian
Week 2	Wednesday, January 18, 2012	STAG Classroom
Week 3	Wednesday, January 25, 2012	MU 211: American Indian
Week 4	Wednesday, February 01, 2012	MU 211: American Indian
Week 5	Wednesday, February 08, 2012	MU International Forum at Snell Hall
Week 6	Wednesday, February 15, 2012	MU 211: American Indian
Week 7	Wednesday, February 22, 2012	MU 211: American Indian
Week 8	Wednesday, February 29, 2012	MU 211: American Indian
Week 9	Wednesday, March 07, 2012	MU 211: American Indian
Week 10	Wednesday, March 14, 2012	MU 211: American Indian

Spring 2012

Week 1	Wednesday, April 04, 2012	MU 211: American Indian
Week 2	Wednesday, April 11, 2012	MU 211: American Indian
Week 3	Wednesday, April 18, 2012	MU 211: American Indian
Week 4	Wednesday, April 25, 2012	MU 211: American Indian
Week 5	Wednesday, May 02, 2012	MU 211: American Indian
Week 6	Wednesday, May 09, 2012	MU 211: American Indian
Week 7	Wednesday, May 16, 2012	MU 211: American Indian
Week 8	Wednesday, May 23, 2012	MU 211: American Indian
Week 9	Wednesday, May 30, 2012	MU 211: American Indian

How to Write Legislation – And Get It Passed

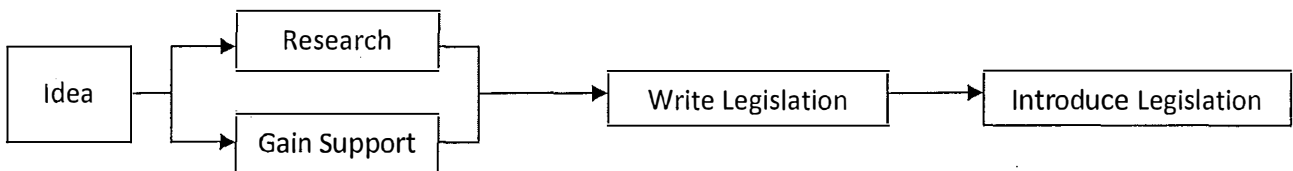
Part of the power of the ASOSU Congress lies in its ability to revise the rules of our student government and to inform the campus of the will of the student body. The way the Congress does this is by passing bills and resolutions. This document will help senators and representatives take an idea through the legislative process.

Getting Started

One of the powers of being a senator or representative is the ability to draft legislation. Every senator and representative has ideas how to improve the student government or the lives of students at OSU, but how do you know if your idea is worth taking through legislative process? Start by asking yourself these questions:

- Have I researched this idea enough to know all the facts?
- Is this something I can get support for?
- Am I willing to sponsor this idea through the entire legislative process?
- Is this something that can be completed in the amount of time I have?

Process Overview



Gathering Support and Researching

Gathering support for your idea is the most important part of the legislative process. It is much easier to get your idea passed and implemented if a number of people are behind it. Get people within ASOSU and around campus excited about your idea. The more people that support your idea, the more help you will have researching, writing and sponsoring it through the legislative process. Look to student groups, your fellow ASOSU senators and representatives, ASOSU executives, administrators and faculty members, the student body, and the community.

Researching your idea is essential to writing legislation. If your idea has been presented in the past, research can allow you to find ways on improving the way you present your idea in the future. Researching your idea also allows you to have the context to see what some of the consequences of your idea may be. There are bound to be unforeseen consequences in legislation, but putting in the time to research your ideas will help diminish them.



HB-03.01

Bill to [do something]

WHEREAS [this area adds needed facts which either justify the legislation, or put the legislation in context. For example, citing the ASOSU Constitution or Statutes in the “Whereas” is highly recommended]

BE IT HEREBY ENACTED BY THE ASOSU THAT:

[The body of the actual legislation is inserted here]

Sponsored By:

[Primary sponsor should always come first]

[As per the new statutes, student organizations have the right to sponsor bills]

Approved by:

Drew Hatlen, Speaker of the House of Representatives

Signature: _____ Date: _____

Sokho Eath, ASOSU Vice-President

Signature: _____ Date: _____

M. Tonga Hopoi, ASOSU President

Signature: _____ Date: _____



HR-03.01

Resolution to [resolve something]

WHEREAS [this area adds needed facts which either justify the legislation, or put the legislation in context. For example, citing the ASOSU Constitution or Statutes in the “Whereas” is highly recommended]

BE IT HEREBY RESOLVED BY THE ASOSU THAT:

[The body of the actual legislation is inserted here]

Sponsored By:

[Primary sponsor should always come first]

[As per the new statutes, student organizations have the right to sponsor bills]

Approved by:

Drew Hatlen, Speaker of the House of Representatives

Signature: _____ Date: _____

Sokho Eath, ASOSU Vice-President

Signature: _____ Date: _____

M. Tonga Hopoi, ASOSU President

Signature: _____ Date: _____

Understanding Student Fees:

Southworth v. The Board of Regents of the University of Wisconsin System

Summary of the Ruling

The opinion of the Supreme Court, written by Justice Kennedy, made these key points:

1. It is constitutional for campuses to collect and allocate mandatory fees to a wide-variety of student groups.

"We decline to impose a system of that sort as a constitutional requirement, however. The restriction could be so disruptive and expensive that the program to support extracurricular speech would be ineffective."

2. Mandatory student fees can fund student groups that address any issue or activity.

"The speech the University seeks to encourage in the program before us is distinguished not by discernable limits but by its vast, unexplored bounds. To insist upon asking what speech is germane would be contrary to the very goal the University seeks to pursue. It is not for the Court to say what is or is not germane to the ideas to be pursued in an institution of higher learning."

3. Student organizations cannot be denied funding based on their viewpoint.

"We conclude that the University of Wisconsin may sustain the extracurricular dimensions of its programs by using mandatory student fees with viewpoint neutrality as the operational principle."

4. It makes no difference if the activities supported by the fee are conducted on or off campus.

"We make no distinction between campus activities and the off-campus expressive activities of objectionable [student groups]. Universities, like all of society, are finding that traditional conceptions of territorial boundaries are difficult to insist upon in an age marked by revolutionary changes in communications, information transfer, and the means of discourse."

'Viewpoint Neutrality' and the First Amendment

When the Court states that funds must be allocated in a viewpoint neutral manner, they mean that funding decisions cannot be based on a particular group or activity's point of view. Thus, the decision to fund or not to fund an organization cannot be contingent on the content of the group's message. This method of allocating funds protects students' free speech rights by ensuring that all viewpoints, including those that are controversial, have an equal chance to receive student fee funding. Unfortunately, the concept of viewpoint neutrality has been subject to misinterpretation:

- Viewpoint neutrality does not mean that all groups should receive the same amount of money. If this were true, then the chess club would receive the same amount of funding as the student newspaper, which would result in either excessively extravagant chess sets or a student paper unable to publish and distribute its work.
- Viewpoint neutrality does not mean that by funding one point of view, you must automatically fund an "opposite" point of view. First, most organizations and activities do not have an opposite point of view. Second, even in a situation where a pro-life group and a pro-choice group apply for funding, it is not necessary to fund both groups at the same level, or even to fund both at all. Chances are strong that one of the two groups provides a greater level of services to the student body and thus deserves more funding. The level of services provided and other objective criteria should direct the funding decision, not the viewpoint of either group.

The most important thing to remember is that viewpoint neutral funding pertains to the process, not the outcome. Different groups will receive greater or less amounts of money based on their needs and the service they provide to students. What matters is that discrepancies in funding are not a result of an activity or organization's point of view or message.

What are Student and Incidental Fees?

- Student and Incidental Fees are fees paid by every student enrolled at OSU to support student-led organizations and student government, and to provide services to the student community that would otherwise be unavailable or affordable.

How do they show up on my bill?

- Student and Incidental Fees are collected by the OSU administration at the same time that tuition and other fees are assessed to your student account.

What services are provided by the fee?

- The fees collected provide students with access to Student Health Services, Counseling and Psychological Services, and RecSports (including Dixon Rec. Center and IM Sports); tickets to OSU Football and other sports; various subsidies available through ASOSU and Our Little Village; Cultural Resource Centers, and many other services not listed here.

Can I opt out of certain fees I don't use?

- Students cannot opt out of incidental fees. The entire student body paying into the pot makes it cheaper for everyone. If fees were optional it would cause a huge increase in the per-student fee and many services would likely have to be eliminated.

How much is the fee?

- For the 2010-2011 school year, each student enrolled full time pays \$406.67 per term for Fall, Winter and Spring Terms. The Summer Term 2011 fee will be about \$283.58.

Who decides how much the fee is?

- The fee level is determined by the Student Incidental Fees Committee (SIFC) during Winter Term each year. The committee is made up of seven (7) voting members. These include five (5) At-Large committee members elected from the student body in the annual general election as well as the ASOSU and MU presidents. A representative from each house of the ASOSU Congress also sits on the committee in a non-voting, ex-officio role. Fee levels set by the SIFC are also subsequently approved by both houses of the ASOSU Congress.

Summary of University of Wisconsin Board of Regents v. Southworth (2000) (according to Matt)

- Activities should fit in mission of the university
 - "The speech the University seeks to encourage in the program before us is distinguished not by discernible limits but by its vast, unexplored bounds. To insist upon asking what speech is germane would be contrary to the very goal the University seeks to pursue. It is not for the Court to say what is or is not germane to the ideas to be pursued in an institution of higher learning."
- Content Neutrality
 - "The speech the University seeks to encourage in the program before us is distinguished not by discernible limits but by its vast, unexplored bounds. To insist upon asking what speech is germane would be contrary to the very goal the University seeks to pursue. It is not for the Court to say what is or is not germane to the ideas to be pursued in an institution of higher learning."
- Mandatory fees across a range of activities are constitutionally allowable
- Activities can be on or off campus

University of Wisconsin Board of Regents v. Southworth (2000)

- US Supreme Court Case
- Deals directly with “umbrella” student fees
- Unanimous decision
- Standing Decision

OSU Student Fee Levels for 2009-2010

Fall, Winter, and Spring: Fees Per Student, Per Term

ASOSU	\$17.45
Sustainability	\$10.35
Athletics	\$42.18
Recreational Sports	\$68.82
Student Diversity Budgeting Board	\$12.30
Counseling and Psychological Services	\$31.24
Corvallis Transit System	\$3.76
Student Health Services	\$103.13
Memorial Union	\$75.75
Music Ensembles	\$2.29
Educational Activities	\$14.25
Contingency	\$2.50
Bad Debt Expense	\$0.25
Our Little Village	\$1.00
Total	\$385.27

Summer Term: Fees Per Student

ASOSU	\$12.50
Recreational Sports	\$55.88
Student Health Services	\$103.13
Student Diversity Budgeting Board	\$8.30
Memorial Union	\$59.80
Counseling and Psychological Services	\$31.24
Educational Activities	\$9.19
Corvallis Transit System	\$2.76
Contingency	\$2.50
Bad Debt Expense	\$0.25
Total	\$285.55

*Starting in Fall 2010 is when the Student Facilities Improvement Fee will start at \$17 per student per term.

OSU Student Fee Levels for 2010-2011

Fall, Winter, and Spring: Fees Per Student, Per Term

ASOSU	\$19.33
Sustainability	\$13.92
Athletics	\$42.18
Recreational Sports	\$68.33
Student Diversity Budgeting Board	\$13.59
Counseling and Psychological Services	\$31.61
Corvallis Transit System	\$0
Student Health Services	\$103.13
Memorial Union	\$75.61

Music Ensembles	\$3.22
Educational Activities	\$12.00
Contingency	\$2.25
Bad Debt Expense	\$0.25
Our Little Village	\$3.95
Student Facilities Improvement	\$17.00
SIFC Admin	\$0.30
Total	\$406.67

OSU Student Fee Levels for 2011-2012

Fall, Winter, and Spring: Fees Per Student, Per Term

ASOSU	\$20.44
Sustainability	\$11.86
Athletics	\$42.18
Recreational Sports	\$66.20
Student Diversity Budgeting Board	\$12.81
Counseling and Psychological Services	\$35.23
Corvallis Transit System	\$0
Student Health Services	\$100.53
Memorial Union	\$65.78

Music Ensembles	\$4.71
Educational Activities	\$12.12
Contingency	\$1.00
Bad Debt Expense	\$0.25
Our Little Village	\$3.95
Student Facilities Improvement	\$65.00
SIFC Admin	\$20.93
Total	\$462.99

Budgeting Boards Create Budget



Budgeting Boards approve budget, and hold open hearing



Budgets are presented to SIFC



Tentative Decision by SIFC



SIFC Open Hearing



SIFC Final Approval

*Line Item Veto

Budgeting Process

Joint Session of House and Senate
|
Legislature votes on **fee amounts**

|
Yes

\ No
|

Mediation
/

\
Sent to President Ray
|

Sent to OUS Chancellor

Budgeting Process cont

Oregon State University Incidental Fees Policies and Procedures (SIFC)

Section I: Incidental Fees and Student Health Fees

A. Authority and Responsibility

1. By state law the State Board of Higher Education is empowered to prescribe fees for the Oregon State System of Higher Education in general and for each constituent member institution of that system. The Board has the sole authority as to the amount of fees, whether they are to be increased or decreased, and how they are to be collected, used, and accounted for. In practice, the chancellor and the Board delegate fee assessment, collection, application, and accountability to the president of the university. Thus, the president has authority to approve incidental fee budgets subject only to review by the Board.

2. a. Student participation in the allocation of incidental fees is permitted by Oregon law and required by Board administrative rule. At Oregon State University the president has delegated to the Student/Incidental Fees Committee the authority and responsibility to recommend each year the amount of the incidental fee, the Counseling and Psychological Services Fee, and the amount of the Student Health Fee, and to make allocations from the contingency fund, which includes over realized incidental fee income, and to determine optional fees as necessary and appropriate.

b. In the process of determining the level of the incidental fee, the Student/Incidental Fees

Committee and the major budget boards submitting requests to it are delegated the responsibility to analyze and appraise budget requests, conduct budget reviews, and make final fee recommendations to the president. The Student/Incidental Fees Committee is required to obtain as broad a base of student participation in this process as possible.

B. Purpose

1. Incidental fees are used only to fund programs under the control or supervision of the Oregon State Board of Higher Education and which the Board finds to be advantageous to the cultural or physical development of students. Fees collected at Oregon State University include the incidental fee, the Student Health Fee, the Counseling and Psychological Services Fee, and, at times, optional fees. The incidental fee is assessed quarterly to each student and is paid directly as part of the registration process. It is used to finance certain campus activities including, but not limited to, the Memorial Union; Student Leadership and Involvement; Recreational Sports; Educational Activities, ASOSU, Corvallis Transit, Music Ensembles, Student Diversity, Sustainability, and Intercollegiate Athletics.

Section II: The Student Fee Committee Membership and Meeting Procedures

A. The Student/Incidental Fees Committee is a committee of the President of Oregon State University. The committee shall establish guidelines and a calendar for budget development by the major budget boards, review all budgets and fee requests from the major budget boards, and conduct a public hearing on budgets and fee recommendations within the guidelines stated in this document.

a. The guidelines for budget presentations shall be developed by the Student Incidental Fees Committee by the fifth week of fall term

b. A calendar outlining the requirements of §D, 1, b shall be put together by the fifth week of fall term.

c. Budget guidelines shall be given to budgeting boards as soon as they are developed by OSU Budget and Finance office and approved by SIFC for use by student fee funded areas.

B. The voting members of the Student/Incidental Fees Committee shall be five students elected at large, the ASOSU President, and the MU President. Non-voting members of the committee shall be the Vice Provost for Student Affairs, Vice President for Finance and Administration, Director of Budgets, and a representative of the ASOSU House of Representatives and the ASOSU Senate, respectively chosen by the Speaker of the House or ASOSU Vice President.

C. Of the five at-large Student/Incidental Fees Committee members, two shall serve for two-year terms beginning on June 1 and ending on May 31 two years later. These two positions will be elected in alternating years, such that one two-year position will be elected every year in the spring general election. The remaining three at-large Student/Incidental Fees Committee members will be elected to a one-year term beginning on June 1 and ending May 31 the following year.

D. To be eligible for Student/Incidental Fees Committee membership, a student must be registered with at least one-half time status [OAR 580-10-090 (3)(b)] and must meet all other Oregon State University Student Activities Committee requirements for eligibility to hold elected or appointed office and be available for the full term of office.

E. The chairperson shall be elected by the committee from among the eligible at-large members. The election shall take place before May 31. Eligible members are those who have served on the committee for the full academic year, Fall, Winter, and Spring, and are returning the following year. Failing this requirement, the chairperson shall be elected by the standing Committee from among the incoming at-large members.

F. An assistant must be hired by the chairperson. The assistant shall attend all meetings and take official minutes which will be disbursed to the committee for review before the following meeting. The assistant shall also serve according the job description as outlined.

G. Student/Incidental Fees Committee members will be assigned to each major budget board with responsibility to attend all meetings and scheduled hearings concerning the budget developed by that board.

H. Replacement of at-large student members.

1. Within five days of receiving written notification of resignation of a student at-large member, the Student/Incidental Fees Committee shall notify the student body of the open position and request applications.

2. After a minimum of five days consecutive advertisement in the Barometer, a selection committee of seven people composed of the remaining Student/Incidental Fees Committee members plus non-members appointed by the chair shall convene to conduct interviews and select the new member(s). Selection shall be by majority decision of those selection committee members present. A minimum five of the seven selection committee members must present for the selection to be valid.

3. If resignations occur within four weeks of an earlier resignation, the chairperson may use the first pool of applicants from which to appoint the new member(s). The committee shall approve the appointment by a majority vote from a minimum of five members.

I. Replacement of the ASOSU or MU President:

1. If the ASOSU President or MU President is unable to fulfill his or her duties to the Student/Incidental Committee, they may be permanently replaced by a delegate of their choice in order to assure representation of the ASOSU or Memorial Union executive.

2. In the event that neither the President nor the appointed delegate of the ASOSU or the MU is able to serve, their vacancy shall be filled by an at-large member as outlined in § II H-2.

J. A student will be eligible for disqualification from committee membership:

1. After three unexcused absences from Student/Incidental Fees Committees meetings or hearings.

2. After three unexcused absences from major budget board meetings to which he or she is assigned. This applies up until the budget has been approved by the SIFC.

K. All meetings and hearings of the Student/Incidental Fees Committee, including mediation sessions, shall be open to the public for attendance. The committee meeting times and dates must be advertised continuously for one week in the Barometer during the first two weeks of each term (Fall, Winter, Spring). If an emergency situation exists, the committee may meet on 24-hour public notice. In this case members of the press must be notified of the meetings to be able to inform the public of the committee's actions. Justification of emergency meetings must be explained in the minutes of the meeting. All meetings of the Student / Incidental Fees Committee will follow Oregon Public Meeting Law as defined by ORS 192.610 to 192.690.

L. All official actions concerning the incidental fee by the Student/Incidental Fees Committee, ASOSU Congress, and the Mediation Committee must be recorded in the minutes, and each member's vote officially documented in writing.

M. The chairperson shall maintain a notebook containing all minutes, correspondence, and budget exhibits submitted to the committee. At the end of each fiscal year, this notebook shall be placed in the office of the Vice Provost for Student Affairs after the material has been filmed by the OSU Archives.

N. A quorum for the purpose of transacting Student/Incidental Fees Committee business will require the presence of a majority (four) of the voting committee membership. A majority vote of those present is

required to pass any motion except as noted in § VI. Student/Incidental Fees Committee at large members shall not vote by proxy nor may they delegate their votes. Committee members are expected to vote on all issues but shall abstain from voting on the allocation of incidental, contingency, or optional fee funds for a program in which the committee member has a legitimate conflict of interest.

1. Use of meetings via teleconference, internet, or by other electronic means must be consistent with Roberts Rules of Order.

2. Electronic voting is allowed as long as Roberts Rules of Order requirements for debate and speech are followed prior to an electronic vote taking place. The SIFC Chairperson will schedule an electronic vote and prescribe the means to do so.

O. The Student/Fees Committee shall use Roberts Rules of Order for the purpose of conducting meetings.

P. Members of the SIFC shall be required to report to the houses of Congress upon request.

Section III: Procedural Steps in Student Fees Budgeting

A. Major and Minor Budgets: For budgeting purposes a distinction shall be made between major and minor budgets.

1. "Major budgets" shall include, but are not limited to, the Memorial Union, Student Diversity, Recreational Sports, Educational Activities, Student Health Services, Counseling and Psychological Services, Corvallis Transit, Intercollegiate Athletics, Music Ensembles, Our Little Village, Sustainability, and ASOSU.

2. "Minor budgets" are budgetary sub-units of the major budgets, e.g. MU Program Council under Memorial Union.

a. A minor budget may appeal to the SIFC if it feels that the major budget is not adequately addressing concerns presented. It shall be up to the SIFC if it will hear the appeal and it will be the SIFC that presents a remedy.

B. Formation of New Budgeting Boards

1. At the beginning of the Student/Incidental Fee Budget cycle, a group seeking student fee funding and status as a major budget for the following year must form an advisory board and budget as outlined in § III-C.

2. Upon formation of the advisory board, the advisory board may present a budget to the committee according to all Student/Incidental Fee Guidelines and the Committee's budgeting guidelines for that year.

3. If approved by the Student/Incidental Fee Committee, the budget will become a probationary major budget for two years.

a. In the first year of the probationary period the Student/Incidental Fee Committee must evaluate the worth and effectiveness of requested funding and may reduce the fee accordingly. Additionally, the advisory board will be notified of needed improvement for the following year or face discontinuation or reduction of funding.

b. In the second year of the probationary period, the budget will be approved or denied based upon the previous year's recommendations. If major improvements have not been fulfilled, the Student/Incidental Fee Committee may choose to discontinue or reduce fee funding for the following year as the committee deems appropriate.

c. If at the end of the budget cycle during the second probationary year the Student/Incidental Fee Committee evaluates the service of fees for the budget necessary and feasible, it shall become an established Major Budget as described in § III-A1. Failing this, the committee may choose to extend the probationary period pending any necessary change to the budget or fee funding shall be discontinued for the following year.

C. Advisory Boards

1. Each of the Major Budgets, with the exception of the Educational Activities Committee, funded through student/incidental fees will collaborate with an established student advisory board.

2. The Major Budgets Boards will collaborate with their respective student advisory board on the following:

a. Student/Incidental Fee budget proposals

b. Decision Packages

c. New programs, services, and positions including, but not limited to upgrades

d. Program, service, and position elimination

3. Advisory boards will consist of at least one at-large member who is not affiliated with the budget other than serving on the budget advisory board.

4. The advisory board shall be chaired by a student from the advisory board.

D. Calendar

1. By October 15th each year:

a. Each Major Budget Board shall have a quorum of members plus one (1) member assembled

b. Each Major Budget Board shall deliver to the SIFC an executive report which includes final budget and actual financial data for the previous fiscal year.

c. Each Major Budget Board shall prepare and deliver to the SIFC a short-term and a long-term strategic plan.

1. Short-term shall be defined as one-to-two (1-2) years and long-term shall be defined as three-to-five (3-5) years

2. Strategic plans shall include, at a minimum, a program's goals for the future; unmet needs; analysis of strengths, weaknesses, opportunities and threats; current and future labor needs; long-term impacts of budget increases or lack thereof; and facilities or space needs.

3. The strategic planning process shall include students and professional faculty and the strategic plans shall be approved by the Major Budget Board.

2. By the fifth week of fall term:

a. The Student/Incidental Fees Committee shall notify each major budget board and the ASOSU Congress of the guidelines and calendar of events to be followed during that academic year.

b. The calendar shall include:

1. The suggested date for minor budgets to be submitted to major budget boards.

2. The date for major budgets to be submitted to the Student/Incidental Fees Committee.

3. The dates for the Student/Incidental Fee open hearings.

4. The dates for the Student/Incidental Fees Committee's submission of fee levels to the ASOSU Congress.

5. The date for submission of fee levels to the university president.

6. The date that a training session will be held for all SIFC members.

7. The date for a training session for representatives from all major budgets.

3. The Student/Incidental Fees Committee chairperson will orient the Student/Incidental Fee Committee, ASOSU Congress, and Major Budget boards to the fees process and the content of the student/incidental fees budget guidelines during fall term.

4. By May 30th each year:

a. Each budget board should have half of their board for the following year in place.

b. A member orientation should be held to explain the budgeting process and to prepare board members to be effective participants. This orientation should include members of the SIFC, ASOSU Congress, chairs and members of Major Budget Boards, and students interested in the budget process. This orientation shall be coordinated jointly by the incoming and outgoing SIFC chairpersons.

5. By the end of spring term:

a. Each Major Budget Board shall select a chairperson and have no less than three (3) members assembled, two (2) of which must be students.

6. At the discretion of the SIFC, budgeting boards shall face up to a five percent (5%) decrease, with opportunity to appeal, if any of the membership and/or operation criteria listed above in § III-D: 1-5 are not met.

E. Meetings and Hearings

1. The major budget boards shall present their suggested budgets and fee requests for the succeeding year.

2. The major budget boards shall hold open hearings on their suggested budgets and fee request for the coming year prior to submission to the Student/Incidental Fees Committee; the dates of these meetings shall be publicized in The Barometer. Minor budget boards shall have the right to appeal the funding recommendations of their respective major budget boards to those boards at the hearings. Open hearings must start no earlier than 9am or later than 8pm.

3. The Student/Incidental Fees Committee shall conduct open meetings at which each major budget board submits its fee request and reviews its budget. This will be referred to as the budget presentation. Representatives of individual programs (minor budgets) within each major budget may attend these meetings to answer questions and explain differences between the minor budget request and that approved by the major budget board. The presenting major budget will have thirty minutes to make a presentation to the SIFC and questions to be asked. After which time the SIFC shall have thirty minutes to discuss the budget presented with the option for the SIFC to extend time for either portion. The Student/Incidental Fees Committee shall then determine the preliminary fee level for each major budget.

4. After the budget presentations the Student/Incidental Fees Committee will schedule open hearings, which all interested students are urged to attend, on their preliminary recommendations for each of the major budgets. The date, time, and location of these open hearings must be advertised in the Barometer continuously for one week prior to the date of the hearing. If any major or minor budget board believes that proper consideration has not been given to its fee request, it shall have the right to present its case at these hearings before the Student/Incidental Fees Committee. Each budget board will make a brief statement to SIFC in regards to their budget request. After each budget presentation the floor shall be open to the public and anyone that wants to speak will have the ability to speak in regard to the pertinent individual budget. After these open hearings, the Student/Incidental Fees Committee shall set the final fee level for each major budget.

5. If, after the final recommended fee level has been set and before it is submitted to the ASOSU Congress, any major budget board feels that proper consideration has not been given to its fee request, it shall have the right to request a hearing before the Student/Incidental Fees Committee. The open

hearing shall follow the procedural rules of the budget presentation guidelines for that year. Only after following all procedural steps, including review by the Student/Incidental Fees Committee, shall a major budget board have the right to appeal to the university president.

F. Requirements for the ASOSU Congress

1. The ASOSU Congress shall elect a Mediation Committee made of seven members prior to budget presentations.
2. After the final fee level recommendations are made by the Student/Incidental Fees Committee, the chair shall submit the recommended fee levels to the ASOSU Congress for review. The Student/Incidental Fee Committee chairperson shall present the recommendations of the committee to the ASOSU Congress. The ASOSU Congress' action shall be to either approve or reject the Student/Incidental Fees Committee recommendation on each major budget's fee request. If the ASOSU Congress rejects a fee request, it shall return the request to the Student/Incidental Fees Committee with specific objections detailed.
3. The ASOSU Mediation Committee and the Student/Incidental Fees Committee shall then meet in a mediation session in order to agree upon a compromise fee level to be forwarded to the university president. The ASOSU Vice President shall chair this mediation session. During this session, only additional information necessary to clarify the purpose of the program budget under discussion will be permitted. Representatives of the program budget being considered will not be permitted to make a presentation but should be available to answer questions.

G. Summer Term Fees

1. The summer term fee shall be set as a percentage of the preceding academic year's fee. The percentage (based on past precedent of fees charged) will be determined by the Student/Incidental Fees Committee during the regular budget cycle each year. Summer incidental fee levels include but are not limited to the Memorial Union, Student Diversity, Educational Activities, Intercollegiate Athletics, Corvallis Transit, Recreational Sports, the summer Counseling and Psychological Services Fee, ASOSU, and the summer Student Health Fee.
2. The incidental fee for summer term shall be based upon services provided, not to exceed the amount of the incidental fee for full-time students in the previous academic term.
3. The summer term Counseling and Psychological Services Fee, and the summer term Student Health Fee is to be based upon services provided, not to exceed the amount of each of the Fees in the previous academic term.

Section IV: Budgetary Guidelines

A. All allocations of student fees must follow State of Oregon statutes and Oregon State Board of Higher Education guidelines. In no way shall their collection or use violate the guaranteed rights of any person under the Constitution of the United States.

B. To be eligible for funding from incidental fees an activity, program, or service must satisfy the following requirements.

1. Memorial Union and Activities: The activity or program will be an integral part of the operation of the Memorial Union and its programs and will be the direct responsibility of the Director of the Memorial Union. The Memorial Union Board of Directors must review and approve all incidental fee funding requests.

2. Student Diversity: The activity or program will be an integral part of the operation of Intercultural Student Services and its programs and will be the direct responsibility of the Student Diversity Budgeting Board. The Student Diversity Budgeting Board must review and approve all incidental fee funding requests.

3. Recreational Sports: The activity or program will be an integral part of the operation of the recreational sports program and will be the direct responsibility of the Director of Recreational Sports. The Recreational Sports Board must review and approve all incidental fee funding requests.

4. Educational Activities: The programs under this major budget board must satisfy the guidelines and procedures as put forth by the Educational Activities Committee.

5. Intercollegiate Athletics: These activities and programs provide opportunities for student access to intercollegiate athletic events. The Intercollegiate Athletic Advisory Board shall review and approve the fee requests made to the Student/Incidental Fees Committee.

6. Student Health Services: The activity or program will be an integral part of the operation of Student Health Services and its programs and will be the direct responsibility of the Director of Student Health Services and the Vice Provost for Student Affairs. The Student Health Services budgeting board must review and approve all student fee funding requests.

7. Counseling and Psychological Services: The activity or program will be an integral part of the operation of University Counseling and Psychological Services and its programs and will be the direct responsibility of the Director of University Counseling and Psychological Services and the Vice Provost for Student Affairs. The University Counseling and Psychological Services budgeting board must review and approve all student fee funding requests.

8. Student Sustainability Initiative: The Student Sustainability Initiative is charged with the management of the OSU sustainability fee. The Student Sustainability Initiative Fee Board must review and approve all incidental fee funding requests.

9. Corvallis Transit: The programs and services provided by Corvallis Transit to Oregon State University Students will be designed to increase, when possible, student access to campus, the City of Corvallis, Linn and Benton Counties, and surrounding areas by the use of public transportation. The Student Sustainability Initiative Fee Board must review and approve all fee funding requests.

10. Music Ensembles: The Student Musician Advisory Board shall review and approve all incidental fee funding requests.

11. ASOSU: For the purposes of incidental fee funding, the ASOSU House of Representatives Appropriations and Budgets Committee shall serve in the capacity of the recognized budgeting board for ASOSU.

12. Our Little Village: The Student Parent Advisory Board shall review and approve all incidental fee funding requests.

13. New Budgets: New programs must comply with the Student/Incidental Fees Committee guidelines under § III-B.

14. In addition to the above specific conditions, most activities, programs, and services must meet the following requirement:

a. Only Oregon State University students may serve as the elected or appointed officers of student programs.

b. Elected or appointed officers of student programs will be responsible for choosing faculty advisors for their program.

15. Transfer of budgets: If a minor budget would like to transfer to another major budget they can do so with the consent of the SIFC and prior consent of the budgeting board that would take over responsibility for the budget. The transfer will not be effective until the beginning of the next fiscal year.

16. Minor budgeting boards may also choose to form a new budgeting board and become a major budget instead of transferring to another major budget with the approval of SIFC.

17. The SIFC shall collect an SIFC Administration Fee for the purpose of funding costs related to outreach, room reservations, equipment needs, staff, advising, trainings, and other costs incurred by the SIFC. The budget for the Auxiliaries and Activities Business Center shall also be administered by the SIFC through the SIFC Administration Fee.

C. Major budget boards are expected to consider the following criteria in evaluating programs and activities seeking incidental fee funding.

1. Extent to which a program or activity provides opportunities for students, either by direct participation or by participating as spectators and listeners, to develop new skills, competencies or appreciations not available elsewhere in the university.

2. Extent to which there is agreement between the programs' or activities' goals and objectives and those of the overall goals and objectives of the university.

3. Extent to which a continuing program or activity fulfilled its stated objectives of previous budget years.

4. Extent to which a program or activity complements or provides an optional laboratory setting for an educational program.

5. Extent to which a program or activity is of general interest to the university community.

6. Extent to which a program or activity provides an appropriate service not available on campus or in the city as conveniently and/or inexpensively.

7. Extent to which alternative funding has been sought (if applicable).

8. Extent to which budget requests reflect actual costs incurred in realizing the goals and objectives of a program or activity.

D. In the case where the Student/Incidental Fees Committee deems it necessary or advisable to make substantial decreases in the level of student fee support for any established major budget program, the following guidelines shall be observed.

1. Recognition and provision for orderly withdrawal of support must be given, including satisfaction of existing contractual obligations.

2. Alternative sources of funding shall be provided for, except that the university president may allow the reduction without alternative funding--in whole or in part--if he or she feels the circumstances so warrant.

4. A decrease in the level of student fees support to major budgets of 10% or less of the preceding year's allocation unless complying to § IV-D1 and 2, 4. Ensuing consecutive year's reduction in the same activity will require special review and' approval by the university president.

5. A decrease in the level of student fees support to major budgets of greater than 10% may occur only through unanimous support of the Student / Incidental Fees Committee and Chair. Ensuing consecutive year's reduction in the same activity will require special review and' approval by the university president.

6. These guidelines do not preclude the right of the major budget's budgeting board to voluntarily reduce their student fee requests by an of the preceding year's allocation, providing that existing contractual obligations are met.

7 Prior to the voluntary discontinuation of Student Fee funded programs and services by a budgeting board, the Student/Incidental Fees Committee must be provided with a detailed explanation of the budgeting board's decision, and supporting justification. Whether the discontinuation of programs and services is as a result of voluntary reduction in student fee requests by the budgeting board or for any other reason, if the discontinuation would constitute a significant loss of services to students and recognized student organizations, the Student/Incidental Fees Committee will make a recommendation regarding the decision of the budgeting board. The budgeting board is required to make all reasonable attempts to satisfy the recommendation of the committee.

8. There shall be no specific budgetary limitations placed on minor budget changes in minor budgetary levels other than satisfaction of existing contractual agreements.

E. The Student/Incidental Fees Committee must maintain one master budget document, which shall include all major and minor budgets. These documents must include all projected sources and amounts of income and planned expenditures for major and minor budgets. A copy of the master budget shall be maintained in the Office of the Vice Provost for Student Affairs.

Section V: Adjudication of Differences

A. Upon receipt of the fee recommendation, the university president shall, within five working days, acknowledge and accept in writing the recommendations of the Student/Incidental Fees Committee and the ASOSU Mediation Committee or notify them of any modifications under consideration by the president, including reasons for the proposed modification.

B. The Student/Incidental Fees Committee and the ASOSU Mediation Committee shall have five working days to consider and respond in writing to modifications proposed by the president. If the students concur with the president's proposed modifications, such shall be communicated in writing to the president within the specified time. If no response is received within the specified time, the students shall be deemed to have concurred in the modifications.

C. If the Student/Incidental Fees Committee and the ASOSU Mediation Committee do not concur, such shall be communicated in writing to the president within the specified time. The president (or designated entity) shall then meet within five working days with the Student/Incidental Fee Committee and the ASOSU Mediation Committee to attempt to reconcile the difference.

D. If the university president, the Student/Incidental Fees Committee, and the ASOSU Mediation Committee do not reach agreement within ten working days, either party may request a hearing before the Hearings Board. Within five working days of the request for the hearing, the Hearings Board shall conduct a hearing and within five working days thereafter shall provide written findings of fact and recommendations for resolution of the disagreement to both parties. Both parties shall notify the Hearings Board and each other in writing within five working days whether they accept or reject the recommendations of the Hearings Board.

E. The Hearings Board shall consist of five members, two appointed by the university president, two appointed by the ASOSU Mediation Committee, and one mutually agreed upon. The members shall be selected promptly upon receipt of a request for a hearing. In the event a hearing is requested, the parties shall select the fifth Hearings Board member.

F. The university president and the Student/Incidental Fees Committee and the ASOSU Mediation Committee shall be given notice of the time and place of the hearing at least 24 hours before the hearing. All meetings of the Hearings Board shall be open to the public and notice shall be given through, but not limited to, The Barometer.

G. A representative of the Student/Incidental Fees Committee, the ASOSU Mediation Committee, and the university president shall present to members of the Hearings Board relevant information, which may include, but is not limited to, memoranda, budget requests, minutes, and correspondence.

H. The university president shall recommend the amount of the incidental fee for the campus to the Chancellor. A representative of Student/Incidental Fees Committee and the ASOSU Mediation Committee may appeal to the Chancellor the recommendations of a university president regarding the amount of the incidental fee or the allocation among the major budgeting categories listed in § III. A. Allocations among programs and activities within a major category are not subject to appeal. The Chancellor shall order a timely review of the appeal and shall communicate to the parties involved a decision in writing within a reasonable time.

I. The Chancellor shall recommend to the Oregon State Board of Higher Education an incidental fee for each institution. Representatives' of the Student/Incidental Fees Committee and the ASOSU Mediation Committee, as well as other members of the public, may appear to support, oppose, or request modification of the recommended incidental fee in accordance with the provisions of OAR.580-01-005. The Board will concurrently consider appeals of substantial unresolved differences in the allocation of incidental fees among the major categories. Except in extraordinary circumstances or upon its own motion, the Board will not consider allocations within a major category.

J. Within ten working days after final action by the Board, the president shall confer with Student/Incidental Fees Committee and the ASOSU Mediation Committee in making any necessary adjustments in the allocations and shall communicate the final action of the Board and university president in writing to the Student/Incidental Fees Committee and the ASOSU Mediation Committee.

Section VI: Incidental Fee Contingency Fund

A. The Student/Incidental Fees Committee shall budget annually for a contingency fund. Over realized incidental fee income also becomes a part of this fund.

B. The fund shall be carried over from year to year in accordance with Oregon State Board of Higher Education guidelines or allocated to activities as deemed necessary and approved by the Student/Incidental Fees Committee and the university president.

C. The purposes of the contingency fund are to:

1. Provide for under-realization of income to major budgets.
2. Meet the emergency funding needs of fee funded programs. The Student/Incidental Fees Committee has the authority to allocate contingency funds when necessary. The university president may approve contingency fund allocations to major budgeting boards in emergency situations, or may reject contingency fund allocations if such allocations would unreasonably exhaust the contingency fund. An emergency is a situation that requires immediate funding and the normal funding process and timing are not sufficient to aid in the correction of the situation.

3. Meet unexpected funding needs of fee funded programs.

D. The contingency fund shall not be used to provide funding for programs previously disallowed by the major budget board except to correct errors.

E. Any organization or program currently allocated incidental fee funding is eligible to request a contingency fund allocation. All requests for allocations from the contingency fund must have the approval of the major budget advisory board prior to submission to the Student/Incidental Fees Committee. All requests must comply with the Student/Incidental Fees Committee guidelines.

F. A request will be submitted to the Student/Incidental Fees Committee for approval, denial, or modification.

G. If 25% of the voting membership of either house of the ASOSU Congress petitions the SIFC to review a contingency request then the request will be referred to the ASOSU Congress for recommendations and resubmitted to SIFC with those recommendations for further review.

Recommendations must be submitted within three weeks of the petition being submitted to SIFC.

If a petition is filed with SIFC regarding a contingency fund, a hold will be placed and SIFC must meet with Congress before the release of the contingency fund amount.

H. The request is sent to the university president by the Student/Incidental Fees Committee.

I. The process described above does not apply when the Student/Incidental Fees Committee uses contingency funds to reduce the next year's incidental fees charged to students.

Section VII: Optional Fees

a. The use of the optional fee shall be for use in the cultural, physical, and/or educational enhancement of Oregon State University or its students. An optional fee may be collected to supplement an activity otherwise funded from the mandatory incidental fee.

B. Optional fees shall be assessed during the normal payment of fees according to the individual student preferences indicated at the time of registration. Optional fees shall be collected by OSU Business Affairs and distributed to the appropriate student organization account.

C. Optional fees shall not be eligible for deferred payment plans or as a basis for student loans and/or other financial aid.

D. A maximum of five (5) optional fees may appear in any given registration period.

E. Procedure for obtaining authorization to collect optional fees:

1. A proposal for optional fee funding shall be submitted to the ASOSU Congress in the first two weeks of the term prior to its collection. At a minimum the proposal must contain the following:

- a. The name of the organization responsible for expenditures and a description of the intended Use of funds. (The intended use shall appear in the optional fee description on the registration form if space allows.)
- b. Proposed amount (in even dollars) of the optional fees check-off; minimum amount is \$2.00.
- c. A proposed budget ("base budget") of at least \$250.00 (\$100.00 for summer term) showing estimated income and expenditures, including an appropriate administrative service fee (see G. below).
- d. The terms in which the optional fee shall appear at registration; no optional fee shall continue past summer term.
- e. Approval from the Registrar to place the fee on the registration forms.

2. If approved by the ASOSU Congress, the proposed optional fee must then be approved by the Student/Incidental Fees Committee and the university president in time to be included on the pre-registration forms for the following term.

F. Recipients of optional fee funding shall make every reasonable attempt to publicize their objectives to students during the term preceding its use of the optional fee. Such publicity shall include, but not be limited to, an advertisement in The Barometer issue preceding registration day.

Recognizing the diverse nature of summer term students, the optional fee should also be explained by handout at registration for that term.

G. Oregon State University shall deduct from the total funds collected for each optional fee an amount equal to all marginal costs incurred by the university for the purpose of making such collections--a minimum of 2% of the total--before depositing the collected monies in the proper auxiliary account.

H. If the optional fees collected for a designated recipient are less than its base budget, the university shall refund said monies by an amount equal to the amount collected from each student for the optional fee to his or her university account, minus all marginal costs incurred in handling the optional fee, unless otherwise agreed to by the Student/Incidental Fees Committee.

I. If the total optional fees collected for a designated recipient exceed a recipient's base budget by more than ten percent, the excess funds shall revert to the Incidental Fee Contingency Fund. The recipient shall be allowed to petition to the Student/Incidental Fees Committee for release of said funds, showing their intended usage, within three (3) weeks (two (2) for summer) after written notification that such a surplus has occurred.

J. An optional fee shall be dropped from the registration form if it does not achieve its base budget in two consecutive terms or receives total contributions of less than \$250.00 in any one term.

Section VIII Financial Initiative, Referendum and Capital Construction

A. Any initiative or referendum that calls explicitly for the allocation of funding for student programs shall be defined as financial referendum and financial initiative respectfully.

B. Financial initiative.

1. The members of ASOSU shall have the power to propose student funding of programs and projects under a process known as financial initiative.

2. A financial initiative petition shall contain the full text of the financial initiative and be both presented to the fees committee for recommendation and be proposed to the ASOSU Judicial board for approval prior to being circulated. The judicial board will insure that full disclosure of cost to student is clear and consistent throughout the petition. The petition also must include a finite start and end date of fee collection, a finite total dollar amount as well as a finite per student collection amount; also a contingency plan must be included with the petition detailing what will occur if fees collected do not cover costs. All financial initiative petitions must be signed by 15% of current fee paying students to be placed on the ballot in spring.

3. All financial initiatives must be adopted by a major budgeting board prior to petitioning process, or initiate a new budgeting board as defined in § III-B.

4. A completed initiative petition must be dually submitted to the Student/Incidental Fees Committee and to the ASOSU elections committee one month before the election.

5. All financial initiative proposals must be voted on during the ASOSU elections and pass with a 2/3 majority vote.

C. Financial Referendum.

1. The members of the ASOSU Congress shall have the power to propose student funding of programs and projects under a process known as financial referendum.

2. Financial referendum shall be voted on by ASOSU Congress and passed with a 2/3rd majority vote prior to being put on the ballot. Financial referendum must include a finite start and end date of fee collection, a finite total dollar amount as well as a finite per student collection amount; also a contingency plan must be included with the petition detailing what will occur if fees collected do not cover costs.

3. A completed financial referendum must be dually submitted to the Student/Incidental Fees Committee and to the ASOSU elections committee one month before the election.

4. All financial referendum must be voted on in the ASOSU elections pass with a 2/3 majority vote.

5. Capital Construction is defined in § XIII-D and shall not be placed on the ballot by referendum.

D. Capital Construction Initiative

1. Any initiative proposed by ASOSU that calls explicitly for the allocation of funding for capital construction projects as defined by the OAR's, shall be a capital construction initiative.
2. The members of ASOSU shall have the power to propose student funding of capital construction projects under a process known as capital construction initiative.
3. All capital construction initiatives must be sponsored by students.
4. A student planned capital construction initiative will initially:
 - a. Obtain cost estimates and thorough plans.
 - b. Be sponsored by a major budgeting board.
 - c. Be approved and have space allocated by Campus Planning and Construction Committee.
 - d. Obtain majority approval of SIFC committee prior to signature gathering. SIFC will determine the priority of each capital construction initiative and will determine the number of capital construction projects per election and fiscal year.
 - e. Upon request the ASOSU Vice President or Speaker of the House, an approved capital construction initiative may be forwarded to the respective legislative house as a recommendation for review. The ASOSU Congress may then vote to approve or deny the SIFC recommendations according to established SIFC policies.
5. All capital construction projects must present an education campaign to SIFC providing adequate and detailed plans as to how ASOSU will be informed of the project.
6. Once approved by SIFC, a capital construction initiative petition, that contains the full text of the financial initiative, shall be signed by 15% of current fee paying students. The SIFC chair will coordinate the verification of the signatures.
7. A completed petition must be dually submitted to the SIFC committee and the ASOSU Judicial Board with proper documentation of a completed education plan one month prior to the election.
8. The capital construction initiative must be voted on during the ASOSU general elections and pass with a simple majority approval. A special election may be held, however will require 75% of the prior year's general election turnout to be valid. Special election requires a simple majority approval.
9. The initiative, once approved, will be forwarded to the OSU President for decision and forwarding to the Oregon State Board of Higher Education.

E. Sponsorship

1. All financial initiatives and referendum and capital construction initiatives must be sponsored by a major budgeting board or initiate a new budgeting board as defined in § IIIB.

2. The major budgeting board will be responsible for all accounting of project funds.
3. Obtaining a major budgeting board sponsorship must be completed prior to completing a petition.

F. Repeal

1. Financial initiatives and referendum can be repealed by the student body by a vote of the students, if the project does not meet the expectations of the plans.
2. Capital construction initiatives cannot be repealed.
3. A repeal petition must be signed by 5% of the student body and receive a 2/3rds vote during a general election. A special election may be called, however will require 75% of the prior year's general election turnout to be valid. Special elections for repeal must pass by 2/3rd majority vote.

Section IX: Amendments

This document may be amended by a two-thirds majority vote of the ASOSU Senate, two-thirds majority vote of the Student/Incidental Fees Committee, and approval of the university president.

Section X: Revisions

This document may be revised to reflect current federal, state, and local laws, Oregon Board of Higher Education and Oregon State University policies and procedures, and Student/Incidental Fees Committee procedures by a two-thirds majority vote of the Student/Incidental Fees Committee, and approved by the university president.

Section XII: Enactment

04/11/72	09/30/85 rev.	10/26/05 ammen.
02/16/73 rev. (2)	10/xx/86 rev.	10/15/08 ammen.
01/16/75 rev. (5)	04/21/87 rev.	10/14/09 ammen.
08/01/78 rev. (6)	11/14/90 rev.	05/17/11 rev.
10/30/84 rev.	05/24/02 rev.	

Approved: Student/Incidental Fee Committee, May 17, 2011

Approved:

Edward Ray, OSU President Date

[http://oregonstate.edu/sifc/sites/default/files/SIFC Bylaws.pdf](http://oregonstate.edu/sifc/sites/default/files/SIFC_Bylaws.pdf)



The ASOSU Handbook for Parliamentary Law

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Introduction of Parliamentary Law

Parliamentary law is simple in principle and is based largely on common courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of terms has been included in the back of this booklet and should be referred to as often as necessary in considering fundamental rules

- The Purpose of Parliamentary Law
 - It enables an assembly to transact business with speed and efficiency
 - It protects the rights of each individual senator and representative
 - It preserves the spirit and harmony within the group

- Five basic principles of parliamentary procedure
 - Only one subject may claim the attention of the senator or house at one time
 - Each proposition presented for consideration is entitled to a full and free debate
 - Every member has equal rights to every other member
 - The will and majority must be carried out, and the rights of the minority must be preserved
 - The personality and desires of each member should be merged into the larger unit of the organization

The Agenda

It is customary for every group to adopt a standard order of business for meetings. The ASOSU Congress typically operates under the following order of business:

- 1) Call to order
- 2) Determine if quorum has been met
- 3) Approval of the last meetings minutes
- 4) Committee Reports
 - a. Standing Committees
 - b. Special Committees
- 5) Delegate Report – Recognized Organizations of ASOSU and OSU
- 6) Special Business
- 7) Old Business
- 8) New Business
- 9) Presiding Officer Announcements
- 10) Senator or Representative Announcements
- 11) Gallery Announcements
- 12) Adjournment

Motions

Classification of Motions

Motions determine the flow of action on the house or senate floor. There are four different types of motions

Main Motions

A main introduces subjects to the senate or house for its consideration. Only one main motion can be considered at any one time. Examples of main motions are approving legislation and changing the agenda.

“I move that we approve SB-69.1”

Subsidiary Motions

A subsidiary motion is intended to modify or dispose of the current main motion being considered. Only subsidiary motions pertaining to the main motion under discussion are “in order”. Examples of subsidiary motions include modifications to the language of the main motion, modifications to the language legislation, ending discussion on a motion and more.

“I move the previous question”

Privileged Motions

A privileged motion has no connection to the main motion being considered. These motions however are important enough that they are entitled to immediate consideration. Examples of privileged motions include modifications to the room environment, adjourning and recesses.

“I move we take a five minute recess”

Making Motions

When making motions, it is important to follow procedure to maintain everyone has an equal opportunity to voice their opinion. The procedure is as follow:

- 1) The senator or representative rises to be recognized by the presiding officer
- 2) The presiding officer recognizes the senator or representative
 - a. The member of the of the senate or representative is recognized by his/her name and title (i.e. Senator or Representative Doe)
 - b. After receiving the formal recognition from the chair, a member is said to “have the floor” and is the only member to present or discuss a motion

- 3) The member of the senate or house proposes a motion
 - a. A motion is always introduced in the form "I move that..." followed by a statement of proposal. *This is the only correct phraseology.* Aside from very brief explanatory remarks, it is **NOT** permissible to discuss the merits of a motion prior to, or immediately following, the formal proposition of the motion. ALL discussion must wait until after the presiding officer has stated the motion to the assembly and has called for discussion.
- 4) Another senator or representative seconds the motion
 - a. Another member of the senator or house, without rising or addressing the presiding officer, may say "I second the motion." Seconding a motion is simply an indication that the member of the senate or house who as seconding it wishes it to come before the whole senate or house for consideration. If a motion is not seconded, the presiding officer will ask if there is a second on the motion. If there is no second, the presiding officer may declare "The motion is lost for want of a second."
- 5) The president officer states the motion to the senate or house
 - a. When a motion has been properly posed and seconded, the chair repeats the motion to the senate or house, or simply asks if there is any discussion on the motion.
- 6) The senate or house discusses or debates the motion
 - a. After the presiding officer has formally states the motion, any senator or representative has the right to discuss it. The members of the senate or house must obtain the floor in the same manner as when presenting a motion. The order of speaker is as follows:
 - i. The author of the motion
 - ii. The senator or representative who seconded the motion
 - iii. All other senator or representatives in the form of a speaker list
- 7) The presiding officer takes a vote on the motion
 - a. When all the members of the senate or house have had the opportunity to discuss the motion, the presiding officer puts the motion to a vote. Motions can be voted on in several different ways.
 - i. Vocal Vote
 1. The presiding officer asks all in favor of the motion say "aye" and all opposed to say "no". The presiding officer basses the decision on the volume of the voices.
 - ii. Hand Vote
 1. The presiding officer asks those in favor of the motion to raise their hands, counts them, asks those opposed to the motion to raise their hands and counts them, then asks those who abstain to raise their hands and counts them.

iii. Recorded (Roll-Call) Vote

1. Each member of the senate is asked individually to state their vote vocally. Support is stated with a “for”, opposition is stated with an “against”, and abstentions are stated with an “abstain”

iv. Secret Ballot

1. All member of the senate or house write down their vote on a slip of paper and submit it to the congressional parliamentarian to compile. The results are then read after the votes are tallied.

Amending Motions

The purpose of the motion to amend is to modify a motion that has already been presented in such that it will be more satisfactory to the measure.

- Methods of amending
 - By addition or insertion
 - By elimination or striking out
 - By substitution
- Hostile and Germane Amendments
 - A hostile amendment is one that is opposed to the spirit and aim of the motion
 - The term germane signifies the amendment is relevant to the original motion
 - An amendment CAN be hostile, but MUST be germane

Acting on Amendments

Amendments are acted on in a similar fashion to the motion itself. Amendments are ranked.

- 1st Rank Amendments: Amendments to the motion
- 2nd Rank Amendments: Amendments to the amendment
 - 2nd Rank Amendments can only modify the existing amendment, and not the main motion

Voting on amendments takes place in reverse order from which they were presented. There may not be more than one amendment of the same rank in discussion at any one time. The 2nd rank amendments must be discussed and voted on prior to the 1st rank amendments.

Nominations and Election

A nomination is the formal presentation to the assembly of the name of the candidate for the office to be filled.

- Nominations from the floor
 - Nominations do not require a second
 - Nominations are in order as soon as the presiding officer calls for them
 - As a nomination is made, the presiding officer repeats it and the Congressional Secretary records it.
 - No member may nominate more than one candidate for any one position
 - If there are no further nominations, the presiding officer may declare nominations closed
 - A motion to close nominations requires a 2/3 Majority vote
 - Prior to voting, but following the formal closing of nominations, nominations may be reopened by a motion, which requires only a majority vote to carry.
- Nominations by ballot
 - The presiding officer distributes ballots, and the senators and representatives write one name after each position that they desire to nominate.
 - If the candidate receives a majority in this manner, that candidate is declared elected
 - If there is a tie, the two candidates tied for the majority position are placed on a ballot and voted on. This is the decisive vote

Glossary of Standard Terms of Parliamentary Procedure

Abstain: When a senator or representative decides not to vote on a motion.

Agenda: Order of business at a senate or house meeting

Amendment

1st Rank Amendment: Change to a motion

2nd Rank Amendment: Change to an amendment

Hostile Amendment: Amendment that opposes the spirit of the motion

Germane Amendment: Amendment that is directly related to the motion

Congressional Parliamentarian: Officer of the ASOSU Congress tasked with enforcing Parliamentary Procedure

Congressional Secretary: Officer of the ASOSU Congress who takes minutes

Debate: Discussion or Argument over a motion

Floor: Having the floor means to privilege of a speaking before the assembly. Thus, when members "obtain the floor" they are granted an opportunity to speak

Motions

Main Motion: Presenting an idea

Subsidiary Motion: A motion directly related to the main motion

Privileged Motion: A motion completely unrelated to the main motion, but a matter of urgency

Incidental Motion: A motion to change the way business is conducted while a main motion is being discussed

Nomination: Suggesting an individual to a position

President of the Senate: Presiding officer of the ASOSU Senate, also the ASOSU Vice-President.

Privilege: This term in Parliamentary law has a restricted meaning and refers specifically to the privileges or rights of the meeting or those in attendance. It refers primarily to the matters of physical comfort or convenience such as inability to hear speaker; the heating, lighting, and ventilation of the meeting room; noises and other disturbances; and the ineligibility or misconduct of a member in attendance at the time.

Pro-Tempore: A member of either the Senate or the House, who assists and serves as Vice-Presiding Officer

Representative: An elected member of the House of Representatives, either as an Undergraduate Representative or Graduate Representative.

Second: Signaling that a motion deserves to be debated

Senator: An elected member of the Senate.

Speaker of the House: Presiding officer of the ASOSU House of representative.

Voting

Vocal Votes: Voting "aye" "no", majority decided by the presiding officer

Hand Votes: Hands raised in favor of a motion, then opposed to a motion, then abstaining from voting on the motion. Results counted, but individual votes are not recorded.

Recorded (Roll-Call) Votes: Names are read and member must voice "for", "against", or "abstain". Results are recorded as a matter of public record.

Secret Ballots: Votes are recorded on a slip of paper and handed to the Congressional Parliamentarian to be tallied.

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary Inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

House Committee Assignments

- **Educational Activities:**

- Chair:
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- **Joint Committee on Congressional Correspondence**

- Chair:
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***Update as necessary**

- **Ways & Means:**

- Chair:
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- **Appropriations and Budgets**

- Chair:
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