

# STATUTES FOR THE ASSOCIATED STUDENTS OF OREGON STATE UNIVERSITY

## SECTION I STATUTE SYSTEM

- A. Article V.A.I.a. of the ASOSU Constitution establishes a statute system for the purpose of compiling Senate rules, and the duties of ASOSU officers, Senators, and cabinet members.
- B. The Constitution shall have precedence over any statute or part of any statute and as such nullifies all contradictions.
- C. Any constitutional amendment shall nullify all contradictory portions of the constitution and statute system.
- D. The ASOSU Student Government Senate Committee will be responsible for revising these statutes and printing them (if necessary) once a year.

## SECTION II OFFICERS

- A. For the rules on candidacy for offices and for maintaining office, refer to Article V.II. of the ASOSU Constitution.
- B. The offices within ASOSU are as follows:
  1. Elected by the student body:
    - President
    - Vice President
    - Undergraduate Senate Chair
    - Graduate Senate Chair
  2. Appointed by the ASOSU President after reviewing the recommendations of the Interview Committee outlined in Section III.C.6. of the ASOSU Statutes and subject to Senate approval:
    - Executive Director of Task Forces and Services
    - Executive Director of Committees and External Development
    - Executive Director of Public Relations
    - Executive Director of Finance
  3. Elected by their respective colleges/schools:
    - Senators
  4. Appointed by the respective Senate Chairs:
    - Parliamentarian
    - Senate Secretary
  5. Appointed by the appropriate Interview and Selection Committee outlined in Section III.C of the ASOSU Statutes and subject to Senate approval:
    - Community Affairs Task Force Director
    - Disabled Student Affairs Task Force Director
    - Environmental Affairs Task Force Director
    - Federal Affairs Task Force Director
    - Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed Student Affairs Task Force Director
    - Multicultural Student Affairs Task Force Director
    - State Affairs Task Force Director
    - Student & Academic Affairs Task Force Director
    - Women's Affairs Task Force Director
    - Executive Secretary
    - Graphic Designer
    - Projects Coordinator
    - Web Designer
    - Experimental College Service Director

Experimental College Assistant Director  
Experimental College Assistant (Excursions)  
Experimental College Assistant (Secretary)  
Saferide Service Director

6. Appointed by the Interview and Selection Committee outlined in Section III.C.2 of the ASOSU Statutes: the Graduate and Professional Student Association (GPSA)
  - President
  - Conference Registration Grants Director
  - Web Designer
  
- C. The Executive officers shall consist of: the President, Vice President, Undergraduate Senate Chair, Graduate Senate Chair, Executive Director of Committees and External Development, Executive Director of Finance, Executive Director of Public Relations, Executive Director of Task Forces and Services, two Undergraduate Executive Senators and two Graduate Executive Senators elected by the respective Senates. This group shall be known as the Executive Committee.
- D. Duties of the officers
  1. It shall be the duty of all Executive officers to:
    - a. Represent OSU students to the faculty and the public.
    - b. Stand ready and willing to render assistance and serve in an advisory position to any ASOSU group or program.
    - c. Serve on the ASOSU Executive Committee.
    - d. Serve as an ex-officio member of all ASOSU Committees.
    - e. Appoint, upon recommendation of the ASOSU Executive Director of Committees and External Development, and with the exception of those appointed by the ASOSU Senate, students to serve on the University Committees.
    - f. Personally orient the student succeeding to the office.
    - g. Review any Senators sent before them by that school council for neglecting his/her duties as a Senator.
  2. It shall be the duty of the ASOSU President to:
    - a. Conduct the administrative business and correspondence of ASOSU.
    - b. Represent the Associated Students on:
      - Memorial Union Board of Directors
      - Board of Intercollegiate Athletics
      - Oregon Student Association Board of Directors
      - OSU Bookstores, Inc. Board of Directors
      - OSU Student Fees Committee
      - Recreational Sports Committee
      - ASOSU Health Insurance Committee
    - c. Insure that ASOSU is adequately represented before the Oregon State Legislature, Oregon Board of Higher Education, and other appropriate governing bodies of the State of Oregon.
    - d. Represent ASOSU at official and social functions.
    - e. Coordinate the ASOSU Alumni Breakfast at Homecoming.
    - f. Remain in Corvallis during the Summer term to represent the Associated Students.
    - g. Work on the issues raised by the President's Council and report to the council on any progress made at each meeting.
    - h. Serve as a non-voting member of the ASOSU Senate.
  3. It shall be the duty of the ASOSU Vice President to:
    - a. Assist the ASOSU President with the committee work of the President, as directed by the ASOSU President.
    - b. Assist, at the direction of the ASOSU President, in insuring that the Associated Students have adequate representation before the Congress of the United States, the Oregon Legislature, the State Board of Higher Education and in University decision processes.
    - c. Serve as the ASOSU Student Health Insurance Committee Chair.
    - d. Succeed to the office of the ASOSU President should a vacancy occur.
    - e. Serve as a member of the Child Care Advisory Board.
    - f. Serve as a non-roll call member of the ASOSU Senate.

4. It shall be the duty of the Graduate and Professional Student Association President to:
  - a. Conduct the administrative business and correspondence of the GPSA
  - b. Represent the GPSA on
    - 1) Graduate Council
    - 2) Graduate Education Round Table
    - 3) Educational Activities Committee
  - c. Work with other ASOSU staff members to make sure graduate students are adequately represented in their programs.
  - d. Organize and lead fundraising efforts for the annual free fall barbeque
  - e. Serve on and coordinate, with the Graduate Senate Chair, the GPSA Executive Council
  - f. Serve as a non-voting member of the ASOSU Graduate Student Senate
  - g. Correspond with the administrative body that represents Graduate education at Oregon State University
  - h. Submit a yearly operating budget to Educational Activities
  
5. It shall be the duty of the ASOSU Undergraduate Senate Chair to:
  - a. Preside over the meetings, coordinate activities of the ASOSU Undergraduate Senate, and make certain that all actions of the Senate are actively implemented.
  - b. Appoint, with the approval of the ASOSU Undergraduate Senate, an Undergraduate Senate Secretary and an Undergraduate Senate Parliamentarian.
  - c. In conjunction with the Graduate Senate Chair, and with the approval of Senate, appoint a chairperson for each ASOSU standing committee with the exception of the Educational Activities Committee Chairperson, as well as oversee and coordinate the activities of these committees.
  - d. Appoint each voting Undergraduate Senator to one or more of the ASOSU standing committees.
  - e. In conjunction with the Graduate Senate Chair, coordinate the annual ASOSU Senate Orientation Retreat.
  - f. Co-chair the Chairperson's Committee.
  
6. It shall be the duty of the Graduate Senate Chair to:
  - a. Preside over the meetings, coordinate activities of the ASOSU Graduate Senate, and make certain that all actions of the Senate are actively implemented.
  - b. Appoint, with the approval of the ASOSU Graduate Senate, a Graduate Senate Secretary and a Graduate Senate Parliamentarian.
  - c. In conjunction with the ASOSU Undergraduate Senate Chair, and with the approval of Senate, appoint a chairperson for each ASOSU standing committee with the exception of the Educational Activities Committee Chairperson, as well as oversee and coordinate the activities of these committees.
  - d. Appoint each voting Graduate Senator to one or more of the ASOSU standing committees.
  - e. Coordinate the annual ASOSU Graduate Senate Orientation Retreat.
  - f. Serve on and coordinate, with the GPSA President, the GPSA Executive Council
  - g. Serve as a member of the ASOSU Executive Committee
  
7. It shall be the duty of the ASOSU Executive Director of Committees and External Development to:
  - a. Represent the Associated Students on the Faculty Committee on Committees.
  - b. Serve as student chairperson for the University Student Activities Committee.
  - c. Serve as a student coordinator of All-University Committees.
    - 1) Recommend to the Executive Officers those students to serve on All-University Committees.
    - 2) Serve as a liaison between the ASOSU Senate and the committees and act as chairperson of the ASOSU Interview Committee for Student-Faculty University Committees and Boards.
    - 3) Monitor student appointees and be certain they are attending meetings.
    - 4) Insure that any student vacancy is filled.
    - 5) Keep the handbook on All-University Committees up to date.
    - 6) Notify the Senate of vacancies and appointments to committees.
    - 7) Be responsible for publicity and arrangements for the following year's committee

- selection process.
- d. Coordinate the selection process for the ASOSU Judicial Board.
8. It shall be the duty of the ASOSU Executive Director of Finance to
    - a. Be aware of all ASOSU financial transactions and budgets.
    - b. Maintain a running record of all ASOSU expenditures, funds, and transactions.
    - c. Submit financial reports to the ASOSU Senate at every regular meeting.
    - d. Serve as a voting member of the Educational Activities Committee.
    - e. Be responsible for the signing of the ASOSU purchase requests.
    - f. Serve as a non-voting member of the ASOSU Senate.
  9. It shall be the duty of the Executive Director of Task Forces and Services to:
    - a. Be responsible to the ASOSU President for the organization, administration, and coordination of ASOSU task forces and services.
    - b. Coordinate the hiring of all Task Force Directors and Service Directors.
    - c. Develop and update Task Force and Service Director positions each year.
    - d. Arrange for Task Force Directors and Service Directors to give a report to Senate each term.
    - e. Orient and train Task Force Directors and Service Directors.
    - f. Assume final authority of Task Forces, Services, programs, and activities.
    - g. Serve as a non-voting member of the ASOSU Senate.
  10. It shall be the duty of the ASOSU Executive Director of Public Relations to:
    - a. Develop informal programs relevant to ASOSU through the most feasible means of publicity available.
    - b. Develop and publish in-house correspondence at least once each term or as often as need be.
    - c. Develop a Community-University relationship using various media sources.
    - d. Coordinate forums, debates and lectures on national, state and local issues by working with the ASOSU Executive officers, Directors and the University Convocations and Lectures Committee.
    - e. Outreach to other campus organizations.
    - f. Serve as a non-voting member of the ASOSU Senate.
  11. It shall be the duties of the ASOSU Senators to:
    - a. Represent the interests of the students in their constituencies to the best of their ability.
    - b. Organize their school or living group councils, have them functioning by the first week of November, and see that they remain functioning.
    - c. Investigate and aid in the solutions of problems pertaining to the students of the university.
    - d. Be responsible, with assistance from the ASOSU Senate Chairs, for the execution of bills and resolutions.
    - e. Submit an analysis of the position(s) they have held at the end of Fall and Winter terms to the ASOSU Senate Chairs.
    - f. Personally orient the students succeeding to the office.
    - g. Be a member of at least one standing committee or ASOSU Elections Committee and attend the meetings of that committee.
    - h. Hold an office hour at least once a week in Student Involvement.
  12. It shall be the duty of the Senate Secretary to:
    - a. Record, type, copy, and distribute the ASOSU Senate minutes, agendas, bills, and resolutions.
    - b. Send copies of the minutes to those individuals or bodies designated in Section V. of the ASOSU Statutes and any other bodies designated by the ASOSU Senate.
    - c. Maintain files for all ASOSU Senate business.
    - d. Assign numbers to legislation as outlined in Section V.I. of the ASOSU Statutes
    - e. Maintain a report consisting of the title and passage or failure of each piece of legislation that is acted upon by the Senate. This report shall act as an index of all bills and resolutions for that Senate session.
    - f. Send a copy of each term's additions to the report as outlined in (d) to all Senators, Executive Officers, and Faculty Advisors by the beginning of the following term.
    - g. Forward a copy of the report, consisting of the previous Senate's legislative actions, to each incoming Senator by their first official Senate meeting. This report shall be kept permanently

- on file in Student Involvement and accumulated yearly in each Senator's notebook.
- h. Prepare the Senate File book for the year.
  - i. Personally orient the new Secretary to office.
13. It shall be the duty of the Parliamentarian to:
    - a. Advise the presiding officer of the ASOSU Senate on questions of parliamentary procedure.
    - b. Be available for consultation on the writing of bills.
    - c. Make the physical arrangements for Senate meetings.
    - d. Coordinate and conduct the parliamentary procedure session to be held during Spring term, for the incoming Senators.
    - e. Personally orient the Parliamentarian succeeding to the office.
  14. It shall be the duty of the Community Affairs Task Force Director to:
    - a. Identify areas of city involvement in which ASOSU should engage itself.
    - b. Represent ASOSU at the Corvallis City Council, Corvallis Chamber of Commerce, OSU Parking Committee, City Advisory Commission on Transit, Downtown Corvallis Association and any other city group.
    - c. Work closely with the Corvallis City Council members, with particular emphasis upon local ward representatives.
    - d. Strive to develop and maintain a strong relationship between the Corvallis City Council and OSU.
    - e. Seek and organize student opinion and input regarding city affairs, and encourage student participation in city government meetings.
    - f. Inform students of Corvallis City Council election procedures and other related areas where they can get involved.
    - g. Provide representation and advocacy for students regarding issues of parking and transportation.
    - h. Select and coordinate a staff to accomplish the above.
    - i. Report to the ASOSU Senate at least once each academic term.
    - j. Submit a yearly operating budget.
  15. It shall be the duty of the Disabled Student Affairs Task Force Director to:
    - a. Coordinate the advocacy and programming efforts of ASOSU on issues concerning disabled students.
    - b. Serve as a link between ASOSU and disabled student groups and administrative units.
    - c. Represent ASOSU on the University Advisory Committee for Persons with Disabilities.
    - d. Research issues at the direction of the ASOSU Executive Committee.
    - e. Select and coordinate a staff to accomplish the above.
    - f. Report to the ASOSU Senate at least once each academic term.
    - g. Submit a yearly operating budget.
  16. It shall be the duty of the Environmental Affairs Task Force Director to:
    - a. Coordinate student committees to:
      - 1) Plan Earth Week activities.
      - 2) Coordinate lectures, debates, movies, and projects that will educate students on all aspects of environmental issues.
      - 3) Collect information and maintain a resource center for students desiring information on environmental issues.
    - b. Actively solicit student participation.
    - c. Lend aid and support to student organizations working with the same objectives as the task force.
    - d. Select and coordinate a staff to accomplish the above.
    - e. Report to the ASOSU Senate at least once each academic term.
    - f. Submit a yearly operating budget.
  17. It shall be the duty of the Federal Affairs Task Force Director to:
    - a. Gather information about the wide range of national higher education organizations and establish critical relationships with those organizations, assemble the research and brief those organizations, produce and evaluate for ASOSU the level of interaction that would be most

- appropriate for it.
- b. 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.
  - c. 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.
  - d. Help other campuses nationwide with the development and recruitment of federal affairs positions on their campuses.
  - e. Select and coordinate a staff to accomplish the above.
  - f. Report to the ASOSU Senate at least once each academic term.
  - g. Submit a yearly operating budget.
18. It shall be the duty of the Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed Student Affairs Task Force Director to:
- a. Be responsible for gathering information about issues concerning Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed students in higher education.
  - b. Be a student advocate for the Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed Students on the Oregon State University campus in order to create a safe, open environment.
  - c. Monitor the university statement against homophobia.
  - d. Lobby the Valley Library and the bookstore to maintain an adequate educational, accessible, and timely supply of resources pertaining to Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed issues.
  - e. Research issues at the direction of the ASOSU Executive Committee.
  - f. Select and coordinate a staff to accomplish the above.
  - g. Report to the ASOSU Senate at least once each academic term.
  - h. Submit a yearly operating budget.
19. It shall be the duty of the Multicultural Student Affairs Task Force Director to:
- a. Coordinate the advocacy and programming efforts of ASOSU on issues concerning students of color.
  - b. Serve as a link between ASOSU and students of color organizations and administrative units.
  - c. Research issues at the direction of the ASOSU Executive Committee.
  - d. Select and coordinate a staff to accomplish the aforementioned duties.
  - e. Report to the ASOSU Senate at least once each academic term.
  - f. Submit a yearly operating budget.
20. It shall be the duty of the State Affairs Task Force Director to:
- a. Identify areas of state involvement in which ASOSU should engage itself.
  - b. Inform students of issues and legislation of importance and gather student opinion on the issues.
  - c. Make personal contacts and conduct research pertaining to current concerns at the state legislature.
    - 1) During a legislative year: lobby for student concerns in Salem.
    - 2) During a legislative year it is the responsibility of the State Affairs Assistant Director to coordinate the office.
  - d. Select and coordinate a staff to accomplish the above.
  - e. Report to the ASOSU Senate at least once each academic term.
  - f. Submit a yearly operating budget.
21. It shall be the duty of the Student & Academic Affairs Task Force Director to:
- a. Research and address issues concerning courses, curriculum, instructors, and learning facilities at Oregon State University.
  - b. Research issues at the direction of the ASOSU Executive Committee.
  - c. Represent ASOSU, along with the ASOSU President, before the Faculty Senate and other appropriate University groups.

- d. Identify student concerns about non-academic elements of University life.
  - e. Promote and coordinate student volunteer work.
  - f. Collect and publish the results of the Course Evaluations Forms, and update the form with the review of Student Academics and Activities Senate Committee and the approval of the Senate each term.
  - g. Select and coordinate a staff to accomplish the above.
  - h. Report to the ASOSU Senate at least once each academic term.
  - i. Submit a yearly operating budget.
22. It shall be the duty of the Women's Affairs Task Force Director to:
- a. Plan and present a Women's Forum which may include speakers, workshops, informational displays, and entertainment promoting women's issues.
  - b. Promote leadership for women on campus, especially with regard to increasing their numbers and influence in policy making.
  - c. Educate students on legislative issues affecting women.
  - d. Perform a vital role as representative of women's issues within ASOSU.
  - e. Take the initiative in responding to, and developing solutions to, problems in the areas of; sexual harassment, sexual prejudice and discrimination, and personal safety, self esteem and eating disorders.
  - f. Select and coordinate a staff to accomplish the above.
  - g. Report to the ASOSU Senate at least once each academic term.
  - h. Submit a yearly operating budget.
23. It shall be the duty of the Experimental College Service Director to:
- a. Develop and administer the Experimental College Program.
  - b. Select and coordinate a staff to accomplish the above.
  - c. Report to the ASOSU Senate at least once each academic term.
  - d. Submit a yearly operating budget.
24. It shall be the duty of the Experimental College Assistant Director to:
- a. Find volunteer instructors and maintain contact with instructors, campus and community.
  - b. Schedule classrooms and equipment for EC classes.
  - c. Distribute instructor packets to instructors.
  - d. Diversify EC course curriculum.
  - e. Register participants for classes and trips.
  - f. Promote EC through various forms of PR.
  - g. Attend ASOSU staff meetings and weekly EC staff meeting.
25. It shall be the duty of the Saferide Service Director to:
- a. Work in conjunction with the Motor Pool and its staff members regarding the use of the Saferide vans.
  - b. Work closely with campus security regarding the use of the CBs and other campus safety issues.
  - c. 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.
  - d. Serve on pertinent campus safety issue committees organized through ASOSU.
  - e. Maintain a van service that provides free transportation to OSU women in the evenings 7 nights a week. This service shall be wheelchair accessible.
  - f. Actively coordinate fundraising efforts to maintain stable funding for the Saferide program.
  - g. Oversee and direct all aspects of the Saferide program, including coordinating a staff member to be directly responsible for each area. These areas are:
    - 1) Fundraising
    - 2) Scheduling & driver/dispatch training
    - 3) Publicity
    - 4) Office management
    - 5) Rape and sexual assault education training
  - h. Hire an assistant director to aid in office management and general coordination of the Saferide van service throughout the year.
  - i. Hire drivers and dispatchers Fall term & subsequent terms to facilitate van service. Interview

- for new prospective staff members as needed.
  - j. Coordinate periodic publishing of Saferide policies.
  - k. Coordinate publicity to inform the campus of van service and current operating hours.
  - l. Complete payroll for driver/dispatcher hours once a month.
  - m. Report to the ASOSU Senate at least once each academic term.
  - n. Submit a yearly operating budget.
26. It shall be the duty of the Projects Coordinator to:
- a. Assist the Task Force Directors and Service Directors in the planning and implementation of following programs:
    - 1) Disabilities Awareness Week
    - 2) Earth Week
    - 3) National Coming Out Day
    - 4) Queer Pride Week
    - 5) Colors Conference
    - 6) Gripe Forum
    - 7) Women's History Month/ Week
    - 8) Take Back the Night March
    - 9) Any other Task Force programming
  - b. Assist the ASOSU Executive Branch by assisting the ASOSU Director of Taskforces and Services in planning retreats, recruitment drives and staff meetings.
  - c. Work 12 hours a week. 9 of those hours must be in the office.
27. It shall be the duty of the Web Designer to:
- a. Work with the Public Relations Director and Projects Coordinator to promote ASOSU events on the website.
  - b. Maintain the website by ensuring that all the links are functioning and all information accurate and current.
  - c. Create and update website as needed fresh and interesting manner.
  - d. Post all forms and applications for subsidy programs.
  - e. Work 10 hours per week.
28. It shall be the duty of the GPSA Conference Registration Grants Director to:
- a. Coordinate the GPSA Conference Registration Grant Program by determining application procedure, selection criteria, and delivery of registration grants
  - b. Actively promote the program to graduate students through advertisements, as well as communication with colleges and departments, student councils and other graduate organizations
  - c. Solicit money from any and all available sources outside of student fees to maximize the number of registration grants available
  - d. Oversee a committee made up of Graduate Student Senators to accomplish the above
  - e. Submit Committee Reports during Graduate Senate meetings
  - f. Submit a yearly operating budget to GPSA and ASOSU
  - g. Serve as a member of the GPSA Executive Council
29. It shall be the duty of the GPSA Web and Graphic Designer to:
- a. Update the GPSA website weekly as needed.
  - b. Prepare promotional materials for GPSA events as needed.
  - c. Assist GPSA President, Senate Chair and coordinators with GPSA activities.
  - d. Attend regular GPSA staff meetings.
  - e. Work four hours a week.
30. It shall be the duty of the Experimental College Assistant (Secretary) to:
- a. Maintain current mailing lists.
  - b. Call participants about classes.
  - c. Type memos and letters for distribution.
  - d. Reproduce class materials.
  - e. Attend weekly EC staff meetings.

31. It shall be the duty of the Experimental College Assistant (Excursions) to:
  - a. Research possible trip locations and update trip location folders.
  - b. Plan and coordinate day trip.
  - c. Make necessary arrangements with van service and volunteer drivers.
  - d. Plan no less than three trips per term.
  - e. Advertise trips and write trip descriptions for catalog.
  - f. Attend weekly EC staff meetings.
  
32. It shall be the duty of the Executive Secretary to:
  - a. Attend and provide written record of all Executive Committee meetings.
  - b. Attend and provide written record of all ASOSU staff meetings.
  - c. Maintain the ASOSU Executive Branch files and filing system.
  - d. Archive the ASOSU files during Spring Term.
  - e. Maintain and regulate the ASOSU contacts and staff list serves.
  - f. Maintain and appropriate general office supplies.
  - g. Report to the ASOSU Senates once per term.
  - h. Serve no less than 20 hours per week.
  - i. Research issues and undertake tasks at the direction of the President and Vice President.
  - j. Research issues at the direction of the ASOSU Executive Committee.

E. Activity Grants

1. The following leadership positions will receive activity grants:
  - ASOSU President
  - Vice President
  - Undergraduate Senate Chair
  - Graduate Senate Chair
  - Executive Director of Committees and External Development
  - Executive Director of Finance
  - Executive Director of Public Relations
  - Executive Director of Task Forces and Services
  - Educational Activities Committee Chairperson
  - Community Affairs Task Force Director
  - Disabled Student Affairs Task Force Director
  - Environmental Affairs Task Force Director
  - Federal Affairs Task Force Director
  - Multicultural Student Affairs Task Force Director
  - State Affairs Task Force Director
  - State Affairs Task Force Assistant Director (during legislative years)
  - Student & Academic Affairs Task Force Director
  - Women's Affairs Task Force Director
  - Experimental College Service Director
  - Experimental College Assistant (Excursions)
  - Experimental College Assistant (Advertising)
  - Experimental College Assistant (Secretary)
  - Saferide Service Director
  - Saferide Service Assistant Director
  - Rape Education Coordinator
  - Graduate Registration Grants Coordinator
  - Web Designer
  - Executive Secretary
  - Projects Coordinator
  - Senate Secretary
  - Senate Parliamentarian
  
2. The amount of each activity grant shall be determined by the formula established by the Ad Hoc Committee on December 5, 1972. This formula is based upon the following:
  - a. Cost of education at OSU (determined by the OSU Financial Aid Office) for an in-state student.

- b. Educational value gained by participation in activities.
  - c. Responsibility factor.
  - d. Time factor.
- Formula: Activity = (a - b) x (c x d)
- 3. Using the above formula, the amount of each grant will be determined each year by the Educational Activities Committee and approved by the Senate.
  - 4. All activity grants for the ASOSU officers shall be paid to the officers for nine months, while they are in office, starting with the month of October. In addition, the ASOSU President will receive an activity grant for his/her services during the summer. A proportional amount of the activity grant is earned each term and is broken down into monthly amounts.
  - 5. No advance payments of activity grants shall be made.
  - 6. Officers who resign their positions shall forfeit the remainder of the activity grant for that position. This shall not apply to acts of succession for a higher position within ASOSU.

### SECTION III COMMITTEES

#### A. Student-Faculty University Committees and Boards.

- 1. Students will be recommended to sit on Student-Faculty University Committees by the Interview Committee as outlined in Section III.C.1. of the ASOSU Statutes based upon the following criteria:
  - a. Candidates for appointment must meet all academic requirements as stated in Article VII.C.1-3 of the ASOSU Constitution.
  - b. Unless otherwise specified by committee guidelines, no committees consisting of fewer than three students will include more than two students from the same major or class standing.
  - c. Duties, number of student representatives, and necessary qualifications for these committees and boards shall be listed in the Handbook for University Committees and updated annually.
- 2. In the event that the ASOSU Executive Director of Committees and External Development does not follow the above stated criteria:
  - a. All appointments for the committee or board shall be rejected and the administrative body under which this committee exists must contact the office of ASOSU Executive Director of Committees and External Development and inform them of the discrepancy within 15 days of official notification.
  - b. At that point, further appointments should be made by the Office of the ASOSU Executive Director of Committees and External Development.
- 3. The following committees are administered by the authority under which they are listed.
  - a. ASOSU Senate Standing Committees
    - 1) Appropriations and Budgets
    - 2) Educational Activities
    - 3) Student Academics and Activities
    - 4) Student Government
  - b. Other ASOSU Committees
    - 1) Student Health Insurance
    - 2) ASOSU Elections Committee
  - c. Office of the Oregon State University President
    - 1) Commission on the Status of Women
    - 2) Alumni Association of Student Council
    - 3) Student Fees
    - 4) University Council
  - d. Office of the Oregon State University Vice President for Finance and Administration
    - 1) Advisory Committee for Persons Who Have Disabilities
    - 2) Campus Planning
    - 3) Motor Pool
    - 4) Traffic Committee
    - 5) University Safety Committee
    - 6) Radiation Safety Committee
  - e. Office of the Oregon State University Vice President for Student Affairs
    - 1) Black Cultural Center Advisory Board
    - 2) Convocations and Lectures
    - 3) Financial Aid
    - 4) Centro Cultural Caesar Chaves Advisory Board
    - 5) Recreational Sports Board

- 6) Child Care Advisory Committee
  - 7) Memorial Union Board
  - 8) Native American Longhouse Advisory Board
  - 9) Outdoor Recreation Center Advisory Board
  - 10) Sports Club Committee
  - 11) Student Activities
  - 12) Student Conduct
  - 13) Student Health
  - 14) University Discipline
  - 15) University Housing
  - 16) University Student Media
  - 17) Women's Center Advisory Committee
  - 18) Residency Committee
  - f. Office of the Oregon State University Vice President for Academic Affairs and Provost
    - 1) Commencement Week
    - 2) Examinations
    - 3) Elizabeth P. Ritchie Award Committee
    - 4) Registration and Scheduling
  - g. Faculty Senate Executive Committee
    - 1) Academic Advising Committee
    - 2) Academic Deficiencies Committee
    - 3) Academic Regulations Committee
    - 4) Academic Requirements Committee
    - 5) Advancement of Teaching Committee
    - 6) Budgets and Fiscal Planning Committee
    - 7) Committee on Committees
    - 8) Curriculum Council
    - 9) Instructional Media Committee
    - 10) Library Committee
    - 11) Special Services Committee
    - 12) Student Recognition and Awards Committee
    - 13) Undergraduate Admissions Committee
    - 14) University Honors Program
  - h. Director of Athletics
    - 1) Athletic Advisory
  - i. ASOSU President
    - 1) President's Council
      - a) The council shall be composed of the Presidents of all the recognized student groups and be under the guidance of the ASOSU President. The council shall meet once a month or otherwise as decided by the group to discuss subjects of mutual concern.
- B. Adding and deleting ASOSU, Student/Faculty Committees and Boards
- 1. Addition and deletion of ASOSU Committee or Boards
    - a. The composition of the committee or board shall be submitted to the Executive Committee for approval. If approved, the proposal shall go before the ASOSU Senate for approval by a 2/3 majority vote.
    - b. A committee or board shall be deleted with a recommendation from the Executive Committee. A 2/3 majority by the ASOSU Senate vote shall finalize the deletion of the committee or board.
  - 2. The ASOSU Executive Director of Committees shall be notified and given opportunity to comment on all proposed changes in committee structures for Student/Faculty Committees including changes in the number and voting rights of either faculty or student positions.
- C. Special Committees (ad-hoc and short-term)
- 1. Interview Committee for Student-Faculty University Committees and Boards
    - a. The committee shall be composed of the incoming ASOSU Executive Director, the outgoing Executive Director of Committees and External Development, and at least one of each of the following:
      - 1) ASOSU Senator

- 2) An at-large member of ASOSU Committee on Committees.
  - b. The Interview Committee, chaired by the incoming Executive Director of Committees and External Development, is responsible for interviewing all student applicants and recommending appointees to the administrators of the Student-Faculty University Committees and Boards.
  - c. A majority of the Interview Committee must be present in order to interview applicants and conduct business.
  - d. Candidates for all Student-Faculty University Committees and Boards will be selected on the basis of their qualifications, desire, experience, and availability of time. The ASOSU Executive Director of Committees shall provide the Interview Committee with the duties and responsibilities of each Student-Faculty University Committee and Board, as criteria for the selection procedures.
2. Interview and Selection Committee for GPSA President and 2 Service coordinators
    - a. The Committee will be composed of the: Outgoing GPSA President, Current GPSA Senate Chair, a Representative of the Graduate School, and the outgoing GPSA Service Coordinator for the position being interviewed.
3. Interview and Selection Committee for Task Force and Service Directors
    - a. There will be an individual interview and selection committee for the director of each of the following Task Forces and Services: Community Affairs, Federal Affairs, Lesbian Gay Bisexual, and Transgendered Student Affairs, State Affairs, Student & Academic Affairs, Women's Affairs, Experimental College, Saferide, and Study Notes.
    - b. The members of the Interview and Selection Committee will include the newly elected ASOSU President, newly appointed Executive Director of Task Forces, old Task Force Director for the position being selected, one returning Senator, and one newly elected Senator.
    - c. Each member will have equal voice with the selections upon the consensus of the committee. If consensus cannot be reached, the Senate will select from the finalists by simple majority vote. The representative from the specific task force will serve solely in an advisory capacity.
    - d. The Interview and Selection Committee will have the responsibility of drawing up their criteria, interviewing, and selecting the most qualified candidate for the position.
    - e. The selected candidate will be submitted to the ASOSU Senate for approval.
    - f. The ASOSU Executive Committee can, at any time, upon the recommendation of the ASOSU Executive Director of Task Forces and Services, relieve a Task Force Director from his/her duties. Approval of the recommendation shall be a simple majority of the ASOSU Executive Committee shall constitute due process for termination.
  4. Due to the special interests of the following Task Forces and Services a unique Interview and Selection Committee for each Task Force and Service Director will be made: Environmental Affairs, Multicultural Student Affairs, and Disabled Student Affairs.
    - a. Environmental Affairs Taskforce Director
      - 1) The Committee will be composed of:
        - a) The outgoing members: ASOSU President, ASOSU Senate Chairs, ASOSU Executive Director of Committees and External Development, and ASOSU Executive Director of Finance.
        - b) The advisory representative from the Environmental Affairs Taskforce.
        - c) One Senator each from the College of Forestry, Oceanic and Atmospheric Sciences, and Science, and one other Senator.
      - 2) If a Senator from the above specified colleges chooses not to serve on the Committee, the position will be available to any other interested Senator, and will be selected by the ASOSU Senate Chairs.
    - b. Multicultural Student Affairs Task Force Director
      - 1) The Committee will be composed of :
        - a) The outgoing members: ASOSU Executive Director of Task Forces and Services, an ASOSU Senator, , Multicultural Student Affairs Task Force Director
        - b) ASOSU President- elect
        - c) One representative each from the Native American Student Association, Asian/ Pacific American Student Union, Black Student Union, International Students of Oregon State University, and Hispanic Student Union.
      - 2) The Task Force should consist of at least two students representing students of color.

- The selections of other members of the Task Force shall be left up to the Director.
- c. Disabled Student Affairs Task Force Director
    - 1) The Committee will be composed of:
      - a) The outgoing members: ASOSU Executive Director of Task Forces and Services, an ASOSU Senator, and Disabled Student Affairs Task Force Director
      - b) ASOSU President- elect
      - c) One Representative from the Disabled Student Organization
    - 2) The Task Force should consist of at least two students representing the Disabled Student Organization. The selections of other members of the Task Force shall be left up to the Director.
  5. The Interview and Selection Committee of Executive Directors:
    - a. Executive Director of Task Forces and Services
      - 1) The Committee will be composed of:
        - a) The newly elected members: ASOSU President, Vice-President, Undergraduate Senate Chair, Graduate Senate Chair and
        - b) Outgoing Executive Director of Task Forces and Services.
    - b. Executive Director of Committees and External Development, Executive Director of Public Relations, and Executive Director of Finance
      - 1) The Committee will be composed of:
        - a) The newly elected members: ASOSU President, Vice-President, Undergraduate Senate Chair, and Graduate Senate Chair
        - b) Newly appointed Executive Director of Task Forces and Services, and'
        - c) Outgoing Director for the position being interviewed.
  6. Interview and Selection Committee for filling vacant Senator Positions.
    - a. The Committee will be composed of: ASOSU Senate Chairs, ASOSU Executive Director of Committees and External Development, and a Senator from the representative college.
    - b. The Committee shall act only in the case of an inactive or non-existing student council.
  7. Interview and Selection Committee for the Experimental College Assistants.
    - a. The committee will consist of:
      - Experimental College Director
      - Experimental College Assistant Director
  8. Interview and Selection Committee for the Executive Secretary.
    - a. The committee will consist of:
      - The ASOSU President- elect
      - The ASOSU Vice President elect
      - Previous Executive Secretary
      - The ASOSU Executive Director of Task Forces and Services
      - One Senator At-Large
- D. Senate Standing Committees
1. The ASOSU Senate Chairs shall appoint the standing committee chairperson (except for Educational Activities), and Senators to one or more of the Senate standing committees. The Chairpersons Committee will consist of the ASOSU Senate Chairs and the six chairpersons. These appointments shall be approved by the ASOSU Senate.
    - a. Student Academics and Activities Committee
      - 1) The committee shall review all campus issues dealing with the following: Grading and curriculum, Entrance and Academic Requirements, Faculty Evaluations, Advising, Student-Faculty Relations, New Student Orientation, Convocations, Lectures, etc., International Relations, The Arts, All Campus Social Events and Special Weekends, Intramural, Inter-collegiate athletics and Recreational Sports, Barometer, Beaver Yearbook, and other student publications, Spirit, and all campus or international issues not specifically delegated to another committee.
      - 2) The committee shall administer the Order of the Orange Award
      - 3) The committee shall review, but not recommend or reject, resolutions presented before Senate and provide a forum for clarification of content and intent on ASOSU resolutions.
    - b. Educational Activities Committee
      - 1) The committee shall consist of five at-large members, four Senators, 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.

- 2) Any committee member who is concurrently serving as an Executive officer in an organization requesting Student Fees funding shall excuse himself or herself from voting on that budget.
  - 3) The committee shall review budget requests for expenditures from the Student Fees account.
  - 4) The committee shall select the Chairperson from the existing committee to serve as Chairperson for the following year. In the event that the committee cannot reach a decision, or the elected individual becomes unavailable or unwilling to fulfill the obligation, the ASOSU Executive Officers will select and hire the Educational Activities Chairperson. In the absence of the Chairperson, the ASOSU Executive Director of Finance shall preside over the meeting.
  - 5) A quorum shall consist of two-thirds of the committee members for this committee.
  - 6) The vote of the Educational Activities Chairperson while before the Student Fees Committee shall represent the majority opinion of the Educational Activities Committee.
  - 7) The Educational Activities Chairperson shall hold a transition meeting between the new and old committee during the latter part of Spring term.
- c. Student Government Committee
- 1) The committee shall consist of two subcommittees. The Chair and two sub-chairs will be chosen by the ASOSU Senate Chairs. The Senate Chairs and committee Chairperson shall assign responsibilities to the subcommittees. The Chairperson will act as a liaison between the two sub-committees and be responsible for holding at least two meetings for the entire committee each term. The two subcommittees shall be:
    - a) Constitution and Statutes Review Committee: This committee shall be responsible for incorporating new legislation and Constitutional amendments into the ASOSU Constitution and Statutes. This committee shall also revise and publish the Constitution and Statutes on a yearly basis if necessary.
    - b) Legislation Review Committee: This committee shall review all bills dealing directly with ASOSU structure, policies, and Senate related business.
- d. Appropriations and Budgets Committee
- 1) The Appropriations and Budgets Committee shall review budget requests for expenditures from the Student Fees account through the annual Incidental Fees Budgeting process.
  - 2) The committee shall review budget requests for expenditures from the New Program Development Account.
- e. Chairpersons Committee
- 1) The Chairpersons Committee shall consist of the ASOSU Senate Chairs and the chairs of the other ASOSU Senate Committees and shall be co-chaired by the Senate Chairs.
  - 2) The Chairpersons Committee allows the ASOSU Senate Chairs to observe current status of activities and concerns of committees.
  - 3) This committee allows for the exchange of ideas between committee chairpersons and avoidance of duplication of research work on resolutions and bills.
- f. Committee on Committees
- 1) The Committee on Committees shall consist of three Senators, two at-large student representatives, and the Chairperson.
  - 2) The ASOSU Executive Director of Committees shall serve as a liaison between the Committee on Committees and the ASOSU Senate.
  - 3) The Committee on Committees will serve as a resource and advisory group to the ASOSU Executive Director of Committees and External Development.
  - 4) The committee will be responsible for monitoring the activities of ASOSU and Student/Faculty Committees and Boards and oversee and assist the activities of at-large student representatives.
  - 5) The committee will review all proposed changes to ASOSU and Student Faculty Committees and Boards and make recommendations to the ASOSU Senate.
2. The ASOSU Senate Chairs shall be responsible for all ASOSU committees and shall appoint ASOSU Senators to each committee.
  3. Committees may appoint subcommittees to achieve its purpose. At least one Senator must be a member of each subcommittee.
  4. The committees shall be responsible for investigating any possible action of ASOSU student government in the matters sent to them.
  5. Each committee shall submit a report to the ASOSU Senate Chairs upon request.

6. Meetings of a committee may be called by:
    - a. The Chairperson of the committee
    - b. The Chairperson of either Senate
    - c. Any three members of the committee
    - d. The committee at a regular meeting
  7. A quorum shall consist of one-half of the committee members.
  8. Further guidelines for the committees may be included in the ASOSU Senate Rules.
  9. Robert's Rules of Order Newly Revised shall be the parliamentary authority for all ASOSU Committees.
- E. School Councils
1. It shall be the duty of the Senators to organize their school councils if no council exists and to provide assistance as needed to maintain the council.
  2. Duties of the Councils
    - a. Power to suggest to the Executive Committee the removal of a Senator from the ASOSU Senate for missing more than two council meetings per term or neglecting his/her duties and responsibilities as a Senator.
    - b. Cooperate with the Dean of their school, the school Senators, and department heads in working on school policies, problems and projects.
    - c. Recommend students to serve on school committees.
    - d. Appoint students to fill vacant Senate positions with the approval of Senate.
  3. Recommendations to the Councils
    - a. To have a bulletin board in or near their college Dean's office (or in a spot deemed the most conspicuous to the students of that college) to be used only for council business.
    - b. To post all current council business agendas, meeting times, and reports on the council bulletin board.
    - c. To have the School and living group Senators briefly report to their council. The report should consist of business conducted at the most recent ASOSU Senate meeting and any other information requiring student views.
    - d. To post the school Senator's pictures, names, addresses and phone numbers on or near the council bulletin board.
- F. Judicial Board
1. Any member of the ASOSU may appeal a decision or action to the Judicial Board.
  2. The Judicial Board shall have a maximum of ten school days to render a decision on a case, with the exception of Summer term when there shall be no time limit.
  3. Membership of the Selection Committees
    - a. The preliminary committee shall be called upon when there are more than two applicants for any of the Judicial Board vacancies. The preliminary selection committee shall consist of a minimum of three and no more than five members: each member having equal vote. The committee must have at least one member representin ASOSU and at least one current Judicial Board member (if available). The rest of the committee will be comprised of at-large students. The preliminary committee will eliminate applicants until there are two applicants per vacancy.
    - b. The final selection committee shall consist of the Executive Committee, each member having voting status, and the current Judicial Board Chair (if available), in a non-voting capacity.
  4. The minutes of all Judicial Board meetings shall be kept on file in both the ASOSU Vice President's office and the Senate office in Student Involvement.
  5. The ASOSU Executive Director of Committees and External Development shall coordinate the selection of the Judicial Board members.
  6. It shall be the responsibility of the outgoing Judicial Board to meet with the newly selected Judicial Board to orient them as to the rules of procedure, functions, and powers of the Judicial Board throughout Spring Term.

#### SECTION IV FINANCES

- A. ASOSU shall receive monies from the Educational Activities Budget as requested by the ASOSU Senate and approved by the University Student Fees Process.
- B. The ASOSU Senate shall allocate portions of its budget as it sees fit to various programs and activities (i.e. elections, public affairs, etc.)
- C. The ASOSU Executive Committee shall have the power to allocate Program Development funds

- (formerly new student programs) except during summer term, to student organizations that the Executive Committee deems worthy. This amount will not exceed \$25 and does not need Senate approval.
- D. The ASOSU Executive Committee shall have the power to allocate funds from the Task Force Program Development fund for task force projects which the committee deems to be worthy of support. Such allocations will not require Senate approval.
  - E. The ASOSU Executive Director of Finance shall be responsible for reporting to the ASOSU Senate at every regular meeting all expenditures of the Associated Students, and he/she may be directed by the ASOSU Senate to approve purchase requests of ASOSU funds that he/she would not otherwise be authorized to approve.
  - F. The ASOSU Senate shall have the power to deliberate upon and approve all budgetary matters of ASOSU
  - G. The ASOSU Executive Director of Finance shall maintain records of all transactions involving ASOSU budgets and activities. He/she shall be available to assist in any ASOSU financial matters.
  - H. Summer Term program support funds shall be controlled by the ASOSU Executive Committee for a time from the last Senate meeting in the spring until the Senate reconvenes the next fall; surplus summer term program support funds shall revert back to the regularly Senate controlled program support funds account. The amount of program support funds for summer term shall be roughly equivalent to program support funds collected over an average summer term, with a definite dollar amount to be set by Senate in the Spring. All funding allotments by the ASOSU Executive Committee shall be recorded by the Executive Director of Finance.

## SECTION V SENATE RULES

- A. Membership of the Senate:
  - 1. The Roll Call voting membership shall be determined as outlined in Article V.B.1. of the ASOSU Constitution.
  - 2. The non-roll call voting membership of the Undergraduate Senate shall consist of a senator from each of the following organizations: Inter-Cooperative Association (ICA), Panhellenic Council, Interfraternity Council (IFC), International Students Of OSU (ISOSU), Residence Hall Association (RHA), Twenty-five Plus (25+), Educational Opportunity Program (EOP), and Inter-Collegiate Athletics. In addition, the non-roll call voting membership shall include one Memorial Union Program Council (MUPC) Senator, the ASOSU Vice-President and one at-large student elected in the ASOSU general elections.
    - a. Non-roll call voting senators shall be appointed or elected by the organizations that they represent.
    - b. Each non-roll call senator shall be appointed to at least one Senate standing committee by the ASOSU Undergraduate Senate Chair.
- B. Methods of Procedure
  - 1. Bills and Resolutions will be introduced to the Graduate and Undergraduate Senate during the same week at their regularly scheduled meetings.
  - 2. All bills and resolutions that are introduced to the Senates will be allowed five minutes for clarification of the bills and resolutions. At this time debate will not be in order. Legislation of an emergency nature may be excepted from this rule if the rule is suspended by a 2/3 vote of those present and voting. Following introduction, all bills will be sent to their respective committees for a minimum period of two weeks for review and recommendations.
  - 3. Resolutions
    - a. All resolutions will be acted upon during the meeting they are introduced to each Senate.
    - b. All resolutions that are brought before the ASOSU Senates must be in Senators' mailboxes (located in Student Involvement) one (1) week prior to being acted upon. Legislation may be excepted from this rule if the rule is suspended by a 2/3 vote of those present and voting.
  - 4. If the first Senate (either Graduate or Undergraduate) that debates and votes on a bill or resolution makes any amendments to that legislation, those changes shall be read at the other Senates' meeting by the presiding Senate secretary before debate begins and be considered as part of the original bill or resolution. It shall be the responsibility of the Senate secretaries to relate those changes to each other and to the Senators.
  - 5. Members of the Senates may be permitted to speak upon recognition of the Chair twice on a motion until all those present desiring to speak have spoken. A Senator may yield to another

member of the Senate his/her right to speak. Other persons may be permitted to speak by a majority vote of the Senate without a debate.

6. The gallery may address the Senate on topics of general interest during a period not to exceed fifteen minutes following roll call. The Chairperson should insure that the remarks are not repetitive and address only those topics of general interest, which are not included in the business agenda for the evening.
  7. If one Senate approves legislation and the other does not, the following shall occur:
    - a. Resolutions: The resolution shall be altered by the Senate Secretaries to reflect the support of only the Senate that approved it, unless either Senate recommends an alternative action.
    - b. Bills: Bills shall be sent to the Senate Arbitration Committee as outlined in Section V.K.
- C. Sessions of the Senate
1. Regular sessions of the ASOSU Senate shall be held every other week of each academic term that the Senate is in session, or as designated by the ASOSU Senate Chairs with the consent of the Senate.
  2. Special sessions of the Senate shall be called by the respective ASOSU Senate Chairs when he/she deems it necessary or upon petition by ten or more members of the Senate.
  3. Only that business which pertains to the special session shall be discussed at the session.
  4. If at any time during the meeting a quorum is not present, the Senate is no longer in session. Quorum is reached when not less than 75% of the roll-call voting membership is present. The "roll-call voting membership" does not include vacant roll-call voting positions.
  5. If a quorum is present at the introduction of a motion, the quorum is considered maintained until the action has been taken on the motion regardless of the numbers of Senators present.
  6. Sessions of the ASOSU Senate shall be limited to three hours from the time of convening.
- D. Senate Minutes and Agenda
1. Minutes of all Senate sessions shall be typed and made available to all members of the Senate by the sixth day following the meeting. These minutes shall be made available to all members of the Associated Students upon request in the ASOSU office.
  2. Minutes of all meetings shall be sent to the advisors and the Barometer. Copies may be sent to others at the discretion of the ASOSU Senate Chairs.
  3. The agenda of the proposed Senate meetings shall be set by the respective ASOSU Senate Chairs, and the ASOSU Senate Secretary shall send it out 24 hours before the meeting.
  4. Additions to the agenda subsequent to distribution shall require a majority approval of Senate.
- E. Order of Succession at Senate Meetings
1. In the absence of the ASOSU Undergraduate Senate Chair, the Undergraduate Vice Chair shall preside over the Undergraduate Senate and shall execute the duties thereof during all future absences of the ASOSU Undergraduate Senate Chair until the Undergraduate Senate otherwise orders. In the absence of the Graduate Senate Chair, the Graduate Vice Chair shall preside over the Graduate Senate and shall execute the duties thereof during all future absences of the Graduate Senate Chair until the Graduate Senate otherwise orders.
  2. In the absence of the ASOSU Senate Chair and the Vice Chair for a particular body of the Senate, a member of the respective Senate body shall be selected to preside over that particular meeting.
- F. Senate Standing Committees
1. There shall be the following standing committees composed of both ASOSU Senators and students-at-large. The Chairperson and members of these committees will be appointed by the ASOSU Senate Chairs. The committees are:
    - a. Appropriations and Budget
    - b. Chairperson's Committee
    - c. Student Academic and Activities
    - d. Student Government
    - e. Committee on Committees
  2. A Senator may not serve on more than two ASOSU standing committees or one ASOSU standing committee and ASOSU Elections committee.
  3. All standing committees shall submit to the ASOSU Senate Chairs a copy of their minutes within three days after a meeting. Additional copies shall be made available to Senators at the ASOSU

- office and to others upon request.
4. Each ASOSU Committee shall submit a consistent meeting time to the Senate Parliamentarian for scheduling and posting.
  5. The ASOSU President may organize special committees with the consent of the Senate.
  6. All special committees shall be terminated upon submitting their final typed report to the Senate or by a majority vote of the Senate.
- G. Rules of Order
1. The latest edition of Robert's Rules of Order shall govern the Senate in all cases to which they are applicable and consistent with these statutes.
- H. Form Required for Presentation of Legislation
1. All proposed bills and resolutions shall be typed and submitted to the Senate Secretary, in the form indicated in the Senate rules, by a member of Senate.
  2. All bills and resolutions to be voted on must be in the Senator's mail boxes no less than one week prior to voting.
  3. All bills and resolutions to be voted on will be available for publication by the Barometer no less than one week prior to voting.
  4. A special or one-time funding criteria:
    - a. Request must come from recognized student organization or department and must be sponsored by a Senator or the ASOSU Vice President.
    - b. Request must be presented at least two Senate meetings prior to date funds are needed to allow for normal committee and Senate deliberation.
    - c. Request must include a complete budget indicating detailed sources of revenue and anticipated expenses.
    - d. Request must demonstrate either that other sources of funding are not sufficient to cover projected costs or that other sources of funding are not appropriate.
    - e. Group must demonstrate present and/or future benefit to the OSU community and/or students.
    - f. If request deemed worthwhile, Senate must determine amount to be allocated. The ASOSU Executive Director of Finance will allocate funds according to the Senate's direction.
    - g. A follow up report must be submitted to the ASOSU Executive Director of Finance within 30 days after the money is used.
    - h. Any funds not spent as per budget will be returned to the ASOSU Executive Director of Finance within two months after the event.
    - i. Funds cannot be allocated for the same purpose within two years of the date of enactment of the original funding.
  5. Annual Budget Requests
    - a. Any programs to be funded from any budgets must provide students with unique services not already provided by another student-funded source.
    - b. Any newly funded budget must receive at least 25 percent of its total budget from sources other than incidental fees.
    - c. All funds for initial annual budgets must be allocated from New Program Support Fund account.
    - d. Before being submitted, every bill requesting funding for an organization must contain in its body, or attached to it, a fact sheet containing the following:
      - 1) A planned operating budget including sources and uses of funds.
      - 2) The position of those who are authorized to make disbursements.
      - 3) A statement that the organization has been recognized by the University Student Activities Committee during that year.
      - 4) A statement listing the organization's advisor(s) and officers.
    - e. The Educational Activities Committee or Appropriations and Budgets Committee shall include in every funding bill report:
      - 1) A statement clarifying any possible precedents or long range effects.
      - 2) A contingency fund balance sheet showing all current proposed expenses and receipts, and the resulting balances.
- I. Recording System for Legislation Introduced into Senate
1. A number and title shall be assigned to each bill and resolution introduced into the Senate. The Senate Secretary shall assign a number to each bill and resolution in the following manner:

- a. The first letters will designate whether the legislation was introduced into the Graduate or Undergraduate Senate.  
     UGS = Undergraduate Senate  
     GS = Graduate Senate
  - b. The letters representing the Senate body shall be followed by digits corresponding to the number of the Senate in which the legislation was introduced.
  - c. The Senate number shall be followed by letters indicating the committee to which the legislation was referred after introduction.  
     AB = Appropriations and Budgets  
     E = Elections  
     EA = Educational Activities  
     SA = Student Academics and Activities  
     SG = Student Government  
     CC = Committee on Committees  
     This designation does not apply to resolutions unless they are referred to a committee.
  - d. The committee designation shall be followed by the letter “B” if the legislation is a bill, or the letter “R” if it is a resolution.
  - e. The bill/resolution designation shall be followed by digits indicating the order of introduction within the academic year.
2. Files of introduced bills shall be maintained. An index reference shall be maintained in accordance with committee, title, and action taken. The final disposition of each bill and resolution shall be noted below the sponsor(s) names.

#### J. Voting

1. Only Senators who have been given the oath of office or their designated representative shall be permitted to vote. No Senator or proxy shall possess more than one vote at any one meeting. Non-voting representatives will be allowed to proxy.
2. The Senate member presiding at the Senate meeting may vote, after the Senate has voted, only in the event that his/her vote affects the outcome.
3. The Senate voting record for bills and resolutions shall be submitted to the Barometer by the Senate Secretary within 24 hours of each meeting, accompanied by a copy of the bills and resolutions.
4. The Senate voting records of bills and resolutions shall be placed in each school council box to be posted on the council’s bulletin board. It is the responsibility of the school council President to see that this is done within 48 hours of the Senate meeting.
5. Any Senator(s) who sponsors a bill or resolution shall be responsible to represent it through the legislative process.

#### K. Senate Arbitration Committee

1. The Senate Arbitration Committee shall be designed to resolve differences in vote between the Graduate Senate and Undergraduate Senate. These differences include:
  - a. Approval of bills in one Senate but not the other,
  - b. Referral of a resolution to the committee by either Senate, and
  - c. Approval of two different versions of the same bill or resolution.
2. The ASOSU Senate Chairs shall appoint the Senate Arbitration Committee at the beginning of each term and it shall consist of 3 Graduate Senators and 3 Undergraduate Senators. Service on this committee does not fulfill the Senators’ requirement to serve on a Senate Standing Committee.
3. Either or both of the Senate chairs shall be responsible for calling and chairing the Arbitration Committee’s meetings. The Senate chairs shall serve as non-voting members of the committee.
4. The Senate Secretaries shall provide the Senate Arbitration Committee with minutes from the full Senates, outlining the debate on the legislation in question.
5. The Arbitration Committee shall resolve differences between the Graduate Senate and the Undergraduate Senate using methods that include, but are not limited to:
  - a. Obtaining additional information,
  - b. Making changes or adding wording to legislation without changing the intent of the legislation, and
  - c. Arranging for or obtaining testimony from individuals with pertinent information regarding the legislation.

6. Following the referral of legislation to the Arbitration Committee, the committee shall report its findings at the next regularly scheduled Senate meetings.
7. The Graduate and Undergraduate Senates shall debate and vote on the legislation as outlined in Sections V.B.3, V.G, and V.J of the ASOSU Statutes.
8. A bill or resolution may only be referred to the Senate Arbitration Committee once. Unresolved differences in vote between the Senates shall be treated as follows:
  - a. Resolutions approved by only one Senate shall be treated as outlined in Section V.7.a.
  - b. Bills only passing one Senate shall be considered defeated.

#### L. Attendance

1. A Senator's seat will be declared vacant if that Senator misses more than one Senate meeting or more than two Senate Standing Committee meetings of the same academic term.
2. A Senator's seat will also be declared vacant if that Senator misses a total of three meetings in one term from any of the following: ASOSU Senate meetings; Senate Standing Committee meetings; and the meetings of the group he/she represents.
3. A Senator is required to be present for the full scheduled meeting, unless excused to leave for a portion of the meeting by the ASOSU Senate Chair for that body. The Senate Attendance Record should note the excused absence of the Senator.
4. Senator's School Council may designate a proxy. Proxies must be enrolled in the Senator's school/college and shall have all the responsibilities and privileges of that elected Senator.
5. It shall be the duty of the respective ASOSU Senate Chairs to notify by letter any Senator whose position is declared vacant.
6. The Senate Secretary and Parliamentarian are subject to recall by the respective ASOSU Senate Chairs if they miss two meetings per term.
7. The Senate Retreat is considered a Senate Meeting in regard to a Senator's attendance.
8. A Senator whose position has been declared vacant may appeal the declaration to the ASOSU Executive Committee, in writing, within 72 hours of receiving written notice of the vacancy.
9. All Senators shall be available for at least one posted office hour per week in Student Involvement. The office criteria is as follows:
  - a. Office hours will be one hour per week, selected by each Senator.
  - b. Office hours will be any time between 8:00 a.m. and 5:00 p.m., Monday through Friday.
  - c. No more than two Senators per hour, although overlaps are permitted.
  - d. Senators will report to Student Involvement in MU East. Desks will be provided.
  - e. Attendance at office hours will be based on the honor system.

#### M. Senate Budgetary Appeals Process

1. The Senate Fees and Appeals Board shall be a sub-committee of the Senate and shall be designed to relieve budget appeal pressure from the total Senate body.
2. The ASOSU Senate Chairs shall appoint the Senate Fees and Appeals Board at (or by) the beginning of Winter term, and it shall consist of five Senators.
3. The appeals stemming from the Student Fees Committee deliberations shall be considered by the Senate Fees and Appeals Board. Appeals must be submitted in written form, and budget group representatives must appear before the Board at the appropriate meeting.
  - a. Senate Fees and Appeals Board members shall attend all Student Fees committee meetings but shall act only following completion of the Student Fees Committee deliberations.
  - b. Student Fees committee and the Senate Fees and Appeals board shall meet jointly to review appeals. Unresolved appeals will be forwarded to Senate with the separate recommendations from both the Student Fees Committee and the Senate Fees and Appeals Board.
  - c. Appeals must be written and presented to the Senate Fees and Appeals Board before they will be considered. No oral appeal testimony will be allowed on the Senate floor from the gallery.
4. Appeals upon which the Senate Fees and Appeals Board concur with the Student Fees Committee decision shall be considered resolved. If there is disagreement between the Senate Fees and Appeals Board and the Student Fees Committee on any appeals, a joint compromise session shall be scheduled. Remaining appeals may be resolved at the joint session upon a two-thirds agreement from each body.
5. The Senate Fees and Appeals Board will report all activities of the joint compromise session (including all concurring, resolved, and unresolved decisions) to the full Senate. Unresolved appeals shall be presented to the Senate with written and oral testimony provided from both the Senate Fees and Appeals Board and the Student Fees Committee. Resolved appeals may be

reconsidered as unresolved appeals upon a two-thirds majority decision by the Senate. Appeal testimony for unresolved appeals will not be allowed from the gallery.

6. Final budgetary recommendations for student fees shall be presented to the University President by the Student Fees Committee after action by the ASOSU Senate. The Senate's action shall be either to approve or reject the Student Fees Committee's recommendations on each major budget (Regard Section 4, E of Budgeting Student Fees).
- N. Initiative, Referendum, Recall, Revision
1. In conjunction with Article IX. of the ASOSU Constitution, the ASOSU reserves the right to initiate a measure, refer a statutory legislative act to the ASOSU, or recall an elected ASOSU officer or Senator.
  2. All petitions for the initiative or referendum measures must be signed by not less than 5% of the Associated Students.
  3. Petitions will call for the Senate Elections Committee to place the issue in question on an election ballot.
    - a. All proposed petitions must be submitted to the ASOSU Senate Chairs prior to solicitation for signatures. It is the responsibility of the ASOSU Senate Chairs to insure the petition be in correct form and that the sponsoring individual and/or group be informed of the entire initiative process. This must be completed within five business days (which does not include finals weeks and holidays between terms), after the petition has been submitted.
    - b. The issue which appears on the initiative or referendum petition must be recognized in written form and physically attached to each outstanding petition.
    - c. Amendments to the ASOSU Constitution or Statutes must be recognized as amendments. The specific section and subsection must be identified, and the action to be taken on each section must be separately listed.
    - d. A formal copy of the issue in question shall be given to the Chairperson of the Elections Committee prior to submitting petitions to the ASOSU President.

## SECTION VI AWARDS

- A. Order of Orange Award
1. The purpose of the Order of Orange Award is to recognize outstanding contributions and service by non-students to the Student Body of OSU.
  2. Nominations are to be a one-page (typed) recommendation stating the nominee's status in the Corvallis Community, and reasons why they deserve the award based upon their contribution to the OSU Student Body.
  3. It is the responsibility of each Senator to notify his/her school council of the Orange Award which will allow for a greater opportunity for student input.
  4. Nominations for the Orange award will be closed on the third Tuesday of February. Nominations will be based upon suggestions by the student Senators and other interested parties.
  5. The recommendations are to be in an envelope and placed in the Student Activities Committee chairpersons box at Student Involvement.
  6. Members of the Student Activities Committee will review the nominations and submit the name(s) of the individual(s) to be voted on at the last session of Senate for Winter term.
  7. The ASOSU Senate shall vote in the first session of Spring term on the nominees. Each nominee will be voted on separately with two-thirds approval of the Senate members present and voting required for acceptance.
  8. Voting will be a written ballot with the results to be revealed at the annual awards banquet by the ASOSU President.
  9. The Award shall be a framed certificate. In addition, a plaque describing the award which lists those who have receive it will permanently be displayed in an appropriate place.
  10. The funding of the award shall be provided for by the ASOSU budget.

Revised June 2002  
by the Student Government Committee;

Bory Kea, Undergraduate Senator  
Aaron Poresky, Undergraduate Senator  
Jennifer Schmidt, Undergraduate Senator  
Josh Balloch, At-large Committee Member  
Amy Hammill, Undergraduate Senate Chair  
John Sykes, Director of Taskforces and Services