



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

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 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.

- 1.
2. 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 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.

3. 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.
4. 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. Additionally, the Committee on Government Operations is responsible for legislation in response to the University and its conduct.
5. The Committee on University Affairs is responsible for overseeing the creation and completion of events, held by the senators of each college represented by USG West Valley. The senator, or senators, of each college will be responsible for holding one event per semester per college.
 - a. Additionally the Committee on University Affairs shall be responsible for, but not limited to, research and investigation of issues that impact students, promoting student success, wellness,

and students' pursuit of happiness on campus, reporting of findings and recommendations to the USGWV Senate.

- i. This ~~can~~ must be done through required tablings hosted by the Chair and/or Co-Chair of the University Affairs Committee.
 1. The number of tablings is up to the discretion of the Chair.

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.
 - a. The Senate President shall draft a contract outlining specific duties and precedence that are expected of the Senators after the 21st university day of the Fall semester to be approved by a $\frac{2}{3}$ vote of the Senate.
 - i. Upon approval, all senators shall sign and adhere to that contract.
 - ii. The contract may be revised at any time by a $\frac{2}{3}$ vote of the Senate.
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 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 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.

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.
- h. Required to attend club council meetings quarterly throughout the academic year, or correspond with the director of the club council to receive all needed information; attendance will be at the discretion of the Senate President.

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 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 USGWV 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

Rational:

Title II | Article IV | Section 1 | Subsection 5 | Paragraph a: Period for grammatical corrections.

Title II | Article IV | Section 1 | Subsection 5 | Paragraph a | Subparagraph i : Added at the request of the UA Chair in order to ensure that student feedback is being collected through reasonable means.

Title II | Article IV | Section 1 | Subsection 5 | Paragraph a | Subparagraph i | Subsubparagraph 1: Left to the UA chair in order to allow for flexibility in the semester and the committee itself.