



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 I

BYLAW'S AUTHORITY, ARCHIVAL, AND AMENDMENT

Preamble

We, the Students of the Undergraduate Student Government (USG) of Arizona State University's West **Valley** 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 **Valley** 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.

Title III

THE EXECUTIVE BOARD

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 Valley eCampus 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 semester 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 Valley eCampus. 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 Valley eCampus. 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, Senate President. The incoming successor will hold the position of President as interim until voted in by the Senate with a ¾ majority.
11. In the event neither the Vice President of Policy, Vice President of Services or Senate President 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 ¾ 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 Valley 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 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 Valley 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.



Title IV

EXECUTIVE DEPARTMENTS & DIRECTORS

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 Valley Campus, and Administration/Staff at the University wide and West Valley eCampus 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 Valley 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 Valley 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 Valley Campus, and Administration/Staff at the University-wide and West Valley eCampus level
 - b. Required to Attend at least (4) Office Hours per week
 - c. Work with clubs and organizations on West Valley 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 Valley 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 Valley Campus, and Administration/Staff at the University wide and West Valley eCampus 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 Valley 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.

Title V

STUDENT FUNDS

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 Valley.

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 Valley eCampus 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 Valley eCampus 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.



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 eCampus will have their senatorial seat increased by one chair reserved for an online student who is an online member of that respective academic college



Title VII

Certification of Authenticity

Article I. Signatures

I, the Student Body President of Undergraduate Student Government (USG) of Arizona State University West **Valley** 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 **Valley** 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.

Rationale- in all previous mentions of Arizona State University West or West campus Valley was added in order to accurately reflect the current state of the West Valley Campus now and going forward