

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.



2024-2025 BYLAWS

Arizona State University

Undergraduate Student Government - West Valley

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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 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 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 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 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

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
 - a. Submit any reports to the Senate Clerk at least 24-hours prior to Senate Meetings.
6. Attend a minimum of five (5) events funded by USG per semester.
7. Vote on executive team bills over \$1,500.

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 USGWV 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 Valley 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 as it aligns with the Council of President's rotational schedule.
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) and Student Initiated Fees.
8. Appoint a Supreme Court Justice from the West Valley 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.
 - a. During rotational years the USG president will appoint an additional Supreme Court Justice from the West Valley 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 ($\frac{3}{4}$) majority vote in the Executive Board is required to appoint the Justice.

9. 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 $\frac{3}{4}$ majority.
10. 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 $\frac{3}{4}$ majority vote.
11. 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
12. Prepare a transition document for the new incoming Student Body President that is to be submitted by the last Senate Session to the Chief of Staff.

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.
7. Oversee and direct the USGWV Executive Directors who have been appointed including:
 - a. Director of Legislative Affairs
 - b. Director of Sustainability
8. If there is a vacancy in any director position within the Policy Department, the Vice President of Policy, can assume responsibilities deemed essential to the role by the current Vice President of Policy.
9. Prepare a transition document for the new incoming Vice President of Policy that is to be submitted by the last Senate session to the Chief of Staff.

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 of Services, the Student Body 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.

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 interns, including the full authority of scheduling and documenting hours, conduct interviews and provide training to said interns 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 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. Senate Meeting Recordings, Reports, Meeting Agendas, Meeting Notes, Committee Meeting Minutes, and/or Meeting Minutes of the USG Executive Board & Senate.
 - ii. The USG Constitution and USG Bylaws.
 - iii. USG Bills & Templates, the USG Budget, and the schedule of USG Meetings and Events.
 - c. Work with EOSS and the Student Body President to create a monthly newsletter to be sent out to all in-person and online West Valley Students.

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. Support the Senate President in ensuring that Senate Meetings run smoothly via virtual means, are accessible to all students, and ensure the recording of these meetings.
8. 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.
9. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
10. Required to attend at least (4) Office Hours per week
11. Prepare a transition document for the new incoming Director of Public Relations that is to be submitted by the last Senate Session to the Chief of Staff.

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. Provide a standardized form to be used by the President, Policy, and Services Departments, Senate President, and University Affairs Committee to record approval of expenditures from those line items.
- d. Balance USG Budgets.
- e. Meet as needed with the ASU Business Office.
- f. Act as a liaison between USG and the ASU Business Office.
- g. Serve as ex-officio in the Appropriations Committee and attend all Appropriations Committee Meetings
- h. Submit a weekly report to the USG President on all USG account balances and expenditures generated.
- i. Provide a recap of the budget in their report at each Senate Meeting.
- j. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- k. Required to attend at least (4) Office Hours per week.
- l. Prepare a transition document for the new incoming Director of Finance that is to be submitted by the last Senate Session to the Chief of Staff.

Section 3- The Department of Online Student Advocacy

- 1. 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.
- 2. The Department of Online Student Advocacy shall have the primary responsibility of advocating for ASU Online students within USG.
- 3. The duties of the Director of Online Student Advocacy are the following:
 - a. Work closely with online students and online student organizations

- b. Work closely with the President to give biweekly updates for various online student projects and initiatives.
- c. Act as a liaison between USG and the ASU Online community
- d. Participate in Digital Immersion Advocacy Committee meetings with Directors of Online Student Advocacy from the other campuses
- e. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- f. Required to attend at least (4) virtual Office Hours per week
- g. Prepare a transition document for the new incoming Director of Online Student Advocacy that is to be submitted by the last Senate Session to the Chief of Staff.

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 consist of a Director of Legislative Affairs, and any other staff deemed necessary to carry out the functions of the department.
- 2. 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. This department is in charge of informing students of their eligibility to vote.
 - a. This does not include ASASU elections.
- 3. 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.
- 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. Attend Policy Department Meetings as held.
 - vi. 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.
 - vii. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - viii. Required to attend at least (4) Office Hours per week.
 - ix. Write a transition document for the new incoming Director of Legislative Affairs that is to be submitted by the last Senate Session to the Chief of Staff.

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. Sit on the University Board and Committee for Sustainability and provide communication.
 - 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 Senate Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - vii. Attending bi-weekly (or weekly) Executive,

- Department, and Senate Meetings with no more than four (4) excused and two (2) unexcused absences per academic year
- viii. Required to Attend at least (4) Office Hours per week.
 - ix. Preparing reports regarding the actions of the Department of Sustainability which are to be presented by the Director of Sustainability to the USGWV Senate during their Senate meetings.
 - x. Host at least one book drive per semester
 - xi. Maintain the keep up and order of USG Lending Library
 - xii. Hold monthly sustainable markets.
 - xiii. Serve as the USG-WV liaison on the West Valley Campus Community Garden Committee; Coordinate with the Appropriate Community Garden leadership to review all USG-WV purchases being made for the Garden when necessary.
 - xiv. In the event the Director of Sustainability position is vacant or unfilled, the Vice President of Policy would serve as the liaison for the Community Garden.
 - xv. Similarly if the Director of Sustainability position is vacant or unfilled, the Vice President of Policy would oversee the lending library.

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

Section 1- The Department of Student Involvement and Diversity

1. The Department of Student Involvement and Diversity shall consist of one Director of Student Involvement and Diversity and any other staff deemed necessary to carry out the functions of the department.
2. The Department of Student Involvement and Diversity shall have the primary responsibility of furthering student involvement and diversity at the West Valley Campus.
3. This department will oversee the connections between USGWV and the Multicultural Communities of Excellence (MCoE), the Council of Coalitions (as it pertains to West Valley), and any and all West Valley Cultural Clubs.
4. They shall put on events to celebrate the various Heritage Months throughout the year with the goal of promoting dialogue about diversity at the West Valley Campus.
 - 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 Campus level.
5. Facilitate and encourage participation and engagement in student clubs/organizations and their events.
 - a. Attend club meetings when possible.
6. Give a voice to the unknown underrepresented groups on West Valley Campus.
7. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in execution for approved projects.
8. Attend Services Department Meetings as held.
9. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
10. Required to attend at least (4) Office Hours per week.

11. Prepare a transition document for the new incoming Director of Student Involvement and Diversity that is to be submitted by the last Senate Session to the Chief of Staff.

Section 2- The Department of Club Council

1. The Department of Club Council shall consist of one Club Council Director and any other staff deemed necessary to carry out the functions of the department.
2. The Department of Club Council shall have the primary responsibility of hosting Club Council Meetings.
 - a. Club Council is a meeting to advertise USGWV deadlines of funding, guidelines of submitting for appropriations funding, inform clubs of business office guidelines, changes to current vendor processes, announcements of University-Wide Events (such as but not limited to: Pitchfork Awards, Change the World, ASU Homecoming, and USGWV announcements).
3. The Duties of the Director of Club Council are as follows:
 - a. Work with clubs and organizations on West Valley Campus to develop higher standards of quality for major events.
 - b. 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.
 - c. 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.
 - d. Voice ideas for events or projects to the VPS, as well as any resources or assistance needed in the execution of approved projects.
 - e. Engage with the student body about their opinions of events as well as recommendations or ideas they might have.

1. Required to hold monthly Resource Tablings to inform students of USG Services, events, & gather feedback.
- f. Host 2 events per month relevant to the West Valley Campus.
- g. Collaborate with a registered club or organizations at least once per month.
- h. Host monthly Club Council meetings.
 1. The Director of Club Council must maintain a log of attendance of clubs at each monthly Club Council meeting to ensure clubs are eligible for Senate Funding.
 - a. Said log must then be shared with the USGWV Senate President & Appropriations Chair following that month's club council meeting.
 - i. Maintain a thorough inventory list of all public use items housed in the club council space.
 - j. Attend Services Department Meetings as held.
 - k. Attending Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - l. Required to Attend at least (4) Office Hours per week.
 - m. Prepare a transition document for the new incoming Director of Club Council that is to be submitted by the last Senate Session to the Chief of Staff.

Section 3 - The Department of Health and Wellness

1. The Department of Health and Wellness shall consist of one Director of Health and Wellness and any other staff deemed necessary to carry out the functions of the department.
2. The Department of Health and Wellness shall have the primary responsibility of promoting the Health and Wellness of ASU West Valley students.
3. The Duties of the Director of Health and Wellness are as follows:
 - a. Act as a liaison between USGWV, ASU Health Services, the Sexual Relations Violence Prevention Program, the Sun Devil Fitness Complex, etc.

- b. Work to promote general wellness, including physical and mental health, among the students of Arizona State University.
- c. Promote all health related awareness months, including but not limited to: Domestic Violence Awareness Month, and Sexual Assault Awareness Month, and Breast Cancer Awareness Month.
 - i. Strengthen the overall programming and awareness of health months of interest.
- d. Organize and host CPR Certification
- e. Run a yearly Health Fair which includes bringing a free STI testing clinic onto campus.
- f. Assist in other events and initiatives such as but not limited to:
 - i. Help advertise, promote, and table at the campus Blood Drives that occur on campus and Flu Shot Clinics.
 - ii. Assist with an event to promote mental health.
 - iii. Consent Dinner (in collaboration with SRVP).
- g. Upkeep of Zen Den:
 - i. Maintain cleanliness of the Zen Den in collaboration with SDFC.
 - ii. Host semesterly events in the Zen Den focusing on student wellbeing in collaboration with SDFC and other wellness clubs on campus.
 - iii. Maintain a log of feedback and present semesterly findings in reports during Senate Meetings.
- i. Oversee and maintain upkeep of the USG Health Cart, including but not limited to:
 - h. Ensuring Health Cart is fully stocked during the academic year.
 - ii. Maintaining record of what needs to be restocked/ordered.
 - iii. Maintaining documentation of Health Cart item check outs.
- j. Attend Services Department Meetings as held.
- k. Attend Senate Meetings and Executive Board Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
- l. Required to Attend at least (4) Office Hours per week.

m. Prepare a transition document for the new incoming Director of Health & Wellness that is to be submitted by the last Senate Session to the Chief of Staff.

NOTHING FOLLOWS

Title V
STUDENT FUNDS

Article I. Requirements for the Use of Students Funds

Section 1- Usage of the Student Initiative Fee (SIF) and Digital Immersion Student Initiated Fee (DISIF) Funds

1. The use of SIF and DSIF 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 and DSIF 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 ineligible 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.
3. In order for any student organization to receive funds from USGWV, said organization must have one representative officer present at every club council meeting, or correspond with the director of the club council to receive all needed information.

Section 3- Usage of the Digital Immersion Student Initiative Fee (DISIF) Funds

1. Any and all Digital Immersion Student initiated fees being used for club events or internal programming must be approved and signed by the Director of Online Student Advocacy.
 - a. In the event the Director of Online Student Advocacy position is not filled, the chairperson of Digital Immersion Advocacy Committee shall act as interim signee until the position is filled
 - b. In the event the Director of online student advocacy position is not filled and the chairperson of Digital Immersion Advocacy Committee is not filled, the Digital Immersion Advocacy Committee advisor shall act as interim signee, until one or both the Director of Online Student Advocacy or Digital Immersion Advocacy Committee chairperson positions are filled.

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. 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 the Business Office.
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 the Business Office.
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 ($\frac{2}{3}$) 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. 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.

Section 7- Annual Budget

1. The USG Executive Board will produce and submit a proposed annual budget to the Senate during the second to last senate meeting of the outgoing academic year. In order to pass, the proposal requires a three-fourths ($\frac{3}{4}$) 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. Said approved budget is then allowed to be spent during the summer term.
 - c. If not approved, the budget proposal must be presented in two weeks with changes suggested by the Senate.
2. With additional unprojected student initiated fees the Student body president is allowed to add funds in individual line items already present in the proposed budget pending a ($\frac{2}{3}$) majority vote from the Senate
3. Any and all transfer or removal of funds between line items in the presented budget must be approved by ($\frac{2}{3}$) majority vote from the Senate.

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 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 Valley 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. Organizations or clubs who are members of the Council of Coalitions may request funding from the Council of Coalitions (West) funds through senate appropriations in order to finance event funding and internal operations of member organizations or club activities which support West Valley students.
5. Any student who is a member of Sports Clubs Association "Sports Clubs" may apply for membership fee review and financial support from Sports Clubs Association Student Support Funding through USGWV Student Appropriations.
 - a. All requests for access to financial support 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/ Business office.
 - b. No request for financial support through Sports Clubs Association Student Support Funding through USGWV Student Appropriations requests for access to financial support shall exceed \$450.00.
6. 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 the Business Office.

7. The student requesting Professional Development must be in contact with the chair of the Appropriations Committee or the Co-Chair of the Appropriations Committee.
8. When requesting Professional Development no purchases are to be made by the student prior to having been contacted by the business office about said requested items.
9. No Professional Development Budget Request shall exceed \$450.00 per academic year.
10. 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.
11. Professional Development Budget Requests do not have to be related to the requestor's major or minor.
12. 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)
13. 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.
14. 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 to the Chair or Co-Chair of Appropriations, which will be read by the Co-Chair of the Appropriations Committee to represent that Student's Budget Request. In the event there is no Co-Chair, it will be read by the Chair.
 - i. Personal statements should describe the use of the funds as well as how the student hopes to develop professionally.
 - ii. Personal Statements are different from the description found at the top of every Budget Request.
 - iii. If the student cannot be present or does not send a Personal Statement, then the Budget Request will be determined ineligible for further consideration by the Senate at the time of the respective bill's discussion and approval during the respective Senate Committee Meeting.
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. Deny.
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 Co-chair of the Appropriations Committee to the member of the Student Organization who submitted the Budget Request and shall have the Senate President cc'd as the Chair sees fit.
 - 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.

Office to Which Appointed

Printed Full Name

Signature

Office of Oath Administer

Signature

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 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 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, 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 USG supreme court within 2 business days.

Section 4- The USG 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

1. If an article of impeachment is brought forth against for a Supreme Court Justice said impeachment trial will be seen by the senate
2. A Supreme Court Justice may be impeached only by a two thirds vote of the respective Senate having approved the nomination of said Justice.

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 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 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