

ASUCI Legislative Council By-Laws

I. PURPOSE

A. The purpose of these by-laws shall be to provide procedures to be used in conducting the business of the ASUCI as described in Robert's Rules of Order and in carrying out the powers proscribed to the Legislative Council by the ASUCI Constitution.

II. AUTHORITY

A. These by-laws are formed under and subject to the terms and limitations of the ASUCI Constitution.

B. In addition to the By-laws, the Legislative Council must approve amendments and revisions to the Judicial Board Policies and Procedures, the Elections Code, Undergraduate Student Programming Funding Policy, Ethics Code and ASUCI Resource Manual.

C. It is the responsibility of the Executive Vice President to ensure that these by-laws and various policies and procedures are upheld and enforced.

III. MEMBERSHIP PROVISIONS

A. Members

1. The Legislative Council shall consist of:

a. Duly elected or properly appointed Council members, ex-officio non-voting Executive Officers, and appointed non-voting members in good standing as defined in Article IV of the ASUCI Constitution and by the Registrar.

b. Appointed non-voting Council members of different cultural, ethnic, or special services interests. These members shall be appointed by their various constituencies; however, only organizations or associations with organized and officially recognized governing bodies may apply for seats on Council. Appointed non-voting Council members may not exceed five (5) in number.

2. Council member job descriptions and duties:

a. Executive Officer job responsibilities (see ASUCI Constitution for powers) are listed below. For Executive Officers receipt of a stipend shall be contingent upon the fulfillment of these responsibilities and working a minimum of 16 hours per week during the academic year and twelve hours a week during the Summer:

1) President

a) Is concerned with issues involving the general welfare of students, issues relating to the administration of institutions of higher learning and administrative planning for the UCI campus;

ASUCI Legislative Council By-Laws

- b) Serves as the Chair of the Executive Cabinet and is responsible for coordinating weekly Cabinet meetings, setting an agenda and meeting individually with the Vice Presidents on a regular basis;
- c) Serves as the ASUCI liaison with the Office of the Chancellor and the various Vice Chancellors, while coordinating regularly with the Vice Chancellor of Student Affairs;
- d) Serves as Chair of the Student Programming Funding Board and as a member of the Student Fee Advisory Committee, Budget Working Group, UCI Alumni Association Board of Directors and UC Student Body Presidents' Council;
- e) Conducts the Presidents' Roundtable;
- f) Delegates unspecified executive responsibilities to the appropriate officer, commissioner, director or committee;
- g) Appoints with a majority of the voting Council members, commissioners who shall be responsible for overseeing communication and media, working on advocacy issues and serving as liaisons between the Greek, Athletic, Multicultural, Sustainability and Housing communities, and others as created by a simple majority of the voting Legislative Council members.
- h) They shall be required to present to the ASUCI Legislative Council a break down of their budget expenditures on a bi-quarterly basis, on the first Thursday of each quarter and the Thursday of that quarter's "Week 8". The presentations shall not exceed ten minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each member of council. If the executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten minutes by Council members after Council members view the Executive's report. The presentation or report shall include a detailed understanding as to why funds are being used in such manner. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office. This will take action in Spring Quarter of the 2011-2012 Academic year.

2) Executive Vice President

- a) Is concerned with matters relating to the Legislative Council;
- b) Presides over all Legislative Council meetings in accordance with Roberts Rules of Order and any special provisions herein

ASUCI Legislative Council By-Laws

enumerated;

c) Is responsible for collaborating with the Speaker Pro Tempore to ensure the thorough initial orientation of regular Council members, for the continued education of the Council on current issues, topics and campus development related to the business of the Council and for securing from the membership support for ASUCI projects;

d) Serves as the voting representative from ASUCI to the University of California Student Association Board of Directors;

e) Coordinates all student-initiated voter registration efforts on campus;

f) Serves as the student liaison to the local government and community;

g) Appoints with concurrence of a majority of the voting Council members, executive commissioners who shall be in charge of elections, Council Secretary, campus organizing, legislative review, local government relations, and others as created by a simple majority of the voting Legislative Council members.

h) They shall be required to present to the ASUCI Legislative Council a break down of their budget expenditures on a bi-quarterly basis, on the first Thursday of each quarter and the Thursday of that quarter's "Week 8". The presentations shall not exceed ten minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each member of council. If the executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten minutes by Council members after Council members view the Executive's report. The presentation or report shall include a detailed understanding as to why funds are being used in such manner. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office. This will take action in Spring Quarter of the 2011-2012 Academic year.

3) Academic Affairs Vice President

a) Is responsible for seeking out and responding to student attitudes, opinions and grievances relating to educational quality, academic affairs, educational policy, teaching improvement and other topics which become apparent;

b) Represents students on those matters relating to the educational quality at the University of California, Irvine, the University of

ASUCI Legislative Council By-Laws

California as a whole and at a statewide level;

c) Serves as the ASUCI representative to the Academic Senate and oversees appointed student representatives to the Academic Senate committees;

d) Serves as the ASUCI liaison with the Academic Deans, Directors and Department chairpersons, and works with the Administrative Affairs Vice President to facilitate cooperation with school and departmental associations;

e) Coordinates and directs the Student-Recommended Faculty Program and UTEACH program along with the appointed selection committee;

f) Appoints with concurrence by a majority of the voting Council, commissioners who shall be in charge of educational policy, teacher evaluations, Academic Senate, Visions Leadership Course, Anteater Mentorship Program, UTEACH, Student Recommended Faculty Program, professor luncheons, speakers/debate and others as created by a simple majority of the voting members of the Legislative Council.

g) They shall be required to present to the ASUCI Legislative Council a break down of their budget expenditures on a bi-quarterly basis, on the first Thursday of each quarter and the Thursday of that quarter's "Week 8". The presentations shall not exceed ten minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each member of council. If the executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten minutes by Council members after Council members view the Executive's report. The presentation or report shall include a detailed understanding as to why funds are being used in such manner. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office. This will take action in Spring Quarter of the 2011-2012 Academic year.

4) Administrative Affairs Vice President

a) Oversees the internal operations of ASUCI, which shall include new member recruitment, regular training and retreats, social events to facilitate member retention and regular all-ASUCI meetings to ensure cohesion in the organization;

b) Develops and maintains all ASUCI businesses and professional

ASUCI Legislative Council By-Laws

services, which include Legal Clinic, Vendor Fair and UC Items;

c) Is responsible for appointing student representatives to the advisory board for the Anteater Recreation Center, Student Center and Bren Events Center;

d) Serves as the ASUCI representative to the Student Center Advisory Board, Associated Graduate Students of UCI, USHIP Committee and The Green Initiative Fund Committee;

e) Serves as the ASUCI liaison to the Office of the Dean of Students;

f) Coordinates planning and is responsible for the efficient operation of revenue producing ASUCI business enterprises, except those programs delegated to the Executive Cabinet;

g) Appoints with concurrence of a majority of voting Council, commissioners and directors who shall be in charge of Housing, Parking, Campus Wide Programming Committee, Anteater Recreation Center Board, Freshman Education, and others as created by a simple majority of the voting Council members.

h) They shall be required to present to the ASUCI Legislative Council a break down of their budget expenditures on a bi-quarterly basis, on the first Thursday of each quarter and the Thursday of that quarter's "Week 8". The presentations shall not exceed ten minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each member of council. If the executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten minutes by Council members after Council members view the Executive's report. The presentation or report shall include a detailed understanding as to why funds are being used in such manner. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office. This will take action in Spring Quarter of the 2011-2012 Academic year.

5) Student Services Vice President

a) Develops and maintains all ASUCI programs relating to entertainment for the Associated Students;

b) Coordinates the planning of Welcome Week, Shocktoberfest, Homecoming, Wayzgoose, Reggaefest and all other major ASUCI events;

ASUCI Legislative Council By-Laws

c) Works with the Executive Cabinet to develop new events in the interest of meeting student needs;

d) Develops and maintains all ASUCI programs relating to entertainment for the Associated Students;

e) Serves as the ASUCI representative to the Bren Events Center Advisory Board, UCI Alumni Association Homecoming Committee and Student Athlete Advisory Committee;

f) Appoints by a majority of the voting Council, commissioners and directors who shall be in charge of concerts, festivals, films, athletics, club outreach, marketing and others as created by a simple majority of the voting members of the Legislative Council.

g) They shall be required to present to the ASUCI Legislative Council a break down of their budget expenditures on a bi-quarterly basis, on the first Thursday of each quarter and the Thursday of that quarter's "Week 8". The presentations shall not exceed ten minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each member of council. If the executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten minutes by Council members after Council members view the Executive's report. The presentation or report shall include a detailed understanding as to why funds are being used in such manner. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office. This will take action in Spring Quarter of the 2011-2012 Academic year.

b. Elected and Appointed Voting Council member job descriptions:

1) Each Council member shall be recommended to staff an ASUCI information table as needed each quarter.

2) Council members shall be required to hold office hours at least one hour every week. These shall be announced through the campus media. The location shall be at the discretion of the council member.

3) Council members shall meet with the dean or associate dean of the school from which they are a representative at least once per quarter. If the Dean or Associate Dean is unavailable, a visit with a department chair will be permitted. At-Large representatives shall meet with the Dean of Undergraduate Studies.

ASUCI Legislative Council By-Laws

- 4) Each council member shall introduce and execute at least one legislation per quarter.
- 5) Council members shall be responsible for certifying completion of these responsibilities to the Executive Vice President or Rules Committee. Failure to do so will result in dismissal by the Executive Vice President or Rules Committee.
- 6) Council members who fail to complete their appointed duties, as stated, shall be subject to dismissal at the discretion of the ASUCI Executive Vice President or Rules Committee.
- 7) The above Council member responsibilities shall be included with the declaration of candidacy at the time of elections and be given to Council members by the Executive Vice President.

c. Appealing Dismissal

- 1) A written appeal to the Legislative Council Chair within one week following dismissal will result in Legislative Council vote, requiring (2/3) present to overturn the dismissal.

B. Council Provisions:

1. The Legislative Council shall elect a Speaker Pro Tempore from amongst themselves by a majority vote of Legislative Council two weeks prior to the end of each quarter and shall begin the term at the beginning of the next quarter and serve for the entirety of that quarter and assume all responsibilities enumerated in the ASUCI Bylaws. In the event that this position becomes vacant, the Legislative Council shall elect, by majority vote at their next official meeting, a new Speaker Pro Tempore from amongst themselves to serve for the remainder of that quarter.
 - a. Speaker Pro Tempore job description and duties:
 - 1) Serves as the official representative of the Legislative Council.
 - 2) Serves as coordinator for Council and, as such, is responsible for maintaining the functions of the Council as outlined in the Council by-laws including, but not limited to, agenda and minutes of meetings, correspondence relating to bills and resolutions and meeting places, and adequate publicity for all meetings of the Council.

ASUCI Legislative Council By-Laws

- 3) Calls special meetings as necessary with majority approval of the Legislative Council.
 - 4) Assists the Executive Vice President in facilitating the initial orientation and continued education for Council members.
 - 5) Serves as an ex-officio member of the Executive Cabinet to facilitate communication between the branches.
 - 6) Reports to the Legislative Council the status of all legislation passed at the previous meeting.
 - 7) Collaborates with the President to issue a quarterly report on the ASUCI Advocacy Agenda.
2. The Legislative Council shall elect an ASUCI Information Technology Liaison from amongst themselves at the first meeting of every quarter by a majority vote of Legislative Council. The ASUCI Information Technology Liaison shall serve for that quarter and assume all responsibilities enumerated in the ASUCI Bylaws. In the event that this position becomes vacant, the Legislative Council shall elect, by majority vote at their next official meeting, a new ASUCI Information Technology Liaison from amongst themselves to serve for the remainder of that quarter.
- a. ASUCI Information Technology job description and duties:
 - 1) Serves as the official liaison between Legislative Council and the ASUCI Office of Information Technology
 - 2) Records all council members' contact info, including names, respective positions, emails, phone numbers, and office hours
 - 3) Submits the aforementioned contact info to all members of Legislative Council and to the Information Technology Manager for upload to the ASUCI website
 - 4) Assists the ASUCI Information Technology department in facilitating the requests and needs of Legislative Council
3. All Council seats, whether Council-appointed or elected, shall be held by one individual with one vote.
4. Anyone shall have the opportunity to speak at Council meetings, and is to be recognized by the Chair of the Legislative Council. Guests shall be empowered to

ASUCI Legislative Council By-Laws

raise points of order and points of information, to participate in discussion, and to propose friendly amendments.

5. No Council members, including the Executive Officers and Advisory members, shall by virtue of their seat, be granted any financial discount or advantage at any ASUCI sponsored function.
6. A voting Council member must be present and voting at all meetings in which he/she wishes to cast votes. Voting by proxy will not be accepted.
7. Legislation passed by the Legislative Council shall become effective upon being signed by the Executive Vice President unless otherwise stipulated at the time of passage by a two-thirds vote of the voting Council members present.
8. Voting Council members shall confirm or reject by a simple majority present all nominations for the student representative positions on all Administrative, Advisory, Academic Senate, or other ASUCI represented committees, as recommended by the respective Executive Officers and reviewed by the Rules Committee.
9. Voting Council members shall confirm or reject by a simple majority present appointments to ASUCI Commissioner status as nominated by the respective Executive Officers.
10. The Council shall keep a journal of its proceedings which shall be published, except for the records of executive sessions. The vote of each member shall be entered into the journal at the request of three members present.
11. All meetings of the Council must be open except when the Council wishes to go into executive session to deal with personnel matters, pending litigation, or investments. The Council may go into Executive Session to deal with the above three types of issues only.
12. Vacancies on the Council shall be filled by nomination of the Rules Committee with a two-thirds (2/3) consent of the voting Council members present. All such appointments serve the full term of the vacant seat.
13. A quorum of the Legislative Council shall be a majority of its voting members.
14. A regular Council member shall not hold another ASUCI paid office during his/her term on the Council.

C. Resignations:

1. A Council member may resign at any time for personal reasons without stating those reasons.
2. Any resignation must be in writing and signed, and shall be submitted to the Chairperson of the Legislative Council.

D. Change of School:

ASUCI Legislative Council By-Laws

1. Council members with a change of school may be allowed, on an interim basis, to maintain their seats until the end of their term of office.

E. Vacancies and Appointments

1. The Chairperson shall announce to the Legislative Council all vacancies no later than one (1) Council meeting after the respective Council seat becomes vacant, and at each Council meeting thereafter.
2. In the event of an Executive Office being vacated, see the chain of command as described in the ASUCI Constitution.
3. Vacancies in the Council shall be filled by appointment of the Rules Committee with a two-thirds (2/3) consent of voting Council members present. The Rules Committee shall make Legislative Council appointment applications available within one (1) week of a vacancy.
4. Applications shall be due one week after they are made available. The deadline may be extended at the discretion of the Rules Committee.
5. Appointments shall be determined in the following manner:
 - a) The Rules Committee shall review all eligible applications.
 - b) The Rules Committee shall interview all eligible applicants. Selected candidates shall be presented to the Legislative Council for approval.

IV. OFFICERS

A. Chairperson and Vice Chairperson:

1. The Executive Vice President is the Chairperson of the Legislative Council and shall remain objective while chairing council meetings in an orderly fashion and handling all bureaucratic procedures.
2. The Vice President of Administrative Affairs Vice President is the Vice Chairperson of the Legislative Council and shall serve as Chair if the Executive Vice President is unable to do so.
3. In the absence of the Administrative Affairs Vice President, the Academic Affairs Vice President, the Chair of the Rules committee, and then the Vice Chair of the Rules committee shall serve as Chair in that order.
4. During Council session, the Chair shall insure that the rights of Council members, as proscribed by this document, are not violated.
5. During Council session, the Chair shall only vote in the case of a tie, and forfeits all other voting privileges.

B. Council Secretary:

ASUCI Legislative Council By-Laws

1. The Council Secretary is to be nominated by the Executive Vice President in accordance with University Personnel Regulations, and appointed by a simple majority of the voting Council members present.
2. The Council Secretary shall have prepared and posted the Council Minutes and other pertinent information following a Legislative Council meeting.

V. PARLIAMENTARY PROCEDURE

- A. The Legislative Council shall abide by the parliamentary procedure rules as described in Robert's Rules of Order.
- B. Use of said book is subject to the limitations of the Council by-laws and the ASUCI Constitution.

VI. MEETINGS

- A. Reasonable attempts must be made to contact all Council members for any regular, special, or summer contingency Council meetings.
 1. All meetings of the Legislative Council must be open except when the Legislative Council wishes to deal with matters of pending or anticipated litigation, other legal matters, matters of personnel, or investments. To insure this, the Chair of the Legislative Council shall place a notice of upcoming meetings in a public area at least three (3) days in advance of each meeting.
 2. There shall be no mandatory Council events which incur monetary debt.
- B. Regular Meetings
 1. Council meetings shall be held Tuesday and Thursday from 5 pm until 7 pm each academic quarter.
- C. Special Meetings
 1. The Council may initiate a Special Meeting by presenting a petition signed by a quarter (1/4) of its members to the Chair of the Council. This petition shall contain the date, time, location, and agenda of the meeting.
- D. Summer Meetings
 1. During the summer, the last day of finals week of the Spring quarter to the first day of the Fall quarter, the Legislative Council shall vest its full authority in a Summer Council. The members shall be those Council members who attend said council meetings. A quorum and a minimum of (3) Executive Officers must be present to conduct business.
 2. The Summer Council shall not pass any measure which requires a two-thirds (2/3) vote of all voting Council members, unless those proportions are present.

ASUCI Legislative Council By-Laws

F. Quorum

1. A majority of the total number of current voting Council members is a quorum for Legislative council sessions unless otherwise stipulated.

G. Attendance

1. Absences shall be defined as not being present for more than three fourths (3/4) of any Regular Legislative Council meeting or Council Committee meeting.

2. A half absence will be noted for any Council member who arrives to meeting more than 30 minutes late, or leaves before meeting has been officially adjourned.

3. Any Council member with four (4) total absences per quarter at Regular Council meetings shall be eligible for dismissal from Council by Legislation from the Rules Committee.

4. Any Council member with four (4) total absences per quarter at Council Committee Meetings, shall be eligible for dismissal from Council by Legislation from the Rules Committee.

5. The Rules Committee shall seek a replacement for vacancies, providing there are at least four (4) Regular Council meetings remaining in the term. Dismissed persons are eligible to apply for such vacancies. A written appeal submitted to the Legislative Council Chair within one (1) week following a dismissal will result in a Legislative Council vote with two-thirds (2/3) required to overturn the dismissal.

6. Executive Officers shall not be exempt from this absence policy when acting on other business relating to their executive duties. The chair shall be informed of the reason(s) for absence prior to the meeting and shall announce these reason(s) during that absent officer's report time.

VII. VOTING

A. All duly elected or appointed voting Council members in good standing shall have full voting rights and privileges on the floor.

B. Voting on main motions shall be by roll call on the demand of three (3) voting Council members.

C. Only seats present and exercising their right to vote shall be counted when determining majority or two-thirds (2/3) votes.

D. If a Council member abstains on a vote, that member is voluntarily refraining from voting. Abstentions are therefore non-votes and shall not be counted as either yes or no, but shall count in the total number of votes.

E. The motion for a Ballot ,or any motion that obstructs the ability of any given member of the public the ability to see, understand, or identify how a given member of

ASUCI Legislative Council By-Laws

Legislative Council votes, be exclusively denied on any given Resolution or Bill. All votes on any given Resolution or Bill shall be done in a fashion that allows members of the public, present or not present, to see and be able to interpret how each member of Legislative Council has voted on any given Resolution or Bill, through the traditional "Yes", "No", or "Abstain" vote. The only exception shall be for the appointment of Legislative Council officers, like the Legislative Council Speaker or Legislative Council Secretary, or making any other sensitive appointments that would require Legislative Council members to choose one Representative over another. An exception shall also be granted to allow a Ballot vote procedure if Legislative Council is voting to retain or dismiss Legislative Council members. These exceptions shall only be in place to protect Legislative Council's moral and to not compromise Legislative Council's ability to operate and cooperate among one another.

VIII. AGENDA

ASUCI Legislative Council By-Laws

A. The Agenda shall consist of the following:

- I. Bureaucratic Procedures
- II. Public Comment
- III. Old Business
- IV. New Business
- V. Officer Reports
- VI. Special Committee Reports
- VII. Committee Reports
- VIII. Announcements
- IX. Adjournment

B. All guests shall sign in on a sign in sheet that will be passed around.

C. Bills and resolutions referred to a committee shall automatically be placed on the agenda for Old Business. All committee votes must be reported to the Legislative Council.

D. The Chairs of the necessary committees shall be placed first on the speaker's list of any main debate on legislation to make committee suggestion only. The Chairs shall thereafter be allotted the same debate privileges as any other Council member.

IX. LEGISLATION

A. All major forms of legislation shall be introduced to the Legislative Council in the form of either a bill or resolution and numbered such that the first number refers to the year of existence of the ASUCI and the last number refers to the order in which the bill or resolution was presented that year, (i.e., Bill 21-09 or Resolution 24-75).

B. All legislation must be authored by a member of the Legislative Council.

C. All bills and resolutions must be submitted electronically to the Executive Vice President or designate no later than 5 pm on any Thursday in order to be on the agenda for the following Tuesday Council Session. All bills and resolutions must be submitted electronically to the Executive Vice President or designate no later than 5 pm on any Monday in order to be on the agenda for the following Thursday Council Session. The Executive Vice President at his/her discretion reserves the right to, upon the approval of the author of said legislation, defer any request to a latter Council Session if he/she feels a given session is full.

D. All bills and/or resolutions shall be posted at least three (3) days prior to their introduction to Legislative Council. This provision may be suspended by a two-thirds

ASUCI Legislative Council By-Laws

(2/3) vote of the Legislative Council.

E. The final vote and passage of legislation shall be confirmed by signature on said legislation by the Executive Cabinet, at which time it shall take immediate effect.

F. In instances where the Executive Cabinet vetoes legislation, Legislative Council shall have the option of overriding the veto with a 2/3 vote and the legislation will then be submitted to the Judicial Board who shall verify that the legislation met the necessary threshold. Upon said confirmation the legislation shall go into immediate effect.

G. All Legislations shall be submitted to the Judicial Board for review within two days of passage and the Judicial Board shall then have three days to complete their initial review and make recommendations as necessary.

H. All bills and resolutions passed or defeated by the Summer Council must pass before the Regular Council for full review during the first three meetings of the Fall Quarter. Review is defined as examining in discussion without motions.

I. Bills

1. All financial allocations and financial policy statements shall be presented in the form of a bill.

2. The format of a bill shall include the following:

a. A complete written statement of the proposal(s).

b. The author's(') name(s) and the second's name.

c. The bill number

d. Account title

e. Amount(s) of money(ies) involved

f. A budget with a breakdown of the expenditures involved. If exact amounts are not known, then an estimate must be given

g. The date of presentation to the Legislative Council

h. The date of action.

3. Financial allocations shall be discussed under New Business at the time of their introduction. The Legislative Council shall wait one week or until such time as the bill has been considered by the Finance Committee before taking action on the new bill.

J. Resolutions

1. All major policy items involving a change in policy shall be presented as a

ASUCI Legislative Council By-Laws

resolution

2. The format of a resolution shall include the following:

- a. A complete written statement of the policy
- b. The author's(') name(s) and the second's name
- c. The resolution number
- d. The date of presentation to the Legislative Council
- e. The date of action.

3. Resolutions will be discussed under New Business. Action may be taken on a resolution at the meeting of its introduction. Resolutions must be approved by a majority of the voting Legislative Council members present, unless otherwise specified.

4. All political endorsements made by the Legislative Council shall be approved by two-thirds (2/3) of the voting Council members present. Political endorsement is defined as one for a local, state, or national proposition or pending legislation

5. The removal of a political endorsement requires a simple majority of those voting Council members present or federal government offices.

K. Guest Speakers

1. Council members may invite guest speakers to speak to the Legislative Council.

2. A guest speaker shall be introduced by the chair and allotted speaking time as determined by the chair.

L. Time Limits

1. Debates

- a. Bills and resolutions under consideration in Old Business shall be limited to fifteen (15) minutes.
- b. Bills and resolutions under consideration in New Business shall be limited to ten (10) minutes.

2. Reports

- a. Executive Reports shall be limited to ten (10) minutes.
- b. Committee Reports shall be limited to ten (10) minutes.

3. At the end of these time limits, the Chair must ask for a motion to extend debate, table the legislation, vote immediately, or take alternate action.

ASUCI Legislative Council By-Laws

X. COMMITTEES

A. There shall be four (4) standing Committees: Rules, Finance, Public Information and Advocacy:

1. Each Council member shall serve on one standing Committee.
2. Each Committee shall be composed of council members as follows (approximately):

Rules Committee: Twenty five percent (25%)

Finance Committee: Twenty five percent (25%)

Public Information Committee: Twenty five percent (25%)

Advocacy: Twenty five percent (25%)

- a. Variation of 15% shall be tolerated in these division as determined by the Legislative Council.
 - b. A quorum shall represent fifty (50) percent plus one (1) of a total Committee's members.
3. The supervision of these Committees shall be the responsibility of the Legislative Council.
 4. All committees shall select a Chair and vice chair by a majority vote of members including the Executive Officers. No Chair or Vice Chair shall be an Executive Officer.

XI. RULES COMMITTEE

A. The Rules Committee shall be concerned with the regulations and policies of ASUCI operation and services.

1. The Rules Committee shall be responsible for:
 - a. Reviewing and revising the Council By-Laws, Elections Code, and Judicial Board Procedures.
 - b. Handling internal Council discipline in conjunction with the Council Chairperson.
 - c. Nominating students to fill vacant Council seats.
 - d. Handling business related to the operations and services of the ASUCI.
 - e. Reviewing the structure and working of resolutions and bills for their

ASUCI Legislative Council By-Laws

justifications and reasons, in order to recommend reasonable changes referred to it by the Legislative Council.

- f. Reviewing nominees for appointed student representative positions.
- g. Reviewing weekly all recommendations from the Judicial Board regarding legislation and considering appropriate revisions to legislation.
- h. Maintaining the official file of standing policies for ASUCI Legislative Council.
- i. Updating all governing documents subsequent to the passage of any amendment and ensuring that the most current version is publicly available on the ASUCI website.
- j. Evaluating UCI's enrollment data for the Fall during each Winter quarter and adjusting the distribution of seats as necessary prior to the commencement of the Spring Elections.

2. The ASUCI Executive Vice President shall be a non-voting member of the Rules Committee.

XII. FINANCE COMMITTEE

A. The Finance Committee shall be concerned with all financial affairs of Legislative Council.

1. The Finance Committee shall be responsible for:

- a. Handling business involving financial allocation and other budgetary matters.
- b. Monitoring the accounts of the ASUCI and making reports to the Legislative Council in conjunction with ASUCI Business Manager.
- c. Reviewing all bills for its justifications and reasons in order to recommend reasonable expenditures, referred to it by the Legislative Council.
- d. Requesting financial audits and financial documentation from the ASUCI President.
- e. Meeting with the ASUCI Executive Director and/or Business Manager at the beginning of every quarter in order to learn about the budget in detail.
- f. Making a copy of the ASUCI budget and monthly updates available at the ASUCI reception desk.

ASUCI Legislative Council By-Laws

g. Ensuring that the Chair of the Finance Committee serve on the UC Items Advisory Board and designating a proxy in the event that he/she is unable to attend.

2. The ASUCI President shall be a non-voting member of the Finance Committee

XIII. PUBLIC INFORMATION COMMITTEE

1. The Public Information Committee shall be concerned with the Legislative Council's public relations.

1. The Public Information Committee shall be responsible for:

- a. Academic and Administrative Concerns
- b. Serving as a catalyst for the generation of ideas and producing ASUCI publicity.
- c. Publicizing Legislative Council meetings and topics of discussion weekly
- d. Shall maintain a written and computer data file history of all Legislative Council standing documents and legislative actions, as well as keep records of the actions of the ASUCI

2. The ASUCI Vice President Academic Affairs and Vice President of Student Services shall be non-voting members of the Public Information Committee

XIV. ADVOCACY COMMITTEE

A. The Advocacy Committee shall be concerned with the activities and projects of all Legislative Council ad-hoc committees and the academic year's advocacy agenda.

1. The Advocacy Committee shall be responsible for:

- a. Thoroughly reviewing the creation of each ad-hoc committee. Each ad-hoc committee will present a proposal to the Advocacy committee, which will include the following:
 - i. The Name and general purpose of the ad-hoc committee
 - ii. The names of two or more fellow Legislative Council members who wish to participate in the ad-hoc committee (the number of names will be determined by the scope of the ad-hoc committee's project and as approved by the advocacy committee)
 - iii. The names of possible non-Legislative Council partners in the fulfillment of the ad-hoc committee's projects (faculty, departmental heads, student-interest)

ASUCI Legislative Council By-Laws

- organizations)
 - iv. Proposal for individual projects (if applicable), for the fulfillment of each ad-hoc committee's mission statement
 - b. Reviewing the progress of each ad-hoc committee throughout the academic year, which will include the following
 - i. Collecting written reports from each ad-hoc committee chairperson regarding the activities of the committee for the respective week
 - c. Presenting a report on the state of all the aforementioned committees at the first Legislative Council meeting of each quarter
2. The ASUCI President shall be a non-voting member of the Committee on Committees.

XV. ADVOCACY AGENDA

- A. The Legislative Council and Executive Cabinet shall jointly develop an annual Advocacy Agenda for ASUCI.
- B. The President shall compile input from the Executive Cabinet, the Speaker Pro Tempore from the Legislative Council, the Administrative Affairs Vice President from the student body at-large and the Executive Vice President shall report as to the advocacy agenda of the University of California Student Association and United States Student Association.
- C. The Advocacy Agenda shall be finalized at the ASUCI Retreat in the fall and confirmed by a resolution from Legislative Council.
- D. The Legislative Council shall convene special committees as necessary to assist in advocacy efforts and the Executive Officers shall give regular updates to Legislative Council through their office reports.
- E. Each quarter the Speaker Pro Tempore and President shall jointly issue a public report to provide an update of ASUCI's progress on the agenda and any modifications.

XVI. JUDICIAL BOARD

A. Judicial Board Provisions

- 1. The authority of the Judicial Board shall include, but is not limited to the following:
 - a. Reviewing weekly, all bills and resolutions adopted by the Legislative Council with regards to the Constitution and the By-laws of ASUCI and submitting memos to the Legislative Council Rules Chair with suggested revisions as necessary. The Chair of Legislative Council, the Speaker Pro Tempore and the Student Advocate General shall be

ASUCI Legislative Council By-Laws

copied on these memos;

- b. Adjudicating charges of violation of the Constitution, the By-Laws, and all other rules and regulations of ASUCI,
 - i. Charges must arise in one of the following manners:
 1. To appeal a ruling by the elections commissioner;
 2. To appeal a ruling by the Student Programming Funding Board
 3. Or, in any case from a registered student who can prove standing (injury) for a claim. Where injury refers generally to loss suffered by either an individual or a group.

2. A Judicial Board member shall attend weekly meetings to review all pending legislation and other business. Meetings shall be held each Wednesday after 5:00PM, unless a different time is chosen by the Judicial Board Chair and approved by a majority of Judicial Board. Any Judicial Board member absent from three (3) weekly meetings per quarter shall be subject to the automatic forfeiture of the office. An appeal may be made to the Legislative Council, which may exercise the right to reinstate a Judicial Board member upon a two-thirds (2/3) affirmative vote of the voting members present.

3. The Judicial Board Chair shall chair, organize and maintain accurate attendance of all the Judicial Board meetings.

4. The Judicial Board Chair shall submit all rulings of the Judicial Board to the Executive Cabinet, Legislative Council, and the Executive Director in written forms.

B. Judicial Oversight Committee

1. The authority of the Judicial Oversight Committee shall extend to all Judicial cases arising where the Judicial Board exceeds the boundaries of their jurisdiction under this constitution.

a. The Judicial Oversight Committee shall be comprised of one Executive Officer, chosen by the majority of the Executives, one Legislative Council member, chosen by the majority of the Legislative Council, ASUCI Executive Director, and the Chair and Vice Chair of the Judicial Board.

b. The Judicial Oversight Committee shall be activated upon a petition to Legislative Council and a unanimous vote of approval by the Legislative Council members present.

XVII. Student Advocate General

A. Appointment

1. The Student Advocate General appointment shall be made in accordance with the ASUCI Hiring Policies, as outlined in the ASUCI Resource Manual.

ASUCI Legislative Council By-Laws

2. The appointed shall be initiated by a joint nomination of the Executive Cabinet and two Judicial Board representatives.
 - a. Either the Judicial Board Chair or Vice-Chair may serve as a representative but not both. This is to ensure that one of these officials remains uninvolved, should the process be appealed to the Judicial Board
 - b. The second representative shall be an Associate Justice
3. The nomination shall then be confirmed by a majority vote of the Legislative Council.
4. The Student Advocate General shall serve for one academic year and shall assume office at noon on the first day of Commencement.

B. Requirements

1. The Student Advocate General shall be a registered student at the University and possess at least a 2.0 grade point average at the time of appointment and shall be responsible for maintaining at least a 2.0 grade point average throughout his/her term of office.
2. The Student Advocate General may not hold another elected or appointed position in ASUCI during his/her term and shall immediately forfeit his/her office if they are found responsible for violations under University policies as determined by the Office of Student Conduct
3. The Student Advocate General shall participate in Student Conduct Board Training at the first available opportunity after their appointment, in the event that they are not already trained by they shall not be eligible to serve on the Student Conduct Board during their term of office.
4. The Student Advocate General shall participate in Ombuds training in Conflict Mediation at the first available opportunity after their appointment, in the event that they are not already trained.

C. Duties

1. Reading weekly all Legislations passed by Legislative Council and accompanying recommendations from the Judicial Board.
 - a. In the event that the Student Advocate General considers a legislation to be a violation of the ASUCI governing documents or an infringement of student rights, they may initiate a complaint to the Judicial Board.

ASUCI Legislative Council By-Laws

2. Investigating charges of violation of this Constitution, the Bylaws and all other governing documents.
3. Initiating and prosecuting potential violations of the ASUCI Constitution, Bylaws and other governing documents.
4. Being available to advise students who independently initiate complaints against ASUCI
5. Serving as an ex-officio member of the ASUCI Legislative Council Rules Committee
6. Maintaining a strong knowledge of the ASUCI governing documents and a working knowledge of the University Policies and Student Conduct process.
7. Providing assistance and support upon request to any undergraduate student and student group involved in disciplinary actions with the University of California, Irvine
 - a. They Student Advocate General is available to advise students, but not to represent them. Advising entails giving the student the tools and information necessary to receive due process and remedy their situation.
 - b. The Student Advocate General may accompany students to informal disciplinary meetings or hearings, but they may not speak on behalf of the student. They can only offer advice and assist them in preparing statements.
8. Pointing out issues with University policies to ASUCI and advocating for the amendment of said policies.
9. Representing the position of ASUCI in discussions with the University or campus administration concerning student rights, campus rules, and other areas of student conduct.
10. Educating the student body about students' rights, University and ASUCI policies, laws, regulations, and procedures, and to promote awareness of the availability of advice and representation services offered by the Student Advocate General pursuant to this section.

XVIII. GUIDELINES FOR THE EXPENDITURE OF ASUCI FUNDS

- A. No money can be donated to the campaigns of person(s) running for campus, local,

ASUCI Legislative Council By-Laws

statewide, or national political office, either directly or indirectly. Monies can be paid as an honorarium for any (non-campaigning) speaking engagement. No member of the ASUCI supported media may use their position directly or indirectly to financially support any candidate for ASUCI office. Equal time and space must be provided to candidates not editorially promoted by an ASUCI supported media. Time and space provided to non-editorially promoted candidates shall be broadcast or published in similar location or time slots by the media in issues or programs subsequent to the original editorial prior to or during the election in which said candidates are involved.

B. ASUCI shall follow generally accepted business and accounting procedures and methods of accountability as approved by the Chancellor.

C. The total expenses incurred during one (1) fiscal year by the ASUCI will not exceed the total income and reserves for that year and reserves. Neither will the Council be empowered to approve expenditures to be made during one fiscal year, for which the corresponding income must occur during a different budgetary period.

D. At the end of the fiscal year, all unused expenditures will be transferred into an account called "ASUCI Reserves."

1. The conditions that must be met to access the ASUCI Reserves account include the following:
 - a. Purchase of equipment or technology that provides a long-term benefit to the organization.
 - b. Unanticipated one-time expenses that are necessary and vital to the organization.
 - c. Payroll funds for a new position in Student Government that is necessary and vital to the organization.
2. The process by which ASUCI reserves accounts may be accessed is as follows:
 - a. A member of legislative council or executive officer may write a bill to utilize ASUCI Reserve account funds, which is seconded by a member of legislative council. The author must designate a specific amount that will be transferred from ASUCI Reserves into a designated account. A 2/3 vote from legislative Council is required.
3. If ASUCI experiences a deficit at the end of a fiscal year, ASUCI Reserves shall be used to cover the deficit, pending sufficient funds and a report shall be presented to Legislative Council by the Executive Director explaining the circumstances and how the deficit will be prevented in the future.

E. The budget for the fiscal year, July 1 to June 30, shall be recommended by a closed committee composed of the Executive Officers of the current academic year and the Executive Officers of the upcoming year and passed by the Legislative Council of the current academic year. This committee shall be chaired by the President for the present academic year and the budget under consideration shall be forwarded to the Council at

ASUCI Legislative Council By-Laws

the committee's discretion, but must include a roll call vote of the members of the committee and may include any majority or minority reports by the officers involved. The Council, upon conclusion of these hearings, shall take final action on the budget.

F. In order to remove funding a letter of "Intent to Remove Funds" must be sent by campus mail or other reliable fashion of delivery to the parties involved. The letter must include: the name of the organization, the date of the decision, the problem(s), positive criticisms and suggestions to correct said problem(s) as well as a statement concerning any appeal procedures. Any Council member may introduce a letter of Intent to Remove Funds, but it must pass with a majority vote. The letter must give the party two weeks, the respondent may ask Council for a one or two week extension. This extension may be introduced by any Council member, but must be passed by a majority vote. If, after two weeks no request for an extension or a change in policy has occurred, then the funds may be removed by a two-thirds (2/3) vote of the Council. If, after funds are withdrawn, the respondent wishes to appeal the decision, it may be reintroduced by any Council member and a two-thirds (2/3) will be required to appeal the funding withdrawal. This procedure is to be used for Commissioners as well as for Campus Organizations funded by ASUCI. In cases where regulatory committees exist, the committee may formulate a letter of Intent to Remove Funds and have any Council member introduce said letter. In cases in which letters have been independently introduced and a regulatory committee exists, it shall be the duty of the committee to endorse the letter.

XVI. INITIATIVES, REFERENDA, RECALL, AND CONSTITUTIONAL AMENDMENTS

A. The name and student I.D. card number of an official registered UCI student shall constitute a valid signature for purpose of petitions requesting legislation, recall or constitutional amendments, as described in Articles VIII and X of the ASUCI Constitution. Such signatures shall be validated through the Office of the Registrar prior to the petitions introduction to the Legislative Council, if challenged by any member of the ASUCI.

B. A validly approved recall election shall take place during a general election, if a general election is to take place between fifteen (15) and thirty (30) days after the submission of a validated petition. If a general election is not to take place during the above described time limits, then a special election is to take place fifteen (15) days after the receipt of said petition.

XVII. AMENDMENT TO COUNCIL BY-LAWS

A. Recommendations

1. The Committee on Rules shall annually review the Council By-laws and make the recommendations for improvement.

B. Amendments and Revisions

1. The Council By-laws may be amended or revised by three fourths (3/4) of the voting Council members present.

2. Amendments to the By-laws shall be proposed and automatically tabled one (1)

ASUCI Legislative Council By-Laws

school week prior to the forthcoming vote by the Legislative Council, to allow for their review.

- Revised November 2001
- Revised November 2003
- Revised 2/28/10 per Resolution 41-60
- Revised 2/26/08 per Resolution 43-36
- Revised 5/04/10 per Resolution 45-93
- Revised 5/25/10 per Resolution 45-106
- Revised 1/25/11 per Resolution 46-61
- Revised 3/08/11 per Resolution 46-76
- Revised 5/10/11 per Resolution 46-91
- Revised 5/26/11 per Resolution 46-98
- Revised 5/26/11 per Resolution 46-99
- Revised 1/19/11 per Resolution 47-36
- Revised 2/21/11 per Resolution 47-51