



Bylaws

Arizona State University
Undergraduate Student Government
West

CONTENTS

Title I:	BYLAW'S AUTHORITY, ARCHIVAL, AND AMENDMENT
Title II:	THE SENATE
Title III:	THE EXECUTIVE BOARD
Title IV:	EXECUTIVE DEPARTMENTS & DIRECTORS
Title V:	STUDENT FUNDS
Title VI:	USG MEMBERSHIP
Title VII:	CERTIFICATION OF AUTHENTICITY

NOTHING FOLLOWS

Title I **BYLAW'S AUTHORITY, ARCHIVAL, AND AMENDMENT**

Preamble

We, the Students of the Undergraduate Student Government (USG) of Arizona State University's West 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 archived in the Office of the USG Adviser.

Section 2 – USG governing documents are:

A. The USG Constitution

B. The USG Elections Code

C. 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 President in blue ink, and the final page will be signed by the Senate President and the USG 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.
- A. If the amendment receives committee approval it will be added to the agenda of the following Senate Meeting to be voted on.
- B. 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.
- Section 4 – The amendment requires a two-thirds majority vote of the Senate, followed by a majority vote of approval of the Executive Board.
- A. If approved by the Executive Board, the following will occur:
1. The amendment will be applied to the title(s).
 2. The newly amended title(s) will be printed and archived in the Office of the USG Adviser.
 3. 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:
 - a. 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.
 - b. Reject the Executive Board's documented reasoning of disapproval.
- Section 5 – If the Senate rejects the Executive Board's documented reasoning of disapproval, a unanimous vote of the Senate is required to approve the amendment.
- A. If the Senate votes unanimously, the following will occur:

1. The amendment will be applied to the title(s).
2. The newly amended title(s) will be printed and archived in the Office of the USG Adviser.
3. The newly amended title(s) will be updated on the USG Website.

B. 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:

- A. Represent the interest of the Students and the University through legislative action.
- B. Confirm appointments of USG Officers.
- C. Exercise budgetary oversight on the Student Initiative Fund (SIF).
- D. Adhere to and maintain the USG Rules of the Senate.

Section 2 – The Senate fulfills its responsibilities through:

- A. Senate Meetings
- B. Senate Caucus
- C. Committee Meetings
- D. Campus Involvement

Section 3 – The following are Officers of the Senate:

- A. Senate President
- B. Senate Secretary
- C. All Senators

Section 4 – The following are Officers of the Senate *ex officio* during the Senate Meetings:

- A. USG President
- B. Vice President of Policy
- C. Vice President of Services

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 the Rules of the Senate and Robert's Rules of Order.

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 recorded, published on the USG Website, and physically archived in the Office of the USG Adviser.

Article III. Senate Caucus

Section 1 – Caucus is a Senate meeting without Robert's Rules of Order. The Senate President presides at the meeting and maintains a speakers list.

Section 2 – The Senate President may interrupt anyone to ensure that the time within the Caucus is used efficiently.

Section 3 – Caucus is a public meeting, but may be held in executive session when needed.

Article IV. Senate Committee Meetings

Section 1 – The Senate has three standing committees. The Chair of each committee will be appointed by the Senate President. Appointments shall be confirmed by a two-thirds majority vote of the Senate.

A. 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.

B. 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.

C. The Committee on University Affairs is responsible for legislation pertaining to the University and its conduct.

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.

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 lead by the USG President. The USG President will preside over the meeting until the Senate President is elected and sworn in to 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.

- A. Enforce the USG Constitution.
- B. Enforce the USG Bylaws and Robert's Rules of Order.
- C. Preside over Senate meetings.
- D. Provide the tie-breaking vote to tied votes within the Senate.
- E. Add approval of the Senate to add an additional item to the Senate Meeting Agenda after the Senate Meeting Agenda has already been approved.
- F. Appoint a Senator to serve as Acting Senate President in their absence during the first Senate Meeting of the year.
- G. Ensure that Officers of the Senate fulfill their duties.
- H. Appoint Officers of the Senate as needed.
- I. Serve as a voting member of the Executive Board.
- J. Certify Senate approved bills with signature and deliver them to the USG President.

- 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:
- A. The Senate meeting will immediately move into Executive Session.
 - B. The Recall Election will supersede Approval of Previous Senate Meeting Minutes and all other items to be voted on by the Senate.
 - C. 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 Secretary

- Section 1 – The Senate is administratively supported by the Senate Secretary.
- Section 2 – The Senate Secretary 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 Secretary are the following.
- A. Provide administrative support to the Senate President.
 - B. Support the Senate President in the fulfilling of duties and responsibilities.
 - C. Publish the Senate Meeting Agenda under the direction of the Senate President.
 - D. Record the minutes of the Senate Meeting under direction of the Senate President.
 - 1. 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.
 - E. Ensure the approved Previous Senate Meeting Minutes are published on the USG Website.

- F. Print and archive the approved Previous Senate Meeting Minutes in the USG Senate Meeting Minutes Archive Binder, located in the Office of the USG Adviser.
- G. 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.
- H. Ensure time and location of Senate Meetings are published on the USG Website at least 48-hours prior to Senate Caucus.
- I. Ensure that the Senate Meeting Location has been reserved and prepared.
- J. 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.
- K. Ensure all Senators have had the opportunity to receive copies of the Senate Bills at least 24 hours prior to the Senate Meeting.
- L. Create voting records for all Senate Officers.

Section 4 – The Senate Secretary 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 two senators, plus one additional Senator for every thousand undergraduate students enrolled in that College/School 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.

Section 4 – The duties of the Senator are the following:

- A. Attend all Senate Meetings.

- B. 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:
1. Senate President
 2. USG Adviser
- C. Attend all Senate Caucuses, and any other meetings as scheduled by the Senate President.
- D. Attend all assigned Senate Committee Meetings and Sub-Committee meetings.
- E. Work with the Appropriations Committee to sponsor Appropriation Bills.
- F. Complete a minimum of three (3) to four (4) office hours per week.
1. Make every reasonable effort to be available to meet with students as well as Student Clubs & Organizations should such a request be made.
 2. At the end of each week, completed office hours must be sent to the Senate Secretary and Cc'd to the Senate President.
 3. Senators are welcome to do office hours in Spirit. After 5:00pm, senators are welcome to do their office hours in Pride.
- G. Assist in USG sponsored events whenever possible.
- H. Meet with the Dean of their College/School three times per semester: at the beginning of the semester, at the end of Session A, and at the end of Session C.
- I. Seek to contact each designated active club or student organization by attending a club meeting or meeting with the club/organization's President.
- J. Attend Club Councils when appropriate.
- K. Provide an accounting of representative services to the Senate Secretary.
- Section 5 – A Senator may be removed from office if they have four excused or two unexcused absences from Senate/Committee Meetings in an academic year, if there is a majority vote in a recall election by the College Council they represent, or if there is a three-fourths vote of the Senate following the approval of an Article of Impeachment.

- A. An Article of Impeachment is a physical document outlining accusations of misconduct by a Senator currently in office produced by one or more Senators and delivered to the Senate President.
- B. Ratifying an Article of Impeachment will take place in Executive Session.
- C. Ratifying an Article of Impeachment will supersede Approval of Previous Senate Meeting Minutes and all other items to be voted on.
- D. A vote of three Senators will be required to pass a motion to open discussion on the Article of Impeachment.
- E. The Article of Impeachment is to be read by the Senate President and the Accused Senator is given the opportunity to provide a defense to the accusations and to ask questions of their accuser(s).
- F. The Senate President may then ask questions of the Accused to provide clarification.
- G. Senators other than the Accusers may then direct their questions to the Senate President.
- H. The Senate President will determine when all reasonable questions regarding the Article of Impeachment have been exhausted.
 - 1. Once that determination is made, the Senate President will call for a majority vote to end the discussion of the Article of Impeachment.
 - 2. If approved, The Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.
 - 3. If disapproved, the Senate President will ask questions of the Accused to provide further clarification. Senators may direct their questions to the Senate President. Once all questions have been exhausted, the Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.
- I. If the Article of Impeachment is ratified, the Senate President will respectfully request the resignation of the now Impeached Senator.
 - 1. If the Impeached Senator refuses to resign from office, the Senate President will call for a three-fourths majority vote to remove the Senator from office.
 - a. If a three-fourths majority vote is obtained, the Senator is removed from office and will be asked to leave his seat at the Senate table.

The Senate will resume its Senate Meeting Agenda in the Public Session.

- b. If a three-fourths majority vote is not obtained, the Senator is not removed from office. The Senate will resume its Senate Meeting Agenda in Public Session.
- 2. If the Impeached Senator agrees to resign from office, the Senate Meeting will resume its Senate Meeting Agenda in Public Session. The Impeached Senator no longer has a vote in the Senate. Immediately prior to adjournment, the Impeached Senator will be given the opportunity to publicly resign if desired.
- J. If the Article of Impeachment is not ratified, it is dead. The Senate Meeting will resume its Senate Meeting Agenda in Public Session.
- K. All Articles of Impeachment, whether ratified or not, will be physically archived in the Office of the USG Adviser.

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:

- A. Ensure that USG functions effectively.
- B. Administer the USG operations budget.
- C. Proactively pursue the attainment of Campus and University Goals.
- D. Provide oversight on the maintenance and procurement of USG resources.

Section 2 – The President, the Vice President of Policy, the Vice President of Services, the Senate President, and the Chief of Finance are the voting members of the Executive Board. The Chief of Staff is a non-voting member of the Executive Board.

Section 3 – The Chief of Staff and the Chief 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. The Chief of Finance may be dismissed by the USG President. As well, the Chief of Finance may be dismissed by a two-thirds majority vote of the Senate.

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.

Section 3 – Approval of Expenditures from the USG Operations Account will be recorded on a standardized form provided by the Chief 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, 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.

- A. Represent USG and the West campus to the President's Council and attend President's Council Meetings.
- B. Monitor Faculty Senate meetings and represent students.
- C. Ensure the effective representation of students on University Boards and Committees and to appoint students as vacancies occur.
- D. Attend Senate Meetings and Executive Board Meetings with no more than four excused absences or two unexcused absences per academic year.
- E. Report actions performed by the Executive Board at the Senate Meetings.
- F. Call and preside over meetings of the Executive Board.
- G. Negotiate with the Office of Educational Outreach and Student Services (EOSS) regarding the Student Initiative Fund (SIF).
- H. Establish Executive Offices as needed, and appoint qualifying individuals to the Offices to serve as Executive Officers.
- I. Appoint a Supreme Court Justice from the West campus. The Supreme Court Justice must be approved by a majority vote in the Senate. If the Senate disapproves, a three-fourths majority vote of the Executive Board is required to appoint the Justice.
- J. Oversee and direct the USG Executive Directors that have been appointed by the USG President in areas such as:
 1. Public Relations
 2. Executive Director

Article IV. The Vice-President of Policy

Section 1 – The Vice President of Policy 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:

- A. Coordinate ASU West 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.
- B. Represent USG to the Faculty Senate on matters relating to academic policy.
- C. Ensure the effective representation of students on University Boards and Committees and to interview students as vacancies occur.
- D. Report official actions performed by the Office of the Vice President of Policy at the Senate Meetings.
- E. Attend the Committee on Government Operations Meetings as necessary.

Section 3 – The Vice President of Policy will attend Senate Meetings and Executive Board Meetings with no more than four excused absences or two unexcused absences per academic year.

Article V. The Vice-President of Services

Section 1 – The Vice President of Services 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:

- A. Monitor University Services and advocate for new services to meet student needs on campus.
- B. Work with the USG President to ensure the effective representation of students on University Boards and Committees and to interview students as vacancies occur.
- C. Serve as the Director of the Sun Devil Coalition.
- D. Represent the USG to the Faculty Senate on matters relating to students services.
- E. Attend Club Council Meetings.
- F. Report actions performed by the Office of the Vice President of Services at the Senate Meetings.

Section 3 – The Vice President of Services will attend Senate Meetings and Executive Board Meetings with no more than four excused absences or two unexcused absences per academic year.

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 four excused absences or two unexcused absences of Executive Board or Senate Meetings per academic year.
- Section 2 – The removal of the President, the Vice-President of Policy or the Vice President of Services from office by the Senate for reason other than attendance requires the approval of the Articles of Impeachment, followed by a three-fourths majority vote of the Senate.
- Section 3 – An Article of Impeachment is a physical document outlining accusations of misconduct by the Vice President or President currently in office produced by one or more Senators and delivered to the Senate President.
- A. Ratifying an Article of Impeachment will take place in Executive Session.
 - B. Ratifying an Article of Impeachment will supersede Approval of Previous Senate Meeting Minutes and all other items to be voted on by the Senate.
 - C. A majority vote of three-fourths of the Senate is required to pass a motion to open discussion on the Article of Impeachment.
 - D. The Article of Impeachment is to be read by the Senate President and the Accused Vice President or President is given the opportunity to provide a defense to the accusations and to ask questions of their accuser(s).
 - E. The Senate President will direct the asking of questions by the Senate to the Accused as well as the answering of questions by the Accused.
 - F. The Senate President will determine when all reasonable questions regarding the Article of Impeachment have been exhausted.
 1. Once that determination is made, the Senate President will call for a majority vote to end the discussion of the Article of Impeachment.
 2. If approved, The Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.
 3. If disapproved, the Senate President will ask questions of the Accused to provide further clarification. Senators may direct their questions to the Senate President. Once all questions have been exhausted, the Senate President will call for a two-thirds majority vote to ratify the Article of Impeachment.

G. If the Article of Impeachment is ratified, the Senate President will respectfully request the resignation of the now Impeached President or Vice-President.

1. If the Impeached President or Vice-President refuses to resign from office, the Senate President will call for a three-fourths majority vote to remove the Impeached President or Vice-President from office. The Senate Meeting will resume its Senate Meeting Agenda in Public Session.
2. If the Impeached President or Vice-President agrees to resign, the Senate Meeting will resume its Senate Meeting Agenda in Public Session. Immediately prior to the adjournment of the Senate meeting the Impeached President or Vice-President will be given an opportunity to publicly resign.

H. If the Article of Impeachment is not ratified, it is dead. The Senate Meeting will resume its Senate Meeting Agenda in Public Session.

Section 4 - 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. 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.

- A. Act as Office Manager of the USG office space and ensure its operational success.
- B. Assist the USG President in meeting administrative objectives.
- C. Hire and manage USG Office employees, in cooperation with the USG Advisor.
- D. Maintain an up-to-date USG member email list.
- E. Supervise the USG website.
- F. Record and collect statistics on the participation of USG Officers.

- G. Manage and promote the availability of USG resources.
- H. Oversee and Manage USG inventory.
- I. Attend all Executive Board Meetings with no more than four excused absences or two unexcused absences per academic year.
- J. Attend Senate meetings as needed.

Article VIII. Chief of Finance

Section 1 – The Chief of Finance has the primary responsibility of coordinating all expenditures between the Executive Board, Senate, and the ASU Business Office.

Section 2 – The duties of the Chief 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 Expenditure from the Operations Account.
- C. Balance USG Budgets.
- D. Meet weekly with the ASU Business Office.
- E. Act as a liaison between USG and the ASU Business Office.
- F. Serve as an ex-officio in the Appropriations Committee and attend all Appropriations Committee Meetings.
- G. Provide weekly financial reports to the Appropriations Committee on SIF funds and the USG budget.
- H. Submit a weekly report to the USG President on all USG account balances and expenditures generated.
- I. Attend all Executive Board Meetings with no more than four excused absences or two unexcused absences per academic year.
- J. Attend Senate meetings as needed.

NOTHING FOLLOWS

Title IV
EXECUTIVE DEPARTMENTS & DIRECTORS

Article I. Departments within the Office of the USG President

Section 1 – The Department of the Executive

- A. The Department of the Executive shall have the primary responsibility to assist the Executive Offices of USG to ensure that all USG operations are maintained and conducted in an efficient manner according to the governing documents of USG.
- B. The Department of the Executive shall consist of an Executive Director, and any other staff deemed necessary to carry out the functions of the department.
- C. The duties of the Executive Director shall include, but are not limited to, the following:
 - 1. Assisting the USG President in meeting administrative objectives.
 - 2. Acting as Office Manager of the USG Spaces – *Spirit, Pride, & Tradition* – including overseeing the USG Office Inventory and making funding requests through the Chief of Finance as needed.
 - 3. Hiring & Managing USG Office Assistants under the guidance of 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. Managing & Promoting the Availability of USG Resources.
 - 6. Attending bi-weekly Staff Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - 7. Preparing Monthly Reports regarding the actions of the Department of the Executive which are to be presented by the Executive Director to the USG Executive Board & Senate during their respective meetings.

Section 2 – The Department of Public Relations

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- A. The Department of Public Relations shall have the primary responsibility to conduct and maintain the publicity of USG and shall assist the elected and appointed officials of USG as deemed necessary.
- B. The Department of Public Relations shall consist of a Director of Public Relations, and any other staff deemed necessary to carry out the functions of the department.
- C. The duties of the Director of Public Relations shall include, but are not limited to, the following:
 1. Coordinating & maintaining USG public relations including any and all forms of USG publicity and social media.
 2. 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:
 - a. Reports, Meeting Agendas, Meeting Notes, and/or Meeting Minutes of the USG Executive Board & Senate.
 - b. Reports, Meeting Agendas, Meeting Notes, and/or Meeting Minutes of the USG Executive Departments & Senate Committees as needed.
 - c. The USG Constitution, USG Bylaws, Rules of the Executive, & the Rules of the Senate.
 - d. USG Bills & Templates, the USG Budget, Reports of the USG Offices, and the Schedule of USG Meetings & Events.
 3. Creating & Implementing USG Advertising and Marketing programs or initiatives as approved or directed by the USG Executive Offices.
 4. Serving as the Web Page Manager for USG.
 5. Attending bi-weekly Department Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 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.

Article II. Departments within the Office of the USG Vice President of Policy

Section 1 – The Department of Legislative Affairs

- A. 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. The Department of Legislative Affairs is also responsible for creating and maintaining programs or initiatives regarding civic engagement for the students and campus community at large.
- B. 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.
- C. The duties of the Director of Legislative Affairs shall include, but are not limited to, the following:
 1. Coordinating and maintaining the USG Civic Engagement Program, hereby known as “IMPACT”, which shall meet at 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 of the USG Bylaws, and in cooperation with the members of IMPACT, the Vice President of Policy, and/or as needed the President.
 2. Hosting at minimum two (2) voter registration drives in each semester of the academic year.
 3. Assisting the Vice President of Policy in the creation of Town Halls with members of the local, state, and/or national government.
 4. Assisting the Vice President of Policy and the President in the preparation for the meetings of Arizona Board of Regents, and/or meetings with members of the Arizona Board of Regents.
 5. Attend bi-weekly Department Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 6. 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.

Section 2 – The Department of University Affairs

- A. The Department of University Affairs shall have the primary responsibility to assist the Vice President of Policy in any and all matters regarding proposals or initiatives set forth by the university that directly affect the student body and the campus community at large, while also ensuring that the effective representation of USG is maintained at both the campus and university level.
- B. The Department of University Affairs shall consist of a Director of University Affairs, and any other staff deemed necessary to carry out the functions of the department.
- C. The duties of the Director of University Affairs shall include, but are not limited to, the following:
 - 1. Assisting the Vice President of Policy and the President to ensure campus representation of USG on the University Boards & Committees, including providing an efficient form of communication and reporting between the members of the University Boards & Committees and the Department of University Affairs. This includes but is not limited to:
 - i. Maintaining, reviewing, and conducting the availability of all member reports, in cooperation with the Vice President of Policy.
 - ii. Reporting the personnel files and contact information to the Executive Director, as changes are made, or new members are appointed, while keeping record for ease of access should it be requested by either the Vice President of Policy or the President.
 - 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.
 - 2. 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.
 - 3. Developing proposals or initiatives to be set for USG regarding affairs that affect the student body or campus community at large in cooperation with the USG Executive Offices, and the Senate Committee on University Affairs.
 - 4. Attending bi-weekly Department Meetings with no more than four (4) excused or two (2) unexcused absences per academic year.
 - 5. Preparing Monthly Reports regarding the actions of the Department of University Affairs which are to be presented by the Director of University

Affairs to the USG Executive Board & Senate during their respective meetings.

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

Section 1 – The Department of Student Involvement

Section 2 – The Department of Special Events

Article IV. Oversight & Eligibility of the Executive Departments & Directors

NOTHING FOLLOWS

Title V APPROPRIATION BILLS

Article I. Appropriations of the Senate

Section 1 – Usage of the Student Initiative Fee (SIF) Funds

- A. The use of SIF Funds must fulfill at least one of the following
 - 1. It is likely appealing to a significant amount of students.
 - 2. Assists students in furthering specific career and educational objectives.
 - 3. Furthers the objectives of the University throughout the Student Body.
 - 4. Enhances cultural awareness amongst students.
 - 5. Promotes community service or involvement.
- B. All expenditures from SIF Funding must be in accordance with the policies of ASU as determined by the Office of Educational & Outreach Services (EOSS)

Section 2 – Registration & Requirements of Student Organizations

- A. Any Student Organization requesting funds from USG must be registered with the Office of Student Engagement (OSE) prior to travel or expenditures.
- B. All Student Organizations utilizing the resources of USG must have an officer present at a minimum of two (2) Sun Devil Leadership Council (SDLC) Meetings per semester.
- C. Only Undergraduate Student Organizations, or those with a membership of undergraduate students that consists of over fifty (50) percent of their membership, may receive Club Start-Up Funds from USG. Requests for Event Funding by a Student Organization without this membership shall be determined eligible by the Senate at the time of the respective bill's approval and discussion during the respective Senate Meeting.
 - 1. Membership for these purposes shall be defined in accordance to the policies set by the OSE.

Section 3 – Appropriations Bills

- A. Each request for funds will be presented as an Appropriations Bill. Each Appropriations Bill will contain all required documents for processing and a

detailed explanation of how the requested funds will be used towards a public purpose.

- B. There are three (3) types of Appropriations Bills that may be requested through the Senate of USG. They are as follows:
1. Event Funding (EF)
 2. Club Start-Up Funds (CSUF)
 3. Professional Development (PD)''

Section 4 – The Green Event Program (GEP)

- A. All Event Funding Bills must adhere to the requirements of at least a Bronze level event, outlined in the Green Event Program checklist. Bronze level is achieved when between 8 to 15 or more boxes are checked. Silver level is achieved when between 16 to 31 or more boxes are checked. Gold level is achieved when 32 or more boxes are checked.
- B. No Event Funding Bill, regardless of certification level, shall exceed over \$10,000.00 unless the Senate deems it necessary, this bylaw may be suspended with a 2/3 majority vote of the Senate for the bill under consideration.
- C. All Event Funding Bills that do not meet Silver or Gold level requirements shall not exceed over \$5,000.00 unless the student club or organization of said event and bill partners with a minimum of two (2) additional student clubs or organizations.
1. If Silver level is met, the student club or organization must only partner with one (1) additional student club or organization to be granted a cap of \$10,000.00.
 2. If Gold level is met, the student club or organization does not need to partner with any additional student clubs or organizations to be granted a cap of \$10,000.00.
- D. Once the certification has been received, the student club or organization must submit a copy to the USG(W) office.

Section 5 – Senate Sponsorship

- A. All Appropriations Bills must have a Senate Sponsor who shall complete a 'Bill Face' to be attached to the front of each respective bill by the deadline of the Bill Cycle.

1. This person shall be the Student Club & Organization's main point of contact throughout the bill process, and shall represent the respective bill throughout the proceedings of the Senate.

Section 6 – The USG Bill Cycle

- A. The Committee on Appropriations, in collaboration with the Chief of Finance and Director of Public Relations, shall publish the committee meeting dates to provide the opportunity for Student Clubs & Organizations, and individuals, to be present while their Appropriations Bill is reviewed by the committee.
- B. All Student Clubs and Organizations must submit their Appropriations Bill to the Committee on Appropriations by five (5 pm) the Wednesday prior to the Appropriations meeting.
 1. The Appropriations Bill must be submitted at least four (4) weeks prior to the date of when funds are needed, based on the Friday that the Committee on Appropriations will review the bill. This shall allow two (2) weeks processing time for USG and two (2) weeks processing time for administration.
 - a. In addition, any Appropriations Bills that include an expenditure request for a guest speaker, lecturer, or performer must be submitted six (6) weeks prior to the date of when funds are needed. This shall allow two (2) weeks processing time for USG and four (4) weeks processing time for administration.
 2. All Club Start-Up Funds Appropriations Bills must be submitted by the deadline set by the Committee on Appropriations which shall be announced at a minimum of one (1) month prior to the established deadline's date.
 - a. Student Clubs and Organizations officially registered after the CSUF Appropriations deadline shall have a maximum of two (2) weeks to turn in a CSUF Appropriations Bill.
 - b. No CSUF Appropriations Bill shall exceed the amount of \$750.00 per academic year, funds permitting.
 3. All Professional Development Appropriations Bills must follow the policies as stated in the Professional Development Funding Packet and must be submitted in time for the Committee on Appropriations to review six (6) weeks prior to the travel departure date. This shall allow one (1) week processing time for USG and five (5) weeks processing time for administration.

- a. Each undergraduate student that is defined as a student at ASU's West location per university policy is allowed up to \$450.00 per academic year in reimbursements from Professional Development, funds permitting.
- C. An Officer, preferably the Event Contact, from the Student Club & Organization of a submitted Appropriations Bill or the student from a submitted Professional Development Appropriations Bill is required to be present at the Committee on Appropriations meeting in order for the bill process to be as efficient as possible.
- D. During the Committee on Appropriations Meeting, the committee, after review of all Appropriations Bills, 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 Bill Cycle during the Bill Cycle in which the Appropriations Bill was submitted.
1. Approve and Recommend without stipulations to the Senate.
 2. Approve and Recommend with stipulations to the Senate.
 3. Send to the Senate without committee approval.
 4. Hold the Appropriations Bill in committee indefinitely.
 5. The committee can do all of the above with Professional Development Appropriations Bills, but Professional Development Appropriations Bills do not move forward to the Senate as the Committee on Appropriations holds the only jurisdiction of them.
- E. If an Appropriations Bill has been approved with stipulations by the Committee on Appropriations, the Student Club & Organization must have all stipulations set by the committee met by five (5 pm) the Tuesday following the committee meeting in which the Appropriations Bill was voted on.
1. If an Appropriations Bill has stipulations the Student Club & Organization shall be notified via email by midnight (12 am) the day of the committee meeting in which stipulations were attached. This email shall be sent by the Vice Chair of the Committee on Appropriations to the Student Club & Organization's Club Contact listed on the Appropriations Bill and shall have the Student Club & Organization's Advisor cc'd.

2. If the Committee on Appropriations' stipulations are not met by the above stated deadline the Appropriations Bill shall move forward to the Senate without the Committee on Appropriations approval.
- F. If the Event Funding Appropriations Bill moves forward to the Senate, an Officer from the Student Club & Organizations hall be required to be present at the Senate Meeting of which the bill will be voted on.
- G. In collaboration with the Senate President, the Committee on Appropriations may hold a Student Club & Organization on probation for a minimum of four (4) Bill Cycles if they deem necessary with a three-quarters (3/4) majority vote of the committee's quorum.

Section 7 – Senate Actions with Appropriations Bills

- A. Appropriations Bills require a two-thirds (2/3) majority vote. Appropriations Bills passed by the Senate must be signed by the Senate President or acting Senate President in order to certify the vote. Appropriations Bills are then sent to the USG President for approval.
- B. If an Appropriations Bill is approved with stipulations and/or amendments the following must be abided by:
1. The stipulations and/or amendments shall be recorded in the Senate Meeting Minutes by the Senate Secretary.
 2. The stipulations and/or amendments shall be annotated on the 'Stipulations & Amendments Form' by the Chief of Finance who shall then attach the form to the respective, physical Appropriations Bill and digitally sent to the respective Appropriations Bill's Senate Sponsor.
 3. The respective Appropriations Bill's Senate Sponsor then must inform the Student Club & Organization's Contact, listed on the Appropriations Bill in question, of any stipulations and/or amendments via email, while cc'ing the respective Student Club & Organization's Advisor. Additionally, via the email, the stipulation/s deadline shall be included. This email shall be sent by midnight (12 am) following the Senate Meeting that the bill in question was voted on.
 4. All stipulations set by the Senate must be met by five (5 pm) the Tuesday following the Senate Meeting that the bill in question was voted on; however, with the collaboration of OSE, the Senate shall reserve the right to suspend this bylaw in it deems it necessary with a two-thirds (2/3) majority vote.

5. If the stipulations are not met by the prescribed date the Appropriation Bill becomes dead and funding will not be appropriated.

Section 8 – Actions After Senate Vote of Appropriation Bills

- A. Following the adjournment of a Senate Meeting, the Senate President will give the approved bills that have no outstanding stipulations to the USG President for immediately approval. The USG President may sign bills at this time, or delay for consideration.
- B. All Senate-approved bills must be signed or vetoed by the USG President within five business days after the meeting at which they were approved by the Senate.
 1. If the USG President signs approval of the Appropriation Bill, it will be sent to the ASU Business Office for processing.
 2. If the USG President vetoes the Appropriation Bill it will be returned to the Senate with the USG President's objections attached in writing.
 3. If the USG President does not sign or veto the Appropriation Bill according to Section 11, the signing of the Bill will be overseen by the USG Advisor.
 4. The USG President has Line-Item Veto authority. If this authority is exercised, an emergency Senate meeting will be called within four business days from the day of the Line-Item Veto. A two-thirds majority vote of the Senate is required to disapprove the Line-Item Veto; otherwise the Line-Item Veto passes.

Section 9 – Vetoed Appropriation Bills

- A. To reconsider a Vetoed Appropriation Bill, a motion receiving a majority vote must occur for it to be reconsidered.
 1. If the motion passes, the Vetoed Appropriation Bill will be read in its entirety along with the attached objections of the USG President and will be opened for debate and approval.
 2. If the motion does not pass, the Vetoed Appropriation Bill is dead and will be returned to the Sponsor-Senator to be given to the Individual or Student Organization.
- B. Vetoed Appropriation Bills under reconsideration of the Senate are subject to the Line-Item Veto Authority of the Senate. Any changes made to a Vetoed Appropriation Bill make it a new Appropriation Bill with stipulations to be voted on.

C. An unchanged Vetoed Appropriation Bill is be approved by a unanimous vote of the Senate. The Senate President will ensure delivery of the Passed Vetoed Appropriation Bill to the ASU Business Office for processing.

Section 10 – Remaining Funds of Appropriation Bills

A. 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 Budget of USG West.

Section 11 – Annual Budget

A. A Budget Request is created and sent as a proposal to the Office of the Senior Vice President of Education Outreach & Student Services (EOSS) for funding the following year.

B. The Executive Board will produce and submit a Budget Request to the Senate before Spring Break

C. The Budget Request requires a three-fourths majority vote by the Senate.

1. If approved, the Budget Request is delivered by the USG President to the Office of the Senior Vice President of Education Outreach & Student Services (EOSS).

2. If not approved, the Budget Request is sent to the Appropriations Committee to be revised.

NOTHING FOLLOWS

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 10.
- Section 2 – The USG President shall preside at the Inaugural Ceremony.
- Section 3 – The incoming USG 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 President, Vice President of Policy, and Vice President of Services.
- Section 2 – The current USG President will administer the oath to the incoming senators.
- Section 3 – The current USG 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 herby 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 Adviser.

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 USG in any capacity must initially be enrolled and maintain enrollment in at least 3 hours of academic credit, with a cumulative GPA of 2.0 or above.
- Section 2 – All students serving in appointed representative positions arising under these Bylaws, must initially be enrolled and maintain enrollment in at least 6 hours of academic credit and a cumulative GPA of 2.6 or above.
- Section 3 – All students serving in elected representative positions arising under these Bylaws must meet and maintain USG Constitutional criteria.
- Section 4 – Appointed judicial officers must meet and maintain the same academic criteria as elected representatives.

Article IV. Professionalism

- Section 1 – All USG Senators, Executive Board Members, and USG Officers are expected to wear paraprofessional dress and conduct themselves in a professional manner in all official USG meetings.

NOTHING FOLLOWS

Title VII
CERTIFICATION OF AUTHENTICITY

Article I. Signatures

I, the President of Undergraduate Student Government (USG) of Arizona State University's 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.

Stephanie M. Backrath

Printed Full Name of USG President

Stephanie Backrath

Signature of USG President

8/12/15

Date

I, the President of the Senate of Undergraduate Student Government (USG) of Arizona State University's 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.

Lizette Gallardo Rojas

Printed Full Name of Senate President

Lizette Gallardo Rojas

Signature of Senate President

8/12/15

Date

NOTHING FOLLOWS