



**ASSOCIATED STUDENTS OF THE UNIVERSITY OF ARIZONA
BYLAWS**

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**ASSOCIATED STUDENTS OF THE UNIVERSITY OF ARIZONA
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I. General Guidelines

- A. Amendment of these bylaws, excluding those articles governing the Senate, requires a simple majority vote in the Senate and approval by the ASUA President.
- B. No ASUA service, program, project, or committee shall endorse political events, lobby, or in any manner try to influence legislation unless authorized by the Legislative Branch or unless otherwise specified in these Bylaws. This will not affect programming of an educational nature. No ASUA elected representative, acting in an official capacity, shall endorse or shall introduce, unless equally and without exception, any political organizations, candidates, or events unless authorized by the legislative branch and approved by the ASUA President.
- C. Any ASUA funds that are utilized by an ASUA program or service for advertisement shall be required to acknowledge ASUA sponsorship of the event. Specifically, any reference to the ASUA program or service in the advertisement must be prefaced with "ASUA". Both "ASUA" and the event or program or service name must appear of equivalent size in the advertisement. Spring Fling shall make reference to the Associated Students of the University of Arizona on all printed materials purchased solely with ASUA funds. For the first offense, 10% of the director's yearly stipend will be withheld. Second offense will result in proceedings for removal from the office.
- D. All ASUA officials, elected and appointed, attending any conference paid for by ASUA funds shall attend all scheduled events. Officials shall additionally be required to present an informational report to the ASUA Senate regarding the events and information learned at the conference. The aforementioned presentations must be completed within two weeks of the representatives return to campus. Failure to comply with these requirements can result in punishment or sanctions determined by the ASUA official sponsoring the conference. Selection of all representatives for any conference paid for ASUA funds shall be determined by the executive officer overseeing the event. Applications and or interviews may be necessary within the selection process.

II. Appointments

- A. Major internal and external appointments include: ASUA Treasurer, All directors of ASUA Programs and Services, ASUA Supreme Court Justices, ASUA Appropriations Board members, Student Members of the Faculty Senate, Committee of Eleven, and the President's Advisory Council.
- B. Any individual who serves in an official advisory capacity to any ASUA program and service must, on an annual basis, be approved by a 2/3 majority vote of the Senate and approved by the ASUA President.

III. New Appointment Selection Funding

- A. The Student Body President-elect, Executive Vice President-elect, and Administrative Vice President-elect shall receive funding to publicize new appointments, conduct interviews, and select new appointees. All funding will come from the current ASUA budget.
- B. The Student Body President-elect will receive funding of the amount at least equal to 0.33% (one third of one percent) of the ASUA student fees allocation.
- C. The Executive Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.
- D. The Administrative Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.

IV. ASUA Stipend Review Board

- A. Stipends will be reviewed during the last senate meeting, prior to the first interview for any appointed office, with recommendations from the newly elected officers.
- B. Stipends for members of the Senate shall be set in accordance with their respective Bylaws.
- C. Stipends may be withheld for lack of attendance, violation of ASUA and University policy, and if removed from office. Each Executive officer may remove a stipend from their respective area of jurisdiction and the Senate may vote with a 2/3 majority to remove an executive's stipend with the highest ranking Executive Officer's Approval.

V. ASUA Senate

- A. Operating Guidelines
 - 1. The Senate shall meet weekly during the regular academic year, unless otherwise announced.
 - 2. Throughout the fall and spring semesters, each senator must be accountable for fifteen (15) hours per week. Each senator will be present in the ASUA office and available to the students a minimum of ten (10) hours per week during regular hours of operation. One (1) of these hours must coincide with all ten (10) other senators and the Executive Vice President. The additional five (5) hours, three (3) will be declared offices hours on the university campus, and two (2) will be for weekly club visits.
 - 3. These Bylaws governing the Senate shall not be changed by actions of any body other than the Senate. Amendments to the Senate Bylaws require a 2/3 vote of the members present and voting at the Senate meeting where these amendments are considered.
 - 4. Each Senator will attend one different club meeting each week, holidays excluded. The point of this is to have the members of the ASUA Senate attend as many different areas of the campus life as possible. The Senate Projects Committee shall coordinate these visits.
 - 5. By the first meeting of each month, each Senator must submit a progress report to the *Executive Vice President*. The report should detail what they have accomplished over the past month, what club visits they have undertaken, and where they intend to go from this point.
 - 6. Attendance at all official weekly meetings that have been posted are mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused.
 - a. This policy will be in effect for the Senate only. All rules and penalties will be decided upon by the body of the Senate and shall be in effect for the entire year beginning with the first posted Fall Semester meeting.
 - b. Action will be taken after the third absence. If charges are against the *Executive Vice President*, the Vice-Chair of the Senate must assume and carry out the duties of the Chair.
 - c. Upon the fifth absence, automatic impeachment charges will take place. The offending Senator must be notified of all charges 24 hours in advance of the posted meeting. Rules of impeachment will be applicable.
 - d. The body of the Senate will decide upon the punishment of the accused Senator. These penalties shall include but are not limited to: A fine levied and/or additional responsibilities imparted upon the offending Senator. Those charges apply only to the third absence with the fifth bringing impeachment charges as stated above.
 - 7. For Senate impeachment of appointed officials, the *Executive Vice President* and the official under review shall be presented with a petition containing justification for the review. The petition must be signed by 2/3 of the Senate. The Senate will be informed at the next regular meeting and a vote will be taken as an action item at the meeting thereafter. Impeachment will occur with a 3/4 majority in favor of the action.
 - 8. The ASUA Senate must publicize its Senate meetings in, but not excluded to, the free sections of the Arizona Daily Wildcat known as Today's Campus Events and Cat Calls. In addition, the Senate shall advertise by distributing fliers across campus no less than once a month. Any other creative ideas for advertising the Senate meetings are encouraged, as long as the above requirements are met. This requirement must be met no later than the second Senate meeting, which would constitute the first Senate Meeting of the Fall Semester.
 - 9. Vacancies
 - a. If there is a vacancy in the Senate before the first day of November, there shall be held a special election to fill the vacant Senator's seat.

- b. If there is a vacancy in the Senate on or after the first day of November, the vacant Senator's seat shall be filled by Student Body Presidential appointment and confirmed by a 3/4 majority vote of approval in the Senate.
 10. All items of business in any given legislative session must be resolved (positively or negatively) prior to the inauguration of the new Senate.
 11. Unless otherwise specified, the ASUA Senate shall operate under Robert's Rules of Order.
 12. Recess Governance Senators
 - a. Three Senators shall serve on Recess Governance. They shall be the Vice-Chair of the Senate, the Appropriations Board Senator, and one Senator elected at large.
 - b. Recess Governance Senators shall be required to serve 5 office hours a week during the period of Recess Governance.
 - c. These Senators shall have the same attendance requirements as the ASUA Executive Officers.
- B. Duties of the Officers of the Senate
 1. There shall be four officers of the ASUA Senate. They shall be: *The Executive Vice President*, the Vice-Chair of the Senate, the Alternate Vice-Chair and the Appropriations Board Senator.
 2. The responsibilities of the *Executive Vice President* shall include:
 - a. The *Executive Vice President* shall be responsible for creating the agendas for all regular and special sessions of the senate. These agendas shall be published a minimum of 24 hours prior to senate convening. The agendas shall include a President's privilege, an Executive Vice President's privilege and a Administrative Vice President's privilege.
 - b. The *Executive Vice President* will chair all regular and special sessions of the Senate.
 - c. The *Executive Vice President* shall collect and publish all monthly progress reports for individual Senators.
 - d. The Executive Vice President shall present to the Senate a balanced budget for the Senate before the last meeting of the semester of their inauguration. It shall be passed by a simple majority vote. Adjustments throughout the year will be carried out in an identical fashion. No funds may be spent until the budget has been passed.
 3. The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Vice-Chair of the Senate.
 - a. The Vice-Chair of the Senate will assume the chair in case of its surrender by the *Executive Vice President*.
 - b. All memos and correspondence, on behalf of the senate shall be sent from the Vice Chair of the Senate.
 - c. The Vice-Chair of the Senate shall be responsible for organizing and publishing the office hours of the ASUA Senate each semester.
 - d. The Vice-Chair of the Senate shall serve as one of the three Recess Governance Senators and will consult on the creation of the ASUA budget, pursuant to the ASUA Constitution.
 - e. The Vice-Chair of the Senate will publish, upon its approval by the Senate, the monthly status report of the Senate.
 - f. The Vice-Chair of the Senate will assist the Executive Vice President in the execution of his/her duties and all other responsibilities.
 - g. The Vice-Chair of the Senate will be responsible for ensuring that all changes made to the ASUA Bylaws by the Senate are accurately reflected in the ASUA master copy.
 4. The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Alternate Vice-Chair (AVC) of the Senate.
 - a. The AVC will assume the chair in case of its surrender by both the Executive Vice President and the Vice-Chair of the Senate.
 - b. The AVC will produce and publish the Senate recall roster.
 - c. The AVC shall be responsible for maintaining and promulgating the ASUA Senate Transition Binder. This binder will give a description of the work of the current Senate and the status of all projects, pending and complete.
 - d. The AVC shall be responsible for advertising the weekly Senate Meetings in accordance with Section V-A-8 of the ASUA Bylaws.
 - e. The AVC shall be the chair of the Special Senate Committee for Student Forums and shall report weekly on its progress.
 5. The Appropriations Board Senator shall be elected pursuant to the ASUA Constitution.

- a. The Appropriations Board Senator shall act as chair of the ASUA Appropriations Board.
 - b. The Appropriations Board Senator will act as the liaison between the ASUA Senate and the ASUA Appropriations Board and advocate for that board's consent agenda.
 - c. The Appropriations Board Senator shall act as one of the three Recess Governance Senators.
 - d. The Appropriations Board Senator shall perform his/her duty in accordance with Section X of the ASUA Bylaws.
- C. Senate Committees
1. The Senate shall contain within it three standing committees: ASUA Budget Oversight Committee, ASUA Professional Standards Committee, and Senate Projects Committee.
 - a. Each committee shall be made up of three members, with the Vice-Chair of the Senate being excused from sitting on a committee.
 - b. Any member of the Associated Students may make a written inquiry to any of the Senate's Standing Committees. The committee chair shall reply, in writing, within two weeks from the date of inquiry.
 - c. All committees shall meet a minimum of once every two weeks, Spring, Winter, and Summer Breaks excluded, and the chairs shall report weekly to the Senate.
 2. The ASUA Budget Oversight Committee shall be responsible for ensuring that ASUA groups who have budgets stay within their means and that funds are used responsibly.
 - a. The ASUA Budget Oversight Committee shall keep track of all Senate accounts and present reports to the Senate as directed by the *Executive Vice President*.
 - b. The Appropriations Board Senator shall serve as a member of the ASUA Budget Oversight Committee.
 - c. The ASUA Budget Oversight Committee shall consult with the Executive Vice President in the creation of the Senate Budget.
 3. The ASUA Professional Standards Committee shall be responsible for maintaining relations with other areas of ASUA and ensuring that all Constitutional and Bylaw obligations are met.
 - a. The ASUA Professional Standards Committee shall be responsible for overseeing and ensuring that appointed and elected officials serve their required office hours and fulfill the requirements of their position.
 - b. The ASUA Professional Standards Committee will ensure that the Senate Resource Binder is maintained and accurate.
 - c. The ASUA Professional Standards Committee will promote the Senate's relations with all other areas of ASUA through sponsorship of Informational Items and departmental status reports.
 4. The Senate Projects Committee shall be responsible for events that the Senate is involved in and to plan any other special group projects that the Senate wishes to be involved in as a body.
 - a. The Senate Projects Committee shall be responsible for coordinating Senator's Club visits, pursuant to Section V-A-4 of the ASUA Bylaws.
 - b. The Chair of the Senate Projects Committee shall act as the liaison to ASUA FACES and will be responsible for the management of Senate Aides.
 - c. The Senate projects committee shall be responsible for ensuring that there is a Senate liaison to: The Residence Hall Association, University Activities Board and Greek Life in order to keep the Senate aware of campus wide student issues and events.
 5. The Senate shall be responsible for participating in one of the ASUA areas as a liaison from the Senate. Pursuant to Section V-D-1, this assists the Senate with implementation of check and balances upon the presidential, executive vice presidential and administrative vice presidential appointments. It is the responsibility of the Senators delegated to the various areas to ensure that the Senate keeps up to date with the respective areas and work on 2 projects per semester with respective area.
 - a. **President's Cabinet**- At least 2 Senators will work with the President's Cabinet on their projects, programs, events and other areas deemed appropriate by the Student Body President. These Senators will attend meetings only at the discretion of the Student Body President.

- b. **Executive Vice President Area-** At least 2 Senators will work with the Executive Vice President's area on projects, programs, events and other areas deemed appropriate by the Executive Vice President. These senators will work with club programs such as Club Olympics and The President's Forum (Fall and Spring). These Senators will attend meetings only at the discretion of the Executive Vice President.
 - c. **Programs and Services-** At least 2 Senators will work with Programs and Services office on their projects, programs, events, and other areas deemed appropriate by the Administrative Vice President. These senators will attend meetings only at the discretion of the Administrative Vice President.
- D. Incidental Powers of the Senate
- 1. All powers not explicitly described in the ASUA Constitution or Bylaws are reserved to the ASUA Senate.
 - 2. The outgoing Senate, prior to their last meeting, shall set stipends for the incoming Senate, as well as, all appointed and elected officials. Recommendations for these stipends will be made by incoming Senators and Executive Officers. The Senate shall have the power to change the stipends of any appointed officials during their term by a 2/3 vote.
 - 3. The Senate must review any new program or service after one semester of operation and determine by a majority vote whether permanent status shall be granted. The default option is the removal of the program and service.
 - 4. The ASUA Senate shall select the recipients of the ASUA Bumps Tribolet Award.
 - 5. The Senate must approve all offers to enter into contracts within ASUA, excluding Spring Fling, by a majority vote in conjunction with the official ASUA contract request form.
 - 6. The ASUA Senate shall provide advice on and confirm all major internal and external appointments.
 - 7. The ASUA Senate shall be responsible for ratifying the ASUA Budget, pursuant to the ASUA Constitution. This budget shall be balanced. It shall pass by a simple majority vote and any changes thereto shall be carried out in an identical fashion.
 - 8. The ASUA Senate may call any appointed or elected official to give testimony on items relevant to their area.

VI. Administrative Assistant to the Senate

- A. One stipend individual shall be appointed by the Executive Vice President and approved by the ASUA legislative branch to serve as the Administrative Assistant to the Senate.
- B. This position shall be deemed as an annual appointment.
- C. Responsibilities to the ASUA Senate
 - 1. The ASUA Administrative Assistant to the Senate will attend all regularly scheduled Senate
 - 2. The ASUA Administrative Assistant to the Senate will attend all special meetings called by the ASUA Senate.
 - 3. The ASUA Administrative Assistant to the Senate shall take accurate, unbiased minutes of the discussed business during every Senate meeting.
 - 4. The ASUA Administrative Assistant to the Senate shall keep a recorded version of the minutes on audio tape for each Senate meeting.
 - 5. The ASUA Administrative Assistant to the Senate shall submit the completed and typed minutes of each Senate meeting to the ASUA Senate, ASUA Executive Vice President, and the ASUA Administrative Secretary, within 24 hours of the conclusion of each meeting.
 - 6. The ASUA Administrative Assistant to the Senate shall keep an updated record of all Senate
- D. Responsibilities to the ASUA Appropriations Board
 - 1. The ASUA Administrative Assistant to the Senate will attend all regularly scheduled
 - 2. The ASUA Administrative Assistant to the Senate shall take accurate, unbiased minutes of the discussed business during every Appropriations Board meeting.
 - 3. The ASUA Administrative Assistant to the Senate shall submit the completed and typed minutes of each Appropriations board meeting to the ASUA Executive Vice President, and the ASUA

4. Administrative Secretary, within 24 hours of the conclusion of each meeting.
The ASUA Administrative Assistant to the Senate shall keep an updated record of all Appropriations Board minutes in a binder at the front desk of the ASUA offices.
- E. Other Responsibilities
 1. The ASUA Administrative Assistant to the Senate shall assist the Executive Vice President in his/ her duties as stated in the ASUA Constitution and Bylaws.
 2. The ASUA Administrative Assistant to the Senate shall hold 5 office hours per week in order to be available to the Senate and the Appropriations Board for any questions regarding the minutes of any meeting.
 3. The ASUA Administrative Assistant to the Senate shall assist the Executive Vice President and the ASUA Senate in scheduling visits to clubs and organizations affiliated with the University of Arizona.
 4. The ASUA Administrative Assistant to the Senate shall be trained with the Club Advocates to have a working knowledge of all ASUA and university funding guidelines and be able to articulate those guidelines to clubs and organization members requiring assistance. In the event a Club Advocate is unable to assist a club or organization in preparing a funding request or appeal the ASUA Administrative Assistant to the Senate may assist in this capacity.
- F. Failure to fulfill any of the previously stated responsibilities shall empower the Executive Vice President to withhold the position's stipend or to remove the Administrative Assistant to the Senate from their position.

VII. ASUA Marketing Directors (3)

- A. Mission
The Marketing Directors, herein MD's shall promote all ASUA events and projects to ensure general awareness among the Student Body of ASUA and its services.
- B. Marketing Directors
 1. Three stipended individuals shall be appointed by the three elected officers to represent all three areas of ASUA.
 2. The directors will be responsible for organizing a small group of volunteers referred to as the Marketing Task Force.
- C. Job Description
 1. Each MD is required to fulfill fifteen (15) office hours a week.
 2. Three office hours per week must coincide with the officer hours of the other two MDs.
 3. Each MD shall serve as a liaison to one of the three areas of ASUA.
 4. As a liaison for one area of ASUA, each MD shall attend the directors' meeting for his or her respective area.
 5. All three MDs shall be responsible for promoting all events in Programs and Services, Cabinet, and Clubs, as well as all the projects of the Senate.
 6. The MDs shall be responsible for all fliers and handbill design and the distribution of fliers and handbills as needed for ASUA events.
 7. The MDs shall be responsible for updating the ASUA website and online calendar, and aiding individual directors with program websites.
 8. The MDs shall be responsible for creating advertisements that may be placed in The Arizona Daily Wildcat or other local newspapers.
 9. The MDs shall be responsible for creating a weekly calendar of ASUA events.
 10. The MDs shall be responsible for distributing press releases.
 11. The MDs shall be responsible for promoting events through campus listservs or other appropriate electronic venues.
 12. The MDs shall be responsible for coordinating the ASUA Fall Fair.
 13. The MDs shall be responsible for any additional ASUA promotional duties as assigned by any of the three executive officers.
 14. The MDs may be removed at anytime by their respective executive.

VIII. ASUA Treasurer

- A. The ASUA Treasurer shall maintain a secure office in space provided by the Student Body President.
- B. The ASUA Treasurer shall review the bookkeeping decisions of the ASUA Accounting Office and insure that accurate records are kept. The ASUA Treasurer may establish and maintain an internal accounting system to verify the accuracy of the system used by the ASUA Accounting Office.
- C. The ASUA Treasurer must notify the President and Senate and immediately freeze the account of any ASUA department or area that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw any department or area's approved budget.
- D. The ASUA Treasurer shall ensure historical documentation of ASUA financial records.
- E. The ASUA Treasurer may implement policies and procedures that are not in violation of these Bylaws or the ASUA Constitution, and the rules of the University of Arizona. These policies and procedures must be approved by the Senate and approved by the President.
- F. The ASUA Treasurer shall insure that monthly activity reports from the accounting office are distributed to the appropriate department or area for verification of account activity.
- G. The ASUA Treasurer shall report to the ASUA President directly, but can be called at any time to make reports, answer questions, or testimony to the ASUA Legislative Branch.
- H. The Treasurer shall be required to serve the same time commitment as other Executive Officers.
- I. The Treasurer shall assist the Outreach and Development Director with ASUA scholarships, fundraising, sponsorships, Alumni relations, and donor financial record keeping.
- J. The ASUA Treasurer shall sit on any committee deemed necessary by the ASUA President
which deals with financial matters pertinent to ASUA and students at large.

IX. ASUA Finances

- A. All moneys appropriated by the ASUA legislative branch must be requisitioned through the ASUA accounting process and approved by the appropriate ASUA area director (Executive Vice President, Administrative Vice President, ASUA President, Senate Vice Chair and budget committee) and the ASUA Treasurer. All requisitions exceeding \$500.00 must be approved by the appropriate ASUA area director, one of the Vice - Presidents, the ASUA President and the ASUA Treasurer, except when the President is out of town for more than five working days, in which case the approval of the appropriate area director and the ASUA Treasurer is allowable. The absence of the President must be noted on the requisition under comments section. In the case where the ASUA Treasurer is out of town for more than one working day, the approval of the ASUA President, Executive Vice President and Administrative Vice President is allowable. In either case, it must be noted in the requisition under the comments section. The ASUA Advisor may approve a requisition of funds in place of (an) executive (s) who may be out of town, provided that (a) at least one appropriate student authorizes the requisition, (b) a copy of the requisition is provided to all executives for whom the ASUA Advisor has signed for upon their return to town, and (c) that it is noted on the requisition that the signature of the ASUA advisor is appropriate under this bylaw.
- B. An area director cannot approve a requisition for a purpose other than those previously approved by the ASUA legislative branch pursuant to the ASUA Constitution.
- C. Only those individuals (elected or appointed) with a corresponding budget, including designated members of clubs/organizations, shall have the authority to initiate the requisition process. All requisition not having the ASUA Treasurer (or designees in Section A, above) signature can not be processed. Note this check-off may only be denied for financial reasons.

- D. All receipts, including university purchases and check stubs, shall be turned into the ASUA Treasurer within a designated time line.
- E. It is per view of the ASUA Executive Body and the ASUA Treasurer to create and/or consolidate homogenous spending accounts for the purpose of efficiency and cost reduction.
- F. All ASUA units with revenues must have separate revenue and expenditure accounts.
- G. No vendor bill will be honored unless the requester has a vendor request form, requisition form or receipt form.

X. ASUA Club and Organization Funding Guidelines

- A. ASUA will fund items or events that contribute to the functioning of a recognized student club or organization within the framework of the organization's mission unless stated otherwise by the ASUA Constitution and Bylaws or otherwise prohibited by applicable law or policy. Funding shall be rendered in amounts deemed appropriate and necessary by the ASUA Appropriations Board and approved by the ASUA Senate.
- B. ASUA's Appropriations Board, Club Advocates, Executive Vice President, and Appropriations Board Senator will handle the entire club funding for University of Arizona clubs and organizations. The following outlines the funding guidelines and role of the appropriations Board and Club Advocates:
 - 1. Allocated funds may NOT be transferred from one budget category to another without the approval of the ASUA Appropriations Board.
 - 2. As per the Arizona Board of Regents (ABOR) policy, UA Printing and Publishing has the first right of refusal for all large print jobs done by any club or organization at the University of Arizona, excluding jobs done at Fast Copy. ASUA will not be able to pay for items printed off-campus without prior approval from UA Printing and Publishing.
 - 3. Travel expenses (airline tickets, conference fees, hotel reservations, etc.) will be reimbursed after return from the event only if the following items (when applicable) are provided to the ASUA Accountant: receipts, plane ticket stubs, list of attendees, conference papers, and proof of payment such as: photocopies of credit cards, and canceled checks used to pay travel costs. **NO TRAVEL ADVANCES WILL BE ISSUED.**
 - 4. ASUA will fund sports clubs and clubs proposing sporting events through the Campus Recreation Center. Please refer to Sports Club Allocations (section XI).
 - 5. ASUA will fund politically oriented or religious recognized student organizations or clubs on the same basis as all other recognized student organizations. No recognized student organization will receive or be denied funding based upon its viewpoint. However, ASUA can only fund for the administration, execution, or maintenance of non-political/non-religious programs, services, or special events that are deemed beneficial to the student body by the ASUA Appropriations Board.
 - 6. The ASUA Senate by a 2/3 majority vote, may revoke previously allocated funds.
 - 7. ASUA will base funding requests on the following criteria:
 - a. How the item or event contributes to the overall mission of the organization.
 - b. How the item or event educates, enhances, or enriches U of A students and campus community and contributes to the educational mission of the University.
 - c. Fiscal responsibility of the organization and proposed item or event, as well as the organization's efforts to seek and obtain alternative funding.
 - d. Whether the item or event duplicates services or activities presently available on campus.
 - 8. ASUA will not fund clubs and organizations for:
 - a. Philanthropic events
 - b. Contributions, gifts, or donations to any individual, association, or corporation.
 - c. Academic materials to be used for tutorial purposes.
 - d. Mailings for organizational minutes
 - e. Any part of any event at which alcoholic beverages will be served
 - f. Awards and trophies
 - g. Entertainment not open to the entire student population
 - h. Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, ect.) except for travel costs.
 - i. ASUA will not fund clubs for the purchase of Capital Equipment. Capital equipment consists of items costing \$500.00 or more.

- j. ASUA will not fund non University of Arizona students
9. When considering special funding ASUA will not fund clubs and organizations that receive annual financial support from a University Department, University College, University Service, or University Association (UDCSA).
 - a. For this section, "financial support" is defined as receiving more than \$500 in funds, gifts, or services from a UDCSA.
 - b. Academic clubs or organizations are exempt from this ruling if said financial support from a UDCSA goes to a competition or other academic endeavor.
 - c. All clubs and organizations are required to submit an accurate record of funding sources regardless of affiliation. Any club or organization that misrepresents the amount of funding they receive from a UDCSA will have the funding allocated to them by the Appropriations Board revoked.
10. The ASUA Treasurer must notify the ASUA Executive Vice President and immediately freeze the account of any club that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw the organization's ASUA Senate approved budget.
11. ASUA cannot allow clubs to use their ASUA club accounts as a bank account. Only funds appropriated by the ASUA Appropriations board will be deposited into club accounts. If any funds are inadvertently transferred into a club account, ASUA reserves the right to regulate all account expenditures. Any funds in a remaining club account will be swept annually on June 30 and not returned to the club.
12. During the Summer Sessions the Summer Governance Board shall consider funding requests.

XI. ASUA Executive Vice Presidential Branch

A. ASUA Appropriations Board and Club Advocates

- A. **Mission**

The ASUA Appropriations Board shall act as a non-political, funding advisory body to the ASUA Senate for all ASUA recognized clubs and organizations. All of its procedures shall assure fair and proper allocation of funds in accordance with the ASUA Constitution and Bylaws. All Appropriation Board decisions shall be subject to approval by the ASUA Senate.
- B. **Funding Criteria**

The primary criterion to be considered when appropriating funds shall be defined as, but not restricted to the following:

 1. Enrichment and growth of the campus community.
 2. Level of the organizations fundraising activities.
 3. Size of the organizations membership.
 4. Community and campus service.
 5. All funding requests shall be reviewed objectively, on a case by case basis.
 6. The amount of funding received by an University Department, College, Service, or Association will also be taken into account when reviewing a funding request.
- C. **Initial Funding**
 1. The Appropriations Board shall be responsible for allocating initial funding.
 2. All clubs and organizations receiving initial funding need only be recognized through the ASUA recognition process pursuant to Section L (1) of the ASUA Appropriation's Board Bylaws.
- D. **Special Funding**
 1. Organization representatives must contact a Club Advocate for special funding a minimum of two weeks prior to the date of the event for which funds are being requested. Requests initiated fewer than 2 weeks prior to an event shall not be considered. The club or organization must also have been recognized under Appropriations Board Bylaws Section L (2).
 2. The Appropriations Board shall submit recommendations to the Senate for special funding in the form of a detailed consent agenda, itemizing initial and current levels and voting ratios, no less than 24 hours before the Senate meeting following the Appropriations Board meeting at which

the action was taken.

3. If an Appropriations Board Director is also the member of the organization requesting special funding, that Director is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.

E. Appeals

1. All Appeals shall be submitted in writing to the ASUA Executive Vice President within 5 working days (excluding university holidays) of an Appropriations Board decision. The Executive Vice President shall forward appeal requests to an Appeals committee consisting of the Executive Vice President, the Appropriations Board Senator, and one other member of the Senate. The Appeals committee shall review requests for appeals and grant them pursuant to Section E (2). Forwarding an appeal to the Senate shall require a 2/3 vote of the Appeals committee. Decisions shall be rendered within 5 working days of receiving the appeal request.
2. The Senate and the ASUA Supreme court shall only grant appeals on the basis of one of the following two criteria
 - a. Due process was violated.
 - b. The issue deals with ambiguity in the ASUA bylaws or with an issue of legality.
3. New information, or a change/alteration of the original funding proposal shall not be considered grounds for an appeal. Altered or changed funding requests should be resubmitted to the Appropriations Board for reconsideration.
4. All appeals must be initiated by an organization representative and a representative of the organization must be present at the ASUA Senate meeting where the appeal shall be heard.
5. Once an appeal request has been granted by the Appeals Council, a designated member of said committee shall sponsor the appeal during the next regularly scheduled Senate meeting.
6. The Senate shall review all Appropriations Board recommendations but shall not have the power to alter individual items within the Appropriations Board Consent Agenda unless the criteria under Section E (2) of the Appropriation Board Bylaws have been met. However, the Senate shall have the power to remove and return any item from the Appropriations Board Consent Agenda to the Appropriations Board for reconsideration. Removing/returning an item from the Appropriations Board Consent Agenda shall require a 2/3 vote.
7. If a campus organization has been granted an appeal and is dissatisfied with a decision of the Senate or was not granted an appeal by the Appropriations Appeals Committee, the organization may file an Appeal with the ASUA Supreme Court within 10 working days (excluding all university holidays) of a Senate appeal decision. The ASUA Supreme court will consider an appeal only if the criteria out lined under Section E (2) of the ASUA Appropriations Board Bylaws is met.

F. Transferring funds

The Appropriations Board shall have the power to transfer monies allocated to an organization from one spending category to another.

G. Duties of the seven (7) Appropriations Board members

1. Shall serve as the voting body of the Appropriations Board.
2. Shall be appointed by the ASUA Executive Vice President and confirmed by the ASUA legislative branch as a minor appointment.
 - a. Selection shall be made through an application and interview process, where the selections committee shall, at least, consist of the Executive Vice President, the Appropriations Board Senator and one other member of the Senate. For legislative approval, the legislative bodies will use a "best qualified" criteria.
 - b. Selections shall be made annually.
 - c. No Appropriations Board Director shall serve on the board for more than two years.
 - d. During the summer sessions club funding shall be considered by the Summer

Governance.

3. Shall be subject to give testimony to the ASUA Senate on issues pertaining to club funding.
4. Shall attend all scheduled Appropriation Board meetings and participate in the initial funding process.
5. Shall be required to hold at least one (1) office hour per week in order to be accessible to the ASUA Senate, Clubs and Organizations, and other parties that may have questions regarding the Appropriations Board.

- H. Offices on the ASUA Appropriations Board
1. The Board shall elect a Vice Chair from the seven (7) Appropriations Board members, who shall run the meeting in the event that the Executive Vice President is absent.
 2. The Appropriations board shall elect an Appropriations Board member as Parliamentarian, who shall ensure that the newest version of Robert's Rules of Order, Newly Revised shall be adhered to.
 3. The Vice Chair of the Appropriations Board Senator shall sit as a member of the Sports Club Allocation Board.
- I. Quorum of the ASUA Appropriations Board
Four (4) regular voting members must be present in order to reach quorum.
- J. Recognition of Clubs and Organizations
1. For the Purposes of Initial Funding
 - a. The ASUA Student Advocates shall be charged with recognizing all clubs and organizations which apply for initial funding.
 - b. Recognition shall consist of a current membership list including club officers names and phone numbers, advisors name and phone number, a signed funding contract, a signed ASUA Club Affiliate Form, and a signed ASUA liability waiver form, and other items as deemed necessary by the Senate.
 - c. All initial funding allocated to campus clubs and organizations shall be restricted to and shall be placed on University of Arizona Pocket Money accounts
 2. For the Purposes of Special Funding
All clubs and organizations requesting special funding should be recognized by the Department of Student Programs (DSP) and must have had a representative at all of the Council of Club meetings held to date for that funding year and have turned in a signed ASUA Club Affiliate form before special funding can be utilized.
- K. Club Advocates
1. **Seven* stipend individuals shall be appointed by the Executive Vice President and approved by the ASUA legislative branch as appointments to serve as club advocates. (** Will be re-evaluated for the Fall 2004 by the Executive Vice President 2004-2005*).
 2. Members shall hold office hours and make themselves available to club and organization members twenty (20) hours per week.
 3. Club Advocates shall have a working knowledge of all ASUA and university funding guidelines and be able to articulate those guidelines to club and organization members requiring assistance.
 4. Club Advocates shall assist clubs and organizations prepare and present funding requests and appeals.
 5. Shall work with the ASUA Treasurer in accounting for monies allocated to and spent by campus clubs and organizations.
 6. Shall help clubs and organizations navigate bureaucratic difficulties related to recognition and funding, helping with all university procedures including, but not restricted to, room scheduling, facility management, and requisition forms.
 7. Shall assist clubs in developing any programming endeavors, fostering effective recruitment and retention of members, developing strategies to improve club effectiveness.
 8. Will coordinate and staff the council of clubs meetings to be held at least three times per semester.
 9. Shall work to staff, develop, and enhance under the coordination of the Executive Vice President, the ASUA Club Center.
 10. Shall provocatively visit clubs and organizations, meet with Presidents and club officers, and serve as liaisons to ASUA for all clubs and organizations.
 11. Shall help clubs establish linkages with ASUA units, programs and services where appropriate to augment club activities.
 12. Will assist the Appropriations Board Senator as necessary and appropriate as directed by the Executive Vice President and the Senate.
 13. Club advocates will act as ex-officio, non-voting members of the Appropriations Board.
 14. The Club Advocates will assist the Executive Vice President in coordinating club events, such as a President's Forum and Club Olympics.
 15. The ASUA Club Advocates shall select the recipient of the ASUA Edgar Goyette Award for clubs.

L. Club Development Director

A. Mission

The Mission of the Club Development Director, herein CDD, is to actively seek funds that will be used to help fund philanthropic activities allocated to recognized clubs/organizations by Appropriations Board. Additionally, to help all clubs seek non-ASUA funding for events.

B. Job Description

1. The CDD position requires a minimum of (10) ten hours per week.
2. The CDD position shall be a stipend position appointed by the Executive Vice President and shall serve a full-year term once approved by the Senate.
3. The CDD position shall report directly and exclusively to the Executive Vice President.
4. The CDD position shall attend all meetings held by the Executive Vice President unless excused by the Executive Vice President.
5. The CDD position shall proactively seek funds to help develop the ASUA endowment.
6. The CDD position shall have a working knowledge of all ASUA and university funding guidelines.
7. The CDD position shall proactively visit clubs and organizations and meet with Presidents and club officers to assist in implementing fundraising techniques.
8. The CDD position shall attend various meetings and organize programs under the direction of the executive Vice President.
9. The CDD position shall work cooperatively with the ASUA Treasurer as well as the Development Director.
10. The CDD position will work to find outside funding sources for club events such as Club Olympics and the President's Forum as well as other ASUA club events.
11. The CDD position will be responsible for seeking corporate support for the Club Discount Card and for all ASUA events.

M. Club Events Coordinator

A. Mission

The mission of the Club Events Coordinator, herein CEC, is to increase the pride clubs and organizations have for the University of Arizona by coordinating events and programs that will better their experience on campus.

B. Job Description

1. The CEC will be stipend position appointed by the Executive Vice President and shall serve a full year term once approved by the Senate.
2. The CED position requires (15) fifteen hours per week. The CEC will be in the ASUA office (10) ten hours per week. The additional (5) five hours will be used for the club visits, committee meetings, and other activities deemed appropriate by the Executive Vice President.
3. The CEC will report directly and exclusively to the Executive Vice President.
4. The CEC will attend all meetings held by the Executive Vice President unless excused by the Executive Vice President.
5. The CEC will coordinate and run *Club Olympics*, a campus wide event to take place during the week of Homecoming.
6. The CEC will work with the Executive Vice President to set up a President's Forum, a minimum of (1) once a semester.
7. The CEC will work with the ASUA Senate and Club Advocates to proactively visit clubs and organizations.
8. The CEC will work to increase clubs and organizations pride in the University of Arizona as deemed appropriate by the Executive Vice President.
9. The CEC shall attend various meetings and organize programs under the direction of the Executive Vice President.

XII. Sport Club Allocations Board

- A. Pursuant to the ASUA agreement with Campus Recreation Center and in response to the referendum passed by the student body in the spring of 2002, ASUA will no longer allocate funds to Sports Clubs Allocations Board.
- B. All sports clubs that come to ASUA seeking funding will be referred to the Camps Recreation Center.
- 13. No sports clubs or sports organization may receive ASUA funding for seasonal or post-season expenses.

XIII. President's Cabinet

- A. Name and Structure
 - 1. ASUA lobbying efforts shall be carried on by the President's Cabinet, a group consisting of the Arizona Students Association Directors, the ASA Task Force Director, the University Relations Director, Academic Affairs Directors, Outreach and Development Director, Spirit Director, Special Events Director and Chief of Staff.
 - 2. All members of the President's Cabinet shall be appointed by and report directly and exclusively to the ASUA President.
- B. Responsibilities
 - 1. All Cabinet positions are full time positions.
 - 2. All Cabinet positions require a year-long commitment, with the same attendance requirements as an executive office.
 - 3. All Cabinet members shall attend all meetings of the ASUA Cabinet.
- C. Cabinet mission

As highlighted in their individual bylaws, all advocacy positions have specific areas of expertise as they affect ASUA. No other group within ASUA can attempt to either make policy on or act independently of the Cabinet on advocacy issues as defined by the bylaws of the individual components of the Cabinet. Any issue that is brought before the Senate, which infringes upon the areas already designated to members of the Cabinet must be deferred to that advocacy group. Should a legislative body determine that action may be necessary on an issue, then they must give the proper Cabinet official ten (10) working days notice. Otherwise, all actions taken by that legislative body shall be null and void.
- D. No member of the President's Cabinet may refer to a position on an issue as "official ASUA policy" unless it has been deemed as such by the ASUA legislative branch.
- E. The President's Cabinet, as directed by the Student Body President, will use active and creative means to exchange information with the legislative branch concerning Cabinet issues.

A. ASUA University Relations Committee Director

- A. Mission

The ASUA University Relations Committee Director, herein URCD, shall serve as ASUA's official voice to affect change on matters relating to specific areas of campus life, departments of the university, and shall serve as ASUA's university budget analyst and direct connection to the various university areas and departments.
- B. Structure
 - 1. The University Relations Committee shall consists of a director and an undetermined number of member including, but not limited to, a Parking and Transportation Liaison, a Recreation Advisory Liaison, and a Financial Aid Liaison. Any student at the University of Arizona with the exception of ASUA elected officials may serve on the URC.
 - 2. The members of URC (excluding the Director) shall be appointed by the URC Director in conjunction with the ASUA President.
 - 3. URC members may be appointed to URC positions and subcommittees as deemed by the URC Director.

C. Job Description for the URC Director

1. The URC Director positions requires a minimum of twenty (20) hours per week with ten (10) in the office.
2. The URC Director or designee shall attend all meetings with the Business Operations Committee.
3. The URC Director will have regular meetings with the University of Arizona Chief Budget Officer.
4. The URC Director shall have regular meetings with URC and various official liaisons relating to campus departments and issues.
5. The URC Director shall coordinate and supervise any and all ASUA efforts to affect change on matters relating to the university budget, including but not limited to, the university budget process, allocation and generation of university funds, the policies and actions of Parking and Transportation, the Recreation Advisory Council, and the university's position on budget, policy, financial aid or issues affecting the student body. The URC director shall also coordinate and supervise any and all ASUA contract and inquires (official and unofficial) with the University of Arizona administration, the community, and the state relating to University of Arizona budget issues.
6. The URC director shall work in conjunction with the other members of the ASUA cabinet.
7. The URC director shall recruit for and coordinate the activities of URC.
8. The URC director shall be responsible for planning the ASUA President's Breakfast.

B. ASUA Academic Affairs Director

A. Mission

The ASUA Academic Affairs Director, herein AAD, shall serve as ASUA's official university analysis, lobbying, and case-worker -for non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws.

B. Job Description for the AAD

1. The AAD position requires a minimum of (20) twenty hours per week.
2. The AAD shall coordinate efforts with all other ASUA efforts in order to affect change on matters and/or be consulted with relating to non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws, including but not limited to, academic advising, academic grade appeals, registration, the Code of Conduct, university fines and fees (excluding course, college-wide, and campus-wide fees under the jurisdiction of the University Relations Committee). These efforts include, but are not limited to, promotions, improvements, and revisions of the aforementioned matters.
3. The AAD shall work in conjunction with the other members of the ASUA Cabinet.
4. The AAD shall have membership as determined by the Student Body President to include full voting privileges on the following university committees:
 - Faculty Senate
 - Committee of Eleven
 - Instruction and Curriculum Policy Committee
 - CORE Group
 - Undergraduate Council
 - Academic Advising Task Force (AATF)
 - any other committees dealing with academic or curriculum matters, as dictated by the ASUA President
5. The AAD shall become well-versed in the policies of the Dean of Students Office, Registrar's Office, and Enrollment Services.
6. The AAD shall help students on an individual, case by case basis on the issues described in these Bylaws. Help can be defined as both direct assistance and referral.
7. The AAD shall coordinate and facilitate in conjunction with other facets of ASUA the application and awards processes of ASUA Scholarships and academic recognition activities.

C. ASUA Delegation to the Arizona Students' Association

- A. Name
The official name of this organization is the Arizona Students' Association at the University of Arizona, herein referred to as "ASA UA."
- B. Mission
ASA UA serves as the student lobbying force on state higher educational issues. ASA UA is part of the Arizona Students' Association Board of Directors and must abide by the Arizona Students' Associations Bylaws. ASA researches and lobbies the Arizona Board of Regents and the Arizona State Legislature on primarily state higher educational issues. ASA will also interact with University of Arizona administrators on parochial issues that have direct relevance on state educational issues.
- C. Structure
1. ASA UA shall consist of two (2) Directors, and one (1) Task Force Director.
 2. The ASA Directors and Task Force Director shall be appointed by and report directly and exclusively to the ASUA President. The Directors and the Task Force Director will serve as members of the President's cabinet.
 3. The ASA Task Force Staff shall be approved by the ASA Task Force Director and appointed by the ASUA President. The ASA Task Force Staff will report to the ASA Task Force Director. The Task Force Staff will consist of one assistant task force director and may include other titled positions as the ASA Task Force Director sees fit.
- D. Job Description for ASA Task Force Director
1. The ASA Task Force Director position requires a minimum of twenty five (25) hours per week.
 2. The ASA Task Force Director position requires attendance at all ASA Board events, such as but not limited to, ASA Board meetings, ASA Conference Calls, ASA Legislative Luncheon, ASA Leadership Conference and Board of Regents Tuition Hearings.
 3. ASA Task Force Director shall coordinate the ASA Task Force and direct research efforts as necessary.
 4. ASA Task Force Director shall hold a minimum of ten (10) office hours per week.
 5. ASA Task Force Director shall coordinate all grassroots efforts on behalf of ASA. This includes both logistical and actual student recruitment for all ASA events, including but not limited to, Legislative Luncheon, Tuition Hearings, and Leadership conference.
 6. ASA Task Force Director shall coordinate campus SAVE (Students are Voting Everywhere) efforts.
 7. ASA Task Force Director shall participate in lobbying efforts at the Arizona State Legislature and Arizona Board of Regents as deemed necessary by the President.
 8. The ASA Task Force Director shall be appointed by and report directly and exclusively to the ASUA President.
 9. The ASA Task Force Director shall become informed on all state issues that relate directly to students at the University of Arizona and conduct financial policy analysis. Specifically, the ASUA Task Force Director shall work with the ASA Directors to be ASUA's expert in state government issues and shall understand the state university system as well as possible.
- E. Job Description for ASA Directors
1. The ASA Director position requires a minimum of twenty five (25) hours per week.
 2. The ASA Directors shall be responsible for researching all state issues that relate directly to students at the University of Arizona and conducting financial policy analysis. Specifically, the ASA Director shall be ASUA's expert in state government issues and shall understand the state University system as well as possible. ASA shall also disseminate this information to ASUA in any manner deemed appropriate.
 3. The ASA Directors shall have direct oversight over all ASUA interaction, official or unofficial, with any state organization, unless otherwise stated in the ASUA Bylaws.
 4. The ASA Directors will work with other student governments statewide to coordinate ASA efforts.
 5. The ASA Directors shall be appointed by and report directly and exclusively to the ASUA President.
 6. ASA Directors shall serve as members and attend all meetings, as directed by the Student Body President, of the President's Cabinet.
 7. ASA Directors shall attend all ASA Task Force meetings and assist the Task Force director in

- recruitment efforts.
- 8. ASA Directors shall hold a minimum of ten (10) office hours per week.
- 9. The ASA Director position is year round and will have the same vacation allowance as the ASUA executive officers.
- 10. The ASA Director position requires attendance at all ASA Board events. These include, but are not limited to ASA Board meetings, ASA Conference Calls, ASA Legislative Luncheon, ASA Leadership Conference and Board of Regent Tuition Hearings.

D. Special Events

- A. Mission
The ASUA Special Events Director, herein SE Director, shall organize and oversee all special campus wide events that are approved by the ASUA President.
- B. Job Description
 - 1. The SE Director position requires a minimum of (10) ten office hours per week.
 - 2. The SE Director shall coordinate with other ASUA units and campus groups when organizing any special events deemed necessary by the ASUA President.
 - 3. The SE Director shall coordinate with the ASUA chief of Staff all official cabinet functions.
 - 4. The SE Director shall organize all administrative forums involving special setup, annual Catfest, annual CatCraze and Spring UA Rocks Concert (if approved by the President), the ASUA End of the Year Banquet, and all other Presidential requites.

E. ASUA Chief of Staff

- 1. Mission
The ASUA Chief of Staff, herein CS, shall assist the ASUA President and serve as a member of the
- 2. Job Description
 - 1. The CS position requires a minimum of ten (10) hours per week.
 - 2. The CS position shall serve a full year term. The position does not have to be approved by the Senate and the CS maybe removed at any time by the ASUA President.
 - 3. The CS position shall attend all meetings of the ASUA Cabinet unless excused by the Student Body President.
 - 4. The CS position shall assist all members of the cabinet if deemed necessary by the ASUA President.
 - 5. The CS position shall attend various meetings and organize committees under the direction of the ASUA President.
 - 6. The CS position shall be in-charge of tracking cabinet office hours.

F. ASUA Outreach and Development Director

- A. Mission
The ASUA Outreach and Development Director shall coordinate and supervise all efforts of ASUA to broaden and further strengthen the foundation of support for ASUA and it's constituency, and better connect with and communicate with the student body.
- B. Job Description for Outreach and Development Director
 - 1. The ODD position requires a minimum of twenty (20) hours per week with ten (10) office hours.
 - 2. The Outreach and Development Director shall secure and organize donors for all ASUA Scholarships.
 - 3. The Outreach and Development Director shall coordinate the ASUA Fundraising Grant.
 - 4. The Outreach and Development Director shall serve as ASUA's liason to the Alumni Association and Parent's Association.
 - 5. The Outreach and Development Director shall lead and organize efforts of a student giving campaign under the umbrella of Campaign Arizona in coordination with the Dean of Students Office.

6. The Outreach and Development Director shall be responsible for planning ASUA Homecoming Events.
7. The Outreach and Development Director shall attend all Cabinet meetings.

G. ASUA Spirit Director

- A. Mission
The ASUA Spirit Director shall be responsible for planning, establishing, organizing, and running spirit events for the student body.
- B. Job Description
 1. The Spirit Director shall serve as liaison between the Athletic Department and ASUA. And the Student body.
 2. The Spirit Director shall be responsible for the operations of the "Zona Zoo Spirit Club", Serving as the director, and executing the distribution of any materials related to the student body.
 3. The Spirit Director shall complete (10) ten office house per week. The Assistant Spirit Director shall complete (7) seven office hours per week. The stipend for the Assistant Director shall be in accordance with the stipend section of the bylaws.
 4. The Spirit Director shall attend all Cabinet meetings.
 5. The Spirit Director shall attend and chair all Spirit Collaboration Board Meetings.
 6. The Assistant Director will aid the Director in all executive matters. In the absence of the Director, the Assistant will oversee current Spirit activities and assume the responsibilities of the Director.

XIV. Administrative Programs and Service Directors

- A. Selection of Directors
 1. All ASUA Program and Service Directors shall be selected by the ASUA Administrative Vice President.
 2. All selections shall be confirmed by the ASUA Senate.
- B. Directors Council
 1. Directors' Council shall be the official meeting of the ASUA Program and Service Directors.
 2. Directors' Council must be held at least once month.
 3. Directors' Council shall be chaired by the ASUA Administrative Vice President or designate.
 4. Directors' Council shall not be policy making body, it shall be an information sharing body for
- C. Director Requirements
 1. Directors are required to hold 10 office hours per week unless otherwise specified herein.
 2. Directors must submit monthly summary reports to the ASUA Administrative Vice President in order to keep records of programs and services activities.
 3. Directors must attend Directors' Council meetings.
 4. Directors are required to attend an ASUA Senate meeting at least once per semester in order to provide a Program or Service update.
 5. Directors must also follow the guidelines for their Programs or Service as described in Program and Services Bylaws.
 6. Directors will meet at least monthly one on one with the Administrative Vice President or designate.
 7. Directors are required to participate in the Annual Programs & Services Fall Fair, organized by the ASUA Marketing Directors and held early in the fall semester.
 8. If a director fails to fulfill their duties, the director may be subject to the withholding of stipends and removal from office.
- D. Director Notification of action affecting programs and services
Program and Service Directors need to be notified if the following situations occur within ASUA:
 1. If an issue is brought before the ASUA Legislative Bodies that directly affects a program or service the director of that program as well as the ASUA Vice President for Programs and Services needs to be notified in writing of the planned action seven (7) days in advance.

2. If the action is intended to eliminate a program or service or decrease its budget to in operation the appropriate director as well as the ASUA Vice President for Programs and Services must be notified in writing a minimum of ten (10) days prior to the action.
3. The Director's Council and the ASUA Vice President for Programs and Services must be notified before any Programs or Services can be added to ASUA.

XV. ASUA Programs and Services

A. ASUA Association of Students with Disabilities

- A. Name
The official name of this organization is "The Association Of Students With Disabilities", referred to as ASD.
- B. Mission
ASD serves the specific needs of the University disabled student population. ASD also addresses the issues of student representation, participation, and assistance within the campus community. ASD works to educate students on disability related issues, assesses attitudes on campus towards students with disabilities, and when necessary works for change.
- C. Membership
Any student (physically or learning disabled or non-disabled) who is enrolled at the University of Arizona is eligible to be a member of ASD.
- D. Structure
 1. ASD will have one stipend Director.
 2. Office holders and assistants are elected from within the members of ASD.
- E. Responsibilities of the Director
The director shall be the primary spokes person for ASD. The director shall be responsible for appointment and training of assistant directors and staff. The director will facilitate general meetings for ASD. The director will promote involvement and interaction with other ASUA components. The stipend for this director shall be in accordance with the stipend section of these bylaws.

B. ASUA Pride Alliance

- A. Name
The official name of this organization is the "Pride Alliance", herein referred to as "Pride Alliance" or "the Center".
- B. Mission
The ASUA Pride Alliance works toward the maintenance of a resource center dedicated to a safe and inclusive environment that fosters social and educational support for members of the Lesbian, Gay, Bisexual, Transgender and questioning community and our (A)llies along with working to educate the campus and greater community on issues of diversity and acceptance of all people.
- C. Membership
Membership shall be open to any member of the campus community who wishes to participate in Pride Alliance events and/or partake in the resources offered by the Center.
- D. Officers
 1. Pride Alliance has two directors, two Events Coordinators, an Information Coordinator, an ALLIES Coordinator, two Men's Discussion Group Facilitators, two Sister's of Sappho Facilitators and a Public Relations Coordinator these eleven officers comprise the Executive Board.
 2. An Office must meet the following membership criteria:
 - a. Commit a minimum of two (2) office hours per week to Pride Alliance.
 - b. Be a University of Arizona student with a minimum of seven (7) units per semester (undergraduate) 6 units per semester (graduate).
 3. The Directors shall be chosen via an application process conducted by the Administrative Vice President/Elect. Should a vacancy occur at any point after a Director is appointed, that Director

shall work in conjunction with Administrative Vice President to facilitate the selection process to fill the vacancy.

4. The Executive Board shall be chosen by the Directors via an application and interview process outlined below:
 - a. Applications for Executive Board Positions shall be available for not less than two (2) weeks.
 - b. The Directors shall interview all applications.
 - c. All applicants shall be notified in writing of the result of the interview process.

- E. Duties of the Director
 1. The Directors shall be the primary spokespeople and representative for Pride Alliance.
 2. The Directors shall recruit members to Pride Alliance and help with any membership and/or Executive Board orientation/training.
 3. The Directors shall appoint Chairs to Executive board positions as outlined in Section D.
 4. The Directors shall act as the supervisors of the Executive Board members and may sit in on any and all Pride Alliance meetings.
 5. The Directors, in consultation with the Administrative Vice President, shall carry out any Disciplinary action relating to any Executive Board member.
 6. The Directors shall attend and facilitate Executive Board Meetings and General Membership Meetings.
 7. The Directors shall be responsible for mediating conflicts between members of Pride Alliance.
 8. The Directors shall promote involvement, participation, and interaction with other ASUA components.
 9. The Directors shall execute any and all duties and campaigns promulgated by the General Membership and/or the Executive Board. The directors shall each complete at least ten (10) office hours per week. The stipend for the directors shall be in accordance with the stipend section of these bylaws.

C. ASUA Campus Acquaintance Rape Educators

A. Mission

CARE's primary purpose is to raise awareness of all members of the university community, both male and female, about the risks, consequences and prevention of all forms of relationship violence, including acquaintance rape. CARE will provide students from a wide variety of backgrounds (ethnicity, gender, age, religion, sexual orientation, etc.) with support and referral services, and will work to improve the climate of the University of Arizona as a whole.

B. Structure

CARE will consist of one (1) Executive Director who will seek to recruit member representatives of the student population or participation in monthly CARE meetings (as a CARE volunteer or CARE member) and/or as a student in the CARE class. CARE shall hold general meetings at least once a month during the academic year. Meetings will be open to the university community and will be facilitated by the director and active members.

The following are all positions directly affiliated with ASUA CARE:

- a. CARE Director
 1. The CARE Director shall oversee all CARE activities and work in cooperation with the instructors of the CARE class (CPH 399).
 2. The Director shall meet with the ASUA Administrative Vice President once a month.
 3. The Director shall create monthly and semester summary reports regarding CARE activities and projects and submit reports to the ASUA Vice President.
 4. The Director shall plan and chair CARE meetings at least once a month.
 5. The Director is encouraged to meet and work with organizations of similar interest (i.e. HPPS, WRC, UAPD, CSW, SHAC and Oasis Center) as necessary, in order to maintain communications.
 6. The Director shall attend all ASUA Directors' Council Meetings. If the director is unable to attend she/he may send a representative in his/her place.
 7. The stipend for this director shall be in accordance with the stipend section of these bylaws.

b. CARE Members

CARE membership is open to all undergraduate, graduate, and professional students enrolled at the University of Arizona, either part-time or full-time who have completed the CARE course (CPH 399).

c. CARE Class Participants

Any student at the University of Arizona is welcome to enroll in the CARE class, College of Public Health CPH 399 Section 008. The course is 2 units of upper division credit, is graded as Pass/Fail, and is held weekly during the Fall and Spring semester.

The Course Objectives for the CARE class (CPH 399) include:

1. Increase knowledge regarding the history of violence against women. Review current literature regarding sexual assault and other forms of relations violence;
2. Identify societal and university environments that present risks for sexual assault;
3. Learn about community resources to effectively respond to issues of sexual assault and relationship violence; and
4. Develop presentations and advocacy skills concerning issues of healthy relationship and violence prevention education.

CARE works collaboratively with the Oasis Center, which provides faculty advisors for the CARE class (CPH 399) and the College of Public Health, which provides academic structure for the CARE class (CPH 399).

d. CARE Volunteer

Any student at the University of Arizona is welcome to participate in regularly schedule monthly CARE meetings and in planning and implementing campus relationship violence programs as a CARE volunteer.

C. Primary Objectives

- a. Educate the university community about all forms of relationship violence, including acquaintance rape.
- b. Provide communication and marketing of programs and services to the campus community.
- c. Challenge the existing campus climate and attitudes regarding acquaintance rape.
- d. Collaborate with the Student Health Advisory Council and the Women's Resource Center to ensure that education, resources and programs are consistent.
- e. Provide support and referral services.

D. ASUA Safe Ride

A. Name

The official name of this ASUA Service is the "ASUA Safe Ride."

B. Mission

The ASUA Safe Ride serves the needs of the University community by providing a free, safe ride for students when traveling alone on campus at night and by providing educational workshops and programs on campus safety.

C. Membership

A member is anyone who meets the following requirements:

1. Commits a minimum of 10 hours per week driving or dispatching for the service.
2. University of Arizona student carrying at least 7 units (undergraduate) or 6 units (graduate).

D. Structure

1. The ASUA Safe Ride has one stipend director.
2. The ASUA Safe Ride director may recommend the appointment of one stipend Assistant

- Director.
3. The ASUA Safe Ride may appoint other officials as needed.
 4. All assistant directors must meet the membership requirements of Section C.
- E. Duties of the Director and the Assistant Director
1. The ASUA Safe Ride Director:
 - a. Shall be the primary spokesperson for the ASUA Safe Ride service and shall be responsible for the financial expenditures of the service.
 - b. The Director shall facilitate all general meetings of the ASUA Safe Ride service
 - c. The Director shall be responsible for hiring of all personnel, employee relations, establishing service policies and procedures, general service operations, administrative scheduling, budgeting and publicity.
 - d. The Director shall initiate and be responsible for interaction with other ASUA components.
 - e. The Director shall be required to hold ten (10) office hours per week during ASUA normal business hours and attend weekly ASUA Director's Council.
 - f. The director shall be required to work a minimum of twenty (20) hours during the service operating hours and paid hourly during this time. The director shall have all supervisory powers. The stipend for this director shall be in accordance with the stipend section of these bylaws.
 2. The Assistant Director :
 - a. Is responsible for assisting the Director with their duties including but not limited to hiring, ASUA Safe Ride Publicity, any special programs, but shall be responsible for employee training, vehicle maintenance, service and maintain the condition and security of the ASUA Safe Ride office and equipment, overseeing the Safe Ride Union Shuttle Operations, supervising shifts.
 - b. The Assistant Director will hold five (5) stipend office hours per week. The Assistant Director will be responsible for the service in the absence of the Director. The stipend for this position shall be in accordance with the stipend section of these bylaws.
 - c. The Assistant Director shall be responsible for the coordination of monthly statistics, to be turned into the Administrative Vice- President at the end of each month.

E. ASUA International Student Association

- A. Name
The official name of this organization is the "International Student Association", herein referred to as "ISA."
- B. Mission
The International Student Association (ISA) serves specific needs of the university international student population. The International Student Association addresses the issues of representation, participation, and financial assistance. ISA also works to educate students on international issues, assesses attitudes on campus towards international students and when necessary, prompts changes. ISA works for the promotion of international student participation in ASUA and retention of international students on campus.
- C. Membership
A member is anyone who meets the following requirements:
 1. Commits a minimum of 2 hours per week to ISA.
 2. Attends weekly board meetings.
- D. Officers
 1. ISA has at least five (5) officers: Director, Assistant Director, Club Liaison, Accountant and Secretary.
 2. All Officers must meet the membership requirements of Section C.
 3. The Director shall be appointed by the ASUA Vice President for Programs and Services and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. A recommendation from the International Student Caucus shall be considered. Appointment

for the Director position shall take place following the ASUA General Election. Anyone who meets all ISA membership requirements is eligible to apply.

4. Officers shall be chosen by the Director, after s/he takes applications for the positions for and interviews all the candidates. The officers shall be appointed by the Director.

E. Duties of Officers

1. The Director shall be the primary spokesperson and representative for ISA. The Director shall recruit members to ISA and help with any membership orientation/training. The Director shall appoint officers as outlined in Section D. The Director shall be responsible for any orientation/training for the officers. The Director shall oversee the executive board and may sit in on any and all ISA Committees. The Director shall attend Caucus Meetings. The Director shall facilitate ISA General Membership Meetings and ISA Executive Board Meetings. The Director shall be responsible for mediating conflicts between members of ISA. The Director shall promote involvement, participation and interaction with other ASUA components. The Director shall set and keep office hours every week during regular sessions.
2. All executive officers shall execute responsibilities of their project or respective committees. The officers shall attend all Caucus Membership meetings. The officer shall set and keep office hours every week during regular sessions.
3. The stipend for this director shall be in accordance with the stipend section of these bylaws.

F. ASUA Minority Action Council

A. Name

The official name of this organization is the "Minority Action Council", herein referred to as the "Council" or as "MAC."

B. Mission

The Minority Action Council (MAC) serves specific needs of the University ethnic minority student population. The Minority Action Council address the issues of representation, participation, and financial assistance. MAC also works to educate students on ethnic minority issues, assesses attitudes on campus towards minority students and when necessary, prompts changes. MAC works for the of ethnic minority student participation in ASUA and retention of ethnic minority students on campus.

C. Membership

A member is anyone who meets the following requirements:

1. Commits a minimum of 2 hours per week to MAC.
2. Attends weekly board meetings.

D. Officers

1. MAC has six (6) officers: a stipend Director, a Chair of Culture Week, a Chair of Academic Preparation for Excellence (APEX), a chair of Cultural Awareness, a Chair of Scholarships and Fundraising and a Chair of Club Outreach and Historian.
2. All officers must meet the membership requirements of Section C.
3. The Director shall be appointed by the ASUA Administrative Vice President with confirmation from the ASUA Legislative Bodies in accordance with the ASUA Constitution. Appointment for the Director position shall take place following the ASUA General Election. Anyone who meets all MAC membership requirements is eligible to apply.
4. Chairs shall be chosen by the Director, after s/he takes applications for the positions for and interviews all the candidates. The Chairs shall be appointed by the Director. Any of the six (6) Chair positions may be split into two (2) Co-Chair positions at the discretion of the membership or the Director with approval from the membership. The ASUA Administrative Vice President may appoint two (2) Co-Directors if s/he wishes, only if both candidates for Director agree.

E. Duties of Officers

1. The Director shall be the primary spokesperson and representative for MAC. The Director shall recruit members to MAC and help with any membership orientation/training. The Director shall appoint Chairs to the Committees as outlined in Section D. The Director shall be

responsible for any orientation/training for the Chairs. The Director shall oversee all Committees and may sit in on any and all MAC Committees. The Director shall attend Minority Caucus Meetings. The Director shall facilitate MAC General Membership Meetings and MAC Executive Board Meetings. The Director shall be responsible for mediating conflicts between members of MAC. The Director shall promote involvement, participation and interaction with other ASUA components. The Director shall set and keep office hours every week during regular sessions. The stipend for this director shall be in accordance with the stipend section of these bylaws.

2. The Chairs shall execute responsibilities of their respective committees. The Chairs shall recruit members to MAC and to their respective Committees, and help with any membership orientation/training. The Chairs shall attend all Caucus Membership meetings and Executive Board meetings. The Chairs shall set and keep office hours every week during regular sessions.

G. Freshman Class Council

- A. **Name**
The official name of this program will be "Freshman Class Council", referred to herein as FCC.
- B. **Mission**
To create a freshman-based leadership program, within ASUA, designed to develop Arizona's leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as learning all facets of ASUA and becoming an integral part of the association.
- C. **Membership**
A member is anyone who meets the following requirements:
 1. Is in their first year academic coursework at the University.
 2. They fill out an application and are selected by the director.
 - a. The selection process is based on a point system created for both the application and the interview and not based on the subjective opinions of the director.
- D. **Duties of the Director**
 1. The Director shall be the primary spokesperson and representative for the FCC. The Director shall recruit new members to the FCC and help with any membership orientation/training.
 2. The Director shall be responsible for overseeing the placement of the general body members into various leadership committees.
 3. The ASUA Administrative Vice President shall appoint the Director with confirmation by the ASUA Senate in accordance with the ASUA constitution. Appointment of the Director shall take place following the ASUA General Election.
 4. The Director shall oversee the budget and financial status of FCC.
 5. The Director shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
 6. The Director shall submit a biweekly process report to the Administrative Vice President. The Director shall complete ten (10) office hours per week. The stipend for the Director shall be in accordance with the stipend of the bylaws.
 7. The Director shall plan an Open House in ASUA (along with the Administrative Vice President) for recruiting freshmen to Programs and Services with the purpose of introducing ASUA to new students.
- E. **Duties of FCC Members**
 1. FCC members are expected to put in 3 office hours a week. Two of these hours are to be spent behind the front desk greeting visitors and helping around the office.
 2. FCC members are expected to attend at least 60% of the organized functions.

H. ASUA Sophomore Class Council

A. Name

The official name of this program will be "Sophomore Class Council", referred to herein as SCC.

B. Mission

To create a sophomore-based leadership program, within ASUA, designed to develop Arizona's leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as developing a sense of pride and tradition necessary to maxim their potential as leaders of the University of Arizona.

C. Membership

A member is anyone who meets the following requirements:

1. Is in their second year academic coursework at the University.
2. Members will be recruited in the spring for the following year.
3. Membership will be determined by interest forms set out by the Administrative Vice President.
4. After membership is determined, the council will select one chairperson to be the liaison between the council and the Administrative Vice President.

D. Duties of the Director

1. The Chairperson shall be the primary spokesperson and representative for the council.
2. The Chairperson shall oversee the budget and financial status of the council.
3. The Chairperson shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
4. The Chairperson shall hold the council accountable for the completion of two to three projects determined by the council and the Administrative Vice President.

I. Junior Class Council

A. Name

The official name of this program will be "Junior Class Council", referred to herein as JCC.

B. Mission

To create a junior-based leadership program, within ASUA, designed to develop Arizona's leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as developing a sense of pride and tradition necessary to maxim their potential as leaders of the University of Arizona.

C. Membership

A member is anyone who meets the following requirements:

1. Is in their third year academic coursework at the university.
2. Members will be recruited in the Spring for the following year.
3. Membership will be determined by interest forms set out by the Administrative Vice President.
4. After membership is determined, the council will select one chairperson to be the liaison between the council and the Administrative Vice President.

D. Duties of the Director

1. The Chairperson shall be the primary spokesperson and representative for the council.
2. The Chairperson shall oversee the budget and financial status of the council.
3. The Chairperson shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
4. The Chairperson shall hold the council accountable for the completion of two to three projects determined by the council and the Administrative Vice President.

J. Senior Class Council

A. Name

The official name of this program will be "Senior Class Council", referred to herein as SrCC.

B. Mission

To create a senior-based leadership program, within ASUA, designed to develop Arizona's leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as developing a sense of pride and tradition necessary to maxim their potential as leaders of the University of Arizona.

C. Membership

A member is anyone who meets the following requirements:

1. Is in their fourth year academic coursework at the University.
2. Members will be recruited in the spring for the following year.
3. Membership will be determined by interest forms set out by the Administrative Vice President.
4. After membership is determined, the council will select one chairperson to be the liaison between the council and the Administrative Vice President.

D. Duties of the Chairpersons

1. The Chairperson shall be the primary spokesperson and representative for the council.
2. The Chairperson shall oversee the budget and financial status of the council.
3. The Chairperson shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
4. The Chairperson shall hold the council accountable for the completion of two to three projects determined by the council and the Administrative Vice President.

K. ASUA Speakers Board

A. Name

The official name of this organization is "ASUA Speakers Board" referred to as Speakers Board.

B. Mission

Speakers Board brings nationally recognized speakers to the University of Arizona who present lectures on student concerns and/or entertainment.

C. Membership

Any student who is enrolled at the University of Arizona is eligible for membership in Speakers Board.

D. Director

The Director is appointed by the Administrative Vice-President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The Director shall be responsible for the appointment and training of staff. The director will facilitate general meetings in Speakers Board and promote interaction and involvement with other ASUA components. The stipend for this director shall be in accordance with the stipend section of these bylaws.

L. ASUA Student Health Advisory Committee

A. Mission

The ASUA Student Health Advisory Committee, SHAC, is a service organization in conjunction with the Associated Students of the University of Arizona. SHAC seeks to act as a liaison between the students at the University of Arizona and The University of Arizona Campus Health Service. SHAC serves as an advisory committee to Campus Health in order to represent the needs and concerns of the student body. Additionally, SHAC strives to increase health and well-being awareness among the University population. Several of the many issues that SHAC seeks to address concern sexual education, alcohol and drug education, preventive medicine, diet, and exercise.

B. Composition of the Committee

The Student Health Advisory Committee is dedicated to serving students from a wide range of backgrounds. Student members are selected for the committee in the beginning of the fall semester and are committed to serving SHAC for a full academic year. Membership does not carry over and students must reapply to continue their involvement through an application process. The Committee aims to recruit members representative of the vast student population and does not discriminate bases on race, sex, age, or area of study.

C. Membership

Membership on the Committee is open to undergraduate, graduate, and professional part-time or full-time students enrolled at The University of Arizona. All meetings and all SHAC sponsored events are mandatory unless extenuating circumstance exist that have been reported to the Director. The Director reserves the right to remove members from the Committee because of lack of participation.

D. Positions

1. The ASUA Administrative Vice President will appoint the SHAC Director and a stipend Assistant Director. The SHAC director is responsible for making the final decision on the appointment of student members to positions that he/she deems necessary. The SHAC website and record books provide a suggested member structure. As SHAC is a continually evolving organization, the Director reserves the right to structure the committee to best fulfill the programs for the year. Additionally, the Director reserves the right to appoint members to represent SHAC on faculty committees. In previous years, Finance and Insurance, Quality Assurance, Marketing, and Health Promotion and Education committees included SHAC representatives. The Director will oversee all activities of the Committee, as well as oversee the positions within the Committee to ensure the highest standards and quality for events and activities. He/she will hold responsibility for all final executive decisions. Lastly, the Director will be responsible for updating Campus Health Advisors on SHAC activities each week.
2. The Assistant Director will aid the Director in all executive matters. In the absence of the Director the Assistant Director will oversee all current SHAC activities and assume the responsibilities of the Director. In addition, the Assistant Director will be responsible for tracking member involvement and contracting individuals when members do no fulfill their commitments.

E. Programs

SHAC programs are dictated by the needs of the students. While no required programs exist, SHAC must host at least two events per month that achieve the goals within the SHAC mission statement. The SHAC director and the SHAC co-Director, in conjunction with the Campus Health Advisors shall determine the year's programs.

M. ASUA Spring Fling

A. Name

The official name of this program is ASUA Spring Fling.

B. Mission

The mission of ASUA Spring Fling is to provide a mechanism for funding of UA clubs and organizations through an annual student- run carnival.

C. Membership

Any enrolled UA student is eligible to be a part of Spring Fling.

D. Structure

1. There shall be one Executive Director of Spring Fling appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The Executive Director shall be the primary spokesperson for Spring Fling and shall be in charge of all Spring Fling directors and personnel. The director shall complete at least thirty (30) office hours per week. This director shall have supervisory authority and shall have budget oversight authority. The stipend for this director shall be in accordance with the stipend section of these bylaws.

2. There shall be a Director for each of the following areas: Business, Club Relations, Corporate Relations, Field Operations, Marketing, Physical Resources, Procurements, Public Relations and Special Events. These Directors are to be appointed by the Executive Director. The stipend for these directors shall be in accordance with the stipend section of these bylaws.

- E. Role of the ASUA Advisor
The ASUA advisor acts as a resource to the Spring Fling Directors and staff.

N. ASUA Women's Resource Center

- A. Name
The official name of this organization is the "Women's Resource Center", herein referred to as the "Center" or "WRC."
- B. Mission
The Women's Resource Center (WRC) is a non-discriminatory service for everyone at the University of Arizona which provides education, support and information on issues concerning women both on and off campus and throughout the world. The WRC provides information on and referrals to community and campus services as requested by their clients. The WRC also assesses attitudes on campus towards women and when necessary, promotes changes. The WRC will strive to partner with the surrounding community and other similar campus organizations for the overall betterment of the treatment of women.
- C. Membership
1. Volunteers are encouraged to be available for at least two hours per week in the WRC office to serve as a resource to the community.
 2. Attends a minimum of one general membership meeting per month.
 3. A Voting member is a University of Arizona student who meets the University of Arizona co-curricular guidelines.
- D. Officers
1. WRC has a Board of Directors consisting of one (1) stipend Executive Director and two (2) equally stipend Assistant Directors: A Programs and Educational Services Assistant Director, and a Special Events Assistant Director.
 2. The Board of Directors shall be appointed by the ASUA Administrative Vice President with confirmation by the ASUA Senate in accordance with the ASUA Constitution. Appointment of the WRC Board of Directors shall take place following the ASUA General Election.
- E. Duties of Director and Assistant Director
1. The Executive Director shall be the primary spokesperson and representative for the WRC. The Executive Director shall oversee a subcommittee consisting of WRC volunteers and/or interns. Duties will include directing the publicity of events and promotion of available services to the University and Tucson community. The Executive Director shall supervise liaisons to the campus and city organizations in order to improve communication with those groups considered to offer valuable resources and support. It shall also be the responsibility of the Executive Director to organize, maintain, and distribute a monthly newsletter informing readers of the WRC's activities, programs, and services.
 2. Duties of the Executive Director shall also include completing and submitting all requisitions forms to ASUA and budget assessment for the centers up coming activities and programs. It shall also be the responsibility of the Executive Director to seek and obtain outside moneys via grants and donation proposal.
 3. The Programs and Educational Services Assistant Director shall oversee a subcommittee consisting of WRC volunteers and/or interns. Duties will include organizing and directing

program and services that offer educational information to the University and Tucson Community. Such programs will include self defense classes, prejudice awareness/deterrence classes, sex, education, rape and sexual assault awareness for men and women, sexual harassment information sessions, and seminars on women's health issues. It shall be the responsibility of programs and educational services to supervise the WRC's facilitation of support groups and discussion session on various topics concerning women.

4. The Special Events Assistant Director shall oversee a subcommittee consisting of WRC volunteers and/ or interns. Duties will include organizing and directing special events that fall outside the definition of programs and educational services. Such events will include activities for Domestic Violence Awareness Week, Women's History Month, Women's Awareness Week, Take Back the Night, speakers, bands and WRC semester retreats.
5. Each Board member shall recruit volunteers and/or interns to the WRC and to their respective subcommittees. Members of the Board shall also be responsible for providing cooperative leadership training for WRC volunteers and interns. The Executive Director shall be responsible for mediating conflicts between members of the WRC. Board members shall attend General Membership and WRC Directors meetings. Board members shall also assist their respective subcommittees, the other two (2) subcommittees, and the other two (2) Board members in any of their needs. Each Board member shall promote participation and interaction with other ASUA components. Each Board member shall complete at least ten (10) office hours per week. As with WRC General Members, volunteers, and interns, it shall also remain a duty of each Board Member to assist WRC clients with requests for information and referral. The stipends for Executive and Assistant Directors shall be in accordance with the stipend section of the bylaws.
6. If a Board Member should miss a required meeting they must search out information regarding that meetings, including but not limited to the reading of minutes from that meeting. The Board of Directors should keep a journal of contacts and also pros and cons of attempted programming to aid the WRC membership in following years.

O. Community Development

- A. Name
The official name of this ASUA program is ASUA Community Development.
- B. Mission
To provide the campus community with opportunities and knowledge of community service involvement. Community Development is a resource, promoter and creator of service events. ASUA Community Development also coordinates the annual campus service events: The Big Event and the Basketball League. Community Development constantly philanthropy.
- C. Membership
Any enrolled student is eligible to be a part of Community Development.
- D. Officers
 1. CD has three officers: a stipend Director, a Chair of The Big Event and a Chair of the Basketball League.
 2. The Director shall be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Legislative Bodies in accordance with the ASUA Constitution.
 3. Chairs shall be chosen by the Director, after s/he takes applications for the positions for and interviews all the candidates. Any of the (2) Chair positions may be split into two (2) Co-Chair positions at the discretion of the membership or the Director with approval from the Administrative Vice President.
- E. Duties of Officers
 1. The Director shall be the primary spokesperson and representative for CD. The Director shall appoint Chairs to the committees as outlined in Section D. The Director shall oversee all committees and may sit in on any and all CD Committees. The Director shall promote community service on the whole and provide information concerning

community service involvement to students. The Director shall set and keep office hours every week during regular sessions. The stipend for this director shall be in accordance with the stipend section of these bylaws.

2. The Chairs shall execute responsibilities of their respective committees. The Chairs shall recruit members to their respective Committees. The Chairs shall set and keep office hours every week during regular sessions. The Chair of the basketball League shall serve as the President of a Board of Directors of the annual basketball league. The board shall include a President, a Vice President, a Coaches Liaison, a Treasurer and a Funding Chair, a Publicity and Special Events Chair, a Referee Liaison, a Scorekeeper Liaison and Procurements Director.
3. The duties of the Basketball Board positions will be as follows:
 1. The President of the Board shall be responsible for general oversight of all that pertains to the Basketball League.
 2. The Vice-President shall assist the President and each chair in all necessary instances.
 3. The Coaches liaison shall be responsible for maintaining contact between coaches and the board in terms of scheduling and communication.
 4. The Treasurer and Fundraising chair shall be responsible for contacting local business to obtain funds necessary to subsidize the costs of the league. In addition, in charge of all finances, including the budgeting of the league, collection of donations, and all finances.
 5. The Publicity and Special Events Chair shall be responsible for organizations of the coaches clinic, All Star Day and Championship Day.
 6. The Referee Liaison shall be responsible for the acquisition of league coaches and serves as the liaison between the board and referees.
 7. The Scorekeeper Liaison shall be responsible for obtaining scorekeepers, maintaining league standing and records, and acts as the liaison between the scorekeepers and the board.
 8. The Procurements Director shall design and purchase the T-shirts for the league, contract a photographer to produce team photos, as well as handle the acquisition of trophies and design the league program.

P. ASUA Bear Down Camp

- A. Name
The official name of this program is "Bear Down Camp," herein referred to as BDC.
- B. Mission
The mission of ASUA BDC is to provide a supplemental introduction to the University of Arizona for incoming freshmen. This is a completely student-run program that will occur each summer. BDC involves hundreds of current and incoming students and many members of U of A faculty and staff who volunteer their time to empower, teach and aid the freshmen's transition into the university community. BDC will not only provide necessary survival tools, but also give the students an opportunity to cultivate relationships with other students and faculty early in their college career. Additionally, contact will be kept with the freshmen campers to evaluate their progress and success during their first year at the university. Freshmen retention and success rates are important priorities for large campuses such as ours, this camp has a potential to grow into an integral part of the orientation of each incoming freshman to the university experience.
- C. Membership
Any enrolled current or incoming UA student is eligible to be a part of BDC.
- D. Structure
 1. There shall be one Executive Director of BDC, appointed by the Administrative Vice President, in November, and will serve as one year term, to expire in November of the following year.
 2. There shall be one Assistant Director of BDC appointed by the Executive Director and confirmed by the Administrative Vice President.
 3. There shall be one Head Counselor appointed by the BDC Director to oversee all counselor operations.

- E. Role of the ASUA Advisor
The ASUA Advisor acts as a resource to the BDC Directors and staff.

- F. Duties of the Directors and Executive Board
~The Executive Director shall be the primary spokesperson for BDC and shall be in charge of all BDC directors, counselors, and personnel overseeing Programming, Counselor Relations, and Camper Relations. The Executive Director also coordinates fundraising efforts, writes grants, and organizes the BDC requisition process. Coordinates a positive camp experience for the counselors and participants. The director shall complete at least ten (10) office hours per week. This director shall have supervisory authority and shall have budget oversight authority.
~The Assistant Director shall complete at least ten (10) office hours per week. The Assistant Director shall coordinate all elements along with the Executive Director and shall assist in overseeing Programming, Counselor Relations, and Camper Relations and assist the Executive Director in creating a positive camp experience for the counselors and participants.

Q. ASUA Student Safety Advisory Committee

A. Mission

To continue the support of safety in the campus community. The ASUA Student Safety Advisory will serve as a liaison between students at the University of Arizona and central administrative group chaired by the Vice President for Campus Life.

B. Composition

1. The Administrative Vice President shall be responsible for chairing regular meetings of the ASUA Student Safety Advisory Committee.
2. Permanent members of the committee shall include the Administrative Vice President, CARE, Student Health Advisory Council, Safe Ride, Pride Alliance, Women's Resource Center, Residence Hall Association, Inter Fraternity Council, Panhellenic, National Panhellenic, Associated Students with Disabilities and University Relations directors, along with Risk Management and Dean of Students.

C. Structure

1. Meeting shall be open to the public.
2. The Administrative Vice President will report to the VP for Campus Life.
3. Meetings shall take place a minimum of twice each Fall and Spring semesters for chairing a regular meeting.