

## **2024-2025 USGD Bylaws**

### **Preamble**

We, the Undergraduate Student Government of the Downtown Campus, vow to operate under the core values that we have set forth. These core values will breed an atmosphere of efficiency within our organization. With this increased efficiency, we will better serve ourselves, our university, and first and foremost, our fellow students.

## **TITLE I**

### ***General Provisions***

#### **Article 1: Statement on Discrimination and Harassment**

##### **Section 1: Discrimination and Harassment**

1-1.1 USGD will not tolerate discrimination and harassment based upon age, ethnicity, gender, national origin, disability, race, religion, sexual orientation, gender identity, socioeconomic background, Veteran Administration status or political affiliation.

1-1.2 Membership and all privileges, including voting and officer positions, must be extended to all students, whether on-campus or online, 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 2: Inaugural Ceremony**

##### **Section 1: Inaugural Ceremony**

2-1.1 An inaugural ceremony for the USGD Executive Officers and USGD Senators shall be held annually. The ceremony shall be held between the final posting of the election results and May 10.

A. In the event of a contested election, the Election Commission may postpone the inauguration of the contested officers for up to 30 days.

B. A Zoom link shall be provided to all elected officers, including online-only representatives, to ensure all may fully participate in the inaugural ceremony, regardless of physical location.

2-1.2 Responsibility:

A. The retiring President shall be responsible for seeing that an inaugural ceremony is held in accordance with this article.

B. The retiring President shall select and duly advertise the time, location, and date of the ceremony.

2-1.3 Minimum Ceremonial Procedure:

A. The retiring President shall preside.

B. The retiring President shall administer the CoP oath of office to the incoming President. The incoming President. The oath will read:

“I \_\_\_\_\_ (Name) pledge myself to uphold the Constitution of the Undergraduate Student Government, my respective government bylaws, the CoP Code of Operations, and to serve the student body to the best of my ability by applying my skills, my time, and my initiative, so help me.”

1. In the case that the President has been reelected, the retiring Senate President shall administer the oath of office to the President.

2. Oaths of office of the elected USGD officers shall be administered whenever vacancies occur.

C. The incoming President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.

2-1.4 The incoming President shall then administer the ASASU oath of office to the incoming Executive Officers and Senators. The oath shall read:

“I \_\_\_\_\_ (Name) pledge myself to uphold the Constitution of the Undergraduate Student Government and the Undergraduate Student Government Downtown Bylaws, and to serve the student body to the best of my ability by applying my skills, my time, and my initiative, so help me.”

### **Article 3: Eligibility Guidelines**

#### **Section 1: GPA and Credit Hours**

3-1.1 Students must have a declared major based on the Downtown Campus OR at the discretion of USGD for nontraditional circumstances and maintain a minimum of 2.5 GPA to be eligible to join Undergraduate Student Government Downtown.

- A. Incoming freshmen that are joining USGD are exempt from this GPA requirement.
- B. Nontraditional circumstances included, but not limited to; major change, living arrangements, or interest in serving the downtown community.
- C. For specific qualifications of candidates running for any position in USGD, refer to the ASASU Elections Code.

- 1. The Undergraduate Student Body President must have held a position in ASASU for 16 consecutive weeks at any time prior to the start of the nomination period.

3-1.2 Once a USGD member fails to maintain these requirements, they will be placed on a probationary period as determined by USGD advisors and their direct supervisors.

3-1.3 Membership in Undergraduate Student Government Downtown is open to all students enrolled in at least one (1) semester hour of University credit at ASU.

## **TITLE II**

### *Executive Branch*

#### **Article 1: Office of the Undergraduate President**

##### **Section 1: Duties of the President**

1-1.1 The Duties of the President of the Undergraduate Student Government Downtown (USGD) of Arizona State University shall include but not be limited to:

- A. Sitting on the USG Council of Presidents.
  - 1. The President shall provide meeting updates from each Council of Presidents meeting to the Senate President during their biweekly meetings.
  - 2. The President shall organize and preside over an Executive Session, to be held once a week.
    - a. The President shall notify all members of the President's Team no less than 24 hours prior to the meeting. This notification shall include but is not limited to;
      - i. A Zoom link for virtual attendance
      - ii. A structured meeting agenda or format
    - b. The Executive Session shall be closed to the public, and attendance shall be restricted exclusively to members of the President's Team, ensuring confidentiality.
    - c. The President is responsible for maintaining and enforcing the private nature of the meeting in accordance with USGD confidentiality standards.

- d. The President is responsible for gathering the schedules of the members of the president's team at the start of each academic semester in order to adequately prepare and schedule the executive session
- B. Acting upon Senate actions as required by the USG Constitution and USGD Bylaws.
  - 1. Legislation will take effect if the President takes no action within five (5) business days of receiving any legislation.
  - 2. The President shall have Veto Authority over Senate Action:
    - a. The President shall have Line-Item veto power over USGD budget proposals and appropriation bills.
    - b. The President shall notify the Senate President and the sponsor(s) of the action within five (5) business days of the passage of legislation if they exercise veto power, or the veto is void.
    - c. Veto subject to override by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the Senate.
- C. Crafting and presenting a tuition proposal to the Arizona Board of Regents with the aid of the Vice President of Policy and shall present it to the USGD Senate.
- D. Attending, with the Vice President of Policy, Faculty Senate meetings when matters pertinent to students are being discussed.
- E. Presiding over and serving as chair at all of the Executive Board meetings, which include all executive board members.
- F. Presiding over and serving as chair at all meetings of the President's Meeting which consists of the President, Vice President of Policy, Vice President of Services, Chief of Staff, and the Senate President.
- G. Adhering to the following procedures when there is the proposal of the establishment of a student fee or a change in a student fee, change being flexibly defined as increase, decrease, or altering in the purpose of said fee:
  - 1. The President must engage with students as if they are full-fledged partners in the decision through a planned student outreach campaign.
  - 2. The Senate must pass a formal resolution expressing their opinion on said fee or fee change.
  - 3. The President cannot take a formal vote within the Council of Presidents until the aforementioned items are met and the President's vote must reflect the opinion of the Senate.

## **Article 2: Departments within the Office of the Undergraduate President**

### **Section 1: Office of the Chief of Staff**

- 2-1.1 The Office will consist of at least one Chief of Staff nominated by the USGD President.
- 2-1.2 The President shall appoint a Chief of Staff, who shall be responsible for:
  - A. Managing the USGD staff.
  - B. Holding the offices of USGD accountable to their duties.
  - C. Assisting the Executives with their activities and operations.
  - D. Ensuring that the staff is efficient and productive.
  - E. Collecting and compiling weekly reports from each department of USGD.
  - F. Enforcing Robert's Rules of Order during the Senate Meetings.
  - G. Management of the USGD Internship Program.
  - H. Management of strikes and absences.
  - I. Working with the ASASU business office to ensure compensation for all paid positions within USGD.
  - J. Verifying all staff's accountability reporting forms and communicating with the executive team to provide feedback on the ARFs for their specific department.
    - 1. Feedback must be provided within 72 hours of the ARF due date.

2-1.3 Any absence deemed excused with no-points by the Chief of Staff shall receive no points and shall not increase an individual's total point tally.

## **Section 2: Internship Program**

3-3.1 The Chief of Staff shall manage the internship program, including interviewing and accepting interns into the organization, with the advice and consent of the President.

3-3.2 The internship program shall be structured in internships as such:

- A. The Chief of Staff shall recruit interns in an on-going fashion throughout the year in order to maintain as close to capacity as possible.
- B. The capacity of the internship program shall remain at eight (8) interns.
- C. The internship program start date is dependent on the hire date of the individual intern, and the Chief of Staff has the discretion to alternate or adjust rotation periods as needed to accommodate intern needs and interests.
- D. For the first twelve (12) weeks, the interns will rotate through the various job titles in USGD for week-long periods to shadow individuals, so as to gain experience and assist with tasks.
- E. After this period of time, the interns will decide which member of USGD they want to supervise their capstone project.
  - 1. The details of the capstone project will be decided between the Chief of Staff, member of USGD, and intern.
  - 2. An intern will be given twelve (12) weeks to complete their capstone project and work under their chosen USGD member.

3-3.3 Internship duties consist of:

- A. Completing one (1) inside office hour and one (1) outside office hour per week.
- B. Attending one (1) Senate Meeting a month.
- C. Attending one (1) other meeting of their choice a month.
  - 1. Meetings to choose from include: Caucus Meeting, Senate Committee Meetings, and E-board Meetings.
- D. A monthly meeting with the Chief of Staff.
- E. Completing Accountability Reporting Forms.
- F. Attending mandatory USGD events.

3-3.4 Although interns are not subject to strikes, absence points or nonfeasance, the Chief of Staff has the discretion to terminate an intern with the advice and consent of the President.

3-3.5 An intern is eligible to return to the internship program the following semester as a "Senior Intern".

- A. The intern will still undergo the application and interview process, but will have first priority.
- B. Still, only eight (8) interns will be hired.

3-3.6 "Senior Interns" will undergo the same internship program with the new interns.

- A. "Senior Interns" are encouraged to give advice to the new interns and help guide them.

3-3.7 In the event that a Senator resigns, or is removed from office, a "Senior Intern" shall be given first priority to be interviewed and recommended to the Senate by the Senate President, with the advice and consent of the President.

- A. The Senate President has the discretion to interview and recommend any other interns, with the advice and consent of the President.

3-3.8 In the event that a Director resigns, or is removed from office, a "Senior Intern" shall be given first priority to be interviewed and recommended to the Senate by the Vice Presidents, with the advice and consent of the President.

- A. The Vice Presidents have the discretion to interview and recommend any other interns, with the advice and consent of the President.

## **Section 3: Department of Operations**

2-3.1 The Department of Operations will consist of at least one Senate Clerk nominated by the President.

2-3.2 The Senate President shall appoint a Senate Clerk, who shall be responsible for:

- A. Recording meeting minutes at each General Session Senate Meeting, all Senate Committee Meetings and Senate Caucus meetings, and any possible Special Senate Session Meetings.
- B. Uploading copies of the meeting minutes in the USGD Public Google Drive in its respective meeting folder 72 hours after each meeting..
- C. Ordering office supplies and miscellaneous items for Executive members and Senators.
- D. Any other administrative job as required by the Senate President.
- E. Developing “End of Year” banquet.
- F. The updating of the Executive Rules to include any and all changes made throughout the preceding semester and publication before the last day of classes of the Fall and Spring semesters.

#### **Section 4: Oversight Duties of the Office of the President**

2-4.1 The Office of the President shall serve as the general overseer of all the departments and offices within the Executive Branch.

2-4.2 The President reserves the right and authority to dismiss any appointed officials within the Executive Branch upon the notification of the Vice President of Policy, the Vice President of Services, The Chief of Staff, and Senate and either a simple majority vote of the Senate or a  $\frac{2}{3}$  vote of the Executive Branch.

#### **Article 3: Office of the Undergraduate Vice President of Policy**

##### **Section 1: Duties of the Vice President of Policy**

3-1.1 The duties of the Vice President of Policy shall include but not be limited to:

- A. Coordinating USGD relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
- B. Handling matters dealing with the official policies of USGD to the entities listed above.
- C. Handling matters relating to academic policy at Arizona State University and, along with the President, shall be the USGD representative to the Faculty Academic Senate
- D. Serving as representative of the USGD to the Interfraternity Council, Panhellenic Council, and Residence Hall Association, to discuss policies and voice the concerns of the Undergraduate Students at Arizona State University.
- E. Succeeding to the Presidency in case of permanent or prolonged vacancy in that office.

#### **Article 4: Departments within the Office of the USGD Vice President of Policy**

##### **Section 1: Department of Government Affairs**

4-1.1 The Department of Sustainability and Government Affairs shall consist of at least one Director nominated by the Vice President of Policy.

4-1.2 The Vice President shall appoint a Director of Sustainability and Government Affairs, who shall be responsible for:

- A. Advocating for student interests with State policymakers including but not limited to the Governor’s Office and Executive Departments, both Houses of the State Legislature and its committees on education and relevant State boards outside of the Arizona Board of Regents.
- B. Being a liaison between USGD and the City of Phoenix’s City Council and its Municipal Boards & Committees.
- C. Linking students to the entities listed below that can help meet their needs and educate students about how they can affect policy at the State & Municipal levels.
- D. Record 6 hours per week as a weekly commitment with at least 2 hours being recorded as office hours and the remaining hours deriving from the other responsibilities of this position.
- E. Reporting directly to the USGD Vice President of Policy and having regular meetings with the campus executive team.

##### **Section 5: Department of Sustainability**

4-5.1 The Department of Sustainability will consist of one Director nominated by the Vice President of Policy.

4-5.2 The Vice President of Policy shall appoint a Director of Sustainability, who shall be responsible for:

- A. Ensuring USGD strives to follow the sustainability principles of the University.
- B. Work with the USGD Senate Appropriations Committee for outreach to club events.
- C. Plan and host at least one event for the purpose of informing the Downtown Phoenix Campus on the University's Sustainability Principles and the effects that Sustainability measures has on the environment
- D. Creation and oversight of an incentive program for the success of sustainable event planning. (i.e. Club Composting).
- E. Produce publishable materials to inform members of the Downtown Phoenix Campus of relevant information regarding sustainable initiatives and resources on campus.
- F. Reporting directly to the USGD Vice President of Policy and having regular meetings with the campus executive team.

## **Section 2: The Department of Online Student Advocacy**

4-2.1 The office will consist of one Director of Online Student Advocacy nominated by the USGD Vice President of Policy.

4-2.2 The Vice President of Policy shall appoint a Director of Online Student Advocacy, who shall be responsible for;

- A. Fulfilling all attendance expectations as outlined in Title II Article 8.
- B. Attending bi-weekly Executive Board meetings.
- C. Reporting directly to the USGD Vice President of Policy and having regular meetings with the campus executive team
- D. Required to sit on the Digital Immersion Advisory Committee (DIAC), engaging with the Directors of Online Student Advocacy, Directors of Online Student Engagement, and At-Large Online Senators from other campuses.
  - I. DIAC
    - a. Directors of Online Advocacy from all campuses
    - b. Directors of Online Engagement from all campuses
    - c. At-Large Online Senators from all campuses
    - d. Committee will meet biweekly
    - e. COP attends as necessary
    - f. Advisors: one from ASASU, one from EdPlus
- E. The Director of Online Student Advocacy should hold two publically available virtual office hours as a part of their 6 office hours.
- F. Collaborating with relevant university departments and student organizations to ensure that online students have access to the same resources, support services, and opportunities as on-campus immersion students doing this while collecting feedback and input from online students to implement initiatives.

## **Section 3: The Department of Inclusive Excellence**

4-3.1 The Department of Inclusive Excellence shall consist of at least one Director nominated by the Vice President of Policy.

4-3. 2The Vice President shall appoint a Director of Inclusive Excellence, who shall be responsible for:

- A. Furthering diversity & inclusion within USGD as well as the ASU student body.
- B. Connecting the Council of Coalitions to the Downtown campus and putting on events related to the various Heritage Months throughout the year, with the goal of promoting dialogue and discussions about diversity and inclusion within the ASU community.
- C. Meet with undergraduate students in order to promote and advocate for diversity and inclusion of those and all students.
- D. Table for USGD at multicultural events in the ASU and Downtown Community.

E. Reporting directly to the USGD Vice President of Policy and having regular meetings with the campus executive team.

4-3.3 The Director of Inclusive Excellence shall allocate funding from the Multicultural Communities of Excellence budget line to the organizations represented within the Multicultural Communities of Excellence.

- A. The Multicultural Communities of Excellence includes any organization within the following organizations and not limited to:
  - a. Council of Coalitions
  - b. Accessibility Coalition
  - c. Alliance of Indigenous Peoples
  - d. Asian/Pacific American Student Coalition
  - e. Black African Coalition
  - f. Coalition of International Students
  - g. El Concilio
  - h. Rainbow Coalition
  - i. Women's Coalition

4-3.3 The Multicultural Communities of Excellence budget funds shall be allocated by the Directors of Inclusive Excellence with the discretion and approval of the Vice President of Policy for and limited to:

- A. A singular aspect of an event hosted by an organization within the Multicultural Communities of Excellence
  - a. Organizations under the Multicultural Communities of Excellence may request funding for up to three events per semester.
- B. A one-time Multicultural Communities of Excellence operational funding request
  - a. A one-time Multicultural Communities of Excellence operational funding request must be submitted after the appropriations operational request window is closed.
  - b. The Director of Inclusive Excellence and the Vice President of Policy shall not award more than \$425 for one Multicultural Communities of Excellence operational request. Any request for Multicultural Communities of Excellence operational funding request exceeding \$425 shall require a representative from the organization to present to the Senate for approval.

4-3.4 The Director of Inclusive Excellence has the authority and discretion to deem any organization a part of the Multicultural Communities of Excellence with the advice of the Vice President of Policy.

#### **Section 4: The Department of Safety, Health, and Wellness**

4-4.1 The Department of Safety, Health, and Wellness will consist of one Director nominated by the Vice President.

4-4.2 The Vice President shall appoint a Director of Safety, Health, and Wellness, who shall be responsible for:

- A. Connecting the student body to university health resources on the Downtown campus.
- B. Work closely with ASU Health/Counseling Services to better disseminate information about health services to the student body.
- C. Advocate for the rights of students with disabilities and help them find the appropriate administration to speak with when they have complaints.
- D. Plan events with student organizations to promote wellness pertaining to yet not limited to mental, sexual, and physical health.
- E. Reporting directly to the USGD Vice President of Policy and having regular meetings with the campus executive team.

## **Article 5: Office of the Vice President of Services**

### **Section 1: Duties of the Vice President of Services**

5-1.1 The duties of the Vice President of Services shall include but not be limited to:

- A. Planning, coordinating and executing in an efficient and effective manner the mission and goals of the Office of Services.
- B. Overseeing all programs related to services under Undergraduate Student Government Downtown.
- C. Creating and maintaining new services that meet student needs on campus.
- D. Serving as representative of the USGD to the Interfraternity Council, Panhellenic Council, and Residence Hall Association, to discuss events and potential collaborations with the Undergraduate Students at Arizona State University.

## **Article 6: Departments within the Office of the Undergraduate Vice President of Services**

### **Section 1: Sun Devil Leadership Council (SDLC)**

6-1.1 The Sun Devil Leadership Council, hereafter SDLC, shall consist of:

- A. The Vice President of Services.
- B. Representatives from Downtown registered student organizations, as well as any other students who are interested in advancing spirit, pride, and tradition at Arizona State University.

6-1.2 The SDLC shall be responsible for:

- A. Providing important information to Downtown registered student organizations.
- B. Facilitating collaboration between Downtown registered student organizations about events, initiatives, etc.
- C. Advancing spirit, pride, and tradition at Arizona State University.

### **Section 2: Department of Student Engagement**

6-2.1 The Department of Student Engagement shall consist of a Director nominated by the Vice President of Services.

6-2.2 The Vice President shall appoint a Director of Student Outreach, who shall be responsible for:

- A. Community outreach and advancing the partnership between the City of Phoenix and Arizona State University.
- B. Maintaining relationships with and raising awareness of local businesses and vendors by inviting them to USGD and ASU events and helping students to connect to the Downtown Phoenix community.
- C. Attending all neighborhood meetings, and any other committees that are relevant to the Downtown Phoenix Campus.
- D. Providing students with an updated list of vendors that offer student discounts in the greater Downtown area.
- E. Reporting directly to the USGD Vice President of Service and having regular meetings with the campus executive team.

6-2.3 The Director of Student Outreach shall be available to plan and assist with any USGD event, at least bi-weekly. Members of USGD can and are encouraged to plan their own events, but must consult the Director of Student Outreach.

- A. Any member of USGD requesting the assistance of the Director of Student Outreach for event planning purposes is required to follow the process set forth by the director for requesting such assistance.
- B. The Director of Student Outreach may appoint as many USGD members as they see fit in order to ensure that the duties of the department, specifically events, are fulfilled.

### **Section 3: Department of Appropriations**

6-3.1 The Department of Appropriations will consist of at least one Director nominated by the USGD President.



6-3.2 The President shall appoint a Director of Appropriations, who shall be responsible for:

- A. Keeping an accurate record of the Student Fee budget.
- B. Presenting a monthly report during the first senate meeting of each month of all USGD financial activities in an electronic document.
- C. Assisting the USGD President in developing the budget for the next fiscal year.
- D. Giving a presentation during the first senate meeting of the month along with the monthly report of USGD financial activities discussed in 6-3.2 B, every month on the current status of the budget
- E. Reporting directly to the USGD Vice President of Service and having regular meetings with the campus executive team.

6-3.4 If any member of the Appropriations Committee approves or denies a funding request on the administrative side, hence the Director of Appropriations action, this will constitute an automatic Undergraduate Student Government Downtown strike. The Director of Appropriations must notify the Chief of Staff, so they can assign it.

#### **Section 4: The Department of Communications and Public Information Officer**

6-4.1 The Department of Communications and Public Information Officer will consist of at least one Director nominated by the Vice President of Services.

6-4.2 Shall have primary responsibility for USGD publicity and shall serve the needs of all elected officials of the USGD, as they deem necessary.

6-4.3 The President shall appoint a Director of Communications and Public Information Officer who shall be responsible for:

- A. Coordinating USGD public relations and publicity.
- B. Coordinating all USGD interactions with the press and media, if possible.
- C. Managing the WordPress blog.
- D. Managing the USGD website.
  - 1. Make stipends of the USGD public on the USGD website.
- E. Create and manage marketing material to increase the visibility of USGD around campus in conjunction with the Communications committee.
- F. Oversee the overall use and content posted on all social media accounts.
- G. Publish USGD newsletters
- H. Reporting directly to the USGD Vice President of Service and having regular meetings with the campus executive team.

6-4.5 The Department of Communications and Public Information Officer shall be responsible for implementing USG advertising and marketing programs and shall work closely with the Executive Officers, the Senate, the Communications Committee, and the Business Office.

#### **Section 5: The Department of Online Student Engagement**

6-5.1 The office will consist of one Director of Online Student Engagement nominated by the USGD Vice President of Services.

6-5.2 The Vice President of Services shall appoint a Director of Online Student Engagement, who shall be responsible for;

- A. Fulfilling all attendance expectations as outlined in Title II Article 8.
- B. Attending bi-weekly Executive Board meetings
- C. Reporting directly to the USGD Vice President of Service and having regular meetings with the campus executive team
- D. Required to sit on the Online Student Advocacy Committee (OSAC), engaging with the Directors of Online Student Advocacy, Directors of Online Student Engagement, and At-Large Online Senators, to contribute to the overall improvement of online student experiences.
- E. The Director of Online Student Engagement should hold two publicly available virtual office hours as a part of their 6 office hours.

- F. The Director of Online Student Engagement should work closely with online students and online student organizations
- G. Engaging with online students to facilitate their involvement in various initiatives, projects, online student organizations, and address specific needs or interests of online students.

#### **Article 7: Appointments**

- 7-1.1 All appointments of the Executive Board and Senate will be confirmed by at least two-thirds ( $\frac{2}{3}$ ) of the present Senate.
- 7-1.2 All USGD paid-position appointments made by the President must be approved by at least two-thirds ( $\frac{2}{3}$ ) of the present Senate.
- 7-1.3 All University board appointments made solely by the USGD President or in conjunction with the ASASU Presidents Council will be made known to the Senate. The Senate will not have the authority to confirm these appointments.

#### **Article 8: Nonfeasance**

##### **Section 1: Meeting and Attendance**

- 8-1.1 Attendance at all USGD Senate sessions is mandatory.
- 8-1.2 All meetings will be offered in both a Zoom or in-person format
- 8-1.3 Attendance is required at all Executive Board meetings and all other meetings or events that the President deems mandatory.
- 8-1.4 Failure to answer the first roll, with an opportunity to answer twice, call shall constitute an absence.
- 8-1.5 Any member of the Executive Board, upon accumulation of more than six (6) absence points during one academic semester shall be considered to be committing an act of nonfeasance. Unexcused absences from mandatory meetings shall be worth two (2) absence points. Excused absences shall be worth one (1) absence point. Upon accumulation of more than six (6) points, a staff member shall be deemed to be committing an act of nonfeasance, which may result in a nonfeasance hearing.
  - A. Excusal of absences will be determined by the respective Presidents Team member.
  - B. Arrangements must be made prior to the start of any Executive/Directors meeting with the President and Chief of Staff at least twenty-four (24) hours in advance or it will be considered an unexcused absence.
  - C. If a member is tardy to any of the mandatory meetings it will be considered an absence against the Executive or Director.
  - D. Any absence deemed excused with no-points by the President shall receive no points and shall not increase an individual's total point tally.
  - E. Newly appointed Executives and Directors shall not receive strikes before their training meeting with their direct supervisor and completing the e-course by the assigned deadline. This should happen within the first week an Executive or Director begins their job. This does not extend to events and responsibilities that are time sensitive and explicitly assigned.
  - F. Given circumstances beyond their control, any Executive or Director shall not accrue more than two (2) absence points within a twenty-four (24) hour period as determined by the Chief of Staff and communicated with their direct supervisor.
- 8-1.6 The Executive Board must hold at a minimum of two (2) meetings a month. Quorum: A two-thirds ( $\frac{2}{3}$ ) majority of the Executive Board will establish a quorum for the transaction of all business of the Executive Board, with the exception of special executive board sessions when a simple majority will suffice.
  - A. The USGD President shall make the agenda for each Executive Board Meeting available to the public at least twenty-four (24) hours before each meeting.
    - 1. The agenda shall be accompanied by a link to the Accountability Report Form (ARF).
- 8-1.7 Meeting Minutes: Meeting Minutes will be taken by the Chief of Staff and posted on the website no later than 72 hours after each Executive Board meeting.
- 8-1.8 All members of the Executive Board must attend Senate meetings in at least business casual clothing.

A. Members of the Executive Board may wear jeans, only if they are dark wash, have no rips, and are worn with a USGD Polo.

8-1.9 Parliamentary procedures may take place during the Executive Board meetings and President's meetings.

8-1.10 The Executive Board must approach the Senate two (2) times during each semester to communicate and solidify expectations and determine which events are mandatory.

## **Section 2: Five Strikes Violations**

8-2.1 Executive Board members will be issued a strike if they are found guilty of any single instance of misconduct.

A. Misconduct can include the following:

1. Violating any of the points in Article 8 of the Executive Board Rules.
2. Missing a project deadline.
3. Any misconduct not previously mentioned as reasonably interpreted by the USGD President.
4. Not dressing in appropriate business casual attire at mandatory meetings.
  - a. Executive members will receive a warning the first time they are in violation of the business casual dress code. Violations after will result in strike
5. Not indicating whether the member will be present or not present on the volunteer sheet for each tabling or events, which will receive a half-strike for each instance.

B. Upon the accumulation of five (5) strikes within a single term any member of the Executive Board may be considered nonfeasance.

8-2.2 The Executive Board Member being issued the strike will be officially notified by the Chief of Staff through an email. The email will include the date of the strike, reason, and link to the Strike/Absence Appeal Form.

8-2.3 The Executive Board member being issued the strike has the right to appeal the strike within two (2) business days of official notification. Said member must complete the Strike/Absence Appeal Form located in the Chief of Staff folder within two (2) business days of the official notification in order to be eligible for appeal.

A. Eligible appeals will be heard at the next Government Operations Committee meeting following the timely completion of the Appeal Form. Voting members of the Government Operations Committee, by a majority vote, will decide whether to approve or deny the appeal.

B. The Government Operations Committee Chair must report the verdict of each appeal heard in the previous committee meeting to the full Senate at the next General Session meeting.

## **Article 9: Office Hours & Mandatory Trainings**

9-1.1 All Executive Board members must hold six (6) office hours a week with two (2) scheduled hours every week in the USGD office. Executive Board members may be required to host more upon request of the President.

A. Meetings and USGD sponsored events count toward that week's office hours.

1. Senate General meetings and Executive Board Meetings do not count toward these office hours.

B. The Senate Clerk can count time to take minutes in meetings as office hours, excluding the Senate General Meeting and Executive Board Meeting. .

1. If the amount of hours in meetings does not meet the full six (6) hours, the Senate Clerk is still required to fulfill their office hours.

C. The Director of Online Student Advocacy, Director of Online Student Engagement, and the Online At-Large Senators, does not need to hold their office hours in the USGD office, however, must be readily accessible with a zoom link during scheduled office hours times.

### **TITLE III**

#### ***Undergraduate Student Government Downtown Senate***

##### **Article 1: Membership Status**

1-1.1 The voting membership of the USGD Senate shall consist of the elected and appointed Senators.

1-1.2 If a voting member of the Senate changes respective College affiliation, they will relinquish their seat at the following meeting and it will be deemed vacant.

1-1.3 It will be the responsibility of the Senate President to ensure that a Senator is still enrolled in the respective college they represent. The Senate President must check at the beginning of each academic semester and may also do so periodically at their discretion.

1-1.4 The Senate President must also check at the beginning of each academic semester if Senators meet the requirements for holding office. If a Senator is found to be in violation of these requirements, they will relinquish their seat the following semester and it will be deemed vacant.

1-1.5 In order for equal representation within USGD every college will receive 1 base Senator seat and an additional seat for every 1,000 students enrolled

- A. New seat allocation will be based on the annual Arizona State University official count of each college enrollment at the start of fall semester, or at the discretion of the Senate President with notification of the President.

##### **Article 2: Duties of the Senate**

2-1.1 Senators shall make every effort to be available to meet with any ASU student should such a request be made, in addition to a mandatory three (3) office hours served per week.

A. Office Hours shall include scheduled office hours either in the USGD office or a location on the ASU Downtown Phoenix Campus that is publicly accessible to all students. Office Hours shall be spent completing USGD related work, speaking to constituents, and/or holding informal meetings with other members of USGD. Senate members should remain available to speak to constituents at all times during these hours.

B. A minimum of one (1) office hours must be scheduled in the USGD Office each week throughout the fall and spring semesters.

- 1. That one (1) office hour must be published on the USGD website.
- 2. At-Large Online Senators do not need to hold their office hours in the USGD office, however, must be readily accessible with a zoom link during scheduled office hours times.

C. Committee meetings and USGD sponsored events count toward that week's office hours.

2-1.2 Attendance at all USGD General Session and Caucus Meetings is mandatory. Additionally, Senators are mandated to attend all committee meetings of the committees they are assigned to.

A. The Senate President has the discretion to deem any meeting, training, or event mandatory if it is announced at least ten (10) business days before said meeting, training or event.

2-1.3 Any member of the Senate, upon accumulation of more than six (6) absence points during one academic semester shall be considered nonfeasance. Unexcused absences from mandatory meetings shall be worth two (2) absence points. Excused absences from mandatory meetings shall be worth one (1) absence point. Upon accumulation of more than six (6) points, a staff member shall be deemed to be committing an act of nonfeasance, which may result in a nonfeasance hearing.

A. Failure to answer the first roll call shall constitute an absence.

B. Excuses for absences from the General Session and Caucus meetings must be presented to and approved by the Senate President before the meeting of the absence.

- 1. The Senate President shall denote which absences are excused or unexcused at the first roll call.

C. Excuses for absences from Committee meetings must be presented to and approved by the Chair of the respective Committee before the meeting of the absence.

1. The Chair of the Committee shall report excused and unexcused absences to the Senate President the day of the Committee meeting and the entire Senate at the next General Session.

2. The decision of the Chair may be appealed to the Senate President who may affirm or nullify it. The Senate President's decisions are still liable to be affirmed or nullified as stated below by the simple majority vote of the entire Senate.

D. Excuses from absences from the One University Senate Meetings must be presented to and approved by the Senate President one week before the meeting of the absence.

1. The Senate President shall denote which absences are excused or unexcused at the first roll call.

E. Excuses from absences from any meeting, training, event or community service event that the Senate President deemed mandatory must be presented to and approved by the Senate President before the meeting of the absence.

F. The classification of any absence may be appealed to the entire Senate which will either affirm or nullify the decision by a simple majority vote.

G. Any absence deemed excused with no-points by the Senate President shall receive no points and shall not increase a Senator's total point tally.

H. Given circumstances beyond their control, Senators shall not accrue more than two (2) absence points within a twenty- four (24) hour period as determined by the Chief of Staff and communicated with the Senate President.

2-1.4 Senators shall sit on a minimum of two (2) standing committees.

2-1.5 Senators shall meet with a dean from their college at least twice a semester.

A. At-large Senators shall meet with the Dean of Students.

B. One senator from each respective college is required to schedule a consultation with the Senate President prior to their meeting with the dean of their respective college each semester.

2-1.6 All Senators are responsible for representing all Clubs and Organizations associated with their respective College. Representation should include contact with each active club at least once a semester from at least one member of the delegation.

A. Senators are required to engage in a relationship with their college councils to foster collaboration within USGD and their said councils.

2-1.7 Senators must participate and/or assist in at least 8 USGD sponsored events per semester.

2-1.8 Senators must wear USGD formal attire to all USGD sponsored formal events. Senators who do not follow this will receive a strike.

A. USGD formal events will be determined and communicated by the person leading the event no later than 24 hours prior to the event (Ex: The Crow Forum). If the person leading the event indicates that it is an informal event, USGD formal attire is not required.

B. USGD formal attire will be defined as: the USGD polos distributed to all members, and/or business casual attire minimum.

2-1.9 The Senate must collaborate and create a set of core values that will be made public no later than the third regular session of the USGD Senate.

2-1.10 Senators will be issued a strike if they are found guilty of any single instance of misconduct.

A. Misconduct can include the following:

1. Violation of the points in Title III, Article 2 of the Bylaws.

2. Missing a project deadline.

3. Any misconduct not previously mentioned as reasonably interpreted by the Senate President.

4. Not dressing in appropriate business casual attire at mandatory meetings.

a. Senators will receive a warning the first time they are in violation of the business casual dress code. Violations will result in a strike.

5. Newly appointed Senators shall not receive strikes before their training meeting with the Senate President and completing the e-course by the assigned deadline. This should happen within the first week a Senator begins their job. This does not extend to events and responsibilities that are time sensitive and explicitly assigned.

B. Upon the accumulation of five (5) strikes within a single term, any member of the Senate may be considered nonfeasance.

1. If the Senate President is being issued the strike, the Chief of Staff will issue the strike.

D. The Senator being issued the strike will be officially notified by the Chief of Staff through an email. The email will include the date of the strike, reason, and link to the Strike/Absence Appeal Form.

E. The Senator being issued the strike has the right to appeal the within two (2) business days of official notification. Said member must complete the Strike/Absence Appeal Form located in the Chief of Staff folder within two (2) business days of the official notification in order to be eligible for appeal.

1. Eligible appeals will be heard at the next Government Operations Committee meeting following the timely completion of the Appeal Form. Voting members of the Government Operations Committee, by a majority vote, will decide whether to approve or deny the appeal.

2. The Government Operations Committee Chair must report the verdict of each appeal covered in the previous committee meeting to the full Senate at the next General Session meeting.

#### 2-1.11 Duties of the At-Large Online Senators

- A. Senators must fulfill all attendance expectations as outlined in Title III, Article 2
- B. All Senators are required to participate in at least one (1) USGD Committee.
- C. Senators are required to participate in all the Senate committees if understaffed, at the discretion of the Senate President.
- D. At-Large Online Senators are required to sit on the Online Student Advocacy Committee (OSAC)
- E. At-Large Online Senators must have an open, consistent dialogue with the Director of Online Student Advocacy and Director of Online Student Engagement via biweekly meetings
- F. At-Large Online Senators must have an open, consistent dialogue with At-Large Online Senators from the other campuses via regular meetings
- G. It is required that a transition document be submitted as an At-Large Online Senator in USGD so that the predecessor knows how to continue with an existing project or duties where it was left off.

### **Article 3: Senate Officers and Staff**

#### **Section 1: Organization of the Officers of Senate**

3-1.1 The incoming Senate shall hold a special meeting session at the end of the spring semester to elect a Senate President and Senate President Pro Tempore.

A. The Senate President shall be elected by the Senate with a simple majority.

1. The position of Senate President Pro Tempore shall be elected by the Senate with a simple majority.

2. The Senate President Pro Tempore shall be a current member of the Senate.

B. The special meeting session shall be chaired by the incoming Vice President of Policy.

C. The Senate President may not simultaneously hold the position of Senate President as well as a separate Executive Office position within USGD.

1. The Senate President shall concede their respective college Senate position, if necessary, and only hold the office of Senate President.

a. A candidate for Senate President does not have to have been elected to a Senate seat in the congruent election cycle.

D. The previous year's Senate may make a recommendation on who to select as the Senate President for the following year.

3-1.2 The Senate President shall work to ensure each open position of the Senate is filled as soon as possible in the instance that there are vacant Senator positions after the election period ends and the election results have been posted

A. If the Senator position within the College of Integrated Arts and Sciences (CISA) is vacant after the third (3rd) general Senate session, the open position will be closed for hiring and will default to the At-Large Senator position for hiring.

1. In the instance the Senator position within the College of Integrated Arts and Sciences is filled after the third (3rd) general Senate session, the Senate President or any active Senator shall nominate an existing Senator to be confirmed as the At-Large Senator.

B. The Senate President, if necessary, may ask to join each College's respective Senators' meeting with their academic dean.

C. The Senate President shall be a member of the Government Operations Committee and the External Affairs Committee, and if possible, the Appropriations Committee.

3-1.3 The Senate President does not hold any voting rights.

A. In procedural and legislative votes, the Senate President shall only be allowed to cast a tie breaking vote.

3-1.4 In the event that the Senate President is absent for either regular session meetings or caucus meetings the position of Senate President Pro Tempore is to chair these meetings in which the Senate President is not in attendance.

3-1.5 In the event that the Senate Presidency is vacant due to resignation, impeachment or removal from office the Senate President Pro Tempore is to take the position of Senate President.

3-1.6 The Senate President Pro Tempore will be responsible for monitoring zoom meetings and chat Logs throughout legislative sessions.

## **Section 2: Roles of the Senate President**

2-1.1 The Duties of the Senate President of the Undergraduate Student Government Downtown (USGD) of Arizona State University shall include but not be limited to:

A. Presiding over and serving as chair at all regular session and caucus meetings

B. Using discretion to ensure that each member performs the duties of the Senate.

1. The Senate President shall have a semesterly meeting with each College's respective Senators.

a. If necessary, the Senate President may schedule additional meetings to this requirement.

2. The Senate President, if necessary, may ask to join each College's respective Senators' meeting with their academic dean.

3. The Senate President shall be a member of the Government Operations Committee and the External Affairs Committee, and if possible, the Appropriations Committee.

C. Act as a tie-breaker in procedural and legislative votes, if necessary

1. The Senate President can not vote otherwise

D. Recommending and interviewing potential Senator candidates and bringing their applications to the Senate

1. The Senate President must ensure that each Senator meets the eligibility requirements for office at the start of each semester.
- E. Wields the power to deem any meeting, training, or event mandatory if it is announced at least ten (10) business days before said meeting, training, or event
- F. Approve absences from the general session and caucus meetings before the meeting of the absence
  1. The Senate President shall denote which Senate absences are excused or unexcused at the first roll call
- G. Reasonably interpret what shall be viewed as misconduct from a senator
- H. Publicly announce strikes along with the violation at Government Operations Meetings
- I. Appoint the Chair of the Government Operations Committee, the Chair of the Appropriations Committee, the Chair of the External Affairs Committee, and the Chair of the Communications Committee.
  1. Removal of the Chair for any senate committee shall be initiated by the Senate President
- J. Sign all Bylaw revisions and bills passed by the USGD Senate and send said bill to the President of USGD
  1. The Senate President shall be the sole authority permitted to make amendments to the bylaws.

#### **Article 4: Meetings**

- 4-1.1 While school is in session, the Senate shall hold biweekly general session meetings and Caucus meetings on alternating Fridays. General meetings and Caucus meetings will be open to the public and offered in an online format.
- 4-1.2 The Senate shall meet and transact business when a quorum composed of a majority of current voting members is present.
- 4-1.3 The Senate President shall make the agenda for each general session and Caucus meeting available to each senator, executive officer, and the public at least twenty-four (24) hours before each general session and Caucus meeting.
  - A. The agenda shall be accompanied by a complete copy of:
    1. Each bill to be introduced for the first reading of bills.
    2. Introduced for second reading of bills with incorporated committee changes, if applicable.
    3. Any appointments up for Senate approval.
    4. A link to the Accountability Report Form (ARF).
  - B. Every bill included with the agenda described above shall include a label or caption describing the item's legislative status.
- 4-1.4 The SenateClerk shall record meeting minutes at each general meeting session and shall provide minutes to the Executive Board and Senate within 72 hours of the meeting. The Senate President shall ensure minutes are available to the Senate and public in a timely manner.
- 4-1.5 Senators must wear business casual clothes or their USGD polo and business casual to Senate General Session meetings.
  - A. Senators may wear jeans, only if they are dark wash, have no rips, and are worn with a USGD Polo.
  - B. Business casual will not be enforced at Caucus meetings.
- 4-1.6 For staff who attend meetings online via zoom, a reason must be submitted 12 hours before a meeting to the Senate President or Chief of Staff for approval.
  1. While participating in meetings via zoom, staff have to actively participate and respond to vote and roll calls.



2. If the acting chair calls on the staff twice and no response is heard, not including situations of technical difficulties, the staff will receive half a strike.
3. Online staff are exempt from notifying use of zoom, but are still expected to be engaged while committees on zoom.

## **Article 5: Committees of the Senate**

### **Section 1: Standing Committees**

5-1.1 The USGD Senate shall maintain four (4) standing committees that offer both in-person and online options to attend:

- A. The Committee on External Affairs, which will consist of the committee Chair, a minimum of one third ( $\frac{1}{3}$ ) of the current Senate, and registered students of the Downtown Phoenix Campus or its online counterparts with one (1) or more credit hours on the Downtown Phoenix Campus.
  1. In addition to their set Scholarship amount, Standing Committee Chairs shall receive a \$250 allotment per semester.
- B. The Committee on External Affairs, shall be responsible for, but not limited to:
  1. Research and investigation of issues important to the Downtown Phoenix Campus through the University Senate, Arizona Board of Regents, the Government of the City of Phoenix, and the Government of the State of Arizona in coordination with the Vice President of Policy, Director of Sustainability and Government Affairs, and the Government Operations Committee.
    - a. This Committee shall be responsible for helping develop the USGD's official response to the State budget.
    - b. This Committee shall be responsible for ensuring that the Executive Board presents the tuition proposal to the Senate.
  2. Collecting feedback and providing necessary services for the students of the Downtown Phoenix Campus in coordination with the Vice President of Services and the Department of Student Engagement.
    - a. This Committee shall be responsible for helping organize the signature events of USGD and representing the Senate at these events.
    - b. This Committee shall be responsible for increasing the general awareness of USGD in the student body.
    - c. This Committee shall be responsible for the proposal of new ideas for USGD signature events.
  3. The members of the External Affairs Committee shall be responsible for creating and coordinating two new events, initiatives, or collaborations per semester.
    - a. The members may collaborate with other senators to help ensure all events, initiatives, or collaborations are successful.
    - b. Senators who do not fulfill the requirement of two events, initiatives, or collaborations per semester will be subject to a strike.
  4. Reporting their findings and recommendations to the Senate, and for the drafting of appropriate legislation.
- C. The Committee on Government Operations, which shall consist of the committee Chair, a minimum of one third ( $\frac{1}{3}$ ) of the current Senate, and registered students of the Downtown Phoenix Campus or its online counterparts with one (1) or more credit hours on the Downtown Phoenix Campus. The Committee on Government Operations shall be responsible for, but not limited to:
  1. Oversight of USGD operations.
    - a. This Committee shall be responsible for keeping track of absences and office hour violations.

- b. This Committee shall have the primary responsibility for drafting Censure motions and Articles of Impeachment when necessary.
- c. This Committee shall be responsible for tracking conflicts of interest and reporting them to necessary authorities, particularly Senate Leadership consisting of the Senate Presidency and Chairs of Senate Committees.
- 2. Revisions of the USG Constitution, USGD Bylaws, Senate Rules of Order, and Standing Rules.
  - a. This Committee shall be primarily responsible for the restructuring of Bylaws with the Senate.
  - b. Senators actively sitting on the Government Operations Committee are required to frequently read over the bylaws to ensure legislative efficiency.
  - c. Senators actively sitting on the Government Operations Committee are required to both propose and sponsor at least one legislative bill every month or every other meeting, not limited to:
    - I. An update pertaining to an outdated bylaw
    - II. A bylaw updating or in update of university policy
    - III. A bylaw pertaining to an idea or initiative update
    - IV. A bylaw contradiction update
    - V. Any bylaw pertaining to the needs or desires of constituents
  - d. Bills must be submitted in the pending folder of USGD Google Drive a minimum of 24 hours before the biweekly Government Operations Committee meetings in order to be included in the meeting agenda.
- 3. Receiving and handling all complaints on USGD both internally and externally.
  - a. If complaints deal with the Government Operations Committee, they shall be either cast to the Senate as a whole.
- 4. The Government Operations Committee Chair shall be given the authority to interview all applicants for USGD position alongside the Senate President prior to nominating said applicants in a meeting of the full Senate.
  - a. For Executive Board candidates, the Executives and Chief of Staff (if appointed) may be invited to the interview.
- D. The Communications Committee, which shall consist of the committee Chair, the Director of Communications and Public Information Officer, and a minimum of one-third ( $\frac{1}{3}$ ) of the current Senate, and registered students of the Downtown Phoenix Campus or its online counterparts with one (1) or more credit hours on the Downtown Phoenix Campus.
  - 1. The Communications Committee shall be responsible for:
    - a. Overseeing all USGD social media platforms and ensuring consistent and accurate updates to the student body.
    - b. Creating and executing a semester-long social media engagement plan to increase awareness of USGD initiatives, events, and services.
    - c. Collaborating with other committees and the Executive Board to promote signature events, student initiatives, and important information to students.
    - d. Managing the content approval process to ensure posts align with USGD's mission and standards.
  - 2. Members of the Communications Committee are required to participate in at least four (4) social media campaigns per semester.
    - a. Campaigns may include interactive posts, giveaways, or collaborations with Downtown Phoenix organizations and departments.
    - b. Failure to fulfill this requirement may result in a strike as determined by the Chair.

3. Reporting their progress and recommendations to the Senate on a biweekly basis.

E. The Appropriations Committee shall be responsible for reviewing and allocating funding requests to registered student organizations.

1. All Appropriation members are required to go through a training on the funding request process and will be periodically tested by the Director of Appropriations in order to serve on the Appropriations Committee.

2. In the event of unmet performance requirements concerning attendance of committee members, the Appropriations Committee is to provide a recommendation role.

5-1.2 The Government Operations Committee, External Affairs Committee, and the Communications Committee shall meet at least once every two (2) weeks, providing a quorum composed of a majority of the current voting membership of the committee. The Appropriations Committee shall meet at least once a week, providing a quorum composed of a majority of the current voting membership of the committee.

A. In the case that the Appropriation committee does not meet a quorum composed of a majority of the current voting membership of the committee, the standing chair may invite as many senators outside of the committee needed to meet the senator quorum.

5-1.3 The Chair of the Government Operations Committee, the chair of the Appropriations Committee, the chair of the External Affairs committee, and the chair of the Communications Committee shall be appointed by the Senate President in a manner of their choosing.

A. Appointments of Chairs shall be announced by the second regular Senate meeting of the fall semester of the Senate. Appointments shall be confirmed by a majority vote.

B. The Government Operations Committee Chair, the Appropriations Committee chair, and the External Affairs Committee chair, shall only sit on their respective committees.

C. Removal of the Government Operations Chair shall be initiated by the Senate President and approved by a majority of the Senate.

5-1.4 A Vice Chair of each standing Senate committee and any Senate subcommittee shall be nominated by the Chair of the committee or subcommittee.

A. Vice Chair shall be a Senator of the Undergraduate Student Government Downtown.

B. Appointments of Vice Chairs shall be confirmed by a majority vote of the voting membership of the committee.

C. In the event that the Chair of the committee is absent or unable to preside over regularly-scheduled meetings, the Vice Chair is to chair the meeting.

## **Section 2: Senate Task Forces**

5-2.1 Any Senator may create a task force which shall be responsible for advancing specific Senate initiatives.

5-2.2 A Senator may only create a task force within a committee in which they are a member.

5-2.3 A Senator may create a task force by submitting a description of the taskforce to the appropriate standing committee chair, which shall include a list of goals to be accomplished by the taskforce.

5-2.4 A task force must be approved within its respective committee by a two-thirds ( $\frac{2}{3}$ ) affirmative vote.

5-2.5 A task force shall only exist throughout the duration of the Senator's term of office who created the taskforce. A task force shall be terminated upon an impeachment conviction of any Senator who created a task force, unless another Senator volunteers specifically to take over the taskforce.

5-2.6 A Senator may choose to dissolve a taskforce that he or she has created at any time.

5-2.7 Any USGD student may participate in a Senate taskforce.

5-2.8 The President may create a task force which shall be responsible for advancing specific Senate initiatives.

5-2.9 The President may create a task force by submitting a description of the taskforce to the appropriate standing committee chair and the appropriate Vice President, which shall include a list of goals to be accomplished by the taskforce.

5-2.10 A task force must be approved within its respective committee by a two-thirds ( $\frac{2}{3}$ ) affirmative vote.

A. The appropriate Vice President does not need to approve the proposed taskforce.

5-2.11 A task force shall only exist throughout the duration of the President's term of office who created the taskforce. A task force shall be terminated upon an impeachment conviction of the President who created the taskforce.

5-2.12 The President may choose to dissolve a taskforce that they have created at any time.

#### **Article 6: Enacting Legislation**

6-1.1 Legislation shall be brought to the Senate by any two voting members.

6-1.2 All Bylaw revisions and bills passed by the USGD Senate must be signed by the President of the Senate or acting chair in order to certify the vote. The President of the Senate or acting chair must place the act(s) on the desk of the USGD President within three (3) business days.

A. Failure to place the act(s) on the desk of the President within three (3) business days shall result in a strike.

1. The intentional delay of these responsibilities by the Senate President or acting chair, to be determined by the voting members of the Senate, shall result in a vote of no confidence.

B. Any legislation unsigned by the Senate President or acting chair shall receive no action, veto or otherwise, until signed by the Senate President, new Senate President due to a vote of no confidence, or acting chair in order to certify the vote.

1. Once any legislation is certified by signature, the President shall have five (5) days to act on said legislation..

6-1.3 All Resolutions proposed before the Senate will have a final draft created by the government affairs committee to be read and voted on in the next Senate meeting.

#### **Article 7: Veto and Override**

7-1.1 If a Bylaw revision or appropriations bill has been vetoed by the President, it shall be returned to the Senate at its next regular session, with the President's objections attached separately in writing.

7-1.2 When the Senate receives a vetoed bill, a motion to reconsider the bill must be made at the end of the second reading of legislation. If the motion passes, the Senate may debate the bill. Only the line(s) vetoed may be debated in the case of a line item veto. If the motion to reconsider fails, the bill cannot be debated, and the veto is upheld.

7-1.3 After debate has ended on the reconsidered bill, a vote is taken. By two-thirds ( $\frac{2}{3}$ ) affirmative vote of the Senate, the bill passes, and the veto is overridden. The bill then becomes effective without the President's signature, and completes any of the legislative protocols called for in the Bylaws. If the bill fails, the veto is upheld.

7-1.4 The veto of a bill by the President is considered a negative action only. The President may not replace a vetoed line in the annual budget or appropriation bill with something else.

#### **Article 8: Appointments Requiring Senate Approval**

8-1.1 All Presidential and Vice Presidential Director appointments are subject to the approval of the Senate.

8-1.3 All appointments must be confirmed by a two-thirds ( $\frac{2}{3}$ ) vote of the members present.

#### **Article 9: Nonfeasance and Punitive Actions**

##### **Section 1: Nonfeasance**

9-1.1 An act of nonfeasance shall be defined as the failure to fulfill the duties outlined by the USGD Bylaws or USG Constitution.

9-1.2 A staff member shall have committed an act of nonfeasance if they accumulate six (6) absence points or five (5) strikes in a single semester.

9-1.3 All supervisors are required to arrange a meeting with a staff member who has accrued four (4) strikes or five (5) absence points.

9-1.4 The Chief of Staff shall immediately notify any staff member who has committed an act of nonfeasance, as well as the USGD Advisor, President, Senate President, and Chair of the Government

Operations Committee. The Chief of Staff shall announce the act of nonfeasance at the next General Session of the Senate.

A. All supervisors of the staff member who has committed an act of nonfeasance shall conduct a review of said staff member's performance. A recommendation shall be made to the Chair of the Government Operations committee as to whether a motion to censure or articles of impeachment are warranted.

1. If the President has committed an act of nonfeasance, the Vice Presidents shall conduct a review and make a recommendation to the Chair of the Government Operations Committee.

9-1.5 An act of nonfeasance may be the basis of a motion to censure or articles of impeachment against a staff member.

## **Section 2: Censure**

~~9-2.1 Censure shall be defined as a formal expression of the Senate's disapproval of the actions of a staff member.~~

~~9-2.2 A motion to censure may be brought against any Executive Officer, Supreme Court Justice, Senator, or Senate-approved appointee of the Undergraduate Student Government Downtown.~~

~~9-2.3 A motion to censure shall require a simple majority to approve.~~

~~9-2.4 Before voting on a motion to censure, discussion shall take place to explain why a motion to censure has been brought forward. The Senate President shall call for the vote to be taken when discussion has ended.~~

~~A. If the motion to censure is brought against the Senate President, the Vice President of Policy shall serve as the acting chair of the Senate for the duration of the discussion of the motion.~~

~~9-2.5 A censure does not remove a staff member from their position.~~

## **Section 2: Votes of No Confidence**

9-3.1 A vote of no confidence shall be defined as a vote taken by a standing committee of the Senate signifying that the Chair of the committee is no longer fit to remain in that position.

9-3.2 Before voting on the motion of no confidence, discussion shall take place to explain why a motion of no confidence has been brought forward. The acting Chair shall call for the vote to be taken when discussion has ended.

A. The Vice Chair of the standing committee shall serve as acting Chair when a motion of no confidence is made.

9-3.3 An affirmative vote of at least two-thirds ( $\frac{2}{3}$ ) of the current membership of the standing committee shall be required to remove the chair. If the Chair is removed, the committee shall immediately vote on a new Chair, to be approved by the Senate at its next general session.

A. The Vice Chair of the standing committee will serve as acting chair until the newly-elected Chair is approved by the Senate.

## **Section 3: Impeachment**

9-4.1 Impeachment shall be defined as to bring an accusation of misconduct in office.

A. Misconduct shall be defined as disobeying the USGD Bylaws or USG Constitution either knowingly or through repeated negligence after being warned formally.

B. Before articles of impeachment may be brought to the Senate, the accused shall be informed and given the option to resign.

9-4.2 Impeachment trial shall be defined as the discussion of and vote on articles of impeachment in any regular or special session of the USGD Senate.

A. The Senate shall have the sole power to try all impeachments.

B. In the event that articles of impeachment are brought against the Senate President, the Vice President of Policy shall serve as the acting chair of the Senate.

9-4.3 An impeachment trial shall supersede all other business of the Senate.

9-4.4 Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or Senate-approved appointee of the Undergraduate Student Government Downtown.

A. The articles of impeachment shall be a Senate Resolution that shall include, at minimum:

1. An explanation of the accused's act(s) of nonfeasance, and/or specific provisions or duties of the accused that have been violated, or an explanation of the misconduct that led to the drafting of the articles of impeachment,
2. An operative clause stating the conclusion of the impeachment trial to be the conviction of the accused to be determined by a vote of at least three-fourths ( $\frac{3}{4}$ ) of the current membership of the Senate.

B. Information not listed directly in the articles of impeachment may be given as testimony in the impeachment trial.

9-4.5 Preceding discussion of the articles of impeachment, the full text of the resolution shall be read aloud.

9-4.6 During the impeachment trial, members of the Senate shall determine whether the accused has violated each of the provisions listed on the resolution.

9-4.7 An affirmative vote of at least three-fourths ( $\frac{3}{4}$ ) of the current membership of the Senate shall be required to convict the accused of the charges set forth in the articles of impeachment.

A. If convicted, the impeached person shall be removed from their position.

## **Appendix I**

### *Appropriations Committee Bylaws*

#### **Article 1: Description and Purpose**

1-1.1 The Appropriations Committee is a committee of the Undergraduate Student Government Downtown, hereafter USGD. This committee consists of the Director of Appropriations and a minimum of one-third ( $\frac{1}{3}$ ) of the current Senate. The purpose of the Committee is to monitor USGD business and determine the validity of all student fee funding requests per USGD and University standards.

1-1.2 The Chair of the Appropriations Committee shall be a voting member of the Appropriations Committee when the committee quorum is not already met. The Duties of the Chair of the Appropriations Committee shall include but not be limited to:

A. Creating an itemized, detailed, monthly report of all funding grants to be published on the USGD website and easily accessible to students.

1. This monthly report shall contain the following columns:

a. Funding Type

i. The Funding Type column shall contain a dropdown list in every cell that contains selections for all of the different types of funding.

b. Summary of Request

i. The Summary Request column shall contain a detailed summary of what the requester was asking for, the cost of the request, and other information the Chair of the Appropriations Committee deems necessary to be publicized to the student body.

c. Decision

i. The Decision column shall contain a dropdown list in every cell that contains selections for the following options:

1. Approved
2. Returned for Follow-Up
3. Denied

d. Reason for Decision

i. The Reason for Decision column shall contain the following phrase to be filled in by the Chair of the Appropriations Committee when necessary:

1. In a vote of \_\_\_\_\_, this request was \_\_\_\_\_ because \_\_\_\_\_.

2. A template for this report shall live in the Appropriations folder in the USGD Google Drive.

3. Failure to complete and publish the monthly report within five business days of the following month will result in a strike

1-1.3 Operations funding is provided to assist student organizations with week-to-week expenses or internal costs.

A. RSOs requesting funding for food, activities, or other such items for an executive board member meeting or other similar meeting that is not open to the entire Sun Devil Community will request these funds as an operating expense. The number of times such funding can be requested for executive board and other private events by each RSO is to be limited to once per month.

1-1.4 Event funding exists to foster a more engaging environment on campus and provide safe, fun, enriching activities that promote Sun Devil spirit, pride, and tradition for the student body. Provided on a rolling basis throughout the year it assists student organizations in creating safe, fun, and enriching events for the student body. All events that receive funding from USGD should be open for all members of the Sun Devil community to attend.

1-1.5 Professional development funding aims to provide students with financial assistance to pursue education opportunities outside of the classroom.

## **Article 2: Voting and Meetings**

### **Section 1: Procedures and Voting**

2-1.1 Appropriations will function on a funding cycle system. The duration of the funding cycle is one week, and the days that the cycle begins and ends shall be determined no later than the first day of classes every semester.

A. The days of the week that the funding cycle begins and ends on shall be made available to the public on the USGD website.

2-1.2 The day before the weekly Appropriations meeting shall act as the deadline for voting members of the Appropriations Committee to review all completed funding requests submitted in the preceding funding cycle. Failure to review requests will be considered a failure to meet deadlines and may result in an appropriations strike. The manner in which the Director of Appropriations uses to determine if the Committee has reviewed each request before the meeting will be at the discretion of the Director of Appropriations.

2-1.3 To review funding requests, members of the Appropriations Committee log into SunDevilSync, where submitted requests and documentation are housed. Members may review requests at any time from submittal until the deadline. Members shall ask any questions necessary at the corresponding Appropriations meeting to determine if requests meet the expectations of the Committee and the University in order to make an informed decision on whether to vote to approve or vote to deny the request. When a member has sufficient information, they shall vote to approve or vote to deny the request at the corresponding Appropriations meeting.

A. An Appropriations member shall vote to approve a request if it meets all USGD and University Funding Policies and if they deem the request to be a valuable use of Student Fee Dollars. A member shall vote to deny a request if it does not meet USGD and University Funding Policies and/or does not meet the expectations set by the committee. A member may also vote to deny if the requesting student(s) or student organization(s) have not given enough information to the committee to facilitate an informed decision.

B. A student or student organizations with an approved request that runs into additional cost due to unforeseen circumstances, may be allocated up to 10% of the original amount to cover the cost without the RSO having to wait for the next cycle to be reviewed. The Director will notify all members of the committee of such action.

2-1.4 The Director of Appropriations shall record the vote count at the weekly Appropriations meeting and certify the decision of the Committee and notify the party requesting funds of the status of their request. The Director of Appropriations does not vote on the funding request but only acts on behalf of the Committee to notify a decision that the request has been approved or denied. Corresponding feedback will be given to the requesting party if request was denied and further action needs to be taken by said party.

## **Section 2: Appropriations Meetings**

2-2.1 Appropriations meetings shall be held weekly beginning the first full week of each semester. All meetings are open to the public and require an agenda to be posted no fewer than twenty-four (24) hours in advance. Each weekly meeting will mark the end of the funding cycle. A funding cycle is to be one weeks period of time.

2-2.2 The Director of Appropriations shall conduct a review of assignment at the beginning of each meeting to determine which members, if any, failed to take action on required requests. The method in which the Director of Appropriations utilizes to determine if action has been taken is at their discretion.

A. The Director of Appropriations shall inform the Chief of Staff which members of the Appropriations committee did not complete their duties.

2-2.3 If the Director of Appropriations has moved a funding request to the agenda of a meeting for discussion, the student(s) requesting will be invited to the meeting to provide requested information.

A. Each remaining request will be discussed until there is a motion to vote.

B. At the conclusion of the vote, the Director of Appropriations shall certify the vote of the committee by taking the necessary action on SunDevilSync.

2-2.4 At each meeting, the Appropriations committee shall review all funding requests from the corresponding funding cycle.

A. The Director of Appropriations shall record the vote count and certify the decision of the Committee by rendering the final decision to approve or deny each request.

2-2.5 The Appropriations committee shall review the Student Fee Budget biweekly, including the amount available and the amount allocated to date.

2-2.6 Weekly Appropriations meetings may include discussion of other business at the discretion of the Director of Appropriations and the Appropriations Committee.

## **Section 3: Senate Approval**

2-3.1 The Director of Appropriations may refer a funding request to the full USGD Senate should the Appropriations committee not come to a consensus on the request.

2-3.2 A registered student organization, hereafter RSO, that has submitted a funding request referred to the full Senate will be assigned a hearing on the next General Session agenda. Explanations of the funding request will be heard at this time.

2-3.3 The Senate shall approve, deny, table, or amend as with any other motion before the Senate.

2-3.4 Once a vote is completed and a funding request is approved or denied, the Director of Appropriations shall certify the decision of the Senate and render the final decision on SunDevilSync.

## **Article 3: Funding Requirements**

### **Section 1: Organization Requirements**

3-1.1 A representative of a RSO is highly recommended to attend Appropriations meetings and Senate meetings. It will be the responsibility of the Director of Appropriations to inform RSOs of all meeting dates a minimum of twenty-four (24) hours in advance of the meeting,

3-1.2 A RSO must be registered with the Educational Outreach and Student Services office annually.

3-1.3 A RSO must be in good financial standing with the Appropriations Committee. Any organization deemed to be in poor financial standing will be notified by the Director of Appropriations.



3-1.4 RSOs are required to complete an e-course sent out by the Director of Appropriations outlining the funding request process.

A. Any undergraduate student of a RSO may complete this but Executive Officers are strongly preferred.

1. Failure to complete may result in future funding requests being tabled indefinitely.

2. A change in the result of future funding requests of a RSO that has failed to meet this requirement will be decided at the discretion of the Director of Appropriations.

3-1.5 Any funding request that is submitted through the wrong category shall automatically be sent back to the RSO.

## **Section 2: Operations Funding Requirements and Restrictions**

3-2 General requirements and restrictions outlined in this section shall apply to RSOs.

3-2.1 The Appropriations Committee shall award a one time funding for operations at the beginning of each semester to assist student organizations with week-to-week expenses or internal cost.

A. Items that can be requested include but are not limited to marketing materials, banners, table cloths, and t-shirts.

B. The Director of Appropriations shall determine the last funding cycle in which RSOs can request for operations funding.

3-2.2 Funding that is granted must be used in the semester in which it was granted. Approval of funds is contingent on those funds being utilized in the semester in which they are requested.

3-2.3 The Appropriations Committee shall not award more than \$850 for one operational request. Any request for operations funding exceeding \$850 shall require a representative from the organization to present to the Senate for consideration and voting. Any request for operational funding exceeding \$2,000.00 shall be presented at a full Senate meeting for consideration and voting.

3-2.4 The Appropriations Committee shall award up to \$18 including tax per t-shirt.

3-2.5 The Appropriations Committee shall award up to \$23 including tax per polo.

3-2.6 The Appropriations Committee shall not award reimbursements for purchases prior to the approval of the budget request.

3-2.7 Student Fee Dollars may not be used for the purchase of items expressly discouraged by Arizona State University.

A. Student Fee Dollars may not be used for the purchase of items and supplies made of Styrofoam. This does not include packaging from external vendors.

3-3.8 Student Fee Dollars may not be used for the purchase of items expressly discouraged by Arizona State University.

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3-3.9 If the price of an individual item, such as but not limited to t-shirts, polos, outerwear items, and face masks and coverings exceeds the set amounts per item, the requester must attend the following appropriations meeting from when they submit their request.

A. If the requester completes this step, the appropriations committee may use discretion to determine the status of their request.

B. If the requester is unable to attend the meeting in person, they are able to attend over zoom. If they are unable to attend in person or over zoom, they must write a letter addressed to the appropriations director.

3-3.10 A club seeking USGD appropriations funding must have a simple majority of undergraduate students on their SunDevilSync roster to receive funds.

## **Section 3: General Requirements and Restrictions**

3-3.1 General requirements and restrictions outlined in this section shall apply to both RSOs and individuals, as applicable.

3-3.2 The Appropriations Committee shall not award more than \$2,000.00 for one organization for an event. Any request for funding for an event exceeding \$2,000.00 shall be presented at a full Senate meeting for consideration and voting.

3-3.3 The Appropriations Committee shall not award more than \$18 including tax per t-shirt.

3-3.4 The Appropriations Committee shall not award more than \$23 including tax per polo.

3-3.5 The Appropriations Committee shall not award more than \$28 including tax per outerwear item.

Outerwear includes but is not limited to hoodies, sweatshirts, windbreakers, quarter-zip hoodies, and quarter-zip sweatshirts, beanies, and scarves.

3-3.6 The Appropriations Committee shall not award more than \$7 including tax per mask or face covering.

3-3.7 The Appropriations Committee shall award additional funds for items listed in clauses 3.4, 3.5, and 3.6 at the discretion of the committee and will be handled on a case by case basis.

3-3.8 Student Fee Dollars may not be used for the purchase of items expressly discouraged by Arizona State University.

A. Student Fee Dollars may not be used for the purchase of items and supplies made of Styrofoam. This does not include packaging from external vendors.

3-3.9 If the price of an individual item, such as but not limited to t-shirts, polos, outerwear items, and face masks and coverings exceeds the set amounts per item, the requester must attend the following appropriations meeting from when they submit their request.

A. If the requester completes this step, the appropriations committee may use discretion to determine the status of their request.

B. If the requester is unable to attend the meeting in person, they are able to attend over zoom. If they are unable to attend in person or over zoom, they must write a letter addressed to the appropriations director.

3-3.10 A club seeking USGD appropriations funding must have a simple majority of undergraduate students on their SunDevilSync roster to receive funds.

#### **Section 4: Professional Development**

3-4.1 To be eligible for Professional Development Funding, students must:

A. Be an undergraduate student.

1. Undergraduate students that currently hold a position in Undergraduate Student Government will have their requests considered by the full voting Senate.

2. Undergraduate students that do not hold a position in Undergraduate Student Government will have their requests for funding considered by the Appropriations Committee.

B. Have a declared major at the downtown Phoenix campus.

3-4.2 Professional Development Funding shall include funding for:

A. Graduate exams e.g. GRE, MCAT, LSAT, GMAT, DAT

B. Professional clothing

C. Professional presentations

D. Events

E. Membership fees

F. Conferences

3-4.3 An individual student is eligible to receive no more than \$750.00 per semester.

A. Individual students must follow university travel policy.

B. The Appropriations Committee will fund airfare, gas mileage to and from the destination of the event, and conference fees.

C. The Appropriations Committee will not award travel within a 50-mile radius of the downtown campus.

D. The Appropriations Committee will not fund hotels (unless it is included in conference fees), transportation while traveling, and food during travel.

E. Individuals must submit their Professional Development Funding request four to six weeks in advance of their travel or event date.

3-4.4 Professional development funding shall not be awarded for class projects or assignments.

3-4.5 If a student's request exceeds the capped limit established in 3-4.3, individuals must attend the next appropriations committee meeting that follows their professional development funding request and will be informed via email from the Appropriations Director or the Appropriations Committee Chair.

A. Individuals may present how their use of Student Fee Dollars directly benefited the professional/academic development of the student.. If a presentation cannot occur before their trip, the student is required to write a paper explaining the above. The paper will be reviewed by the Appropriations Committee.

1. Failure to present or to write a paper before the trip in which funding was granted may result in the denial of future requests for funding from Undergraduate Student Government Downtown.

3-4.6 If a professional development request exceeds \$999.99, it will automatically be denied as it violates Arizona State University's rules and procedures.

### **Section 5: Start-up Funding**

3-5.0: To be eligible for startup funding organizations must be:

- A. Be an undergraduate organization based on the downtown campus.
- B. New organization created on campus semester/year of request.
- C. Organization must be at least inactive for two consecutive academic years.
- D. Inactivity does not include switching campus.
- E. Proof of inactivity should be sent or emailed with request.

3-5.1: Start up funding limit is \$3000:

- A. Any requests that exceed \$3000 will not be reviewed.

3-5.2 Start-up request items will be left up to committee discretion:

- A. Past items included tablecloths, and merchandise. (ex. polos)

## **Appendix II**

### ***UNIVERSITY BOARDS AND COMMITTEES***

#### **Article 1: Purpose of University Boards and Committees**

1-1.1 The President of the University shall appoint students to University Boards and Committees, allowing them to protect student interests in University decisions with ex officio and/or voting status. With a minimum cumulative GPA of 2.33 and a course load of at least six (6) hours to University Boards and Committees.

- A. The Associated Students Business office shall verify the number of credit hours and the grade point averages of the applicants.

#### **Article 2: Interviewing**

2-1.1 The President, Vice President of Services, and Vice President of Policy shall interview students and make recommendations concerning University Boards and Committees.

2-1.2 The committees stated in Article 2-1.1 can be divided among the President, Vice President of Services, and Vice President of Policy as needed.

2-1.3 The President shall approve or disapprove all recommendations from the Vice President of Policy and the Vice President of Services.

2-1.4 The President shall submit the list of confirmed nominations to the Office of the Vice President for University Initiatives.

2-1.5 The Vice President for University Initiatives shall then forward the nominations to the Office of the University President who shall make the student appointments.

2-1.6 The University President shall make all student appointments to the University Boards and Committees. Students will be notified of their appointment by a letter of appointment from the President's office.

### **Article 3: Committee Operations**

#### **3-1.1 Orientation Process and Responsibilities**

A. In order to explain the responsibilities of student representatives on University Boards and Committees, as well as disseminate all necessary information regarding committee reports, Spring semester review, and resignation procedures, the USGD President shall coordinate a Fall Orientation meeting to be held at the beginning of the Fall semester for all student members of University Boards and Committees.

B. Chairs and either ASASU Executives or USGD Executives shall be invited to attend.

#### **3-1.2 Responsibilities of Student Appointees**

A. No later than two (2) weeks before the last day of classes, one student representative from each University Board and Committee shall submit to the USGD President an official report on the activities of their board or committee, as well as any impressions or observations on the committee and its operation.

B. These committee reports shall be submitted at the end of each semester. The reports shall be available to any interested student and shall be considered the property of USGD.

C. In addition, student reports on committee action which occurred during the Spring semester shall be utilized by the new student appointees as a means of insuring a smooth transition from the outgoing to the incoming student members.

### **Article 4: Reappointment**

4-1.1 After a letter of resignation has been received by the University President, they shall request that the appropriate USG Executive Officer interview and submit another two to three (2-3) names to the USGD President to begin the selection process for a new appointment.

*Seanika Mathis*

*Laura L. Doyle*

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*USGD President Seanika Mathis*

*USGD Senate President Laura Doyle*

*Drew Stanek*

*Ethan Best*

\*Updated and signed on August 30 , 2024

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*VPP Drew Stanek*

*VPS Ethan Best*