



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 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

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 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).
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.

9. 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 (3/4) majority vote in the Executive Board is required to appoint the Justice.
10. In the event the USG President is no longer capable of their duties, whether through a resignation, removal from office, becomes incapacitated, or is unable to hold office the following order of succession will be followed. Vice President of Policy, Vice President of Services, Senate President. The incoming successor will hold the position of President as interim until voted in by the Senate with a $\frac{3}{4}$ majority.
11. In the event neither the Vice President of Policy, Vice President of Services or Senate President are unable to fulfill the role as interim USG President the vacancy will be left to a vote for potential candidates by the Senate with a $\frac{3}{4}$ majority vote.
12. Oversee and direct the USG Executive Directors that have been appointed by the USG President in areas such as:
 - a. Public Relations
 - b. Finance
 - c. Online Student Advocacy

Article IV. The Vice-President of Policy

Section 1- The Vice President of Policy (VPP) shall oversee offices that set policy for the university, students, and the community.

Section 2- The duties of the Vice President of Policy are to assist the President in the following:

1. Coordinate ASU West 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 ~~Policy~~ will assume responsibilities deemed essential to the role by the current Vice President of Policy at responsibilities.**
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 shall appoint a replacement from the West Campus to that vacant position through an interview process. Any appointments to vacancies under this provision must be confirmed by a majority vote in the Senate. If the Senate disapproves, a three-fourths majority of the Executive Board is required to appoint the individual to the vacant position.

Article VII. The Chief of Staff

Section 1- The Chief of Staff has the primary responsibility of assisting the USG President in ensuring the operational success of USG.

Section 2- The duties of the Chief of Staff are the following.

1. Act as Office Manager of the USG office space and ensure its operational success, including overseeing the inventory and making funding requests through the Director of Finance as needed.
2. Assist the USG President in meeting administrative objectives.
3. Hire and manage USG Office employees, including the USG Office Assistants, in cooperation with the USG Advisor after conducting interviews and receiving final approval from the USG President.
4. Maintaining all USG Member personnel files so that they are updated as changes are made and contact information is made accessible upon request.
5. Record and collect statistics on the participation of USG Officers,

6. Manage and promote the availability of USG resources.
7. Hire and manage all USG interns, including the full authority of scheduling and documenting hours, conduct interviews and provide training to said interns once hired.

NOTHING FOLLOWS

Rational:

Title III | Article IV | Section 2 | Subsection 7: Added to ensure chain of command exists for respective departments.

Title III | Article IV | Section 2 | Subsection 7 | Paragraph a : Currently a director under the Policy Department, thus under VPP.

Title III | Article IV | Section 2 | Subsection 7 | Paragraph b : Currently a director under the Policy Department, thus under VPP.

Title III | Article IV | Section 2 | Subsection 8: Added to ensure a director's duties within the organization will not be left unfulfilled.

Title III | Article IV | Section 2 | Subsection 9: Added to ensure successor will not be left without a transition document to aid in seamless transitions.

Rationales of Edits:

Title III | Article IV | Section 2 | Subsection 8: Revised to ensure a director's duties within the organization will not be left unfulfilled but only what can reasonably be handled by the VPP.