



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 II

THE SENATE

Article VII. The Senator

Section 1- The Senator is the direct representative of their College/School and is elected by the undergraduate students of their respective College/School in the General Election.

Section 2- The number of Senators representing each College/School shall equal one Senator, plus one additional Senator when enrollment reaches five hundred undergraduates students, three Senator positions at one thousand students, and every thousand after that shall open another Senator position to its constituents based upon the annual Arizona State University official census count of college enrollment.

1. When the number of senators representing each College/School equals at least one Senator and the number of allocated Senator Positions exceeds thirteen, a Senator position shall be removed from the College/School with the smallest enrollment and reallocated to the College/School which requires it. This is in compliance with the Bylaw requirement that every College/School shall be adequately represented within USG.
2. When the number of senators representing each College/School equals at least one Senator and the number of Senator Positions available in



USG increases, the room for additional seat(s) will be given to the College with the largest enrollment.

Section 3- A vacant senate seat is filled by an appointment made by the respective College/School Council. In the absence of a College/School Council Appointment, the Senate President may appoint a candidate and the Senate must approve by a two-thirds majority vote.

1. If the respective College/ School Senator position(s) are not filled after the 21st university day of the fall semester, the position(s) will be restructured to an At-Large Senator position.
 - a. At-large senators are solely appointed positions. A student cannot run for an At-large position during an election cycle.

Section 4- The duties of the Senator are the following:

1. Attend all Senate Meetings.
 - a. In the event of the unavoidable absence of a Senate Meeting, Senate Officers must notify, within 24 hours of the meeting, the following individuals in descending order until one of them is reached:
 - i. Senate President
 - ii. USG Adviser
2. Attend all Senate Caucuses, and any other meetings as scheduled by the Senate President.
3. Attend all Senate Committee Meetings and assigned Sub-Committee meetings.
 - a. In the event of the unavoidable absence of a Committee Meeting, Senate Officers must notify, within 24 hours of the meeting, both the Senate President and the respective Committee Chair



4. Work with the Appropriations Committee to sponsor Appropriation Bills.
5. Complete a minimum of two (2) office hours per week.
 - a. Make every reasonable effort to be available to meet with students as well as Student Clubs & Organizations should such a request be made..
 - i. At the end of each week, completed office hours must be recorded on the appropriate Office Hour record document.
 - ii. Senators are welcome to do office hours in Spirit. After 5:00pm, senators are welcome to do their office hours in Pride (lobby of USG). Helping in USG Events can be counted as office hours as long as the Senate President has given prior approval
 - b. Meet with the Dean or Designee of their College/School one (1) time per semester.
 - c. Seek to contact each designated active club or student organization by attending a club meeting or meeting with the club/organization's President or Club/Organization representative.
 - d. Attend Club Councils when appropriate.
 - e. Provide an accounting of representative services to the Senate Clerk.
 - f. Attend a minimum of five (5) events funded by USG per semester.
 - g. Assist in USG sponsored events whenever possible.

Section 5- Senators will attend Senate Meetings and Senate Committee 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~~ Senate President and approved by the ~~Chairperson-Senate~~ Senate President 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-

Section 4 - line 5- ii. removed the grammatical error

Section 5 - Removed chairperson and replaced it with Senate President or USG president respectively to avoid confusion.

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 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~~ Senate president for Senate Meetings and USG president for an Executive Meetings.

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.

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 OpSupplieserations 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.

Article III. The President

Section 1- The President will oversee the Executive Board



Section 2- The duties of the President are the following.

1. Represent USG and the West campus to the Council of Presidents and attend President's Council Meetings.
2. Represent USG to the Faculty Senate on matters relating to student services.
3. Ensure the effective representation of students on University Boards and Committees, Executive Board, and Committees, and appoint qualified students as vacancies occur.
4. Candidates pursuing a presidential position must have previously been elected or appointed in a USG position for at least one academic year prior to the term
5. Report actions performed by the Executive Board at the Senate Meetings.
6. Call and preside over meetings of the Executive Board.
7. Negotiate with the Office of Educational Outreach and Student Services (EOSS) regarding the Student Initiative Fund (SIF).
8. Appoint a Supreme Court Justice from the West campus. The Supreme Court Justice must be approved by a majority vote in the Senate. If the Senate disapproves, a three-fourths (3/4) majority vote of the Executive Board is required to appoint the Justice.
9. During rotational years the USG president will appoint an additional Supreme Court Justice from the west campus. The additional Supreme Court Justice will also need to be approved by a majority vote in the Senate. If the Senate disapproves, a three-fourths (3/4) majority vote in the Executive Board is required to appoint the Justice.
10. In the event the USG President is no longer capable of their duties, whether through a resignation, removal from office, becomes incapacitated, or is unable to hold office the following order of succession



will be followed. Vice President of Policy, Vice President of Services, Chief of Staff. The incoming successor will hold the position of President as interim until voted in by the Senate with a $\frac{3}{4}$ majority.

11. In the event neither the Vice President of Policy, Vice President of Services or Chief of staff are unable to fulfill the role as interim USG President the vacancy will be left to a vote for potential candidates by the Senate with a $\frac{3}{4}$ majority vote.

12. Oversee and direct the USG Executive Directors that have been appointed by the USG President in areas such as:

- a. Public Relations
- b. Finance
- c. Online Student Advocacy

Article IV. The Vice-President of Policy

Section 1- The Vice President of Policy (VPP) shall oversee offices that set policy for the university, students, and the community.

Section 2- The duties of the Vice President of Policy are to assist the President in the following:

1. Coordinate ASU West relations with the Arizona Board of Regents, the Government of the United States, the Government of the State of Arizona, and local municipalities on all matters dealing with the official policies of USG.
- ~~2. Ensure the effective representation of students on University Boards and Committees and interview students as vacancies occur.~~
3. Report official actions performed by the Office of the Vice President of Policy at the Senate Meetings.
4. Required to Attend at least (4) Office Hours per week.



5. ~~Required to attend the Committee on Government Operations Meetings as necessary.~~
6. Hold monthly meetings with Directors within the Office of the Vice President of Policy
7. Required to organize and hold bimonthly town hall meetings and collect any and all grievances presented at town hall meetings.

Article V. The Vice-President of Services

Section 1- The Vice President of Services (VPS) will oversee USG operations pertaining to services and programs.

Section 2- The duties of the Vice President of Services are to assist the President in the following:

1. Monitor University Services and advocate for new services to meet student needs on campus.
2. ~~Work with the USG President to ensure the effective representation of students on University Boards and Committees and to interview students as vacancies occur.~~
3. Required to Attend at least (4) Office Hours per week.
4. Publish dates, times, and locations for club council meetings. Attend Club Council Meetings.
5. Report official actions performed by the Office of the Vice President of Services at the Senate Meetings.
6. Hold monthly meetings with Directors within the office of the Vice President of Services.

Article VII. The Chief of Staff



Section 1- The Chief of Staff has the primary responsibility of assisting the USG President in ensuring the operational success of USG.

Section 2- The duties of the Chief of Staff are the following.

1. Act as Office Manager of the USG office space and ensure its operational success, including overseeing the inventory and making funding requests through the Director of Finance as needed.
2. Assist the USG President in meeting administrative objectives.
3. Hire and manage USG Office employees, including the USG Office Assistants, in cooperation with the USG Advisor after conducting interviews and receiving final approval from the USG President.
4. Maintaining all USG Member personnel files so that they are updated as changes are made and contact information is made accessible upon request.
5. Record and collect statistics on the participation of USG Officers,
6. Manage and promote the availability of USG resources.
7. Hire and manage all USG desk assistants, including the full authority of scheduling and documenting hours, conduct interviews and provide training to said desk assistants once hired.

Rationale-

Article 1 - Section 1- line 6 - grammatical error

Section 4 - completely removed as it is an abuse of power.

Section 5- removed chairperson and replaced it with USG President and Senate President respectively in order to remove any potential confusion.

Article 3- section 2- line 9- added directions for the appointment of an additional Supreme Court Justice during rotational years



line - 10, 11 - Added line of succession in case the USG president is unable to fulfill their role/duties.

Article IV - section 2- lines 2, 5, 6, 7 added additional duties and removed duties in order to better reflect the current responsibilities of the Vice President of Policy

Article V- article 2 line 2 removed in order to better reflect the duties and responsibilities of the Vice President of Services

Article VII -Section 2 - line 7 - added responsibilities and duties regarding the oversight and management of USG desk assistants

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 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 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
9. In order to maintain USG public relations the Director of Public Relations can request funds from the Office of the President for purposes that benefit their respective role and USG as a whole.

Article III. Departments within the Office of the USG Vice President of Services



Section 1- The Department of Student Involvement and Diversity

1. Director of Student Involvement and Diversity
 - a. Will work with all USG staff members, USG Advisor, Student Clubs & Organizations at West Campus, and Administration/Staff at the University wide and West campus level
2. Required to Attend at least (4) Office Hours per week
- ~~3. Facilitate and oversee the Club Council~~
4. Coordinate with the Student Connection and Community Office to maintain a close working relationship, **communicate with council of coalitions**
5. Facilitate and encourage participation and engagement in student clubs/organizations **and their events. Attend club meetings when possible.**
- ~~6. and their events~~
- ~~7. Attend club meetings whenever possible~~
8. Give a voice to the unknown underrepresented groups on West Campus
9. Engage with the student body about their opinions of events as well as recommendations or ideas they might have
10. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
11. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
12. Must accomplish at least twenty-five (25) Office Hours per semester.
13. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in execution for approved projects



14. Manage Heritage Months on West Campus

Section 2- The Department of Club Council

1. Director of Club Council

- a. Will work with all USG staff members, USG Advisor, Student Clubs & Organizations at West Campus, and Administration/Staff at the University-wide and West campus level
- b. Required to Attend at least (4) Office Hours per week
- c. Work with clubs and organizations on West Campus to develop higher standards of quality for major events Assist the Vice President of Services, as well as other members of USG, with the planning and execution of annual major events, such as, but not limited to, homecoming festivities, Sparky's Spooky Spectacular, Back at it Barbecue (fall), and Swat Away the Heat.
- d. Work with the Director of Health and Wellness and Director of Student Involvement and Diversity to promote club and organization collaboration in efforts to increase ASU and West Campus pride, spirit, and activation.
- e. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- f. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- g. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in the execution of approved projects
- h. Engage with the student body about their opinions of events as well as recommendations or ideas they might have
- i. Attend club council meetings.
- j. Host 2 events per month
- k. Collaborate with a registered club at least once per month



- I. Hold bi-weekly meetings with the Vice-President of services

Section 3 - The Department of Health and Wellness

1. Will work with All USG staff members, USG Advisor, Student Clubs & Organizations at West Campus, and Administration/Staff at the University wide and West campus level
2. Required to Attend at least (4) Office Hours per week
3. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
4. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
5. Must accomplish at least (25) Office Hours per semester.
6. Run semesterly Health Fairs including bringing a clinic on campus for free STI testing
7. Help advertise and table at the Blood Drives
- ~~8. Collaborate with the SDFC on a variety of fronts including the Bike Co-up and Zen Den~~
9. Work on making sure Health Services are available to all west students **act as liaison and maintain contact with Health Services.**
10. Work on Initiatives ~~like Condoms~~ in Res Halls ~~or the like~~ Free Feminine Hygiene Products
11. Partner and be a Liaison with the ~~Sexual Assault Peer Educators Program~~ **Sexual Relations Violence Prevention Program**
12. Plan the consent dinners, table for domestic violence awareness month, sexual assault awareness month, and strengthen the overall programming and awareness
13. Assist with the Mental Health Fair or a similar event
- 14. Organize and Host events such as CPR certification, Wellness carts, Breast Cancer awareness, and Flu Shots.**

Rationale -



Title 4- article 1- section 1 line 9 - Added the ability for the Director of Public Relations to request funds from the Director of Finance for the betterment of the department and USG as a whole

Article 3 section 1- added and removed duties that better reflect the current responsibilities of the director of student involvement and diversity. Combined lines 5, 6, 7 as it was a continuity error line 14 added an s as it is a grammatical error.

Section 3- removed line 8 as it is not up to date, line 9 updated in order to better represent the student body and its needs. Line 10 removed condoms as it is no longer allowed. Line 11 information was not up to date, line 14 added further responsibilities in order to better represent the needs of the student body.