

Arizona State University
Undergraduate Student Government
Tempe Campus
2018-2019F

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TITLE I

UNDERGRADUATE STUDENT GOVERNMENT TEMPE EXECUTIVE BRANCH

Article 1: Executive Council

Section 1: Office of the Undergraduate Student Body President

- 1.1 The duties of the President of the Undergraduate Student Government Tempe (USGT) of Arizona State University shall include but not be limited to:
 - A. Acting upon Senate actions as required by the USGT Constitution and Bylaws.
 1. The USGT President shall have Veto Authority over Senate Action:
 - a. Shall have Line item veto power over USGT budget proposals.
 - b. Shall have Line item veto power over USGT appropriation bills.
 - c. Shall notify the USGT Senate President by the end of the business week of exercising their veto power or the veto is void.
 - d. Shall notify the USGT Senate President by the end of the next business day of exercising veto power over all bills pertaining to budget and appropriations or the veto is void.
 - e. Veto shall be subject to override by a $\frac{2}{3}$ vote in approval of the override by the senate.
 2. Legislation shall take effect if no action is taken by the USGT President within five (5) business days of receiving any legislation.
 - B. Serving as a representative for USGT to the official governing bodies of organizations, including but not limited to, Fraternity and Sorority Life, Residence Hall Association, Programming and Activities Board, Council of Coalitions, Student Alumni Association, and Changemaker Central, to discuss policies and voice the concerns of the Undergraduate Students at Arizona State University.[1]
 - C. Crafting and presenting a tuition proposal to the Arizona Board of Regents with aid of the Vice President of Policy, and shall present it to the USGT Senate prior to its presentation to the Arizona Board of Regents.
 - D. Attending with the Vice President of Policy, Faculty Senate meetings when matters pertinent to students are being discussed.
 - E. Participating in the selection of undergraduate students for membership on University Boards and Committees as described in Title II.
 - F. Serving as a liaison between the Executive Branch of the USGT and the USGT Senate.
 1. Serving as an Ex-Officio member of the USGT Senate.
 2. Attending the USGT Senate meetings with no more than four (4) excused absences or two (2) unexcused absences per academic year.
 3. Presenting a formal USGT Executive Report of the actions performed by USGT Executive body at the USGT Senate Meetings.
 - G. Creating a budget proposal for the Undergraduate Student Government Tempe [2]

- 1.2 The USGT President shall appoint as many Supreme Court Justices as there are vacancies on the Supreme Court per conditions outlined in Title III of the USGT Constitution or Title V of this document.
 - A. The Supreme Court Justices shall take office after a $\frac{2}{3}$ affirmative vote of the USGT Senate.
 - B. Failure to nominate a Supreme Court Justice by October 1 shall result in the immediate suspension of the compensation for the USGT President.
 - C. The Senate may vote to override a pay suspension with a $\frac{2}{3}$ vote in favor of the override.
- 1.3 The USGT President must meet the following requirements:
 - A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.
 - B. Failure to meet these requirements will result in automatic removal.
- 1.4 Oversight Duties of the Office of the President
 - A. The USGT President shall serve as the general overseer of all the departments and offices within the Executive Branch.
 - B. The USGT President shall reserve the right and authority to dismiss any appointed officials within the Executive Branch upon the notification of the Vice-President of Policy, the Vice-President of Services and the USGT Senate.
 - C. The USGT President shall nominate a Chief of Staff to assist with all matters which pertain to the USGT Staff and Directors.

Subsection 1: Chief of Staff[3]

- 1.1 Shall oversee the planning of the retreat in the Fall and Spring.
- 1.2 Shall coordinate and run Staff and Executive meetings
- 1.3 Shall oversee the day-to-day operations of the USGT staff by reviewing office hours and directors reports.
- 1.4 Shall manage the Public Relations [4] Team to ensure that USGT's creative and public relations needs are being met.
- 1.5 Shall send out a weekly update to the entire USGT staff and Senate.[5]

Section 2: Office of the Undergraduate Vice President of Policy

- 2.1 The duties of the Vice President of Policy of the Undergraduate Student Government Tempe (USGT) of Arizona State University shall include but not be limited to:
 - A. Coordinating USGT relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
 - B. Matters dealing with the official policies of USGT to individuals outlined in the Subsection A of this Article.
 - C. Attend, with the President of USGT, Faculty Senate meetings when matters pertinent to students are being discussed.
 - E. Attending all USGT Senate meetings, or providing for a designee.
 - F. Succeeding to the USGT Presidency in case of permanent or prolonged vacancy in that office.
- 2.2 The USGT Vice President of Policy must meet the following requirements

A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.

B. Failure to meet these requirements will result in automatic removal.

Section 3: Office of the Undergraduate Vice President of Services[6]

3.1 The duties of the Vice President of Services of the Undergraduate Student Government Tempe (USGT) of Arizona State University shall include but not be limited to:

A. The duties of the Vice President of Services of the Undergraduate Student Government (USGT) of Arizona State University shall include but not be limited to:

1. Planning, coordinating and executing in an efficient and effective manner the mission and goals of the Office of Services.
2. Overseeing all programs related to services under Undergraduate Student Government.
3. Creating and maintaining new services that meet student needs on campus.

3.2 The USGT Vice President of Services must meet the following requirements:

A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.

B. Failure to meet these requirements will result in automatic removal.

Section 4: Senate President

4.1 The Senate President shall be elected by a majority vote of the USGT Senate at their first meeting of the year

A. The previous years Senate may make a recommendation on who to select as the Senate President for the following year.

4.2 The Senate President shall be required to have served as a voting member of the Senate for at least one semester plus a majority of a second semester prior to their Presidency.

4.3 The Senate President must meet the following requirements

A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.

B. Failure to meet these requirements will result in automatic removal.

4.4 The Senate President shall preside over all Senate meetings

A. In the case that the Senate President cannot preside over a meeting or the Senate President must speak as a Senator for their College, a President Pro Tempore, previously selected by the Senate President, shall preside in the President's stead.

4.5 The Office of the Senate President does not hold any voting privileges.

- 4.6 The Senate President may not simultaneously hold the position of Senate President as well as a separate Executive Office position within USGT.
- 4.7 The Senate President is beholden to the USGT Senate and must act with the best interest of the Senate and the University as a whole in mind.
- 4.8 Any vacancy of the Office of the Senate President shall be filled by a majority vote of the USGT Senate.
- 4.9 The Senate President will appoint a Secretary of The Senate.

Subsection 4: Secretary of The Senate

- 4.1 The Secretary of The Senate is responsible for assisting the Senate President with all administrative tasks associated with the office.
- 4.2 The Secretary of The Senate shall be present at all executive board meetings.
- 4.3 The Secretary of The Senate shall record the minutes at regular and special Senate sessions.

A. In the case that the Secretary of the Senate cannot attend an executive board meeting or regular/special session of the Senate, the Senate President shall select another, willing and able, individual.

Article 2: Departments within the Office of the Undergraduate Student Body President, Vice President of Policy, and Vice President of Services

Sub-Article 1: Departments within the Office of the Undergraduate President

Section 1: The Department of University Affairs

- 1.1 The Department of University Affairs shall consist of at least one director who shall be nominated by the USGT President or Vice President of Policy.
- 1.2 The Department of University Affairs shall have the following responsibilities:
 - A. Training members of the University Boards and Committees.
 - B. Acting as a liaison between the University Boards and Committees and the USGT Tempe Executives.
 - C. Acting as a liaison between USGT Tempe Executives and the Board of Regents.
 - D. Attending all Arizona Board of Regents meeting.
 - E. Researching proposals from the Arizona Board of regents that affect students.

- F. Working with the Vice President of Policy to advocate for student concerns at Arizona Board of Regents meetings.
- G. Informing students about the Arizona Board of Regents' policies.
- H. Working with the USGT President to address issues that impact the daily life of students.
- I. Plan and coordinate town halls and meetings with the University President for the student body.

Section 2: The Public Relations Team

- 2.1 The Public Relations Team shall consist of at least three Directors of Public Relations who shall be nominated by the USGT President and overseen by the Chief of Staff.
- 2.2 The Public Relations team will be responsible for all USGT publicity and shall serve the needs of USGT through design and composition of materials including but not limited to: information and advertisement of USGT and other campus events and creation and maintenance of a consistent USGT brand and image.
- 2.3 Their duties shall include:
 - A. Coordinating USGT public relations and publicity.
 - B. Holding 12 (twelve) weekly office hours.
 - C. Fulfilling USGT's design needs, including but not limited to signs, banners, advertisements, and apparel.
 - D. Photographing and documenting USGT events.
 - E. Taking USGT Staff and Senate Portraits.
 - F. Potentially establishing a live stream of Senate sessions and other relevant meetings to be posted on social media.
 - G. Maintaining and updating the USGT website with relevant information regarding USGT Tempe's activities, services, and important documents.
 - H. Maintaining and updating any and all USGT social media platforms.
 - I. Marketing and branding of USG materials and supporting both staff and Senate in promoting internal USG events
 - J. Establishing communication with local media and shall as necessary issue press releases, prepare calendars of events, publish USGT newsletters, and manage press conferences.

Section 3: The Department of Internal Operations

- 3.1 The Department of Internal Operations shall consist of one Internal Operations Director who shall be nominated by the USGT President.
- 3.2 The purpose of The Department of Internal Operations is to recruit and develop a highly-skilled intern staff that assists in the day-to-day and long-term functions of USGT.
- 3.3 The Department of Internal Affairs shall have the following responsibilities:
 - A. Recruiting and managing a team of interns who will be allocated to the staff and senate.
 - B. Developing the skills and abilities of the interns and ensuring they fulfill all internship requirements.

Section 4: The Department of Diversity and Inclusion

- 4.1 The Department of Diversity and Inclusion shall consist of at least one director who shall be nominated by the USGT President.
- 4.2 The Director of Diversity & Inclusion will assist in furthering diversity & inclusion within USGT as well as the ASU student body. This position will also be in charge of further connecting the Council of Coalitions to the Tempe campus and putting on events related to the various Heritage Months throughout the year, with the goal of promoting dialogue and discussions about diversity and inclusion within the ASU community.
- 4.3 The Department of Diversity and Inclusion shall have the following responsibilities:
 - A. Outreach with the ASU community in order to promote a culture of inclusivity.
 - B. Hold 12 (twelve) weekly office hours.
 - C. Meeting with Coalitions on a regular basis and keeping record of meetings and updates from coalitions.
 - D. Maintain and create a contact sheet of Registered Student Organizations focusing in multicultural avenues.
 - E. Serving as a liaison between USGT and the Coalitions and minority groups on campus, as well as bringing the needs and concerns of these groups to the USGT President.
 - F. Meet with undergraduate students in order to promote and advocate for the diversity and inclusion of those and all students.
 - G. Potentially host a bi-monthly event in partnership with the Director of Outreach.

Table for USGT at multicultural events in the ASU and Tempe Community.
 - H. Collaborate with other staff members within USGT to promote the position of the Council of Coalitions on and off-campus.

Section 5: The Department of Campus Outreach

- 5.1 The Department of Campus Outreach shall consist of at least one director who shall be nominated by the USGT President.
- 5.2 The Director of Outreach will potentially assist in creating programming, events, and collaborative efforts and initiatives with and for (but not limited to): adult re-entry students, club sports, Disability Resources and the Disability Resource Center, first-generation college students, transfer students, and student veterans.
- 5.3 The Department of Campus Outreach shall have the following responsibilities:
 - A. Outreach within the ASU community in order to promote a culture of inclusivity

- B. Hold 12 (twelve) weekly office hours
- C. Host at minimum a bi-monthly event in partnership with the Director of Diversity and Inclusion
- D. Responsible for communicating the needs of student groups or individuals to the USGT President and other special interest groups to promote creative problem solving and creation of collaborative initiatives and programming
- E. Table for USGT at outreach events in the ASU and Tempe Community including but not limited to orientation and informational sessions, training sessions, and other campus events.
- F. Planning and execution of Passport to ASU in the fall semester

Sub-Article 2: Departments within the Office of the Undergraduate Vice President of Policy

Section 1: The Department of Community and Local Affairs

- 2.1 The Department of Community and Local Affairs shall consist of at least a Director who shall be nominated by the Vice President of Policy.
- 2.2 The Director of Community and Local Affairs shall be responsible for attending Tempe City council meetings, researching proposals from the Tempe City Council that affect students, and establish relationships with members of the Council in order to effectively convey student concerns to the body.
- 2.3 The Director of Community and Local Affairs shall be responsible for planning events that will give students the opportunity to learn about and get involved in local government.
- 2.4 The Director of Community and Local Affairs shall have the following responsibilities:
 - A. Hold 12 (twelve) weekly office hours.
 - B. Make an attempt—in good faith—to establish a relationship with the local government, including but not limited to Tempe City Council and the Maricopa County Board of Director meetings, performing tasks such as:
 - 1. Attend Tempe City Council and Maricopa County Board of Director meetings
 - 2. Research proposals from the Tempe City Council and the Maricopa County Board of Directors that affect students
 - 3. Establish relationships with members of the Council and Baord in order to effectively convey student concerns to the body.

4. Plan and host at least one event for the purpose of informing USGT on relevant issues and how to engage with the appropriate institutions.
5. Work with the Director of Civic Engagement to identify elected officials of interest for potential on-campus town halls.
6. Inform USGT of relevant off-campus town halls and/or elected officials events.
7. Produce publishable materials to inform members of USGT of relevant local affairs.

Section 2: The Department of State and National Affairs

- 1.1 The Department of State and National Legislative Affairs shall consist of a Director who shall be nominated by the Vice President of Policy.
- 1.2 The Director of State and National Legislative Affairs shall be responsible for monitoring, meeting and coordinating with members of the State and National government to advance policies that are priorities of USGT.
- 1.3 The Department of State and National Affairs shall have the following responsibilities:
 - A. Hold 12 (twelve) weekly office hours.
 - B. Monitor meetings and coordinate with members of the State and National government to advance policies that are priorities of USGT.
 - C. Plan and host at least one event for the purpose of informing the USGT on relevant issues and how to engage with the appropriate institutions.
 - D. Work with the Director of Civic Engagement to identify elected officials of interest for potential on-campus town halls.
 - E. Inform USGT of relevant off-campus town halls and/or elected officials events.
 - F. Produce publishable materials to inform members of USGT of relevant state and national policies.

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Section 3: The Department of Civic Engagement

- 3.1 The Department of Civic Engagement shall consist of at least a director who shall be nominated by the Vice President of Policy.
- 3.2 The Director of Civic Engagement shall have the primary responsibilities of registering students to vote, increasing the ease and availability of voting for Arizona State University students and work on all issues affecting the ability of students to vote.
- 3.3 The Department of Civic Engagement shall have the following responsibilities:
 - A. Hold 12 (twelve) weekly office hours.

- B. Assist the Vice President of Policy in coordinating collective action on the Tempe campus in response to policy decisions.
- C. Be vigilant of upcoming debates that will affect students particularly on the Municipal and State levels.
- D. Collaborate with civic engagement organizations to help register students to vote.
- E. Provide weekly reports on the actions of the State Legislature when in session.
- F. Assist VPP with representing students at government meetings that affect education policies.
- G. Help collect feedback from business and community voices to take them into consideration when dealing with municipal issues.
- H. Collaborate with student organizations to host at least one event per semester related to policy and/or civic engagement.

Section 4: Department of Sustainability

- 4.1 The Department of Sustainability shall consist of at least one director nominated by the Vice President of Policy.
- 4.2 The Director of Sustainability shall be responsible for ensuring that USGT strives to follow the sustainability principles of the University.
 - A. Hold 12 (twelve) weekly office hours.
 - B. Responsible for ensuring USGT strives to follow the sustainability principles of the University.
 - C. Work with the USGT Senate Appropriations Committee for outreach to club events.
 - D. With the help of the USGT Senate Appropriations Committee, incorporate Sustainable Event planning in Appropriations trainings.
 - E. Plan and host at least one event for the purpose of informing USGT on the University's Sustainability Principles and the effects that Sustainability measures has on the environment
 - F. Creation and oversight of an incentive program for and / or monitor the success of sustainable event planning training (i.e. Club Composting).
 - G. Produce publishable materials to inform members of USGT of relevant information regarding sustainable initiatives on campus.

Sub-Article 3: Departments within the Office of the Undergraduate Vice President of Services

Section 1: Department of the Bike Co-Op

- 1.1 The Department of the Bike Co-Op shall consist of at least one director who shall be nominated by the Vice President of Services.
- 1.2 The primary responsibility of the Bike Co-Op Director shall be to oversee the Bike Co-Op program and will manage a hired team of bike mechanics.

Section 2: Department of Safety Escort Service

- 2.1 The Safety Escort Service shall consist of at least one Director of Safety Escort Service who shall be nominated by the Vice President of Services.
- 2.2 The primary responsibility of the Director of Safety Escort Service shall be to oversee the Safety Escort Service and its drivers and ensure the safe transportation of students, faculty members and staff members within the prescribed boundaries.

Section 3: Department of Health and Wellness

- 3.1 The Department of Health and Wellness shall consist of at least one director nominated by the Vice President of Services
- 3.2 The Director of Health and Wellness shall be responsible for:
 - A. Acting as a liaison between USGT and ASU Health Services,
 - B. Working to promote general wellness among the students of Arizona State University, including physical and mental health.
 - C. Working to promote sexual well-being and programming and policies that address sexual harassment and assault prevention.

Section 4: Department of Student Development

- 4.1 The Department of Student Development shall consist of at least one director nominated by the Vice President of Services.
- 4.2 The Student Development Director shall be responsible for leading campus initiatives and programming focused on social, personal, and pre-professional development for the Undergraduate Student Body.

Section 5: Department of Spirit, Pride, and Tradition

- 5.1 The Department of Spirit, Pride, and Tradition shall consist of at least one director who shall be nominated by the Vice President of Services.
- 5.2 The Director of Spirit, Pride, and Tradition shall be responsible for:
 - A. Fostering school spirit, pride, and tradition at ASU

- B. Working closely with organizations to improve regular, annual, and semi-annual sporting events and events that will build pride in our university.

Article 3: USGT Inauguration

Section 1: Inaugural Ceremony

- 1.1 An inaugural ceremony for the USGT Executive Officers and USGT Senators shall be held annually. The ceremony shall be held between the final posting of the election results and May 10.
- 1.2 Responsibility of the USGT President
 - A. The retiring USGT President shall be responsible for seeing that an inaugural ceremony is held in accordance with this Article.
 - B. The USGT President shall select and duly advertise the time, location, and date of the ceremony at least one week in advance of the ceremony.
- 1.3 The USGT Executive Officers and Senators shall take office beginning on Monday, at noon, following the May general Arizona State University graduation ceremony.
- 1.4 In the event of a contested election, the Election Commission may postpone the inauguration of the contested officers for up to 30 days.
- 1.5 The following students should attend and shall be given seats of honor at the ceremony: the incoming and retiring USGT Executive Officers and USGT Senate President.
- 1.6 Minimum Ceremonial Procedure.
 - A. The retiring USGT President shall preside.
 - B. The Associated Students Chief Justice shall administer the oath of office to the incoming USGT Executive Officers. The USGT Senate President shall administer the oath to the incoming senators. The oath shall read:

“I _ (Name) pledge myself to uphold the Constitution of the Associated Students of Arizona State University and the Undergraduate Student Bylaws, and to serve the student body to the best of my ability by applying my skills, my time, and my initiative, so help me.”

Oaths of office of the elected USGT officers shall be administered whenever vacancies occur.
 - C. The incoming USGT President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.

Article 4: Nonfeasance

- 4.1 Negligence of the duties outlined in Title I of these Bylaws by any compensated member of the executive branch may be considered nonfeasance.

A. Nonfeasance by the USGT President, Vice President of Policy, Vice President of Services, or any Director may be considered grounds for impeachment or removal respectively, upon the discretion of the USGT Senate.

Article 5: Staff Salaries and Compensation

- 5.1 Staff, unless otherwise stated in these bylaws, may receive compensation as a part of holding the office in the Undergraduate Student Government Tempe.
- 5.2 Undergraduate Student Government Tempe Executive Officers, unless otherwise stated in these bylaws, may receive compensation during each semester as part of holding that office.
 - A. All references to officers in this Article shall refer to:
 - 1. Undergraduate President.
 - 2. Undergraduate Vice President of Services.
 - 3. Undergraduate Vice President of Policy.
 - 4. Chief of Staff
- 5.3 Compensated members shall not receive staff compensation if they
 - A. Are considered nonfeasance by these bylaws due to attendance.
 - B. Have been officially censured by the Undergraduate Student Government Tempe Senate during that semester.
 - C. Have not fully completed any duties outlined in this title.
 - D. Have not fully completed any duties outlined by officers.
 - 1. Staff expectations may be outlined by executive officers upon employment, and must be signed as a contract by both parties
 - E. Have not completed mandatory employee trainings as required by the Arizona State University
- 5.4 At the end of a semester, an officer shall have their pay for that semester held temporarily if they have been impeached but no ruling has yet been made.
 - A. Held compensation will be granted in full upon being acquitted; pending that Section 9.3 of this Article does not otherwise call for the withholding of pay.
- 5.5 Any person receiving a salary shall have the right to refuse their salary.
- 5.6 The Undergraduate Student Government Tempe may not increase or decrease staff and officer salaries for the current academic year.
- 5.7 Monitoring of salaries shall be conducted by Office of the Dean of Students

Article 6: Line of Succession

- 6.1 In case of Executive President vacancy, the order of succession will be as follows:
 - A. Vice President of Policy
 - B. Vice President of Services
 - C. Senate President
 - D. Pro-Tempore

- 6.2 In case of a Senate President vacancy, the Pro-Tempore would succeed to the office of Senate President.
- 6.3 In case of a vacancy in either the Vice President of Policy or Vice President of Services, the USGT President would appoint a qualified candidate based on an internal hiring process.
 - A. The USGT Senate would approve the appointment with a $\frac{2}{3}$ majority.

TITLE II

UNIVERSITY BOARDS AND COMMITTEES

Article 1: Purpose of University Boards and Committees

- 1.1 University Boards and Committees are responsible for amplifying student voices during discussion and changes of university policies that directly influence students.
- 1.2 The President of the University shall appoint students to University Boards and Committees with a minimum cumulative GPA of 2.33 and a course load of at least six (6) hours to University Boards and Committees, allowing them to protect student interest in University decisions with ex-officio and/or voting status.

Article 2: Interviewing

- 2.1 The USGT President shall interview students and make recommendations concerning the following University Boards and Committees: [ASU Commission on the Status of Women](#), [Committee on Campus Inclusion](#), [Disability Advocacy and Awareness Committee](#), [Facilities Fee Board](#), [Family Resources Advisory Board](#), [Financial Aid Committee](#), [MLK Jr. Planning Committee](#), [Parking and Transit Advisory Board](#), [Parking Citations Appeals Board](#), [Public Safety Advisory Committee](#), [Residency Classification Appeals Board](#), [Student Health Advisory Board](#), [Sun Devil Fitness Campus Recreation Board of Governors](#), [Sun Devil Athletics Board](#), [Sun Devil Athletics Operations Advisory Board](#), [Technology Advisory Board](#), [University Hearing Board](#), [Veterans Advocacy and Affairs Committee](#).

Article 3: Academic Eligibility

- 3.1 The Office of the Dean of Students shall verify the number of credit hours, the grade point averages of the applicants and determines academic eligibility.

Article 4: Administrative Nominating Procedure

- 4.1 The USGT President shall submit the list of confirmed nominations to the Office of Vice President for University Initiatives.
- 4.2 The Vice President for University Initiatives shall then forward the nominations to the Office of the University President who shall make the student appointments.

Article 5: Appointing Process

- 5.1 The University President shall make all student appointments to the University Boards and Committees. Students will be notified of their appointment by a letter of appointment from the President's office.
- 5.2 The USGT President shall work closely with the University President to ensure that appointed students receive information concerning Fall orientation, reports, Spring review, resignation, and any other pertinent business.

Article 6: Committee Operations

- 6.1 Orientation Process and Responsibilities
 - A. In order to explain the responsibilities of student representatives on University Boards and Committees, as well as disseminate all necessary information regarding committee reports and resignation procedures, the USGT President shall coordinate a Fall Orientation meeting to be held at the beginning of the Fall semester to orient all student members of University Boards and Committees.
 - B. Chairs of the University Boards and Committees, the USGT President, the USGT Vice President of Services, the Vice President of Policy and the GPSA President shall be invited to attend.
- 6.2 Responsibilities of Student Appointees
 - A. No later than one (1) week after a meeting, activity or operation takes place, one student representative from each University Board and Committee shall submit to the USGT President an official report on the activities of their board or committee, as well as any impressions or observations on the committee and its operation.
 - B. These committee reports shall be submitted at the end of each semester. The reports shall be available to any interested student and shall be considered the property of USGT.
 - C. In addition, student reports on committee action which occurred during the Spring semester shall be utilized by the new student appointees as a means of insuring a smooth transition from the outgoing to the incoming student members.

Article 7: Resignation

- 7.1 If a student is no longer willing or is unable to be a student representative on the university board to which he/she was appointed, the student must submit a letter of resignation to the University President and send a copy of this to the USGT President.
- 7.2 The USGT President can request that an appointed member of a University Board or Committee step down from their position, or the Senate can force their resignation with a 3/4 vote.”

Article 8: Reappointment

- 8.1 After a letter of resignation has been received by the University President, he/she shall request that the appropriate USGT Executive Officer interview and submit another two to three (2-3) names to the USGT President to begin the selection process for a new appointment.

TITLE III

COLLEGE COUNCILS

Article 1: Formation

- 1.1 Every recognized college of the University shall be represented by a College Council. College Councils recognized by the USGT shall be reviewed at the beginning of every academic year by the Finance Committee and shall be represented proportionally by the Undergraduate Student Government Tempe Senate.
- 1.2 It shall be the responsibility of the Finance Committee to provide aid in the organization and operation of the College Councils, and to keep in communication with them as liaisons. College Councils shall be accountable to the Finance Committee for violations of these Bylaws.
- 1.3 Each College Council shall submit its Constitution and Bylaws to the Finance Committee by the end of the third week of the fall semester. These documents shall be kept on file with the Finance Committee
 - A. Each College Council Constitution shall include, but not be limited to: the College Council name; membership requirements and voting rights; duties of the officers, which must include but are not limited to a President, Vice President, Treasurer, and Secretary; election code; impeachment procedures; amendment procedures; meeting requirements; procedures for filling vacant USGT Senate seats and Senate impeachment procedures.
 - B. Any College Council failing to submit a Constitution by the end of the third week of the fall semester shall be denied access to the Undergraduate Student Government Tempe funds.
 - C. The Undergraduate Student Government Tempe Constitution and Bylaws take precedence over all College Council Constitutions and Bylaws.
- 1.4 The College Council membership may include, but is not limited to members of USGT associated with the college and registered student organizations.

Article 2: Responsibilities

- 2.1 Each College Council shall submit to the Finance Committee a comprehensive budget request for expenses related to operations, programs, and activities for the following fiscal year at the time of each appropriations cycle.
- 2.2 College Councils shall plan a program of activities relevant to their membership and shall focus its efforts on events and programs that promote the college and student organizations within it.
- 2.3 College Councils shall serve as the communications link between the students of their college and USGT, and between the organizations of their college and USGT.
- 2.4 In the event of the impeachment of a Senator, a representative of that Senator's respective college council must be present.

Article 3: College Council Summit

- 3.1 Each year during the fall and spring semesters the Finance committee will hold a College Council Summit.
- 3.2 The College Council Summit will be held with the intent of socializing the different college councils and will facilitate conversation and collaboration between the different branches of USGT.
- 3.3 This College Council Summit shall be mandatory for all Senators and Executive boards of the various college councils, unless the Senator or Executive Board member receives an excused absence from the Finance Committee.

TITLE IV

UNDERGRADUATE STUDENT GOVERNMENT TEMPE SENATE

Article 1: Voting Membership of the Senate

- 1.1 The voting membership of the Senate shall consist of a proportional number of Senators from each Degree-awarding College housed primarily at the Tempe Campus.
 - A. The number of Senators representing each Degree-awarding College shall be one Senator plus an additional Senator for every 3,000 undergraduate students enrolled in the College.
- 1.2 Senators shall be elected by their respective College during the General Election pursuant with the USGT Constitution, Title 1, Article III.

A. In the case that a vacancy occurs

1. The Senate President must inform the proper executive board of the College Council of the vacancy.
2. Any vacant senate seats will be filled by the College Council to which the seat is affiliated with.

a. In the case that the College Council does not appoint a senator within two weeks, the Senate President may appoint a senator to fill the position, subject to approval of the College Council executive board.

b. In the case that the College Council does not appoint a senator within four weeks or the College Council does not have an executive board, USGT may collaborate with the College Council to hold a special meeting where at least 21 members of the college elect a new senator.

(1) Said meeting must be advertised extensively on social media and with flyers at least 48 hours before the meeting.

(2) If there are no members of the College Council to collaborate with, the College Council advisor may serve as a point of contact for the College Council.

- 1.3 No Senator shall simultaneously hold the position of Senator and a separate Executive Office position within USGT or their College Council.
- 1.4 If a voting member of the USGT Senate changes respective College affiliation, they immediately relinquish their USGT Senate seat.
- 1.5 Senators are beholden to the constituency within their college, and must act with the best interest the university as a whole.
- 1.6 Incoming Senators must be sworn in at their first Senate Meeting
- 1.7 All Senators must meet the following requirements:
 - A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.
 1. Failure to meet these requirements will result in automatic removal.

Article 2: Non-Voting Memip of the Senate

- 2.1 The non-voting membership of the USGT Senate shall consist Senate Staff, Senate Interns, and representatives of various organizations, committees, and boards who have speaking rights.
- 2.2 The non-voting members of the USGT Senate who have speaking rights shall be determined by the Senate President.

A. The USGT Senate may override the Senate President and grant or rescind speaking rights to any representative with a simple majority vote. **bersh**

- 2.3 Senate Staff shall consist of the Secretary of The Senate who is responsible for assisting the Senate President with all administrative tasks associated with the office.

- 2.4 Senate Interns shall consist of the Committee and Administrative Interns overseen and selected by the Senate President.

Article 3: Senate President

- 3.1 The Senate President shall be elected by a majority vote of the USGT Senate at their first meeting of the year
 - A. The previous year's Senate may make a recommendation on who to select as the Senate President for the following year.
- 3.2 The Senate President is required to have served as a voting member of the Senate for at least one semester plus a majority of a second semester prior to their Presidency.
- 3.3 The Senate President must meet the following requirements:
 - A. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.
 1. Failure to meet these requirements will result in automatic removal.
- 3.4 The Senate President shall preside over all Senate meetings
 - A. In the case that the Senate President cannot preside over a meeting or the Senate President must speak as a Senator for their College, a President Pro Tempore, previously selected by the Senate President, shall preside in the President's stead.
- 3.5 The Office of the Senate President does not hold any voting privileges.
- 3.6 The Senate President may not simultaneously hold the position of Senate President as well as a separate Executive Office position within USGT.
- 3.7 The Senate President is beholden to the USGT Senate and must act with the best interest of the Senate and the University as a whole in mind.
- 3.6 Any vacancy of the Office of the Senate President shall be filled by a majority vote of the USGT Senate.

Article 4: Duties of the Members of the USGT Senate

- 4.1 Senators and the Senate President shall make every effort to be available to meet with any ASU student should such a request be made, in addition to a mandatory six (6) office hours served per full academic week.
 - A. On weeks that are not full academic weeks, the total number of office hours may be determined by the Senate President.
- 4.2 Senators and the Senate President must attend four (4) ASASU- USGT staff events per semester.
 - A. Senators who do not serve a full academic semester are not required to meet this requirement at the discretion of the Senate President.
- 4.3 Senators, as the representative group of a college, shall reach out to a dean from their college at least once a semester.
- 4.4 Senators are responsible for representing all Clubs and Organizations associated with their respective College.
- 4.5 All voting members of the Senate, as well as the Senate President, must meet the Qualifications for Holding Elected Office as outline by Title II, Article V of the USGT Constitution.
- 4.6 Attendance at all USGT Senate and Committee General Session meetings are mandatory.

- A. Failure to answer both the first and the last roll call shall constitute an absence.
 - B. A Senator may have an unexcused absence for a total of two USGT Senate General sessions
 - 1. Excuses for absences from USGT Senate meetings must be presented to the Senate President and approved by the Senate President prior to the general session.
 - a) Two excused absences are equivalent to one (1) unexcused absence
 - b) No unexcused absences shall be distributed to Senators who are absent for a Special Senate Session (Only excused absences shall be distributed to Senators who are absent for a Special Senate Session).
 - C. A Senator may have an unexcused absence for a total of two USGT Committee General Session meetings
 - 1. Excuses for absences from USGT Committee meetings must be presented to the Committee Chair and approved by the Chair prior to the meeting.
- 4.7 All senators must adhere to the attendance requirements and standards of their individual College Councils
- 4.8 The Senate President shall draft a contract by the second regular session to be approved by a $\frac{2}{3}$ vote of the senate. Upon approval all senators shall sign and adhere to the contract.
- A. The contract may be revised at any time by a $\frac{2}{3}$ vote of the senate.
- 4.9 The Senate President is responsible for all in-senate appointments; including but not limited to: the Secretary of The Senate, Committee Chairs and Vice-Chairs, etc.
- 4.10 The Senate President is responsible for coordinating and presiding over all USGT Senate meetings.
- 4.11 The Secretary of the Senate shall create and make available the agenda for each meeting of the USGT Senate to each senator, executive officer, and the public seventy-two (72) hours prior to each regular session meeting, and twenty-four (24) hours prior to each special session meeting.
- A. The agenda shall be accompanied by a complete copy of:
 - 1. Each bill to be introduced for first reading of bills.
 - 2. Each bill signed or vetoed since the last regular session meeting. The minutes from the previous regular session meeting.
 - 3. Any appointments up for Senate approval.
 - B. Every bill included with the agenda described above shall include a label or caption describing the item's legislative status.
- 4.12 It is **be** the responsibility of the President of the Senate, with the assistance of the Secretary of the Senate to ensure that all Senators are in adherence with all of the duties laid out in this Article.
- 4.13 The President of the Senate or acting chair must place any approved legislation on the desk of the USGT President within two (2) business days of the approval.

Article 5: Meetings and Attendance

- 5.1 The USGT Senate shall hold biweekly (once per two weeks) regular session meetings beginning any time after 5:30 PM on Tuesdays.
- 5.2 A Special Session of the Undergraduate Student Government Tempe Senate may be called into effect by the acting USGT President, Senate President, or by a $\frac{2}{3}$ majority Senate vote.

- A. A minimum of 24 hours prior to a Special Session, USGT must inform its constituency of the Special Session via social media outlets, updates on the USGT website, and through The State Press.
- 5.3 A session of the USGT Senate must acquire a quorum of $\frac{2}{3}$ of the current voting members of the Senate to conduct business.
- 5.4 Each USGT Standing Committee shall hold biweekly (once per two weeks) regular meetings on the week that there is not a USGT regular Session
- 5.5 USGT Standing Committees may hold special sessions at the discretion of the Committee Chair.
- 5.6 All USGT Senate Regular Session meetings are open to the public and their meeting time, location, and general structure must be published on the USGT Website.
 - A. The general structure of a meeting may be represented by either a current or past agenda.

Article 6: Committees

- 6.1 The USGT Senate shall maintain four (4) standing committees:
 - A. The Committee on Appropriations, which shall be responsible for, but not limited to, processes for the funding of Campus Clubs and Organizations.
 - B. The Committee on Finance, which shall be responsible for, but not limited to, budget and funding requests from college councils and college council outreach, as well as travel funding.
 - C. The Committee on Government Operations, which shall be responsible for, but not limited to, assisting the USGT Senate in drafting legislation and following the Standing Rules and Bylaws, reporting the enrollment numbers of each college to the Senate before the application for USGT elections is opened, and legislation concerning the oversight of USGT operations and revisions of the USGT Constitution, USGT Bylaws, Senate Rules of Order, Standing Rules, and the Elections Code.
 - D. The Committee on University Affairs, which shall be responsible for, but not limited to, research and investigation of issues that impact students, promoting student success, wellness, and students' pursuit of happiness on campus, reporting of findings and recommendations to the USGT Senate, and for drafting legislation based on these findings as well as informing Staff and Executives of any relevant results.
- 6.2 The USGT Senate shall have the power to create an Ad-Hoc Committee at the discretion of the Senate President
 - A. Ad-Hoc Committees must have a specific purpose and a timeline, and may be composed of voting members, non-voting members, and members of the community.
- 6.3 No more than Seventy percent (70%) of the Senators that sit on the same committee shall represent the same college.
 - A. Finance Committee shall have no more than two (2) Senators from the same college in their committee.
- 6.4 The Chair of each standing USGT Senate committee and any USGT Senate subcommittee shall be appointed by the President of the Senate in a manner of his or her choosing.
 - A. Appointments of Chairs shall be announced by the second regular USGT Senate meeting of fall semester of the USGT Senate. Appointments shall be confirmed by a majority vote.
 - B. Removal of chairs shall be initiated by the President of the Senate and approved by a majority of the Senate.

Article 7: Legislation and Appointments

- 7.1 Legislation may be brought to the Senate by any voting member.
- 7.2 Legislation includes all acts, resolutions, bills, or appointments that fall within the jurisdiction and power of the USGT Tempe Senate.
 - A. The Jurisdiction of the USGT Tempe Senate concerns all issues defined by the preamble of the USGT Constitution which pertain to USGT Tempe Senate.
 - 1. Issues which cannot be handled by only the USGT Tempe Senate must either be brought to a one-university Senate meeting or require a majority vote of the Senate to be considered.
- 7.3 All USGT Presidential and USGT Vice Presidential director appointments are subject to the approval of the USGT Senate.
- 7.4 All Senate President appointments are subject to the approval of the USGT Senate.
- 7.5 All appointments must be confirmed by a two-thirds ($\frac{2}{3}$) vote of members present.

Article 8: Veto and Override

- 8.1 The USGT President:
 - A. Shall have Veto Authority over Senate Action.
 - B. Shall have Line item veto power over USGT budget proposals.
 - C. Shall have Line item veto power over USGT appropriation bills.
 - D. Shall notify the USGT Senate President by the end of the next business day of exercising their veto power or the veto is void.
 - E. Shall notify the USGT Senate President by the end of the next business day of exercising veto power over all bills pertaining to budget and appropriations or veto is void.
- 8.2 Legislation will take effect if no action is taken by the USGT President within five (5) business days of receiving any legislation.
- 8.3 Veto subject to override by a $\frac{2}{3}$ vote in approval of the override by the senate.

Article 9: Impeachment and Censure

- 9.1 Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USGT president appointee. Impeachment is defined as to bring an accusation of misconduct in office.
 - A. Misconduct is defined as disobeying the USGT Bylaws either knowingly or through repeated negligence after being warned.
 - B. Before Articles of impeachment can be brought, the Executive Officer, Supreme Court Justice, Senator, or USGT President Appointee must be given the option to resign.
- 9.2 The USGT Senate shall have the sole power to try all impeachments.
- 9.3 A majority vote of the current voting membership of the USGT Senate shall be necessary to bring forward the charge of impeachment.

- 9.4 When a vote for impeachment occurs, each USGT Senate member must consider whether the charges, if true, are sufficient grounds for impeachment and whether there is enough evidence to warrant a hearing.
- 9.5 No person shall be convicted without the concurrence of at least three-fourths ($\frac{3}{4}$) of the current voting membership of the USGT Senate.
 - A. The Person on trial does not count as part of the current voting membership of the USGT Senate during the time of the vote.
- 9.6 During the hearing the USGT Senate shall determine whether the accused has violated each of the provisions listed on the resolution. If the USGT Senate determines by a vote pursuant to Article 9.5 that any of the provisions have been violated, it shall then decide what, if any, punishment is warranted by a majority vote.
- 9.7 In the event articles of impeachment are brought against the President of the Senate, the USGT Vice President of Policy shall be the acting chairperson.
- 9.8 A direct proposition to impeach at once supersedes all other business of the USGT Senate or may be brought before a special session.
- 9.9 The USGT Senate shall have the power to censure any Executive Officer, Supreme Court Justice, Senator, or USGT Senate approved appointee of the Associated Students.

Article 10: Senate Salaries and Compensation

- 10.1 Senators, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as a part of holding the office of senator.
- 10.2 Officers of the Senate, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as part of holding that office.
 - A. All references to officers in this article shall refer to:
 - i. The President of the Senate.
 - ii. Standing committee chairpersons.
- 10.3 At the end of a semester compensated members shall not receive senate compensation for that semester if they,
 - A. Are considered nonfeasance by these bylaws due to attendance.
 - B. Have been officially censured by the Undergraduate Student Government Tempe Senate during that semester.
 - C. Have not fully completed any duties outlined in this title.
 - D. Have been impeached and convicted during the semester.
 - E. Attended less than $\frac{2}{3}$ of the regular sessions of that semester.
 - F. Have not completed mandatory employee trainings as required by the Arizona State University
- 10.4 At the end of a semester, a senator shall have their pay for that semester held temporarily if they have been impeached but no ruling has yet been made.
 - A. Held compensation will be granted in full upon being acquitted; pending that Section 10.3 of this Article does not otherwise call for the withholding of pay.
- 10.5 The salaries associated with all Senate seats must be equivalent unless otherwise defined by these bylaws.
 - A. This subsection does not refer to or pertain to officer salaries.

- 10.6 Officer salaries are in addition to senator salaries.
- 10.7 Any person receiving a salary through the senate portion of the budget shall have the right to refuse their salary.
- 10.8 The Senate may not increase or decrease senate salaries for the current academic year.
- 10.9 Monitoring of salaries shall be conducted by Office of the Dean of Students

TITLE V

THE JUDICIARY

Article 1: Supreme Court Membership and Duties

- 1.1 The Supreme Court shall consist of five Justices nominated by the President and approved by Legislative Body, one of whom shall be selected by the other justices to serve as Chief Justice on a semester basis.
- 1.2 No Executive officer or Staff, Senator, Association employee, Intern or titled College Council officer shall simultaneously serve as a justice.
- 1.3 The Court shall apportion operational responsibilities among its membership as necessary.
- 1.4 The Court shall have the sole responsibility for all non-election complaints and for deciding all election protest appeals and such other responsibilities as may be provided elsewhere in the Bylaws or in the USGT Constitution.

Article 2 : Supreme Court Jurisdiction

- 2.1 The Court shall have jurisdiction over all disputes arising under the USGT Constitution or Bylaws of the Association
 - A. Such original jurisdiction extends to the actions of Executive officers, their staff, the Senate as a body, the Coordinating Board as a body, and the College Councils as entities.

- B. Such original jurisdiction does not extend to individuals where the issue arose from the action of a legislative or executive body, rather than from an action of an individual in their personal capacity.
 - C. Such original jurisdiction does not extend to the Rules of the Senate, of which the USGT Senate is the sole judge, nor shall the USGT Senate be enjoined or restrained from taking, or ordered or otherwise compelled to take, any form of actions.
 - D. Such original jurisdiction does not extend to Association members if any disputed action was outside the scope of the member's duties to the Association.
- 2.2 The Court shall determine jurisdiction by majority vote upon the receipt of a Complaint, a request for an Advisory Opinion, or a Protest Appeal.
- A. If the Court determines that it does not have jurisdiction over a dispute brought before it, the Court shall issue a written order stating why.
- 2.3 The Court has exclusive jurisdiction over interpretation of the Rules of Court.

Article 3: Supreme Court Remedies

- 3.1 The Supreme Court may, as a remedy, issue a Temporary Restraining Order upon petition, which, if granted, will place all parties in the status quo ante.
- A. The Court shall issue a Temporary Restraining Order only after reviewing the petition in light of the following criteria:
 - 1. Whether the Petitioner has a strong or substantial likelihood of success on the merits.
 - 2. Whether the Petitioner has shown that they will suffer an irreparable injury if the petition is not granted.
 - 3. Whether the issuance of the Order will cause substantial harm to non-parties.
 - 4. Whether the Petitioner will suffer greater harm from denial of the petition than the opponent will suffer if the petition is granted.
 - 5. Whether Association interests will be served by issuing the Order.
 - B. A Temporary Restraining Order shall not exceed five days in duration. The decision to issue shall be made via an ex parte vote of Justices present and voting. Decisions shall be made and issued within one day of receipt of petition.
 - C. The Supreme Court shall not issue Temporary Restraining Orders which restrains persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme court order the joinder of any person or entity either solely or partially in order to gain the power to issue a Temporary Restraining Order against them.
- 3.2 Supreme Court may, as a remedy, use the general power of equitable relief to permanently enjoin parties from actions violative of Association Policies, Bylaws or the USGT Constitution.
- A. Any Injunction so issued shall be embodied in a written, published order and shall explicitly detail actions dealt with and all parties covered by such an order.
 - B. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.
 - C. The Supreme Court shall not enjoin persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to enjoin them.

- 3.3 The Supreme Court, may, as a remedy, use the general power of equitable relief to issue an Order for Specific Performance.
- A. The Supreme Court shall state in the Order explicitly those Plaintiffs or Defendants affected by the Order and what action is required of them.
- B. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.
- C. The Supreme court shall not issue any Order for Specific Performance to any persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to issue them an Order for Specific Performance.
- 3.4 The Supreme Court may, as a remedy in a Protest Appeal, apply any of the penalties enumerated in the Election Code.

Article 4: Rules of Court

- 4.1 The Supreme Court shall draft the Rules of Court specifying the operational procedures of the Supreme Court.
- 4.2 The Rules of Court shall become effective upon approval by $\frac{2}{3}$ of the USGT Senate, which shall have the power to approve, to amend, or to reject the draft. The Rules of Court shall be passed upon approval and shall become effective before the Supreme Court hears its first case.
- 4.3 The Supreme Court may draft such amendments to the Rules of Court as from time to time may be deemed necessary.
- 4.4 An amendment shall become effective upon approval by $\frac{2}{3}$ of the USGT Senate, which shall have the power to approve, to amend, or to reject the amendment.

Article 5: Standing Doctrine

- 5.1 Plaintiffs in all Supreme Court actions shall allege with specificity what injury they personally have suffered or will suffer as a result of the Defendant's actions.
- 5.2 Those Complaints or Protests failing to allege a personal injury with specificity shall be dismissed with Prejudice.
- 5.3 Complaints or Protests dismissed with Prejudice shall not be reinstated, nor shall any Complaint or Protest arising from the same transaction or occurrence be filed, absent a specific demonstration of injury and overwhelming public interest and a strong likelihood of success on the merits.
- 5.4 Any member of the Association, complying with the preceding conditions, shall be permitted to file a Complaint.
- 5.5 Any member of the Association, complying with the preceding conditions and any additional requirements specified in the Election Code, shall be permitted to file a Protest.

Article 6: Records

- 6.1 All decisions and Opinions of the Supreme Court shall be rendered in writing, posted, and bound into the USGT Reports.

Article 7: Court Terms

- 7.1 The Supreme Court Term shall run from the date of appointment/confirmation to July 31, and shall be subdivided into a Fall Sitting and a Spring Sitting.

Article 8: Removal

- 8.1 Supreme Court members shall be removed through the normal Impeachment process.

Article 9: Effective Years

- 9.1 This title applies only to years that the USGT has appointment power over the Supreme Court as stated in the USGT Constitution.

TITLE VI

USGT FUNDS

Article 1: Use of USGT Funds

- 1.1 Use of USGT funds must meet at least one of the following criteria:
- A. Is of probable interest to a broad segment of the student population.
 - B. Assists students in furthering specific career and educational objectives.
 - C. Furthers the educational objectives of the University.
 - D. Enhances student cultural awareness.
 - E. Promotes community service or involvement.
 - F. Provides services to students.

- 1.2 All funds must be used as allocated by the Senate.
- 1.3 If specifically allocated funds are misused by any organization, club, USGT department or College Council, the USGT Senate may recall funds from that organization, club, Council, or department or place that organization on probation.
 - A. If placed on probation, no Budget Request that is for a program or activity not purposefully zeroed in the annual budget or Fall and/or Spring Appropriation may receive transfer funds unless approved by the USGT Senate.
- 1.4 USGT funds may not be used for the purchase of items expressly prohibited by Arizona State University.
- 1.5 Events that are to be held within seven days prior to that start of final exams are subject to higher scrutiny concerning their relative benefit to the students during that time.

Article 2: Requisition Process

- 2.1 In order to obtain allocated funds, each organization or department must submit an ASASU Funding Requisition to the Business Office.
- 2.2 All requisitions shall be signed by the USGT officer overseeing the account and by another USGT officer.
 - A. Both USGT Vice Presidents shall act as the secondary officers for those accounts administered by the USGT President.
 - B. The USGT President shall act as the secondary officer for those accounts under a USGT Vice President.
 - C. The above clause shall not be construed to mean that the secondary officer has a veto power over the expenditures of another department (in accordance with these Bylaws). The only grounds upon which the secondary officer may refuse to sign a requisition are as follows:
 - 1. If the proposed expenditure is inconsistent with the description of the line number.
 - 2. If there are insufficient funds in the line number.
 - D. The secondary officer shall sign the requisition within two business days of receiving it. If the secondary officer does not sign the requisition within two business days, the requisition shall automatically be forwarded to the Business Office for processing.
- 2.3 For all departments administered by the USGT President:
 - A. The USGT President shall sign all requisitions originating in departments under his or her administration and shall submit them to the ASASU Business Office.
 - B. The ASASU Business Office shall forward the requisitions to the USGT Vice President for review and signature as delineated in these Bylaws.
 - C. A USGT Vice President shall return the requisitions to the ASASU Business Office within two business days for final processing.
- 2.4 For all departments administered by a USGT Vice President:
 - A. A USGT Vice President shall sign all requisitions and return them to the ASASU Business Office.
 - B. The ASASU Business Office shall then forward the requisitions to the President for review and signature as delineated in these Bylaws.
 - C. The USGT President shall return the requisitions to the ASASU Business Office within two business days for final processing.

Article 3: Senate Contingency Fund

- 3.1 The Senate Contingency Fund is line item within USGT budget for expenditure by the Senate during the fiscal year to fund overseen needs of the USGT.
- 3.2 The Senate Contingency should not be used to fund requests purposefully zeroed in the USGT budget.

Article 4: Requests

- 4.1 Each request for funds shall be called a Budget Request and shall include the amount of the request and a detailed explanation of how the requested funds are to be used.
- 4.2 All requests for funds must be submitted on a standardized form.

Article 5: Annual Budget

- 5.1 An Annual Budget Process will take place in accordance with procedures outlined in these Bylaws.

Article 6: College Council Funding

- 6.1 USGT funds used by College Councils are subject to the provisions set forth in Article 1 of this Title.
- 6.2 College Councils shall be appropriated money based on how they demonstrate the following Criteria in an oral budget presentation to the Finance Committee.
 - A. Number of students directly affected by the appropriations process
 - B. History of using funds
 - C. Size of the College
 - D. Impact of Events
- 6.3 College Council Funds shall be allocated to College Councils during the Fall/Spring USGT budgeting process.
- 6.4 The Finance Committee, upon recommendations from the USGT Vice President of Policy and the Senate President, shall decide the dates upon which College Councils must submit their Budget Requests for each semester.
- 6.5 All monies within the respective College Council Funds which are either not used or allocated in the College Council Appropriations process, shall remain in the College Council Contingency Fund to be used by the USGT Senate for the funding of other requests

- 6.6 The Finance Committee shall review the status of the College Council Funds at the end of the fall semester to assure that appropriated funds are being used in their intended manner and evaluate each College Council.
 - A. The Finance Committee, with USGT Senate approval, shall reserve the right to re-appropriate unused funds to other College Councils, revert the funds back into the college contingency, or the senate contingency as they deem appropriate.
- 6.7 Other requests from College Councils not appearing in the budget, if granted, shall be drawn from the remainder of the College Council Fund.
- 6.8 The funding of College Councils shall be the responsibility of the USGT Senate, subject to the approval of the President and the ASU Vice President of Student Affairs.
- 6.9 All information pertaining to obtaining funds from USGT through the College Councils Funding Process shall be made known to the students through adequate publicity. Attempts must be made to notify every College Council by email and any other possible forms of communication.
- 6.10 After reviewing and revising the funding requests received from the College Councils each semester, the Finance Committee shall introduce and the USGT Senate shall pass a comprehensive proposal entitled the Fall/Spring College Council Funding Bill.
- 6.11 By the sixth week of each semester, all College Councils that were appropriated funds in the semi-annual appropriation for that semester shall be notified as to how much money was appropriated to them.
- 6.12 Each College Council may use the funds appropriated by the Undergraduate Student Government Tempe at their discretion, as long as all spending of appropriations is reported directly to the Finance Committee.

Article 7: Campus Clubs and Organizations Funding

- 7.1 USGT funds used by Campus Clubs and Organizations are subject to the provisions set forth in Article 1 of this Title and in the Appropriations packet unless otherwise specified by a bill.
- 7.2 Any organization requesting funds from USGT must be registered with Student Organization Resource Center “SORC” and must have at least ten (10) active members.
- 7.3 The funding of Campus Clubs and Organizations shall be the responsibility of the USGT Appropriations Committee.
- 7.4 The USGT Appropriations Budget shall be used to fund Campus Clubs and Organizations, student endeavors, and other activities during an Appropriations cycle to be held no less than once per semester.
- 7.5 The USGT Appropriations Committee shall set the dates and publicize the Appropriations Cycles to Campus Clubs and Organizations through the SORC, The USGT Senate, College Councils, and various other channels throughout the university
- 7.6 After reviewing and revising the funding requests received from the Campus Clubs and Organizations each semester, the Appropriations Committee shall introduce and the USGT Senate shall pass an initial budget supplemented by a rolling update entitled “The Fall (or Spring) Campus Club and Organizations Appropriations Bill.

- 7.7 All monies within the Appropriations Budget that are not used or allocated during the appropriations cycles can be re-dispersed within the USGT Senate for the funding of other requests.
- 7.8 Other requests from Campus Clubs and Organizations not appearing in the fall and/or Spring Campus Club and Organization Appropriation bill, if granted, shall be drawn from the Appropriations Budget.
- 7.9 The USGT Appropriations Committee reserves the right to establish deadlines for various clubs and organizations to submit the proper reimbursement paperwork or face the possibility of having their funds reverted back into the Appropriations Budget
 - A. Clubs and Organizations seeking to avoid the retraction of uncommitted or unexpended funds may submit a written request to the USGT Appropriations Committee before the deadline. Requests will be considered on a case by case basis and is the sole discretion of the Appropriations Committee.
- 7.10 In the event that there is a dispute within the Appropriations Committee as to whether or not an organization and/or event should receive funding, the funding request, regardless of amount, may be brought before the Senate at the digression of the Appropriations Committee Chair.

Article 8: Submission of CC&O Funding Requests

- 8.1 Persons making requests to the USGT Senate or the USGT Committee on Appropriations on behalf of a Campus Club or Organization are required to become familiar with the official Appropriations packet.
- 8.2 Senate bills requesting funds for Campus Clubs and Organizations shall include the names of Campus Clubs and Organizations which are requesting funds and the purposes for which the funds will be used.
- 8.3 All Campus Clubs and Organizations that are requesting funds shall be available upon request from the chairperson of the Appropriations Committee for information regarding their request.

Article 9: Campus Organization Appropriation Policies

- 9.1 All organizations and activities shall be funded consistently and fairly. The following criteria shall be considered in determining funding:
 - A. Number of students benefited;
 - B. Quality of student participation;
 - C. Efforts by organization to generate funds or provide services for students;
 - D. Organization's previous use of funds;
 - E. Spirit, Pride, and Tradition;
 - F. Collaboration;
 - G. Sustainability;
 - H. Safety;
 - I. Inclusion;
 - K. University-wide Outreach;

- L. Utilization of University venues and resources;
 - N. Well-planned execution;
 - O. Fulfillment of Mission Statement (university and organization);
 - P. Reflection and Summary;
- 9.2 The following are not eligible for funding:
- A. Activities which subsidize University administrative services;
 - B. Events which are restricted to the organization's members unless the event is appropriated less than \$2000 (two-thousand dollars);
 - 1. Events that involve organizational retreats that are off campus, or organizational activities that resemble retreats off campus.
 - C. Events that discriminate;
 - D. Events that are limited to a single political partisanship;
 - F. Salaries or wages;
 - G. Scholarships or cash awards;
 - H. Communication services, tolls or charges;
 - I. Office supplies and postage;
 - J. Sports activities covered by the club sports account (student recreation center);
 - 1. Unless the Sports Club is holding an event which provides a clear and distinct benefit for ASU students who are not members of the Sports Club holding the event; in which case the event itself is eligible for funding
 - a. Furthermore, the funding request must be approved by the majority of the Appropriations Committee
 - i. In the case that there is a tie within the Appropriations Committee, the funding request must be brought before the Senate
 - K. Activities which pose a substantial risk of death or serious bodily injury. Any organization seeking exemption from this provision must submit to the ASASU Business Office liability waivers, proof of health insurance, and other documentation deemed necessary by general counsel for all persons participation in the funded activity.
 - L. Capital goods
 - M. Events promoting sexual misconduct as defined by the Student Code of Conduct
- 9.3 Funding of a Campus Club or Organization activity shall be made obvious by affixing the following to all non-permanent publicity materials:
- A. Funding: "Funded in full by The Undergraduate Student Government Tempe of Arizona State University."
 - B. Partial Funding: "Funded in part by The Undergraduate Student Government Tempe of Arizona State University."
- 9.4 Modified Use of Appropriated Funds
- A. If a campus club is appropriated funds for a specific purpose but would like to use the funds for a related but different purpose, the club may submit a written request to the Appropriations Committee explaining the reason for the change.
 - B. If the Appropriations Committee decides that the proposed use of the appropriated funds is sufficiently related to the original appropriation, it may approve the change by two of the

Committee members. This vote may take place in a regular Appropriations Committee meeting or by letters of proxy submitted to the Appropriations Committee Chairperson.

C. No organization may propose a new use for funds due to lost receipts, invalid invoices, or any other reason that renders them unable to collect appropriated funds.

D. Upon approval, the Appropriations Committee shall inform the Campus Club or Organization to submit a requisition to the ASASU business office. The requisition shall include a copy of the original modification request.

E. The Appropriations Committee reserves the right to exempt clubs from the listed Committee rules upon a majority vote of the Appropriations Committee.

9.5 Appropriations Appeals

A. If a campus club is denied for appropriations, the club shall meet with the Government Operations Committee.

1. Government Operations will draft a piece of legislation documenting the appeal to be voted on by the Senate.

a. Government Operations reserves the right to reject appeals.

2. A simple Majority of the senate is required to allocate funds based on the appeal

3. A simple majority of the Senate is required to allocate funds based on the appeal.

Article 10: Travel Funding

10.1 Finance Committee will be responsible for determining deadlines and the promotion of the travel funding program on campus.

A. To be eligible for the Travel Funding, students must:

1. Be an undergraduate student;

2. Have a declared major at the Tempe campus

B. Individual students are eligible to receive no more than \$500.00 each academic year.

C. The Finance Committee will not award more than \$2000.00 for a particular event, regardless if students are attending as individuals or as a group.

D. Events/conferences must be at least 50 miles away from the Tempe campus

E. Events/conferences must be within domestic boundaries of the U.S.

10.2 When reviewing applications, the Finance committee should consider:

A. Impact of the student attending the event?

B. What contributions can the student make to the student body by gaining knowledge from the event?

C. Does the event reflect values of USGT/ASU/ABOR?

D. Does the event promote academic/professional development?

TITLE VII

AMENDMENTS

Article 1: Process of Amending

- 1.1 This document may be amended by the USGT Senate
- 1.2 To amend this document, the amendment must:
 - A. Be reviewed by the Government Operations Committee prior to being brought to the Senate floor.
 - B. Pass with a two-thirds ($\frac{2}{3}$) vote of the entire senate in favor of the change.
- 1.3 If a Senator would like more time to inform their constituents, they may postpone the bill for one Senate meeting.
 - A. The bill may only be postponed once.
- 1.4 Revisions to the bylaws, including a summary of changes made, when they were made, and the person(s) who edited the document shall be documented by the Government Operations Committee and a record of the history of changes shall be kept and stored for future years.

TITLE VIII

Disciplinary Action

Article 1: System of Strikes

Section 1: Defining Strikes

- 1.1 Strikes are disciplinary measures meant to reprimand poor conduct.
 - A. Poor conduct may be defined as the following:
 1. Disorderly conduct, harassment, bullying, or otherwise inappropriate behavior.
 2. Failure to attend mandatory meetings without notifying the proper authority and receiving express permission from the proper authority.

3. Any conduct otherwise deemed willfully harmful and/or unconscionable by the executive council (The USGT President, Vice President of Policy, Vice President of Services, and The Senate President).
- 1.2 Senators, Directors, and Interns who receive more than 3 strikes during a semester shall be subject to termination.

Section 2: Giving Strikes

- 2.1 Strikes are allocated at the discretion of any members of the executive board.
 - B. The Senate President shall have the power to give strikes to senate members.
 1. The Secretary of the Senate and other members of Executive Council are able to recommend giving strikes to senators, but the Senate President will ultimately allocate strikes.
 - C. The Undergraduate Student Government President, Vice President of Policy, and Vice President of Services have the power to give strikes to interns and directors within their respective departments.
 1. The Secretary of the Senate and other members of Executive Council are able to recommend giving strikes to staff in other departments, but the USGT President, VPP, and VPS will ultimately allocate strikes based on their respective departments.
 2. Strikes shall be recorded in an appropriate fashion determined by the executive board.
 3. The record of strikes shall be available to the public.
 - D. The USGT Senate reserves the right to give strikes to members of the Executive Council through a $\frac{2}{3}$ vote

Section 3: Appealing Strikes

- 3.1 Senators, Directors, and Interns reserve the right to appeal strikes.
- 3.2 Strikes may be appealed through the following process:
 - A. The appellant shall submit an appeal to the Government Operations Committee detailing the case.
 - B. The Government Operations Committee shall review the appellant's case.
 1. Upon detailed review, the Government Operations Committee shall conduct a vote on the case.
 2. The vote shall decide whether the appellant is granted express permission to appeal their case in front of the USGT Senate.
 - a. If at least half of the Government Operations Committee votes in favor of appealing the case, then the appellant will be granted express permission to appear before the USGT Senate.
 - b. Otherwise, the appellant will not appear before the USGT Senate, and the strike shall stand.

Section 4: Vetoing Strikes

- 4.1 The USGT President has the authority to veto strikes given to senators, directors, and interns.
 - A. The USGT President shall notify all executive board members by the end of the business week of exercising their veto power or the veto is void.
 - B. The USGT President shall present their case for vetoing the strike(s) to the USGT Senate at the next possible senate session.
 1. Veto will be subject to override by a $\frac{2}{3}$ vote in approval of the override by the senate.
 2. If not enough votes are obtained for an override, the veto passes, and the strike is nullified.