



## Intention

To all who may concern this bill will design to fully change said articles from original text to update text approved by The Arizona State University Undergraduate Student Government Operations Committee set out in The USG Governing Documents

Proposed Changes-

### **Title III**

#### **THE EXECUTIVE BOARD**

##### **Article I. Responsibilities of the Executive Board**

Section 1- The responsibilities of the Executive Board are the following.

1. Ensure that USG functions effectively.
2. Administer the USG operations budget.
3. Proactively pursue the attainment of Campus and University Goals.
4. Provide oversight on the maintenance and procurement of USG resources.
5. Attend all Senate and Executive Meetings
6. Attend a minimum of five (5) events funded by USG per semester.

Section 2- The President, the Vice President of Policy, the Vice President of Services, the Senate President, and the Director of Finance are the voting members of the Executive Board. The Chief of Staff is a non-voting member of the Executive Board committees

Section 3- The Chief of Staff and the Director of Finance are appointed by the USG President, and are approved by a two-thirds majority vote of the Senate. If the Senate does not approve, a unanimous vote of the Executive Board is required.

Section 4- The removal of the Chief of Staff is at the sole discretion of the USG President.



The Director of Finance may be dismissed by the USG President. As well, the Director of Finance may be dismissed by a two-thirds majority vote of the Senate.

Section 5- All Executive Board members will attend Senate Meetings and Executive Board Meetings with no more than two (2) excused absences or one (1) unexcused absences per semester. Excuses for absences from required USGW meetings must be presented to the Chairperson and approved by the Chairperson prior to the general session

1. It is the discretion of the chair to determine if an absence is excused or unexcused. If there is a dispute regarding the issuance of an absence, the USG staff member may request an appeal. The appellate process will proceed as follows:
  - a. The absence recipient may present their grievances to the Office of the USG Advisor(s) in a private session
    - i. In this private session only the USG Advisor(s), the accused, and the accuser will be present
    - ii. The accused will be given the opportunity to provide a defense to the accusations and ask questions of their accuser(s).
    - iii. The USG Advisor(s) may then ask questions of the Accused to provide clarification
    - iv. The USG Advisor(s) will determine when all reasonable questions regarding the issuance of the absence have been exhausted, and will make a decision of whether to overrule or ratify the absence.

Rationale- iv. Removed “,” as it is a grammatical error

## **Article II. Executive Board Meetings**



Section 1- The USG President presides at Executive Board Meetings.

Section 2- All Executive Board Members are expected to attend Executive Board Meetings.

1. These meetings will be conducted in a hybrid format, with virtual accessibility

Section 3- Approval of Expenditures from the USG Operations Account will be recorded on a standardized form provided by the Director of Finance and will require the approval signatures of at least three of the voting members of the Executive Board.

Section 4- The date and times of Executive Board Meetings are set by the USG President and are published on the USG Website.

Section 5- The Executive Board Meeting Minutes are recorded, and published on the USG Website, and physically archived in the Office of the USG Adviser.

Rationale- Section 5. Added "and" as it is a grammatical error

## **Article VI. Removal and Replacement of Elected USG Executive Officers**

Section 1- The President, the Vice-President of Policy, or the Vice President of Services will be removed from office if they accrue more than two excused absences or one unexcused absences of Executive Board or Senate Meetings per semester.

Section 2- The removal of the President, the Vice-President of Policy, or the Vice President of Services from office by the Senate for reasons other than attendance or failure to meet the USG Constitutional criteria requires the approval of the Articles of Impeachment, followed by a three-fourths majority vote of the Senate.

Section 3- An Article of Impeachment is a physical document outlining accusations of misconduct by the Vice President or President currently in office produced by one or more Senators and delivered to the Senate President.



1. Ratifying an Article of Impeachment will take place in **the** Executive Session.
2. Ratifying an Article of Impeachment will supersede Approval of Previous Senate Meeting Minutes and all other items to be voted on by the Senate.
3. A majority vote of three-fourths of the Senate is required to pass a motion to open discussion on the Article of Impeachment.
4. The Article of Impeachment is to be read by the Senate President and the Accused Vice President or President is given the opportunity to provide a defense to the accusations and to ask questions of their accuser(s).
5. The Senate President will direct the asking of questions by the Senate to the Accused as well as the answering of questions by the Accused.
6. The Senate President will determine when all reasonable questions regarding the Article of Impeachment have been exhausted.
  - a. Once that determination is made, the Senate President will call for a majority vote to end the discussion of the Article of Impeachment.
  - b. If approved, The Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.
  - c. If disapproved, the Senate President will ask questions of the Accused to provide further clarification. Senators may direct their questions to the Senate President. Once all questions have been exhausted, the Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.
7. If the Article of Impeachment is ratified, the Senate President will respectfully request the resignation of the now Impeached President or Vice-President.
  - a. If the Impeached President or Vice-President refuses to resign from



office, the Senate President will call for a three-fourths majority vote to remove the Impeached President or Vice-President from office. The Senate Meeting will resume its Senate Meeting Agenda in Public Session

- b. If the Impeached President or Vice-President agrees to resign, the Senate Meeting will resume its Senate Meeting Agenda in Public Session. Immediately prior to the adjournment of the Senate meeting the Impeached President or Vice-President will be given an opportunity to publicly resign.

- 8. If the Article of Impeachment is not ratified, it is dead. The Senate Meeting will resume its Senate Meeting Agenda in Public Session.

Section 4- In case of vacancies in the positions of Vice President of Policy or Vice President shall appoint a replacement from the West Campus to that vacant position through an interview process. Any appointments to vacancies under this provision must be confirmed by a majority vote in the Senate. If the Senate disapproves, a three-fourths majority of the Executive Board is required to appoint the individual to the vacant position.

Rationale- Section 1. Added a “,” as it is a grammatical error

Section 2. Added a “,” as it is a grammatical error

Section 3- line 1. Added “the as it is a grammatical error

Section 4. Added a space is it is a grammatical error



## Title IV

### EXECUTIVE DEPARTMENTS & DIRECTORS

#### Article I. Departments within the Office of the USG President

##### Section 1- The Department of Public Relations

1. The Department of Public Relations shall have the primary responsibility to assist USG ~~to maintain~~ **in maintaining** the publicity of USG and that all USG operations are maintained and conducted in an efficient manner according to the governing documents of USG.
2. The Department of Public Relations shall consist of ~~an~~ **a** Public Relations Director, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Internal Public Relations Director shall include, but are not limited to the following:
  - a. Coordinating & maintaining USG public relations including any and all forms of
    - i. USG publicity and social media, preparing and distributing flyers on both physical and social media platforms.
  - b. Maintaining and conducting the transparency and availability of all updated USG Governing Documents & Resources, in accordance with the USG Governing Documents, via the USG Website including, but not limited to, the following:
    - i. Reports, Meeting Agendas, Meeting Notes, and/or Meeting Minutes of the USG Executive Board & Senate.
    - ii. The USG Constitution, USG Bylaws, Rules of the Executive, & the Rules of the Senate.



- iii. USG Bills & Templates, the USG Budget, Reports of the USG Offices, and the schedule of USG Meetings and Events.
4. Mainlining and supervising the USG website, including the contact information of students in USG.
5. Creating & Implementing USG Advertising and Marketing programs or initiatives as approved or directed by the USG Executive Offices.
6. Preparing Monthly Reports regarding the actions of the Department of Public Relations which are to be presented by the Director of Public Relations to the USG Executive Board & Senate during their respective meetings.
7. Attend bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
8. Required to attend at least (4) Office Hours per week

## Section 2- The Department of Finance

1. The Department of Finance has the primary responsibility of coordinating all expenditures between the Executive Board, Senate, and the ASU Business Office
2. The Department of Finance shall consist of a Director of Finance, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Director of Finance are the following:
  - a. Provide a standardized form to be used as Appropriation Bills for Student Organizations and Individuals.
  - b. Provide a standardized form to be used by the Executive Board to record Approval of Expenditures from the Operations Account.
  - c. Balance USG Budgets.
  - d. Meet weekly with the ASU Business Office.



- e. Act as a liaison between USG and the ASU Business Office.
- f. Serve as ex-officio in the Appropriations Committee and attend all Appropriations Committee Meetings
- g. Provide weekly financial reports to the Appropriations Committee on SIF funds and the USG budget.
- h. Submit a weekly report to the USG President on all USG account balances and expenditures generated.
- i. Provide a recap of the budget at the end of each Senate Meeting
- j. Required to attend at least (4) Office Hours per week

### Section 3- The Department of Online Student Advocacy

- 1. The Department of Online Student Advocacy shall have the primary responsibility of advocating for ASU Online students within USG.
- 2. The Department of Online Student Advocacy shall consist of a Director of Online Student Advocacy, and any other staff deemed necessary to carry out the functions of the department.
- 3. The duties of the Director of Online Student Advocacy are the following:
  - a. Attend all Executive Board meetings.
  - b. Work closely with online students and online student organizations
  - c. Work closely with the President to give biweekly updates for various online student projects and initiatives.
  - d. Act as a liaison between USG and the ASU Online community
  - e. Participate in Online Student Advocacy committee meetings with Directors of Online Student Advocacy from the other campuses
  - f. Required to attend at least (4) virtual Office Hours per week





- Rationale- 1. Changed "to maintain" to "in maintaining" as it is a grammatical error
2. Changed "an" to "a" as it is a grammatical error
3. B. Made expenditures plural as it is a grammatical error
- i. Added "a" and "the" as they were grammatical errors

## **Title VI**

### **USG MEMBERSHIP**

#### **Article I. Inauguration Ceremony**

Section 1- An Inaugural Ceremony for the USG Officers shall be held annually. The ceremony will be between the final posting of the election results and May 10th.

Section 2- The USG Student Body President shall preside at the Inaugural Ceremony.

Section 3- The Incoming USG Student Body President may deliver an inaugural address after receiving the oath of office.

Section 4- Any elected officer may give an address. if so desired.

#### **Article II. Oath of Office**

Section 1 - The Outgoing Senate President will administer the oath of office to the newly elected USG Student Body President, Vice President of Policy, and Vice President of Services.

Section 2- The current USG Student Body President will administer the oath to the incoming senators.

Section 3 - The current USG Student Body President will administer the oath to appointed USG Officers following approval by the Senate.

Section 4. The oath is as follows:

"I, (Full Name) pledge to uphold the Constitution of the Undergraduate Student Governments of Arizona State University and the USG Bylaws, and to serve my fellow undergraduate students by lending my skills, my



time, and my initiative to the betterment of the University and the student experience. I also hereby affirm that I have read and understand the governing documents of USG and will abide by them.”

Section 5 - This page containing the oath above and the signed acknowledgement of the USG officer below will be archived in the Office of the USG Advisor.

---

Office to Which Appointed

---

Printed Full Name

---

Signature

---

Office of Oath Administer

---

Signature

---

Signature of Witness

### **Article III. Eligibility**

Section 1- All students serving in appointed representative positions arising under these Bylaws, must meet the following qualifications at **the** time of declaring candidacy and maintain the qualifications throughout their term of office.

1. Must be a degree-seeking student at ASU.
2. Must have a minimum cumulative GPA of 2.6.



3. Must be a student in good disciplinary standing with ASU.
4. Enrolled in a minimum of 6 credit hours per semester ~~on~~ at the location where the position exists or pursuing a major that originates on the corresponding campus or pursuing a major that originates online and is associated with a corresponding campus. This is under the discretion of Educational Outreach and Student Services (EOSS).
5. May only hold one office within ASASU concurrently (including appointed/hired positions).
6. Senatorial candidates may only seek and hold office at the location where their major exists. Senatorial seats for colleges/schools that exist on multiple campuses will be reviewed by Educational Outreach and Student Services (EOSS).

Section 2- All students serving in elected representative positions arising under these Bylaws must meet and maintain USG Constitutional criteria, failure to do so will result in an automatic removal by the USG Advisor

Section 3- Appointed judicial officers must meet and maintain the same academic criteria as elected representatives.

Section 4- Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Rationale- Section 1. Added "the" as it is a grammatical error

4. Replaced "on" with "at" as it is a grammatical error



#### **Article IV. Professionalism & Conduct**

Section 1- All USG Senators, Executive Board Members, and USG Officers are expected to wear ~~paraprofessional dress~~ professional attire and conduct themselves in a professional manner throughout all official USG meetings and whenever representing USG.

Section 2- All USG Senators, Executive Board Members, and USG Officers are expected to fulfill the duties and responsibilities listed in these Bylaws. To ensure the accountability of All USG staff members a strike system is implemented as follows:

1. A strike is a formal document outlining the accusations of misconduct by a USG staff member. Strikes may be issued by the Superior Officers (USG President, USG Vice Presidents, Senate President) of the accused individual. The issuance of a strike may be the result of any of the following:
  - a. Failure to complete the duties listed in these Bylaws
  - b. Failure to complete tasks assigned by USG Leadership
  - c. Failure to comply with professionalism requirements
2. If there is a dispute regarding the issuance of a strike, the USG staff member may request an appeal. The appellate process will proceed as follows:
  - a. The strike recipient may present their grievances to the Office of the USG Advisor(s) in a private session.
  - b. In this private session only the USG Advisor(s), the accused, and the accuser will be present.
  - c. The accused will be given the opportunity to provide a defense to the accusations and ask questions of their accuser(s).



- d. The USG Advisor(s) may then ask questions of the Accused to provide clarification.
  - e. The USG Advisor(s) will determine when all reasonable questions regarding the issuance of the Strike have been exhausted, and will make a decision of whether to overrule or ratify the strike.
3. If a USG staff member receives three (3) strikes in a single academic semester, an Article of Impeachment will be issued and the Article of Impeachment ratification process will proceed as described previously in these Bylaws.

Rationale- Section 1. Replaced paraprofessional dress with professional attire as it is a more descriptive term

2. e. Removed a “,” as it is a grammatical error