

Arizona State University

CONSTITUTION  
OF THE

UNDERGRADUATE STUDENT GOVERNMENT

PREAMBLE

We, the students of Arizona State University, in order to provide a representative student government, hereby form the Undergraduate Student Government (USG) of Arizona State University (ASU), and establish this Constitution. USG is created to provide a unified forum for inter-university dialogue, to organize student involvement, and to advocate for and administer services, resources, and programs that benefit the students of Arizona State University. Created and approved by the students of ASU, this document hereby establishes USG as the recognized governing body of the undergraduate students of Arizona State University. We recognize the Arizona State University Graduate and Professional Students Association (GPSA) as the official student government and governing body of ASU graduate and professional students. Furthermore, we affirm that USG and GPSA together constitute the Associated Students of Arizona State University, or ASASU.

As approved by majority of the member student bodies of Arizona State University on:

\_\_\_\_\_  
USG President of: \_\_\_\_\_

\_\_\_\_\_  
Campus Signature/Date

USG President of: \_\_\_\_\_

\_\_\_\_\_  
Campus Signature/Date

USG President of: \_\_\_\_\_

\_\_\_\_\_  
Campus Signature/Date

USG President of: \_\_\_\_\_  
\_\_\_\_\_

Campus Signature/Date

Senior Vice President,  
Educational Outreach and Student Services,  
Arizona State University: \_\_\_\_\_

Signature/Date

University President,  
Arizona State University: \_\_\_\_\_

Signature/Date

Title I

## MEMBERSHIP AND REPRESENTATION

### Article I. Campus Representation

Section 1. This constitution is the foundation for the Undergraduate Student Government (USG) of Arizona State University (ASU). In order to properly represent the undergraduate students across all campuses of Arizona State University, all authority not specified under this constitution shall reside with the individual campuses according to and as specified in their respective bylaws.

### Article II. Membership

Section 1. All registered undergraduate students with a minimum of one credit hour shall be members of USG and entitled to vote, to hold office in USG if qualifications for candidacy are met, and to exercise their rights of membership.

Section 2. All members of USG shall be granted the following rights which may be further delineated by respective campus bylaws:

- a. The right to petition USG to address issues of concern
- b. The right to representation and advocacy
- c. The right to active engagement
- d. The right to open USG meetings, documents and procedures

### Article III. Elections

Section 1. All elections shall be administered according to the USG Elections Code and under the supervision of the Elections Commissioner.

### Article IV. Terms of Office

Section 1. The executive officers shall take office beginning at noon on the Monday following the Spring commencement ceremony and shall serve one year.

Title II

## CAMPUS REPRESENTATIVE BODIES

### Article I. Presidents Council

Section 1. A Presidents Council, hereby referred to as the Council, shall be comprised of the four

USG presidents and the duly elected GPSA president. The Council is charged with discussing common challenges across the campuses of the university, coordinating resources to address

these challenges, and serving as a liaison entity for the campuses. The Council, in working with campus student leaders and administrators, develops and implements university priorities with regard to programs, services, and policies. The Council shall recommend students to sit on the various university boards and committees.

Section 2. Minutes from the scheduled weekly Council meetings shall be made public within 24 hours of their approval under the discretion of the official ASU professional staff advisor.

### Article II. Executive Office

Section 1. The USG executive officers of each campus shall consist of a President, Vice President of Policy and a Vice President of Services, duly elected according to the provisions in Article IV.

Section 2. The USG President of each campus shall oversee the Vice President of Policy and Vice President of Services at his or her respective campus, and be the voice for USG at the respective campus.

Section 3. The respective Vice President of Policy shall oversee USG operations at the campus that set policy for the university, students and community.

Section 4. The respective Vice President of Services shall oversee USG operations at the respective campus pertaining to services and programs, and as outlined by the bylaws of the campus.

Section 5. A Chief of Staff for the executive officers of each campus shall aid and support the executive officers in their respective roles, and shall serve only at the discretion of the respective

USG President.

Section 6. Campuses may add additional elected or appointed executive offices according to their bylaws.

### Article III. Campus Senate

Section 1. All legislative powers of USG at each campus shall be vested in a Senate, subject to veto only by the respective USG President, which may be overridden by a two-thirds vote of the respective Senate. The Senate shall also retain the authority to approve the USG budget and appropriate the USG student activity fee funds.

Section 2. Each Senate shall be comprised of senators elected by their respective schools and colleges, with the number of seats awarded to each school or college specified by the bylaws of each Senate.

Section 3. Each Senate shall elect from its membership a Senate President to preside over the

respective Senate meetings on the first meeting of each new session and shall serve for the entire session.

Section 4. Each Senate shall have the authority to add to and amend its own Bylaws, subject to veto as outlined in Section 1 of this Article. No Campus Senate shall have authority over the Bylaws of other campuses.

#### Article IV. Campus Executive Board

Section 1. This body is comprised of the President, the Vice President of Policy, and the Vice President of Services, and the Senate President elected by the Campus Senate. Campuses may

add additional members to this board through its Bylaws. The purpose of this board is to focus on campus-level academic and student support services, ensure that campus-level needs and interests are being addressed, and serve as a liaison entity for the Campus Senate. Each respective Campus Executive Board administers the campus-level budget, develops campus priorities, and works with the Campus Senate to develop a legislative agenda.

#### Article V. Qualifications for Seeking and Holding Elective Office

Section 1. Students seeking elected positions in USG must meet these qualifications at time of declaring candidacy and maintain the qualifications throughout term of office. Candidates must:

- a. Be a member of USG.
- b. Be a student in good academic standing according to the University.
- c. Be a student in good disciplinary standing with the University.
- d. Be a student enrolled in and maintain 6 (six) credit hours per semester on the campus where the position exists. The 6 (six) credits must be completed within the time span of a full semester.
- e. May only hold one office within USG concurrently and on only one campus.
- f. Candidates may only seek and hold office at the campus where their respective college/school exists.

### Title III

#### JUDICIARY

##### Article I. The Undergraduate Student Government Supreme Court

Section 1. All judicial powers of the Undergraduate Student Government shall be vested in one Supreme Court and such lower courts as campus bylaws may provide.

Section 2. The Supreme Court shall have jurisdiction over all disputes arising under the Constitution of the Undergraduate Student Government, any governing documents established pursuant to this Constitution, and between the different campuses. Decisions announced by the Supreme Court shall be final.

Section 3. The Supreme Court shall hear cases and decide disputes at the campus from which the case originates.

- a. All justices must be present to hear and decide a case.

b. Justice presence at a hearing may be either in person or by video conference.

Section 4. The Supreme Court shall be comprised of five (5) individuals.

a. Each USG President shall nominate one undergraduate student to represent their campus.

b. The fifth justice shall be appointed on a rotating basis among the four campuses in an alphabetical rotation (Downtown, Polytechnic, Tempe, West) beginning with Downtown following this constitution's ratification. The fifth justice shall be an undergraduate student nominated by that campus's USG President.

c. The respective nominees must be approved by their respective Senates.

Section 5. The Supreme Court shall establish its own rules and procedures.

## Title IV

### IMPEACHMENT, CENSURE AND SUCCESSION

#### Article I. Censure and Impeachment

Section 1. The process for censure and impeachment of elected and appointed positions of the USG shall be specified in the Bylaws of the respective campuses, except as outlined in Section 2 of this Article.

Section 2. A Supreme Court Justice may be impeached only by a two thirds vote of the respective Campus Senate having approved the nomination of said Justice.

#### Article II. Order of Succession

Section 1. In the event of impeachment or resignation of a President, the order of succession is as follows:

a. Vice President of Policy;

b. Vice President of Services;

c. President of the Campus Senate

Section 2. Succession for all other positions will be enumerated in the Bylaws of the respective campuses.

Section 3. Vacancies in the office of Vice President of Policy, Vice President of Services and President of the Senate shall be filled according to the Bylaws of each campus.

Section 4. Vacancies in other elected or appointed positions can be filled according to the bylaws of their respective campuses.

## Title V

### AMENDMENTS

#### Article 1. Constitutional Amendments

Section 1. Amendments are official revisions, changes, or additions to this Constitution. Any member of USG may propose an amendment.

Section 2. Proposed amendments to this Constitution shall be presented to each Campus Senate.

Section 3. To appear on the ballot, three out of the four campuses must approve of the proposed amendment by a two-thirds (2/3) vote of the respective Campus Senate no less than six (6) weeks

prior to a scheduled election or no less than (6) weeks in advance of the end of a semester in which there is no regularly scheduled election.

Section 4. The proposed amendment must be made public to the student body by each Campus Senate at least two (2) weeks prior to the election.

Section 5. The proposed amendment shall be declared approved upon receiving two-thirds (2/3)

vote of approval by the voting student body at each campus.

## Title VI

### RATIFICATION AND AUTHORITY

#### Article I. Constitutional Authority

Section 1. This Constitution supersedes all previous documents and charters of any members of Arizona State University Campus Senate.

Section 2. The Constitution of USG ASU shall become effective upon ratification by a majority (more than fifty percent) approval of the voting undergraduate student body of ASU at each campus.

Section 3. The Constitution and the Campus Bylaws shall be binding over any and all legislation, enactments, and mandates made by the Campus Senates prior to the adoption of this Constitution. This Constitution shall govern this organization, subject to the policies of Arizona State University, the Arizona Board of Regents, and the State of Arizona.

Section 4. Any and all regulations currently found within the constitution of the individual campuses shall be immediately included within the bylaws of each campus of origin upon ratification of this constitution.

Section 5. The current Bylaws of the member campuses shall be submitted and maintained in the

Appendices of this document and remain as governing documents of respective campuses.

Section 6. The USG of Arizona State University will not tolerate discrimination based upon age, ethnicity, gender, national origin, disability, race, religion, sexual orientation, gender identity, socioeconomic background, Veteran Administration status or political affiliation. Therefore, we create this Constitution with the intent of improving student educational, cultural, social, and physical welfare by empowering student involvement and leadership in inventing programs and policies, in partnerships, which guide our university community.

**USG** Undergraduate  
Student  
Government



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**West campus**

# **2023-2024 BYLAWS**

Arizona State University

Undergraduate Student Government - West

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**Title I**  
**BYLAW'S AUTHORITY, ARCHIVAL, AND AMENDMENT**

**Preamble**

We, the Students of the Undergraduate Student Government (USG) of Arizona State University's West location, do establish these Bylaws, which are adopted pursuant to the authority granted by the Constitution of the Undergraduate Student Governments of Arizona State University.

**Article I. Non-Partisan Institution**

Section 1- Undergraduate Student Government is a non-partisan institution with a zero tolerance policy towards partisanship or partisan politics of any kind. It is the responsibility of USG to serve, advocate, and represent the students for the good of ASU West and the university as a whole.

**Article II. Archival Process**

Section 1- The official copy of all USG governing documents shall be achieved in the Office of the USG Advisor

Section 2- USG governing document USG governing documents are:

1. The USG Constitution
2. The Elections Code
3. The USG Bylaws

Section 3- Any dispute regarding The USG Constitution will be resolved by appeal to the USG Supreme Court.

Section 4- Each page of the Bylaws will be initialed in the upper right-hand corner by the Chair of Government Operations and the USG Student Body President in ink, and the final page will be signed by the Senate President and the USG Student Body President in order to validate authenticity, and thus making it an official copy. Any copies of these Bylaws that do not meet the stipulations of Section 4 are unofficial copies.

Section 5- Each title within these Bylaws is organized separately by individual page numbers that start over for each title.

### **Article III. Bylaws Amendment**

Section 1- Amendments are official revisions, deletions, or additions to these Bylaws. Any Executive Board Member, Senator, or appointed USG Officer may propose an amendment.

Section 2- Proposed amendments to these Bylaws shall be presented to the Committee on Government Operations for consideration.

1. If the amendment receives committee approval it will be added to the agenda of the following Senate Meeting to be voted on.
2. If the amendment does not receive committee approval the committee will provide documented reasoning for its denial of approval and both the committee findings and the amendment will be added to the agenda of the following Senate Meeting.

Section 3- The proposed amendments and committee findings will be made available to the Senate two days prior to the Senate Meeting through the creation of a Committee of Government Operations (COGO) Bill

Section 4- The amendment requires a two-thirds majority vote of the Senate, followed by a majority vote of approval of the Executive Board.

1. If approved by the Executive Board, the following will occur:
  - a. The amendment will be applied to the title(s).
  - b. The newly amended title(s) will be printed and archived in the Office of the USG Advisor.

- c. The newly amended title(s) will be updated on the USG Website. If disapproved by the Executive Board, the amendment will return to the Senate with documented reasoning of the Executive Board's disapproval to be considered by the Senate. The Senate will do one of the following:
  - i. Accept the Executive Board's documented reasoning of disapproval, create a new amendment, and send the new amendment to the Committee on Government Operations to begin the process again.
  - ii. Reject the Executive Board's documented reasoning of disapproval.

Section 5- If the Senate rejects the Executive Board's documented reasoning of disapproval, an unanimous vote of the Senate is required to approve the amendment.

1. If the Senate votes unanimously, the following will occur:
  - a. The amendment will be applied to the title(s).
  - b. The newly amended title(s) will be printed and archived in the Office of the USG Advisor.
  - c. The newly amended title(s) will be updated on the USG Website.
2. If the amendment is not approved unanimously, it is dead.

**NOTHING FOLLOWS**

**Title II**  
**THE SENATE**

**Article I. Responsibilities of the Senate**

Section 1- The Senate has four main responsibilities:

1. Represent the interest of the Students and the University through legislative action.
2. Confirm appointments of USG Officers.
3. Exercise budgetary oversight on the Student Initiative Fund (SIF).
4. Adhere to and maintain the USG Rules of the Senate.

Section 2- The Senate fulfills its responsibilities through:

1. Senate Meetings
2. Senate Caucus
3. Committee Meetings
4. Student Involvement
5. Office Hours

Section 3- The following are Officers of the Senate:

1. Senate President
2. Senate Clerk
3. All Senators

Section 4- The following are Officers of the Senate ex officio during the Senate Meetings:

1. USG President
2. Vice President of Policy
3. Vice President of Services

#### 4. Chief of Staff

Section 5- Senators are the only voting Officers of the Senate, with the exception of the Senate President, who casts a vote only in the event of a tied vote.

### **Article II. The Senate Meeting**

Section 1- The Senate Meetings will operate according to the Rules of the Senate and Robert's Rules of Order.

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

Section 2- The date and time of Senate Meetings are set by the Senate President and are published in hard copy form and on the USG Website.

Section 3- The Senate Meeting Minutes are published digitally on Sun Devil Sync and the USGW website within fourteen (14) calendar days of the meeting.

### **Article III. Senate Caucus**

Section 1- Caucus is a Senate meeting without Robert's Rules of Order. The Senate President presides at the meeting and maintains a speakers list.

Section 2- The Senate President may interrupt anyone to ensure that the time within the Caucus is used efficiently.

Section 3- Caucus is a public meeting, but may be held in executive session when needed.

### **Article IV. Senate Committee Meetings**

Section 1- The Senate has three (3) standing committees. The Chair of each committee will be appointed by the Senate President. Appointments shall be confirmed by a two-thirds (2/3) majority vote of the Senate.

1. The Committee on Appropriations is responsible for legislation concerning the funding of Campus Clubs and Organizations or other funding requests from the Student Initiative Fee.

2. The Committee on Government Operations is responsible for legislation concerning the oversight of USG operations and revisions of the USG Constitution, USG Election Code, USG Bylaws, the USG Rules of the Senate, and any other governing documents of USG.
3. The Committee on University Affairs is responsible for legislation pertaining to the University and its conduct. This committee is responsible for creating three (3) events per semester.
4. These meetings will be conducted in a hybrid format, with virtual accessibility

Section 2- The Senate may create additional committees as needed by a two-thirds majority vote.

Section 3- The Chair of each committee is required to submit Agenda Items to the Senate Secretary at least 48 hours prior to Senate Committee Meetings.

Section 4- The Chair of each committee will select one person to be their Vice-Chair, who is in charge of creating and maintaining an agenda during Committee meetings.

1. If The Chair is unable to attend their specific Senate Committee Meeting, the Vice-Chair will facilitate discussion in their place.

#### **Article V. The Senate President**

Section 1- The Senate President presides over the Senate.

Section 2- The Senate President is elected from the body of the Senate by a majority vote, following a nomination and discussion. If there is a tie vote, the Senate immediately moves into a discussion led by the USG President. The USG President will preside over the meeting until the Senate President is elected and sworn into office.

Section 3- Candidates for Senate President may not nominate themselves, but must be nominated by a fellow Senator.

Section 4- Candidates for Senate President must have served at least one term as a

Senator prior to nomination. If there are only one or no returning Senators, all are eligible for nomination.

Section 5- The duties of the Senate President are the following.

1. Enforce the USG Constitution.
2. Enforce the USG Bylaws and Robert's Rules of Order;
3. Preside over Senate meetings.
4. Provide the tie-breaking vote to tied votes within the Senate.
5. Add approval of the Senate to add an additional item to the Senate Meeting Agenda after the Senate Meeting Agenda has already been approved.
6. Appoint a Senator to serve as Acting Senate President in their absence during the first Senate Meeting of the year.
7. Ensure that Officers of the Senate fulfill their duties.
8. Appoint Officers of the Senate as needed.
9. Attend Executive meetings and serve as a voting member of the Executive Board.
10. Certify Senate approved bills with signature
11. Create a Senate Calendar that includes the dates, times, and locations for Senate Meetings, Committee Meetings, and Events.
12. Hold individual meetings with each Senator monthly.
13. Complete a minimum of four (4) office hours per week.
14. Attend Club Council meetings
15. Attend a minimum of five (5) events funded by USGW per semester.
16. The Removal of a Chair and or Vice-Chair/ Co-Chair of their position and duties shall be at the discretion of the Senate President
  - a. The 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 removal of position have been exhausted and will make a decision of whether to overrule or ratify the removal of position.

Section 6- The Senate-seat of the Senator- that is elected as Senate President is

relinquished and becomes vacant and open to be filled by the Senate President by appointment

Section 7- If the Senate President resigns or is removed from office they will not resume

their senate seat from which they were elected, but may be appointed as a Senator.

Section 8- If a Recall Election of the Senate President is placed on the Senate Meeting

Agenda the following will occur:

1. The Senate meeting will immediately move into the Executive Session.
2. The Recall Election will supersede Approval of Previous Senate Meeting Minutes and all other items to be voted on by the Senate.
3. The USG President will assume the duties of Senate President until the Recall Election is complete and a Senate President is sworn in.

Section 9- Approval to conduct a Recall Election must receive at least a vote equaling the

total number of filled Senate seats minus one. A Recall Election will function in the same way as a regular election to fill the Senate President seat.



## **Article VI. The Senate Clerk**

Section 1- The Senate is administratively supported by the Senate Clerk

Section 2- The Senate Clerk is appointed by the Senate President and is approved by a two-thirds majority vote of the Senate.

Section 3- The duties of the Senate Clerk are the following.

1. Provide administrative support to the Senate President.
2. Support the Senate President in the fulfilling of duties and responsibilities.
3. Publish the Senate Meeting Agenda under the direction of the Senate President.
4. Record the minutes of the Senate Meeting under direction of the Senate President.
  - a. If unable to be present at the Senate Meeting, the Senate will recommend to the President that the Chief of Staff records the Senate Meeting minutes.
5. Ensure the approved Previous Senate Meeting Minutes are published on the USG Website.
6. Maintain and ensure placement of name placards and padfolios (containing the Senate Meeting Agenda and voting record) at their designated seats for all Senate Officers and Executive Board members.
7. Ensure time and location of Senate Meetings are published on the USG Website at least 48-hours prior to Senate Caucus.
8. Ensure that the Senate Meeting Location has been reserved and prepared.
9. Ensure all Senate Officers have had an opportunity to add Agenda Items on the Senate Meeting Agenda and disseminate at least 24-hours prior to Senate Caucus.
10. Ensure all Senators have access to copies of the Senate Bills at least 24 hours prior to the Senate Meeting.

11. Create voting records for all Senate Officers.

Section 4- The Senate Clerk may be removed from office by a two-thirds majority vote of the Senate, and approval of the Senate President. If the Senate President disapproves, a unanimous vote of the Senate is required.

## **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 Senate President and approved by the 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.

### **Article VIII. At-Large Online Senator**

Section 1- The duties of the At-Large Online 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) virtual 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. 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 meeting with the club/organization's President or Club/Organization representative.
6. Must have an open, consistent dialogue with the Director of Online Student Advocacy via biweekly meetings.
7. Must have an open, consistent dialogue with At-Large Online Senators from the other campuses via regular meetings

Section 2- Upon vacancy of this position, the At-Large Online Senatorial seat will remain open until a new At-Large Online Senator of the respective college or school is appointed by the Senate body with a simple majority.

Section 3- 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 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.

#### **Article IX. Removal of Elected USG Senators**

Section 1 - A Senator may be removed from office if they have two excused or one unexcused absences from Senate/Committee Meetings in an academic semester or if there is a majority vote in a recall election by the College Council they represent

**NOTHING FOLLOWS**

### **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.

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 Senate President for Senate meetings and the USG president for Executive meetings

2. 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 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.

### **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. Report official actions performed by the Office of the Vice President of Policy at the Senate Meetings.
3. Required to Attend at least (4) Office Hours per week.
4. Required to attend the Committee on Government Operations Meetings.
5. Hold monthly meetings with Directors within the Office of the Vice President of Policy
6. 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. Required to Attend at least (4) Office Hours per week.
3. Publish dates, times, and locations for club council meetings. Attend Club Council Meetings.
4. Report official actions performed by the Office of the Vice President of Services at the Senate Meetings.
5. Hold monthly meetings with Directors within the office of the Vice President of Services.

## **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- 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.

## **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.

**NOTHING FOLLOWS**

## 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.

## 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

## **Article II. Departments within the Office of the USG Vice President of Policy**

### Section 1- The Department of Legislative Affairs

1. The Department of Legislative Affairs shall have the primary responsibility to assist the Vice President of Policy in any and all matters regarding the affairs of the local, state, and national government, including the actions taken by the Arizona Board of Regents, to ensure that USG and the student body are accurately informed of policies affecting the university and its students.



2. The Department of Legislative Affairs is responsible for creating and maintaining programs or initiatives regarding civic engagement for the students and campus community at large.
3. The Department of Legislative Affairs shall consist of a Director of Legislative Affairs, and any other staff deemed necessary to carry out the functions of the department.
4. The duties of the Director of Legislative Affairs shall include, but are not limited to, the following:
  - a. Being an active member of the ASU Civic Engagement Coalition, which shall meet at a minimum of once (1) a month during the academic year. This includes but is not limited to:
    - i. Setting meeting times and dates in accordance with the USG Bylaws, and in cooperation with the members of The ASU Civic Engagement COalition, the Vice President of Policy, and/or as needed the President.
    - ii. Hosting at minimum two (2) voter registration drives in each semester of the academic year.
    - iii. Assisting the Vice President of Policy in the creation of Town Halls with members of the local, state, and/or national government.
    - iv. Assisting the Vice President of Policy and the President in the preparation for the meetings of the Arizona Board of Regents, and/or meetings with members of the Arizona Board of Regents.
    - v. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
    - vi. Attending bi-weekly (or weekly) Executive, Department, and Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
    - vii. Required to Attend at least (4) Office Hours per week.

- viii. Attend bi-weekly Department Meetings with no more than four (4) excused or two (2) unexcused absences per academic year
- ix. Preparing Monthly Reports regarding the actions of the Department of Legislative Affairs which are to be presented by the Director of Legislative Affairs to the USG Executive Board & Senate during their respective meetings.

## Section 2- The Department of Sustainability

1. The Department of Sustainability shall have the primary responsibility to assist the Vice President of Policy in any and all matters regarding sustainability initiatives.
2. The Department of Sustainability shall consist of a Director of Sustainability, and any other staff deemed necessary to carry out the functions of the department.
3. The duties of the Director of Sustainability shall include, but are not limited to, the following:
  - a. Assisting the Vice President of Policy and the President to ensure sustainability efforts are being carried out and implemented as well as keeping the campus up to date with sustainable options and availability. This includes but is not limited to:
    - i. Host sustainability events bi-weekly (or weekly) to provide students with sustainable products.
    - ii. Providing communication between USG members and the members of the University Boards and Committees.
    - iii. Ensuring that all members attend their monthly board or committee meetings as well as any and all meetings with the Vice President of Policy or the President.
    - iv. Assisting the Vice President of Policy in obtaining the information regarding any and all proposals or initiatives set forth by the university regarding affairs that affect the student body or campus

- community at large.
- v. Developing proposals or initiatives to be set for USG regarding sustainability initiatives that affect the student body or campus community at large in cooperation with the USG Executive Offices, and the Senate Committee on University Affairs.
  - vi. Attending bi-weekly Executive, Department, and Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
  - vii. Required to Attend at least (4) Office Hours per week.
  - viii. Preparing bi-weekly Reports regarding the actions of the Department of Sustainability which are to be presented by the Director of Sustainability to the USG Executive Board & Senate during their respective meetings.

### **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. Coordinate with the Student Connection and Community Office to maintain a close working relationship, communicate with council of coalitions

4. Facilitate and encourage participation and engagement in student clubs/organizations and their events. Attend club meetings when possible
5. Give a voice to the unknown underrepresented groups on West Campus
6. Engage with the student body about their opinions of events as well as recommendations or ideas they might have
7. Attending bi-weekly Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
8. Attending bi-weekly (or weekly) Executive Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
9. Must accomplish at least twenty-five (25) Office Hours per semester.
10. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in execution for approved projects
11. Manage Heritage Month 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
- l. 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. Work on making sure Health Services are available to all west students act as liaison and maintain contact with Health Services.
- 9. Work on Initiatives in Res Halls like the Free Feminine Hygiene Products
- 10. Partner and be a Liaison with the Sexual Relations Violence Prevention Program

11. Plan the consent dinners, table for domestic violence awareness month, sexual assault awareness month, and strengthen the overall programming and awareness
12. Assist with the Mental Health Fair or a similar event
13. Organize and Host events such as CPR certification, Wellness carts, Breast Cancer awareness, and Flu Shots.

**NOTHING FOLLOWS**

**Title V**  
**STUDENT FUNDS**

**Article I. Requirements for the Use of Students Funds**

Section 1- Usage of the Student Initiative Fee (SIF) Funds

1. The use of SIF Funds must fulfill at least one of the following:
  - a. The use appeals to a significant number of students.
  - b. It assists students in furthering specific career and educational objectives.
  - c. It furthers the objectives of the University throughout the Student Body.
  - d. It enhances cultural awareness among students.
  - e. It promotes community service and involvement.
2. All expenditures from SIF Funding must be in accordance with the policies of ASU as determined by the Office of Education Outreach and Student Services (EOSS).

Section 2- Registration and Requirements of Students and Student Organizations

1. Any Student or Student Organization requesting funds from USG must be registered with the Student Connection and Community Office (SCC) prior to receiving funds for travel or expenditures.
2. Only Undergraduate Student Organizations, or those Organizations comprised of at least fifty (50) percent undergraduate students, may receive Club Start-Up Funds, or Club Operations Funding from USG. Requests for Event Funding by a Student Organization without this membership shall be determined eligible by the Senate at the time of the respective bill's discussion and approval during the respective Senate Meeting.

- a. Membership for these purposes shall be defined in accordance to the policies set by SCC.

## **Article II. Appropriations of the Senate**

### Section 1- Budget Requests

1. Each request for funds will be presented as a Budget Request. As completed by a Student Organization representative, each submitted Budget Request must contain all required documents for processing and a detailed explanation of how the requested funds will be used towards a public purpose; that is, how they will benefit the student body or at least a constituency of it.
2. All Budget Requests shall be filled out and submitted through Sun Devil Sync, which shall possess all necessary instructions and fields for Budget Request submission. C. There are four (4) types of Budget Requests that may be requested through the USG Senate. They are as follows:
  - a. Event Funding (EF)
  - b. Club Start-Up Funds (CSUF)
  - c. Club Operations Funding (COF)
  - d. Professional Development (PD)

### Section 2- Senate Sponsorship

1. Before submitting a Budget Request any interested Student Organization must consult with its designated Senate Sponsor at least once per semester in order to receive funding.
  - a. This Senate Sponsor will provide information, advice, and review the Request. They shall also be the Student Organization's main point of contact throughout the bill process and shall represent the respective bill throughout the Senate cycle.

### Section 3- The USG Funding Request Cycle

1. All Student Organizations must submit their Budget Requests online through Sun Devil Sync by five (5) p.m. the Wednesday prior to the next



Senate meeting (for EF ) or Appropriations meeting (for PD, COF, and CSUF).

2. Any Event Funding Budget Request must be submitted by the Wednesday before the Senate that takes place at least four (4) weeks prior to the date the funds are needed. This four week timeline allows two (2) weeks processing time for USG and two (2) weeks processing time for SCC.
3. Any Budget Request that includes a guest speaker, lecturer or performer must be submitted six (6) weeks prior to the date of when the funds are needed. This allows two (2) weeks processing time for USG and four (4) weeks processing time for SCC.
4. All PD, CSUF, and COF Budget Requests must be submitted by the deadlines set by the Committee on Appropriations which shall be announced at the start of the corresponding semester.
5. Student Organizations officially registered after the COF deadline for Fall must wait until the next term (Spring) to submit a COF Budget Request.

#### Section 4- Actions After Senate Vote of Appropriation Bills

1. Following the adjournment of a Senate meeting, the Senate President will recommend the approved Budget Requests that have no outstanding stipulations to the Student Body President for immediate approval. The Student Body President may approve these Budget Requests at this time or delay for consideration.
2. All Budget Requests approved by the Senate must be approved or vetoed by the Student Body President within five (5) business days after the meeting at which they were voted on.
  - a. If the Student Body President submits approval of the Budget Request it will go to the OSE for processing.
  - b. If the Student Body President denies approval of the Budget Request it will remain unapproved with the President's objections posted on the Request in Sun Devil Sync.
  - c. If the Student Body President neither approves nor vetoes the Budget Request within five (5) business days, approval of the Budget Request will fall on the USG Advisor.

- d. The Student Body President possesses Line-Item Veto authority; if they exercise this authority an emergency Senate meeting will be called within four (4) business days from the date of the Line-Item Veto. A two-thirds (2/3) majority vote by the Senate is required to overturn a Line-Item Veto; otherwise the Line-Item Veto passes.

#### Section 5- Vetoed Budget Requests

1. In order to reconsider a vetoed Budget Request the Senate must pass a motion on it by simple majority vote.
  - a. If the motion passes the Senate President must read the vetoed Request in its entirety along with the attached objections of the Student Body President and shall be opened for discussion and approval.
    - i. Vetoed Budget Requests under reconsideration of the Senate are subject to the Line-Item Veto authority of the Senate President. Any changes made to a vetoed Budget Request make it a new Budget Request to be voted on with the same rules regarding stipulations.
    - ii. An unchanged vetoed Budget Request must be approved by a unanimous vote of the Senate. The Senate President will ensure the speedy approval of the resurrected Budget Request so the Office of Student Engagement can start processing it.
  - b. If the motion does not pass the vetoed Request is dead and its Senate Sponsor is responsible for notifying the corresponding Student Organization in an email sent by midnight (12 a.m.) the same day with the Senate President, Senate Clerk and Business Operations Specialist of the OSE cc'd.

#### Section 6- Remaining Budget Request Funds

1. Following the approval of an Event Funding Budget Request, if the actual expenditures made by the Student Organization are less than the amount

of money the Request was approved for then that Student Organization is able to use the remaining money on additional expenses for that event.

- a. Surplus money may not be used for any expenditures other than those for the event it was approved for.
2. Thirty (30) days after a scheduled event date, all approved remaining funds of an Event Funding Bill not spent will be returned to the SIF Fund for USG West.

#### Section 7- Annual Budget

1. The USG Executive Board will produce and submit a proposed annual budget to the Senate before April 15 each year. In order to pass, the proposal requires a three-fourths (3/4) majority vote by the Senate.
  - a. If approved, the Budget shall be sent as a proposal by the Student Body President to the Office of the Senior Vice President of Education Outreach and Student Services (EOSS).
  - b. If not approved, the Budget shall be sent to the Appropriations Committee for revisions.

### **Article III. Appropriations of the Appropriation Committee**

#### Section 1- Budget Requests in Appropriations

1. Club Start-Up Budget Requests (CSUF) may be submitted by Clubs on the West campus in their first year for internal club operations such as recruitment, tabling items, and club meetings.
2. Club Operations Budget Requests (COF) may be submitted by an established Club on the West campus for internal club operations such as recruitment, tabling items, and club meetings.
3. No CSUF or COF Budget Request shall exceed \$750.00 per academic year.
4. All Professional Development Budget Requests (PD) must be submitted by the Wednesday before the Committee on Appropriations meeting that takes place at least six (6) weeks prior to the date of when the funds are needed. This six week period allows one (1) week processing time for USG and five (5) weeks processing time for SCC.

5. No Professional Development Budget Request shall exceed \$450.00 per academic year.
6. Locations that a Student may travel to through USG Professional Development funds are limited to:
  - a. The U.S.
  - b. Canada
  - c. Mexico
  - d. The Caribbean.
7. Professional Development Budget Requests do not have to be related to the requestor's major or minor.
8. Professional Development funds shall be granted towards some Reusable Expenses if required by the attached event; this includes:
  - a. Passport Cards
  - b. Business Attire
    - i. No Budget Request for Business Attire shall exceed \$200.00 per academic year.
    - ii. The \$25.00 cap for incentives does not apply to apparel
  - c. Travel Expenses (not including automobiles)
  - d. Professional Licensing/ Certification(s)
9. After completing a trip, a Student who has received Professional Development funds towards that trip must complete a Post Travel Summary report describing how they developed professionally, a report which is available through Sun Devil Sync.
  - a. The Post Travel Summary must be submitted by one week (7 days) from the day the Student returns from their trip.
10. Professional Development is unable to provide funding towards the following items:
  - a. Past Tests and/or Past Events
  - b. Graduate Level Exams
  - c. Tests and Test Prep already funded by Career and Professional Development Services (CPDS)
  - d. Study Abroad Programs
  - e. Activities which subsidize University administrative services
  - f. Donations

- g. Land and Labor
- h. Discriminatory Organizations
- i. Amusement Parks and Popular Culture Conventions

Section 2- Appropriations meetings for Professional Development Budget Requests, Club Operations Funding, and Club Start-Up Funds Requests

1. The Student requesting Professional Development funds must be present for the corresponding Appropriations meeting that discusses and approves that Budget Request.
  - a. In the case that the Student cannot be present for the Appropriations meeting, the Student must submit a Personal Statement which will be read by the Vice-Chair of the Appropriations Committee to represent that Student's Budget Request
    - i. Personal statements should describe the use of the funds as well as how the student hopes to develop professionally
2. Club Start-Up fund requests and Club Operations Funding requests do not require student attendance at corresponding Appropriations meetings that discuss and approve that Request.
3. During an Appropriations meeting, the Committee, after reviewing all Professional Development Budget, Club Operations Funding, and Club Start-Up Fund requests, may take the following actions with a three-quarters (3/4) majority vote of the Committee's quorum. Of the following actions, one (1) must be taken on each bill submitted for each corresponding Senate cycle:
  - a. Approve without stipulations.
  - b. Approve with stipulations.
  - c. Hold indefinitely in Committee.
4. If the Committee approved a Budget Request with stipulations, the requesting student must have all those stipulations met, and the Request re-submitted, by five (5) p.m. the Wednesday following the Committee meeting in which the Budget Request was voted on.
  - a. If the Budget Request has stipulations, the corresponding Student Organization shall be notified via email within 24 hours of the end

day of the Committee meeting in which the Budget Request was voted on. This email shall be sent by either the Chair or the Vice Chair of the Appropriations Committee to the member of the Student Organization who submitted the Budget Request and shall have the Senate President and Business Operations Specialist of the SCC cc'd.

- b. If the stipulations are not met by the prescribed date the Budget Request dies and funding will not be appropriated.

**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.

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Office to Which Appointed

---

Printed Full Name

---

Signature

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Office of Oath Administer

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Signature

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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 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).



7. The distribution of senatorial seats will be dependent on the number of students in each respective college with every 500 students contributing towards an additional seat and a maximum of 4 senatorial seats per respective college
8. Each academic college which is represented by USGW by way of having students housed at the West Valley campus will have their senatorial seat increased by one chair reserved for an online student who is an online member of that respective academic college

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).

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

Section 1- All USG Senators, Executive Board Members, and USG Officers are expected to wear 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.

## **Article V. Impeachment and Censure**

Section 1- Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USG president appointee. Impeachment is defined as to bring an accusation of misconduct in office.

1. Misconduct is defined as disobeying the respective USG Bylaws of each respective campus either knowingly or through repeated negligence after being warned.
2. Before Articles of Impeachment can be brought, the Executive Officer, Supreme Court Justice, Senator, or USG President Appointee must be given the option to resign.

Section 2- Nonfeasance shall be defined as negligence of the duties outlined in these Bylaws by any compensated member of the executive branch.

1. Nonfeasance by the USG President, Vice President of Policy, Vice President of Services, Senate President or any Director may be considered grounds for impeachment or removal respectively, upon the discretion of the USG Senate.
2. One instance of nonfeasance is equivalent to one strike.
3. Simple majority vote of the senate is required to determine that nonfeasance has occurred.

Section 3- Articles of Impeachment outlining accusations of misconduct by any Executive Officer, Supreme Court Justice, Senator, Senate President or USG president appointee currently in office produced by one or more Senators must be published and delivered to the senate president in a senate session. The said Article of Impeachment will then be passed onto the ASASU supreme court within 2 business days.

Section 4- The ASASU Supreme court shall have the sole power to try all impeachments.

Any and all trial proceedings shall follow as determined by the ASASU Supreme Court Governing documents

**NOTHING FOLLOWS**

**Title VII**  
**Certification of Authenticity**

**Article I. Signatures**

I, the Student Body President of Undergraduate Student Government (USG) of Arizona State University West Campus, affirm the authenticity and validity of these Bylaws pursuant to the authority granted by the Constitution of the Undergraduate Student Governments of Arizona State University.

I, the President of the Senate of Undergraduate Student Government (USG) of Arizona State University West Campus, affirm the authenticity and validity of these Bylaws pursuant to the authority granted by the Constitution of the Undergraduate Student Governments of Arizona State University.

**NOTHING FOLLOWS**