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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 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~~ **USGWV** 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~~ USGWV 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 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



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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~~ **USGWV** 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~~ USGWV meetings must be presented to the Chairperson and approved by the Chairperson prior to the general session



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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.

### **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 respective executive directors 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~~ **USGWV** meetings must be presented to the Senate President for Senate meetings and the USG president for 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).



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- 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.

**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,



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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

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Printed Full Name

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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.



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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~~ **USGWV** 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





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the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Rationale- in all previous mentions of USGW / USGWV was added in order to accurately reflect the current state of the West Valley Campus and USG West Valley now and going forward