

Arizona State University

Undergraduate Student Government

Tempe Campus

2023-2024 Bylaws



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TITLE I UNDERGRADUATE STUDENT GOVERNMENT TEMPE EXECUTIVE BRANCH

Article 1: Executive Council

Section 1: Office of the Undergraduate Student Body President

1.1 The duties of the President of the Undergraduate Student Government Tempe (USGT) of Arizona State University shall include but not be limited to:

- a. Acting upon Senate actions as required by the USGT Constitution and Bylaws.
- b. Serving as a representative for USGT to the official governing bodies of organizations, including but not limited to, Fraternity and Sorority Life, Residence Hall Association, Programming and Activities Board, Council of Coalitions, Student Alumni Association, and Changemaker Central, to discuss policies and voice the concerns of the Undergraduate Students at Arizona State University.
- c. Crafting and presenting a tuition proposal to the Arizona Board of Regents with aid of the Vice President of Policy, and shall present it to the USGT Senate prior to its presentation to the Arizona Board of Regents.
- d. Attending with the Vice President of Policy, Faculty Senate meetings when matters pertinent to students are being discussed.
- e. Participating in the selection of undergraduate students for membership on University Boards and Committees as described in Title II.
- f. Serving as a liaison between the Executive Branch of the USGT and the USGT Senate.
- g. Serving as an Ex-Officio member of the USGT Senate.
- h. Attending the USGT Senate meetings with no more than four (4) excused absences or two (2) unexcused absences per academic year.
- i. Presenting a formal USGT Executive Report of the actions performed by the USGT Executive body at the USGT Senate Meetings.
- j. Creating a budget proposal for the Undergraduate Student Government Tempe

1.2 The USGT President shall appoint as many Supreme Court Justices as there are vacancies on the Supreme Court per conditions outlined in Title III of the USGT Constitution or Title V of this document.

- a. The Supreme Court Justices shall take office after a 2/3 affirmative vote of the USGT Senate.
- b. Failure to nominate a Supreme Court Justice by October 1 shall result in the immediate suspension of the compensation for the USGT President.
- c. The Senate may vote to override a pay suspension with a 2/3 vote in favor of the override.

1.3 Oversight Duties of the Office of the President

- a. The USGT President shall serve as the general overseer of all the departments and offices within the Executive Branch.
- b. The USGT President may hire or direct that respective Department Directors may hire unpaid assistants, separate from interns, to work for a respective department. The duties, time commitment requirements, and other characteristics of the position shall be left to the discretion of the USGT President.
- c. The USGT President shall reserve 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 and the USGT Senate.
- d. The USGT President shall nominate a Chief of Staff to assist with all matters which pertain to the USGT Staff and Directors.

1.4. The USGT President shall have Veto Authority over Senate Action:

- a. Shall have Line item veto power over USGT budget proposals.
- b. Shall have Line item veto power over USGT appropriation bills.

- c. Shall notify the USGT Senate President by the end of the business week of exercising their veto power or the veto is void.
- d. Shall notify the USGT Senate President by the end of the next business day of exercising veto power over all bills pertaining to budget and appropriations or the veto is void.
- e. Veto shall be subject to override by a 2/3 vote in approval of the override by the senate.
- f. Legislation shall take effect if no action is taken by the USGT President within five (5) business days of receiving any legislation.

Subsection 1: Chief of Staff

1.1 The purpose of the Chief of Staff is to oversee the efficiency and accountability of the organization by working directly with the USGT Executives

1.2 The Chief of Staff shall:

- a. Oversee the planning of the retreat in the Fall and Spring.
- b. Coordinate and run Staff and Executive meetings
- c. Oversee the day-to-day operations of the USGT staff by reviewing office hours and directors reports
- d. Manage the Public Relations Team to ensure that USGT's creative spirit and needs are being met.
- e. Send out a weekly update to the entire USGT staff and Senate
- f. Shall record an official weekly commitment of at least 10 hours with these hours being dedicated towards accomplishing the responsibilities associated with the position.

Section 2: Office of the Undergraduate Vice President of Policy

2.1 The duties of the Vice President of Policy of the Undergraduate Student Government Tempe (USGT) of Arizona State University shall include but not be limited to:

- a. Coordinating USGT relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
- b. Matters dealing with the official policies of USGT to individuals outlined in the Subsection A of this Article.
- c. Attend, with the President of USGT, Faculty Senate meetings when matters pertinent to students are being discussed.
- d. Attending all USGT Senate meetings, or providing for a designee.
- e. Succeeding to the USGT Presidency in case of permanent or prolonged vacancy in that office.

Section 3: Office of the Undergraduate Vice President of Services

3.1 The duties of the Vice President of Services of the Undergraduate Student Government Tempe (USGT) of Arizona State University 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.
- c. Creating and maintaining new services that meet student needs on campus.

Section 4: Senate President

4.1 The Senate President shall be elected by a majority vote of the USGT Senate at their first meeting of the year.

- a. The previous year's Senate may make a recommendation on who to select as the Senate President for the following year.
- 4.2 The Senate President shall be required to have served as a voting member of the Senate for at least one semester plus a majority of a second semester prior to their Presidency.
- 4.3 The Senate President shall preside over all Senate meetings
 - a. In the case that the Senate President cannot preside over a meeting or the Senate President must speak as a Senator for their College, a President Pro Tempore, previously selected by the Senate President, shall preside in the President's stead.
- 4.4 The Office of the Senate President does not hold any voting privileges.
- 4.5 The Senate President may not simultaneously hold the position of Senate President as well as a separate Executive Office position within USGT.
- 4.6 The Senate President is beholden to the USGT Senate and must act with the best interest of the Senate and the University as a whole in mind.
- 4.7 Any vacancy of the Office of the Senate President shall be filled by a majority vote of the USGT Senate.
- 4.8 The Senate President will appoint a Senate Clerk.

Article 2: Departments within the Office of the Undergraduate Student Body President, Vice President of Policy, and Vice President of Services

Sub-Article 1: Departments within the Office of the Undergraduate President

Section 1: The Department of Finance

- 1.1 The Department of Finance shall consist of at least one director who shall be nominated by the USGT President.
- 1.2 The purpose of the Department of Finance is to assist the Senate Appropriations and Senate Finance committee streamline the appropriations process. This includes facilitating the training for all clubs and organizations on the appropriations process and answering all inquiries about appropriations in the office or via email.
- 1.3 The Director of Finance will work in the Office of the President and assist the President on managing the USGT budget the entire year. The Finance Director will focus on helping USG members, clubs and organizations, and individual students with the appropriations process.
- 1.4 The Department of Finance shall:
 - a. Have the knowledge to respond to inquiries of the funding process (general, event, and travel)
 - b. Create and update appropriations handbook and keep documents updated
 - c. Keep up with finance changes (through advisor, business office, appropriations committee, student orgs office)
 - d. Going through budget and noting which ones that are higher than 5k
 - e. Help the USGT President manage USGT as a whole budget
 - f. Present monthly report of all USG financial activities to the Senate at the first meeting of every Month
 - g. Assist the President in developing the budget for the next fiscal year
 - h. Support college councils and coalitions with their funding requests
 - i. Attend meetings with Senate Appropriations and Finance committees
 - j. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the above responsibilities of this position

Section 2: The Public Relations Team

2.1 The Public Relations Team shall consist of at least two Directors of Public Relations who shall be nominated by the USGT President and overseen by the Chief of Staff.

2.2 The Public Relations team will be responsible for all USGT publicity and shall serve the needs of USGT through design and composition of materials including but not limited to: information and advertisement of USGT and other campus events and creation and maintenance of a consistent USGT brand and image.

2.3 The Public Relations Team shall:

- a. Coordinate USGT public relations and publicity.
- b. Record 10 hours per week per team member as a weekly commitment with at least 5 hours per team member being recorded as office hours and the remaining hours deriving from the other responsibilities of this position
- c. Fulfill USGT's design needs, including but not limited to signs, banners, advertisements, and apparel.
- d. Photographing and documenting USGT events.
- e. Take USGT Staff and Senate Portraits.
- f. Establish a live stream of Senate sessions and other relevant meetings to be posted on social media.
- g. Maintain and update the USGT website with relevant information regarding USGT Tempe's activities, services, and important documents.
- h. Maintain and update any and all USGT social media platforms.
- i. Marketing and branding of USG materials and supporting both staff and Senate in promoting internal USG events.
- j. Establish communication with local media and shall as necessary issue press releases, prepare calendars of events, publish USGT newsletters, and manage press conferences.

Section 3: The Department of Internal Operations

3.1 The Department of Internal Operations shall consist of one Internal Operations Director who shall be nominated by the USGT President.

3.2 The purpose of The Department of Internal Operations is to recruit and develop a highly-skilled intern staff that assists in the day-to-day and long-term functions of USGT.

3.3 The Department of Internal Affairs shall:

- a. Recruit and manage a team of interns who will be allocated to the staff and senate.
- b. Develop the skills and abilities of the interns and ensure they fulfill all internship requirements. C. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the above responsibilities of this position.

Section 4: Office of the USGT Director of Online Student Advocacy

4.1 The Director of Online Student Advocacy shall be expected to:

- a. Fulfill all attendance expectations.
- b. Attend bi-weekly Executive Board meetings.
- c. Commit about five (5) to ten (10) hours per week towards the position, including virtual office hours and other responsibilities.
- d. Work closely with online students and online student organizations
- e. Work closely with the President to give biweekly updates for various online student projects and initiatives.
- f. Participate in Online Student Advocacy committee meetings with Directors of Online Student Advocacy from the other campuses.

4.2 The USGT Director of Online Student Advocacy must meet the following requirements:

- a. Enrolled in a minimum of six (6) credit hours through a major and/or college housed through the ASU Tempe campus at the discretion of USGT and maintain a minimum GPA of 2.6.
- b. If an elected or appointed official ever falls below the threshold during their service, they will have one semester to reconcile it. Failure to do so will result in immediate dismissal.
- c. Failure to meet these requirements will result in automatic removal from the office.

Section 5: Department of Student Affairs

5.1 The Department of Student Affairs shall consist of at least one director nominated by the Vice President of Services.

5.2 The Student Affairs Director shall be responsible for leading campus initiatives and programming focused on social, personal, and pre-professional development for the Undergraduate Student Body.

- a. The Director shall record 10 hours per week as an official weekly commitment to fulfilling the responsibilities of the office

Sub-Article 2: Departments within the Office of the Undergraduate Vice President of Policy

Section 1: The Department of University Affairs

1.1 The Department of University Affairs shall consist of at least one director who shall be nominated by the Vice President of Policy.

1.2 The Department of University Affairs shall:

- a. Train members of the University Boards and Committees.
- b. Act as a liaison between the University Boards and Committees and the USGT Tempe Executives.
- c. Act as a liaison between USGT Tempe Executives and the Board of Regents.
- d. Attend all Arizona Board of Regents meetings.
- e. Research Proposals from the Arizona Board of regents that affect students.
- f. Work with the Vice President of Policy to advocate for student concerns at Arizona Board of Regents meetings.
- g. Inform students about the Arizona Board of Regents' policies.
- h. Work with the USGT Vice President of Policy to address issues that impact the daily life of students.
- i. Plan and coordinate town halls and meetings with the University President for the student body.
- j. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the above responsibilities of this position

Section 2: The Department of Diversity and Inclusion

2.1 The Department of Diversity and Inclusion shall consist of at least one director who shall be nominated by the USGT President.

2.2 The Department of Diversity & Inclusion will assist in furthering diversity & inclusion within USGT as well as the ASU student body. This Department will also be in charge of further connecting the Council of Coalitions to the Tempe 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.

2.3 The Department of Diversity and Inclusion shall:

- a. Outreach with the ASU community in order to promote a culture of inclusivity.
- b. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position
- c. Meet with Coalitions on a regular basis and keeping record of meetings and updates from coalitions.
- d. Maintain and create a contact sheet of Registered Student Organizations focusing in multicultural avenues.
- e. Serve as a liaison between USGT and the Coalitions and minority groups on campus, as well as bringing the needs and concerns of these groups to the USGT President.
- f. Meet with undergraduate students in order to promote and advocate for the diversity and inclusion of those and all students.
- g. Host a bi-monthly event in partnership with the Director of Outreach.
- h. Table for USGT at multicultural events in the ASU and Tempe Community.
- i. Collaborate with other staff members within USGT to promote the position of the Council of Coalitions on and off-campus.

Section 3: The Department of Civic Engagement

3.1 The Department of Civic Engagement shall consist of at least a director who shall be nominated by the Vice President of Policy.

3.2 The Department of Civic Engagement shall have the primary responsibilities of registering students to vote, increasing the ease and availability of voting for Arizona State University students and work on all issues affecting the ability of students to vote.

3.3 The Department of Civic Engagement shall:

- a. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position.
- b. Assist the Vice President of Policy in coordinating collective action on the Tempe campus in response to policy decisions.
- c. Be vigilant of upcoming debates that will affect students particularly on the Municipal and State levels.
- d. Collaborate with civic engagement organizations to help register students to vote.
- e. Provide weekly reports on the actions of the State Legislature when in session.
- f. Assist VPP with representing students at government meetings that affect education policies.
- g. Help collect feedback from business and community voices to take them into consideration when dealing with municipal issues.
- h. Collaborate with student organizations to host at least one event per semester related to policy and/or civic engagement.

Section 4: The Department of Government Affairs

4.1 The Department of Government Affairs shall consist of at least one director who shall be nominated by the Vice President of Policy

4.2 The purpose of the Department of Government Affairs is to engage students around issues in the local community and act as a liaison between Arizona State University and the Tempe City Council, the Arizona legislature, and local Police Departments.

4.3 The Department of Government Affairs shall:

- a. Engage students in issues pertaining to the City of Tempe and AZ Legislature and how they affect the University.
- b. Serve as liaison between USG and Tempe City Council, Arizona Legislature, ASU and Tempe PD
- c. Work directly with the Maricopa County Recorder's Office

- d. Spearhead the following events and initiatives: ASU Day at the Capitol, Maricopa County Recorder Town Halls, Voter Registration Training, City Council town halls, and other opportunities that may arise.
- e. Perform legislative and policy research
- f. Follow state and national legislation that may impact ASU or the student body; provide summary reports or briefings at the discretion of the VP of Policy and President during department, staff, or senate meetings
- g. Attend meetings, support their events and other initiatives
- h. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position

Section 5: Senate Clerk

5.1 The Senate Clerk is responsible for assisting the Senate President with all administrative tasks associated with the office.

5.2 The Senate Clerk shall:

- a. Attend meetings of the Directors in the Office of the USGT President
- b. The Senate Clerk may attend meetings of the Executive Board
- c. Establish a live stream of senate meetings, which shall be streamed on social media, in conjunction with the Directors of Public Relations.
- d. Record the minutes at regular and special Senate sessions
 - i. In the case that the Senate Clerk cannot attend a regular/special session of the Senate, the Senate President shall select another individual
- e. Record 10 hours per week as a weekly commitment with at least 5 hours being recorded as office hours and the remaining hours deriving from the above responsibilities of this position

Sub-Article 3: Departments within the Office of the Undergraduate Vice President of Services

Section 1: Department of the Bike Co-Op

1.1 The Department of the Bike Co-Op shall consist of at least one director who shall be nominated by the Vice President of Services.

1.2 The primary responsibility of the Bike Co-Op Director shall be to oversee the Bike Co-Op program and will manage a hired team of bike mechanics.

- a. Each director shall record at least 12 hours but no more than 15 hours per week as an official weekly commitment to fulfilling the responsibilities of the office

Section 2: Department of Safety Escort Service

2.1 The Safety Escort Service shall consist of at least one Director of Safety Escort Service who shall be nominated by the Vice President of Services.

2.2 The primary responsibility of the Director of Safety Escort Service shall be to oversee the Safety Escort Service and its drivers and ensure the safe transportation of students, faculty members and staff members within the prescribed boundaries

- a. Each director shall record at least 12 hours but no more than 15 hours per week as an official weekly commitment to fulfilling the responsibilities of the office

Section 3: Department of Health and Wellness

3.1 The Department of Health and Wellness shall consist of at least one director nominated by the Vice President of Services

3.2 The Department of Health and Wellness shall:

- a. Act as a liaison between USGT and ASU Health Services.
- b. Work to promote general wellness among the students of Arizona State University, including physical and mental health.
- c. Work to promote sexual well-being and programming and policies that address sexual harassment and assault prevention.
- d. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position

Section 4: Department of Spirit, Pride, and Tradition

4.1 The Department of Spirit, Pride, and Tradition shall consist of at least one director who shall be nominated by the Vice President of Services.

4.2 The Department of Spirit, Pride, and Tradition shall:

- a. Foster school spirit, pride, and tradition at ASU
- b. Work closely with organizations to improve regular, annual, and semi-annual sporting events and events that will build pride in our university.
- c. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position

Section 5: Department of Sustainability

5.1 The Department of Sustainability shall consist of at least one director nominated by the Vice President of Policy.

5.2 The Department of Sustainability shall be responsible for ensuring that USGT strives to follow the sustainability principles of the University.

5.3 The Department of Sustainability shall:

- a. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position.
- b. Responsible for ensuring USGT strives to follow the sustainability principles of the University.
- c. Work with the USGT Senate Appropriations Committee for outreach to club events.
- d. With the help of the USGT Senate Appropriations Committee, incorporate Sustainable Event planning in Appropriations training.
- e. Plan and host at least one event for the purpose of informing USGT on the University's Sustainability Principles and the effects that Sustainability measures has on the environment
- f. Creation and oversight of an incentive program for and / or monitor the success of sustainable event planning training (i.e. Club Composting).
- g. Produce publishable materials to inform members of USGT of relevant information regarding sustainable initiatives on campus.

Section 6: The Department of Outreach

6.1 The Department of Outreach shall consist of at least one director who shall be nominated by the Vice President of Policy.

6.2 The Director of Outreach will assist in creating programming, events, and collaborative efforts and initiatives with and for (but not limited to): adult re-entry students, club sports, the Disability Resource Center, first-generation college students, transfer students, and student veterans.

6.3 The Department of Outreach shall

- a. Outreach within the ASU community in order to promote a culture of inclusivity
- b. Record 10 hours per week per director as a weekly commitment with at least 5 hours per director being recorded as office hours and the remaining hours deriving from the other responsibilities of this position
- c. Host at minimum a bi-monthly event in partnership with the Director of Diversity and Inclusion
- d. Responsible for communicating the needs of student groups or individuals to the USGT President and other special interest groups to promote creative problem solving and creation of collaborative initiatives and programming
- e. Table for USGT at outreach events in the ASU and Tempe Community including but not limited to orientation and informational sessions, training sessions, and other campus events.
- f. Planning and execution of Passport to ASU in the fall semester

Article 3: USGT Inauguration

Section 1: Inaugural Ceremony

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

1.2 Responsibility of the USGT President

- a. The retiring USGT President shall be responsible for seeing that an inaugural ceremony is held in accordance with this Article.
- b. The USGT President shall select and duly advertise the time, location, and date of the ceremony at least one week in advance of the ceremony.

1.3 The USGT Executive Officers and Senators shall take office beginning on Monday, at noon, following the May general Arizona State University graduation ceremony.

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

1.5 The following students should attend and shall be given seats of honor at the ceremony: the incoming and retiring USGT Executive Officers and USGT Senate President.

1.6 Minimum Ceremonial Procedure.

- a. The retiring USGT President shall preside.
- b. The Associated Students Chief Justice shall administer the oath of office to the incoming USGT Executive Officers. The USGT Senate President shall administer the oath to the incoming senators. The oath shall read: "I _ (Name) pledge myself to uphold the Constitution of the Associated Students of Arizona State University and the Undergraduate Student 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."
- c. Oaths of office of the elected USGT officers shall be administered whenever vacancies occur.
- d. The incoming USGT President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.

Article 4: Nonfeasance

4.1 Negligence of the duties outlined in Title I of these Bylaws by any compensated member of the executive branch may be considered nonfeasance.

- a. Nonfeasance by the USGT President, Vice President of Policy, Vice President of Services, or any Director may be considered grounds for impeachment or removal respectively, upon the discretion of the USGT Senate.

Article 5: Staff Salaries and Compensation

5.1 Staff, unless otherwise stated in these bylaws, may receive compensation as a part of holding the office in the Undergraduate Student Government Tempe.

5.2 Undergraduate Student Government Tempe Executive Officers, unless otherwise stated in these bylaws, may receive compensation during each semester as part of holding that office.

- a. All references to officers in this Article shall refer to:
 - i. Undergraduate President.
 - ii. Undergraduate Vice President of Services.
 - iii. Undergraduate Vice President of Policy.
 - iv. Chief of Staff

5.3 Compensated members shall not receive staff compensation if they

- a. Are considered nonfeasance by these bylaws due to attendance.
- b. Have been officially censured by the Undergraduate Student Government Tempe Senate during that semester.
- c. Have not fully completed any duties outlined in this title.
- d. Have not fully completed any duties outlined by officers.
- e. Have not completed mandatory employee trainings as required by the Arizona State University

5.4 At the end of a semester, an officer shall have their pay for that semester held temporarily if they have been impeached but no ruling has yet been made.

- a. Held compensation will be granted in full upon being acquitted; pending that Section 9.3 of this Article does not otherwise call for the withholding of pay.

5.5 Any person receiving a salary shall have the right to refuse their salary.

5.6 The Undergraduate Student Government Tempe may not increase or decrease staff and officer salaries for the current academic year.

- a. Staff expectations may be outlined by executive officers upon employment, and must be signed as a contract by both parties.

5.7 Monitoring of salaries shall be conducted by Office of the Dean of Students

Article 6: Line of Succession

6.1 In case of Executive President vacancy, the order of succession will be as follows:

- a. Vice President of Policy
- b. Vice President of Services
- c. Senate President
- d. Pro-Tempore

6.2 In case of a Senate President vacancy, the Pro-Tempore would succeed to the office of Senate President.

6.3 In case of a vacancy in either the Vice President of Policy or Vice President of Services, the USGT President would appoint a qualified candidate based on an internal hiring process.

- a. The USGT Senate would approve the appointment with a $\frac{2}{3}$ majority.

TITLE II

UNIVERSITY BOARDS AND COMMITTEES

Article 1: Purpose of University Boards and Committees

1.1 University Boards and Committees are responsible for amplifying student voices during discussion and changes of university policies that directly influence students.

1.2 The President of the University shall appoint students with a minimum cumulative GPA of 2.6 and course load of at least six (6) hours pursuant to Title VII, Article 1, Section 1 of the USGT Bylaws to University Boards and Committees, allowing them to protect student interest in University decisions with ex-officio and/or voting status.

Article 2: Interviewing

2.1 The USGT President shall interview students and make recommendations concerning the following University Boards and Committees: ASU Commission on the Status of Women, Committee on Campus Inclusion, Disability Advocacy and Awareness Committee, Facilities Fee Board, Family Resources Advisory Board, Financial Aid Committee, MLK Jr. Planning Committee, Parking and Transit Advisory Board, Parking Citations Appeals Board, Public Safety Advisory Committee, Residency Classification Appeals Board, Student Health Advisory Board, Sun Devil Fitness Campus Recreation Board of Governors, Sun Devil Athletics Board, Sun Devil Athletics Operations Advisory Board, Technology Advisory Board, University Hearing Board, Veterans Advocacy and Affairs Committee.

Article 3: Academic Eligibility

3.1 The Office of the Dean of Students shall verify the number of credit hours, the grade point averages of the applicants and determine academic eligibility.

Article 4: Administrative Nominating Procedure

4.1 The USGT President shall submit the list of confirmed nominations to the Office of Vice President for University Initiatives.

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

Article 5: Appointing Process

5.1 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.

5.2 The USGT President shall work closely with the University President to ensure that appointed students receive information concerning Fall orientation, reports, Spring review, resignation, and any other pertinent business.

Article 6: Committee Operations

6.1 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 and resignation procedures, the

USGT President shall coordinate a Fall Orientation meeting to be held at the beginning of the Fall semester to orient all student members of University Boards and Committees.

- b. Chairs of the University Boards and Committees, the USGT President, the USGT Vice President of Services, the Vice President of Policy and the GPSA President shall be invited to attend.

6.2 Responsibilities of Student Appointees

- a. No later than one (1) week after a meeting, activity or operation takes place, one student representative from each University Board and Committee shall submit to the USGT 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 USGT.
- 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 ensuring a smooth transition from the outgoing to the incoming student members.

Article 7: Resignation

7.1 If a student is no longer willing or is unable to be a student representative on the University Board or Committee to which he/she was appointed, the student must submit a letter of resignation to the University President and send a copy of this to the USGT President.

7.2 The USGT President can request that an appointed member of a University Board or Committee step down from their position, or the Senate can force their resignation with a 3/4 vote.

Article 8: Reappointment

8.1 After a letter of resignation has been received by the University President, he/she shall request that the appropriate USGT Executive Officer interview and submit another two to three (2-3) names to the USGT President to begin the selection process for a new appointment.

TITLE III

COLLEGE COUNCILS

Article 1: Formation

1.1 Every recognized college of the University shall be represented by a College Council. College Councils recognized by the USGT shall be reviewed at the beginning of every academic year by the Finance Committee and shall be represented proportionally by the Undergraduate Student Government Tempe Senate.

1.2 It shall be the responsibility of the Finance Committee to provide aid in the organization and operation of the College Councils, and to keep in communication with them as liaisons. College Councils shall be accountable to the Finance Committee for violations of these Bylaws.

1.3 Each College Council shall submit its Constitution and Bylaws to the Finance Committee by the end of the third week of the fall semester. These documents shall be kept on file with the Finance Committee

- a. Each College Council Constitution shall include, but not be limited to: the College Council name; membership requirements and voting rights; duties of the officers, which must include but are not limited to a President, Vice President, Treasurer, and Secretary; election code; impeachment procedures;

amendment procedures; meeting requirements; procedures for filling vacant USGT Senate seats and Senate impeachment procedures.

- b. Any College Council failing to submit a Constitution by the end of the third week of the fall semester shall be denied access to the Undergraduate Student Government Tempe funds.
- c. The Undergraduate Student Government Tempe Constitution and Bylaws take precedence over all College Council Constitutions and Bylaws.

1.4 The College Council membership may include, but is not limited to members of USGT associated with the college and registered student organizations.

Article 2: Responsibilities

2.1 Each College Council shall submit to the Finance Committee a comprehensive budget request for expenses related to operations, programs, and activities for the following fiscal year at the time of each appropriations cycle.

2.2 College Councils shall plan a program of activities relevant to their membership and shall focus its efforts on events and programs that promote the college and student organizations within it.

2.3 College Councils shall serve as the communications link between the students of their college and USGT, and between the organizations of their college and USGT.

2.4 In the event of the impeachment of a Senator, a representative of that Senator's respective College Council must be present.

Article 3: College Council Summit

3.1 Each year during both the Fall and Spring semesters the Finance committee will hold a College Council Summit.

3.2 The College Council Summit will be held with the intent of socializing the different college councils and will facilitate conversation and collaboration between the different branches of USGT.

3.3 This College Council Summit shall be mandatory for all Senators and Executive boards of the various college councils, unless the Senator or Executive Board member receives an excused absence from the Finance Committee.

TITLE IV

UNDERGRADUATE STUDENT GOVERNMENT TEMPE SENATE

Article 1: Voting Membership of the Senate

1.1 The voting membership of the Senate shall consist of a proportional number of Senators from each College in which majors for that College are offered at the ASU Tempe Campus and have a significant number of students attending classes primarily on the Tempe campus.

- a. The number of Senators representing each College shall be one Senator plus an additional Senator for every 3,000 undergraduate students enrolled in the College.
- b. A significant number of students shall be defined as 100 or more students.

1.2 Senators shall be elected by their respective College during the General Election pursuant with the USGT Constitution, Title 1, Article III.

- a. In the case that a vacancy occurs
 - i. The Senate President must inform the proper executive board of the College Council of the vacancy.
 - ii. Any vacant senate seats will be filled by the College Council to which the seat is affiliated with.

- iii. In the case that the College Council does not appoint a senator within two weeks, the Senate President may appoint a senator to fill the position, subject to approval of the College Council executive board.
- iv. In the case that the College Council does not appoint a senator within four weeks or the College Council does not have an executive board, USGT may collaborate with the College Council to hold a special meeting where at least 21 members of the college elect a new senator.
- v. Said meeting must be advertised extensively on social media and with flyers at least 48 hours before the meeting.
- vi. If there are no members of the College Council to collaborate with, the College Council advisor may serve as a point of contact for the College Council.
- vii. The University College senatorial seat will be filled only through appointment and not by general election.

1.3 No Senator shall simultaneously hold the position of Senator and a separate Executive Office position within USGT or their College Council.

1.4 If a voting member of the USGT Senate changes respective College affiliation, they immediately relinquish their USGT Senate seat.

- a. If a voting member of the USGT Senate that is affiliated with University College changes their major, they may remain in their USGT Senate seat and serve the remainder of their term, and continue to act as a representative for University College students.

1.5 Senators are beholden to the constituency within their college, and must act with the best interest of the university as a whole.

1.6 Incoming Senators must be sworn in at their first Senate Meeting

Article 2: Non-Voting Membership of the Senate

2.1 The non-voting membership of the USGT Senate shall consist of Senate Staff, Senate Interns, and representatives of various organizations, committees, and boards who have speaking rights.

2.2 The non-voting members of the USGT Senate who have speaking rights shall be determined by the Senate President.

- a. The USGT Senate may override the Senate President and grant or rescind speaking rights to any representative with a simple majority vote.

2.3 Senate Staff shall consist of the Senate Clerk who is responsible for assisting the Senate President with all administrative tasks associated with the office.

2.4 Senate Interns shall consist of the Committee and Administrative Interns overseen and selected by the Senate President.

Article 3: Senate President

3.1 The Senate President shall be elected by a majority vote of the USGT Senate at their first meeting of the year

- a. The previous year's Senate may make a recommendation on who to select as the Senate President for the following year.
- b. The USGT Senate may override the Senate President and grant or rescind speaking rights to any representative with a simple majority vote, except in the case of limiting the speaking rights of senators which always requires a $\frac{2}{3}$ affirmative vote of those senators present at any meeting to limit

3.2 The Senate President is required to have served as a voting member of the Senate for at least one semester plus a majority of a second semester prior to their Presidency.

3.3 The Senate President shall preside over all Senate meetings

- a. In the case that the Senate President cannot preside over a meeting or the Senate President must speak as a Senator for their College, a President Pro Tempore, previously selected by the Senate President, shall preside in the President's stead.

3.4 The Office of the Senate President does not hold any voting privileges.

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

3.6 The Senate President is beholden to the USGT Senate and must act with the best interest of the Senate and the University as a whole in mind.

3.7 Any vacancy of the Office of the Senate President shall be filled by a majority vote of the USGT Senate.

Article 4: Senate President Pro-Tempore

4.1 The Senate President Pro-Tempore shall be selected by the Senate President and approved by a (majority or $\frac{2}{3}$) vote of the USGT Senate at their second regular session of the year

- a. In the event that the proposed Senate President Pro-Tempore is not approved, the Senate President may select another candidate
- b. If a Senate President Pro-Tempore is not approved by the third regular session, the USGT Senate shall appoint and confirm someone by majority vote

4.2 The Senate President Pro-Tempore must meet the following requirements:

- a. The Senate President Pro-Tempore shall be required to have served as a voting member of the Senate for the majority of one semester prior to their appointment.
- b. Must hold a position in USGT's Senate during the period when they are Senate President Pro-Tempore
- c. Failure to meet these requirements will result in automatic removal

4.3 When acting in their role as Senate President Pro-Tempore, they shall not have voting privileges

- a. When acting as the Senate President Pro-Tempore, this member will be exempt from quorum

4.4 When acting in their role as Senator, they shall have voting privileges

4.5 The role of Senate President Pro-Tempore is to preside over meetings which the Senate

President is unable to attend and act with the interest of the Senate and University as a whole

- a. Should the Senate President require the President Pro-Tempore to preside over a meeting in their stead, the Senate President must inform them within 48 hours of the meeting
- b. If the Senate President fails to inform the President Pro-Tempore within 48 hours of the meeting, even if it is due to an emergency, the President Pro-Tempore will not be held accountable if they are unable to preside over the meeting.
- c. If the Senate President informs the President Pro-Tempore within 48 hours of the meeting, but the President Pro-Tempore is unable to attend, they are held accountable and may be removed from their position

4.6 The Senate President Pro-Tempore may not simultaneously hold the position of Senate President as well as a separate Executive Office position within USGT.

- a. This does not apply to chairs and co-chairs of committees in the Senate

Article 5: Duties of the Members of the USGT Senate

5.1 The members of the USGT Senate are a Senate President, a Senate Clerk, Senators, and a Senate President Pro-Tempore. Each member of the Senate shall make every effort to fulfill the duties laid out in this article and are beholden to the following weekly time commitment requirements

- a. The Senate President shall record a weekly time commitment of 10 hours per week with at least 5 of those hours being recorded as office hours and the remaining hours deriving from the responsibilities of this position established by this Article and Title IV Article 3
- b. The Senate Clerk shall abide by the provisions laid out in Title I, Article 1, Section 4, Subsection 4 of these Bylaws.
- c. Senators shall record a weekly commitment of 5 hours per week with at least 2 hours being recorded as office hours and the remaining hours deriving from the responsibilities of this position as established by this Article.
- d. On weeks that are not full academic weeks, the total number of office hours may be determined by the Senate President
- e. The Senate President Pro-Tempore shall abide by the requirements of members of the Senate even during weeks that they must preside over meetings in the absence of the Senate President

5.2 The purpose of Undergraduate Student Government Tempe is “to provide a unified forum for inter-university dialogue, to organize student involvement, and to advocate for and administer services, resources, and programs that benefit the students of Arizona State University” per the preamble of the ASASU Constitution. Undergraduate Student Government Tempe should refrain from advancing or endorsing any partisan measures that do not provide direct resources or opportunities for ASU undergraduate students or that directly advance a political party’s platform or ideology or an individual’s self-serving partisan interests.

- a. For the purposes of this section, partisan shall be defined as intending to influence the passage or defeat of specific legislation within a partisan governing body, and/or electioneering which encompasses participation or intervention in any political campaign; political shall be defined as relating to the public affairs of a governing body.
- b. The Undergraduate Student Government Tempe is a non-partisan governing body that respects individual's personal political beliefs; however, USGT should refrain from endorsing partisan political initiatives.
- c. If a piece of legislation is objected to on the basis of being partisan or deemed partisan by the Senate President, the legislature may approve this legislation for consideration through a $\frac{2}{3}$ majority of the total number of Senators if this legislation will provide direct resources or opportunities for the ASU undergraduate student body.
- d. This provision applies to all positions within Undergraduate Student Government Tempe.

5.3 Senators and the Senate President must attend four (4) ASASU- USGT staff events per semester.

- a. Senators who do not serve a full academic semester are not required to meet this requirement at the discretion of the Senate President.

5.4 Senators, as the representative group of a college, shall reach out to a dean from their college at least once a semester.

5.5 Senators are responsible for representing all Clubs and Organizations associated with their respective College.

5.6 All voting members of the Senate, as well as the Senate President, must meet the Qualifications for Holding Elected Office as outlined by Title II, Article V of the USGT Constitution.

5.7 Attendance at all USGT Senate and Committee General Session meetings are mandatory.

- a. Failure to answer both the first and the last roll call shall constitute an absence.
- b. A Senator may have an unexcused absence for a total of two USGT Senate General sessions
- c. Excuses for absences from USGT Senate meetings must be presented to the Senate President and approved by the Senate President prior to the general session.
 - i. Two excused absences are equivalent to one (1) unexcused absence
 - ii. No unexcused absences shall be distributed to Senators who are absent for a Special Senate Session (Only excused absences shall be distributed to Senators who are absent for a Special Senate Session).
- d. Senator may have an unexcused absence for a total of two USGT Committee General Session meetings
- e. Excuses for absences from USGT Committee meetings must be presented to the Committee Chair and approved by the Chair prior to the meeting.

5.8 All senators must adhere to the attendance requirements and standards of their individual College Councils

5.9 The Senate President shall draft a contract by the second regular session to be approved by a $\frac{2}{3}$ vote of the senate. Upon approval all senators shall sign and adhere to the contract.

- a. The contract may be revised at any time by a $\frac{2}{3}$ vote of the senate.

5.10 The Senate President is responsible for all in-senate appointments; including but not limited to: the Senate Clerk, Committee Chairs and Vice-Chairs, etc.

5.11 The Senate President is responsible for coordinating and presiding over all USGT Senate meetings.

5.12 The Senate Clerk shall create and make available the agenda for each meeting of the USGT Senate to each senator, executive officer, and the public forty-eight (48) hours prior to each regular session senate meeting and twenty-four (24) hours prior to each special session senate meeting.

- a. The agenda shall be accompanied by a complete copy of:
 - i. Each piece of legislation to be introduced.
 - ii. Each piece of legislation signed or vetoed by the President since the last regular session meeting.
 - iii. The minutes from the previous regular session meeting, with any required supporting documents.
 - iv. Any appointments submitted for Senate approval.
- b. Every bill included with the agenda described above shall include a label (from Appendix A) or caption describing the item's legislative status.
- c. Should the previously listed items not be included in the agenda any acts taken by the senate shall be void unless the senate suspends this rule with a $\frac{2}{3}$ majority vote.

5.13 It is the responsibility of the President of the Senate, with the assistance of the Senate Clerk to ensure that all Senators are in adherence with all of the duties laid out in this Article.

5.14 The President of the Senate or acting chair must place any approved legislation on the desk of the USGT President within two (2) business days of the approval.

Article 6: At-Large Online Senator

Section 1: Duties of the At-Large Online Senator

1.1 At-Large Online Senators must fulfill all attendance expectations.

1.2 At-Large Online Senators are required to participate in at least one (1) USGT Committee.

1.3 At-Large Online Senators must have an open, consistent dialogue with the Director of Online Student Advocacy via biweekly meetings.

1.4 At-Large Online Senators must have an open, consistent dialogue with At-Large Online Senators from the other campuses via regular meetings.

1.5 It is required that a transition document be submitted as an At-Large Online Senator in USGT so that the predecessor knows how to continue with an existing project or duties where it was left off.

Section 2: Vacancy of Position

2.1 Upon vacancy of this position, the At-Large Online Senatorial seat will remain open until a new At-Large Online Senator of the respective college or school is appointed by the Senate body with a simple majority.

Section 3: Eligibility

3.1 The USGT At-Large Online Senator must meet the following requirements:

- a. Enrolled in a minimum of six (6) credit hours through a major and/or college housed through the ASU Tempe campus at the discretion of USGT and maintain a minimum GPA of 2.6.

- b. If an elected or appointed official ever falls below the threshold during their service, they will have one semester to reconcile it.
- c. Failure to meet these requirements will constitute nonfeasance.

Article 7: Meetings and Attendance

7.1 The USGT Senate shall hold biweekly (once per two weeks) regular session meetings beginning any time after 5:30 PM on Tuesdays.

7.2 A Special Session of the Undergraduate Student Government Tempe Senate may be called into effect by the acting USGT President, Senate President, or by a $\frac{2}{3}$ majority Senate vote. A. A minimum of 24 hours prior to a Special Session, USGT must inform its constituency of the Special Session via social media outlets, updates on the USGT website, and through The State Press.

7.3 A session of the USGT Senate must acquire a quorum of $\frac{2}{3}$ of the current voting members of the Senate to conduct business.

7.4 Each USGT Standing Committee shall hold biweekly (once per two weeks) or weekly regular meetings.

7.5 USGT Standing Committees may hold special sessions at the discretion of the Committee Chair.

7.6 All USGT Senate Regular Session meetings are open to the public and their meeting time, location, and general structure must be published on the USGT Website.

- a. The general structure of a meeting may be represented by either a current or past agenda.

Article 8: Committees

8.1 The USGT Senate shall maintain four (4) standing committees:

- a. The Committee on Appropriations, which shall be responsible for, but not limited to, processes for the funding of Campus Clubs and Organizations.
- b. The Committee on Finance, which shall be responsible for, but not limited to, budget and funding requests from college councils and college council outreach, as well as travel funding.
- c. The Committee on Government Operations, which shall be responsible for, but not limited to, assisting the USGT Senate in drafting legislation and following the Standing Rules and Bylaws, reporting the enrollment numbers of each college to the Senate before the application for USGT elections is opened, and legislation concerning the oversight of USGT operations and revisions of the USGT Constitution, USGT Bylaws, Senate Rules of Order, Standing Rules, and the Elections Code.
- d. The Committee on University Affairs, which shall be responsible for, but not limited to, research and investigation of issues that impact students, promoting student success, wellness, and students' pursuit of happiness on campus, reporting of findings and recommendations to the USGT Senate, and for drafting legislation based on these findings as well as informing Staff and Executives of any relevant results. Maintaining these efforts may be achieved through virtual correspondence.

8.2 The USGT Senate shall have the power to create an Ad-Hoc Committee at the discretion of the Senate President

- a. Ad-Hoc Committees must have a specific purpose and a timeline, and may be composed of voting members, non-voting members, and members of the community.

8.3 No more than Seventy percent (70%) of the Senators that sit on the same committee shall represent the same college.

- a. Finance Committee shall have no more than two (2) Senators from the same college in their committee.

8.4 The Chair of each standing USGT Senate committee and any USGT Senate subcommittee shall be appointed by the President of the Senate in a manner of his or her choosing.

- a. Appointments of Chairs shall be announced by the second regular USGT Senate meeting of fall semester of the USGT Senate. Appointments shall be confirmed by a majority vote.
- b. Removal of chairs shall be initiated by the President of the Senate and approved by a majority of the Senate.

Article 9: Legislation and Appointments

9.1 Legislation may be brought to the Senate by any voting member.

- a. Legislation will have endorsement of at least three senators prior to being introduced to the entirety of the Senate. Those who endorse can be referred to as “signees.”
- b. Signees must be voting members of the Senate. Signees need not agree with the content of the legislation, but must agree that the content is within Senate jurisdiction. Legislation is not automatically within Senate jurisdiction if it does have signees.
- c. A signee cannot include the author of the legislation.
- d. The signee need not introduce the legislation, but their signee status must be indicated at the top of legislation. Furthermore, the signee need not vote affirmatively on legislation solely because of their signee status.
- e. Legislation must pass through a standing committee of the Undergraduate Student Government, Tempe Senate by a simple majority vote prior to submission.
 - 1. The author of the legislation shall decide which committee the legislation seeks passage through.
 - 2. The author of the legislation should seek to pass the legislation through the standing committee most germane to the topic of the bill.
 - 3. The Senate President may advise the author of the legislation on which standing committee is most germane to the topic of the bill.
- f. These votes must be recorded in committee meeting minutes.
- g. Legislation need not have all three signees to be voted on in committee.
- h. Legislation can be introduced to the entirety of the Senate without passing a committee vote if and only if $\frac{1}{3}$ of voting members of the Senate agree to endorse the legislation as a signee.
- i. If the number equivalent to $\frac{1}{3}$ of the voting members of the Senate is not a whole number, the number will be rounded down to the nearest whole number.
- j. In the case that there are multiple authors of legislation, the legislation need only go through one committee vote.
- k. The committee in which the legislation is voted on will be decided by the authors. A factor for the authors to consider includes, but is not limited to: which committee has jurisdiction over the content of the legislation, pursuant to the bylaw descriptions of each committee.

9.2 Legislation includes all acts, resolutions, bills, or appointments that fall within the jurisdiction and power of the USGT Tempe Senate.

- a. The Jurisdiction of the USGT Tempe Senate concerns all issues defined by the preamble of the USGT Constitution which pertain to USGT Tempe Senate.
- b. Issues which cannot be handled by only the USGT Tempe Senate must either be brought to a one-university Senate meeting or require a majority vote of the Senate to be considered.

9.3 All votes must be conducted in a manner which does not disclose the result of the vote or the votes of individual senators until after the votes have been recorded and announced by the Senate President. A record of the Senator’s votes must be included as an addendum to the Minutes of the meeting by the Senate Clerk or their designee.

9.4 All USGT Presidential and USGT Vice Presidential director appointments are subject to the approval of the USGT Senate.

9.5 All Senate President appointments are subject to the approval of the USGT Senate.

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

9.7 All appointees are required to be present at the senate session in which the respective appointment bill is on the agenda.

- a. The USGT Senate President shall inform the appointee at least two (2) business days prior to the session of expectations regarding their appointment.
- b. All appointees shall introduce themselves within a two (2) minute allotment of time and allow time for Q&A prior to any motion being made on their appointment bill.
 - i. Should an appointee be incapable of being present at the senate session in which their appointment bill is on the agenda, their appointment bill is immediately postponed to the next regular senate session in which they will resume their presentation and Q&A period.
 - ii. Online accommodations should be made prior to the senate session

Article 10: Veto and Override

10.1 The USGT President:

- a. Shall have Veto Authority over Senate Action.
- b. Shall have Line item veto power over USGT budget proposals.
- c. Shall have Line item veto power over USGT appropriation bills.
- d. Shall notify the USGT Senate President by the end of the next business day of exercising their veto power or the veto is void.
- e. Shall notify the USGT Senate President by the end of the next business day of exercising veto power over all bills pertaining to budget and appropriations or veto is void.

10.2 Legislation will take effect if no action is taken by the USGT President within five (5) business days of receiving any legislation.

10.3 Veto subject to override by a $\frac{2}{3}$ vote in approval of the override by the Senate.

Article 11: Impeachment and Censure

11.1 Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USGT president appointee. Impeachment is defined as to bring an accusation of misconduct in office.

- a. Misconduct is defined as disobeying the USGT Bylaws either knowingly or through repeated negligence after being warned.
- b. Before Articles of Impeachment can be brought, the Executive Officer, Supreme Court Justice, Senator, or USGT President Appointee must be given the option to resign.

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

11.3 A majority vote of the current voting membership of the USGT Senate shall be necessary to bring forward the charge of impeachment.

11.4 When a vote for impeachment occurs, each USGT Senate member must consider whether the charges, if true, are sufficient grounds for impeachment and whether there is enough evidence to warrant a hearing.

11.5 Any USGT Senate meetings in which impeachment proceedings or hearings are to be discussed shall be open for the public student body to attend, subject to the following:

- a. The Office of the Dean of Students of Arizona State University Tempe campus may ultimately decide that these meetings shall not be public.
- b. The member in which an article of impeachment or articles of impeachment have been introduced towards may request that a meeting be closed to the public and be held in an executive session. Unless otherwise ruled by the Office of the Dean of Students, this request shall be granted upon a majority of vote of senators present.

11.6 No person shall be convicted without the concurrence of at least three-fourths ($\frac{3}{4}$) of the current voting membership of the USGT Senate.

- a. The Person on trial does not count as part of the current voting membership of the USGT Senate during the time of the vote.

11.7 During the hearing the USGT Senate shall determine whether the accused has violated each of the provisions listed on the resolution. If the USGT Senate determines by a vote pursuant to Article 9.5 that any of the provisions have been violated, it shall then decide what, if any, punishment is warranted by a majority vote.

11.8 In the event that Articles of Impeachment are brought against the President of the Senate, the USGT Vice President of Policy shall be the acting chairperson.

11.9 A direct proposition to impeach at once supersedes all other business of the USGT Senate or may be brought before a special session.

11.10 The USGT Senate shall have the power to censure any Executive Officer, Supreme Court Justice, Senator, or USGT Senate approved appointee of the Associated Students of Arizona State University.

Article 12: Senate Salaries and Compensation

12.1 Senators, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as a part of holding the office of senator.

12.2 Officers of the Senate, unless otherwise stated in these bylaws, may receive compensation at the end of each semester as part of holding that office.

- a. All references to officers in this article shall refer to:

- i. The President of the Senate.
- ii. Standing committee chairpersons.

12.3 At the end of a semester compensated members shall not receive senate compensation for that semester if they,

- a. Are considered nonfeasance by these bylaws due to attendance.
- b. Have been officially censured by the Undergraduate Student Government Tempe Senate during that semester.
- c. Have not fully completed any duties outlined in this title.
- d. Have been impeached and convicted during the semester.
- e. Attended less than $\frac{2}{3}$ of the regular sessions of that semester.
- f. Have not completed mandatory employee trainings as required by Arizona State University

12.4 At the end of a semester, a Senator shall have their pay for that semester held temporarily if they have been impeached but no ruling has yet been made.

- a. Held compensation will be granted in full upon being acquitted; pending that Section 10.3 of this Article does not otherwise call for the withholding of pay.

12.5 The salaries associated with all Senate seats must be equivalent unless otherwise defined by these bylaws.

- a. This subsection does not refer to or pertain to officer salaries.

11.6 Officer salaries are provided in addition to Senator salaries.

11.7 Any person receiving a salary through the Senate portion of the budget shall have the right to refuse their salary.

11.8 The Senate may not increase or decrease Senate salaries for the current academic year.

11.9 Monitoring of salaries shall be conducted by Office of the Dean of Students

Article 13: Virtual Business

13.1 For purposes of this article “Virtual Business” or “Virtual” shall refer to the transaction of business that takes place via video conferencing call software.

- a. The “transaction of business” shall refer to any business decisions that require consent or approval of at least a simple majority of the senators present at a particular session of the USGT Senate

13.2 The USG-T Senate may conduct virtual business at any time under the approval of the Senate President or under the approval of $\frac{2}{3}$ of the voting membership of the USGT Senate who can only use their authority to call such a “virtual” meeting under the following circumstances

- a. A local, state, or national emergency has been officially declared by the respective jurisdictions and such emergency affects the transaction of business of this senate
- b. The health or safety of any member of the USGT Senate is at risk by attending a meeting “in-person”
- c. The ASU Administration has mandated and/or implemented policies that will hinder the conferring of an “in-person” meeting
- d. A special session of the USGT Senate is called and is necessary during the Summer term, Thanksgiving break, Fall break, Winter break, or Spring break

13.3 The call of meeting that is to be conducted virtually, whether it is regular or special session of the senate, shall require the same procedure as outlined in Title IV Article 6 of these bylaws

13.4 The Senate President, in coordination with the Senate Clerk, shall establish procedures to record votes, call roll, debate, propose legislation, and allow guests to address the Senate 48 hours in advance of a virtual meeting.

- a. The Senate President and Senate Clerk shall decide and notify all senators which virtual conferencing software will be used for the meeting 48 hours in advance of a virtual meeting
- b. In the event the Senate President decides a virtual meeting is necessary after the 48 hour deadline for deciding the above procedures has passed, the Senate President and Senate Clerk shall determine the above procedures as soon as possible

13.5 All business that is permissible to be transacted in a regular or special “in-person” session of the Senate, may be transacted in a virtual meeting as well. All business transacted in a virtual meeting, so long as the Senate President or $\frac{2}{3}$ of the voting membership of the USGT Senate approved the virtual meeting before it took place, shall constitute official proceedings of the USGT Senate.

TITLE V

THE JUDICIARY

Article 1: Supreme Court Membership and Duties

1.1 Justices must be appointed by the USG T president and then approved by the senate.

1.2 Justices from the Tempe Campus must be appointed by the first Senate meeting in October.

1.3 No Executive officer, Director, Senator, Intern, College Council officer, or other USG-T Staff members shall simultaneously serve as a justice..

1.4 The Court shall have the sole responsibility for all non-election complaints and for deciding all election protest appeals and such other responsibilities as may be provided elsewhere in the Bylaws or in the USG Constitution.

1.5 The Court is also responsible for requesting 21st day enrollment data from the University in order to conduct a seat count for the number of Senatorial seats in the next year’s legislature.

- a. Upon conducting their analysis, the court is obliged to bring this information to the Government Operations committee of the Senate, who will report these numbers to the Senate.
- b. These numbers are to be confirmed by the USG staff advisor. However, in the case that there is no USG staff advisor, these numbers shall be confirmed by any ASASU advisor. C. These actions must take place by November 1st.
- c. Should there be a discrepancy between the seat count found by the Court and by the advisor, the Senate will conduct its own, independent seat count to confirm the numbers.

- d. After the Elections Commissioner is in office, these numbers shall be reported to them as well.

Article 2: Supreme Court Jurisdiction

2.1 The Court shall have jurisdiction over all disputes arising under the USGT Constitution or Bylaws of the Association

- a. Such original jurisdiction extends to the actions of Executive officers, their staff, the Senate as a body, the Coordinating Board as a body, and the College Councils as entities.
- b. Such original jurisdiction does not extend to individuals where the issue arose from the action of a legislative or executive body, rather than from an action of an individual in their personal capacity.
- c. Such original jurisdiction does not extend to the Rules of the Senate, of which the USGT Senate is the sole judge, nor shall the USGT Senate be enjoined or restrained from taking, or ordered or otherwise compelled to take, any form of actions.
- d. Such original jurisdiction does not extend to Association members if any disputed action was outside the scope of the member's duties to the Association.

2.2 The Court shall determine jurisdiction by majority vote upon the receipt of a Complaint, a request for an Advisory Opinion, or a Protest Appeal.

- a. If the Court determines that it does not have jurisdiction over a dispute brought before it, the Court shall issue a written order stating why.

2.3 The Court has exclusive jurisdiction over interpretation of the Rules of Court.

Article 3: Supreme Court Remedies

3.1 The Supreme Court may, as a remedy, issue a Temporary Restraining Order upon petition, which, if granted, will place all parties in the status quo ante.

- a. The Court shall issue a Temporary Restraining Order only after reviewing the petition in light of the following criteria:
 - i. Whether the Petitioner has a strong or substantial likelihood of success on the merits.
 - ii. Whether the Petitioner has shown that they will suffer an irreparable injury if the petition is not granted.
 - iii. Whether the issuance of the Order will cause substantial harm to non-parties.
 - iv. Whether the Petitioner will suffer greater harm from denial of the petition than the opponent will suffer if the petition is granted.
 - v. Whether Association interests will be served by issuing the Order.
- b. A Temporary Restraining Order shall not exceed five days in duration. The decision to issue shall be made via an ex parte vote of Justices present and voting. Decisions shall be made and issued within one day of receipt of petition.
- c. The Supreme Court shall not issue Temporary Restraining Orders which restrains persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme court order the joinder of any person or entity either solely or partially in order to gain the power to issue a Temporary Restraining Order against them.

3.2 The Supreme Court may, as a remedy, use the general power of equitable relief to permanently enjoin parties from actions violative of Association Policies, Bylaws or the USGT Constitution.

- a. Any Injunction so issued shall be embodied in a written, published order and shall explicitly detail actions dealt with and all parties covered by such an order.
- b. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.

- c. The Supreme Court shall not enjoin persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to enjoin them.

3.3 The Supreme Court, may, as a remedy, use the general power of equitable relief to issue an Order for Specific Performance.

- a. The Supreme Court shall state in the Order explicitly those Plaintiffs or Defendants affected by the Order and what action is required of them.
- b. This section shall not be construed to allow the Supreme Court any other equitable powers not specifically granted by these Bylaws.
- c. The Supreme court shall not issue any Order for Specific Performance to any persons or entities who are not Plaintiffs or Defendants in the matter before the Supreme Court, nor shall the Supreme Court order the joinder of any person or entity either solely or partially in order to gain the power to issue them an Order for Specific Performance.

3.4 The Supreme Court may, as a remedy in a Protest Appeal, apply any of the penalties enumerated in the Election Code.

Article 4: Rules of Court

4.1 The Supreme Court shall draft the Rules of Court specifying the operational procedures of the Supreme Court.

4.2 The Rules of Court shall become effective upon approval by $\frac{2}{3}$ of the USGT Senate, which shall have the power to approve, to amend, or to reject the draft. The Rules of Court shall be passed upon approval and shall become effective before the Supreme Court hears its first case.

4.3 The Supreme Court may draft such amendments to the Rules of Court as from time to time may be deemed necessary.

4.4 An amendment shall become effective upon approval by $\frac{2}{3}$ of the USGT Senate, which shall have the power to approve, to amend, or to reject the amendment.

Article 5: Standing Doctrine

5.1 Plaintiffs in all Supreme Court actions shall allege with specificity what injury they personally have suffered or will suffer as a result of the Defendant's actions.

5.2 Those Complaints or Protests failing to allege a personal injury with specificity shall be dismissed with Prejudice.

5.3 Complaints or Protests dismissed with Prejudice shall not be reinstated, nor shall any Complaint or Protest arising from the same transaction or occurrence be filed, absent a specific demonstration of injury and overwhelming public interest and a strong likelihood of success on the merits.

5.4 Any member of the Association, complying with the preceding conditions, shall be permitted to file a Complaint.

5.5 Any member of the Association, complying with the preceding conditions and any additional requirements specified in the Election Code, shall be permitted to file a Protest.

Article 6: Records

6.1 All decisions and Opinions of the Supreme Court shall be rendered in writing, posted, and bound into the USGT Reports.

Article 7: Court Terms

7.1 The Supreme Court Term shall run from the date of appointment/confirmation to July 31, and shall be subdivided into a Fall Sitting and a Spring Sitting.

Article 8: Removal

8.1 Supreme Court members shall be removed through the normal Impeachment process.

Article 9: Effective Years

9.1 This title applies only to years that the USGT has appointment power over the Supreme Court as stated in the USGT Constitution.

TITLE VI

USGT FUNDS

Article 1: Use of USGT Funds

1.1 All USGT funds must be used to assist a broad segment of the student population in furthering specific career and educational objectives.

1.2 All funds must be used as allocated by the Senate.

1.3 If specifically allocated funds are misused by any organization, club, USGT department or College Council, the USGT Senate may place that entity on a probationary term where no USG-T Funds may be allocated to said organization with a $\frac{2}{3}$ majority vote from the senate.

1.4 USGT funds may not be used for the purchase of items expressly prohibited by Arizona State University.

1.5 Events that are to be held within seven days prior to the start of final exams are subject to higher scrutiny concerning their relative benefit to the students during that time.

Article 2: Requisition Process

2.1 In order to obtain allocated funds, each organization or department must submit an ASASU Funding Requisition to the Business Office.

2.2 All requisitions shall be signed by the USGT officer overseeing the account and by another USGT officer.

- a. Both USGT Vice Presidents shall act as the secondary officers for those accounts administered by the USGT President.
- b. The USGT President shall act as the secondary officer for those accounts under a USGT Vice President.
- c. The above clause shall not be construed to mean that the secondary officer has a veto power over the expenditures of another department (in accordance with these Bylaws). The only grounds upon which the secondary officer may refuse to sign a requisition are as follows:
 - i. If the proposed expenditure is inconsistent with the description of the line number.
 - ii. If there are insufficient funds in the line number.
- d. The secondary officer shall sign the requisition within two business days of receiving it. If the secondary officer does not sign the requisition within two business days, the requisition shall automatically be forwarded to the Business Office for processing.

2.3 For all departments administered by the USGT President:

- a. The USGT President shall sign all requisitions originating in departments under his or her administration and shall submit them to the ASASU Business Office.
- b. The ASASU Business Office shall forward the requisitions to the USGT Vice President for review and signature as delineated in these Bylaws.
- c. A USGT Vice President shall return the requisitions to the ASASU Business Office within two business days for final processing.

2.4 For all departments administered by a USGT Vice President:

- a. A USGT Vice President shall sign all requisitions and return them to the ASASU Business Office.
- b. The ASASU Business Office shall then forward the requisitions to the President for review and signature as delineated in these Bylaws.
- c. The USGT President shall return the requisitions to the ASASU Business Office within two business days for final processing.

Article 3: Senate Contingency Fund

3.1 The Senate Contingency Fund is a line item within the USGT budget for expenditure by the Senate during the fiscal year to fund overseen needs of the USGT.

3.2 The Senate Contingency shall/should not be used to fund requests purposefully zeroed in the USGT budget.

Article 4: Requests

4.1 Each request for funds shall be called a Budget Request and shall include the amount of the request and a detailed explanation of how the requested funds are to be used.

4.2 All requests for funds must be submitted on a standardized form.

Article 5: College Council Funding

5.1 USGT funds used by College Councils are subject to the provisions set forth in Article 1 of this Title.

5.2 College Councils shall be appropriated money based on how they demonstrate the following Criteria in an oral budget presentation to the Finance Committee at a semesterly College Council Summit hosted by the Finance Committee.

- a. Number of students directly affected by the appropriations process
- b. History of using funds
- c. Size of the College
- d. Impact of Events

5.3 College Councils may request up to and no more than \$600 in funds through the Finance Committee prior to the first College Council Summit of the academic year without an oral budget presentation.

- a. College Councils are expected to request funding for the entirety of the period between the first and second College Council Summits at the first College Council Summit of the academic year.
- b. College Councils may not request funding for the Summer.

5.4 The Finance Committee, upon recommendations from the executive council, shall decide the dates upon which College Councils must submit their budget requests.

5.5 All monies within the respective College Council Funds which are either not used or allocated in the College Council Appropriations process, shall remain in the College Council Contingency Fund to be used by the USGT Senate for the funding of other requests.

5.6 The Finance Committee shall review the status of the College Council Funds at the end of the fall semester to assure that appropriated funds are being used in their intended manner and evaluate each College Council.

- a. The Finance Committee, with USGT Senate approval, shall reserve the right to re-appropriate unused funds to other College Councils, revert the funds back into the college contingency, or the senate contingency as they deem appropriate.

5.7 Other requests from College Councils not appearing in the budget, if granted, shall be drawn from the remainder of the College Council Fund.

5.8 The funding of College Councils shall be the responsibility of the USGT Senate, subject to the approval of the USG-T President.

5.9 All information pertaining to obtaining funds from USGT through the College Councils Funding Process shall be made known to the students through adequate publicity. Attempts must be made to notify every College Council by email and any other possible forms of communication.

5.10 After reviewing and revising the funding requests received from the College Councils each semester, the Finance Committee shall introduce and the USGT Senate shall vote upon a comprehensive funding bill.

5.11 By the sixth week of the academic year, all College Councils that were appropriated funds in the annual appropriation for that semester shall be notified of the amount of funds allocated to them.

5.12 Each College Council may use the funds appropriated by the Undergraduate Student Government Tempe at their discretion, as long as all spending of appropriations is reported directly to the Finance Committee.

Article 6: Campus Clubs and Organizations Funding

6.1 USGT funds used by Campus Clubs and Organizations are subject to the provisions set forth in Article 1 of this Title and the Rules of the Appropriations Committee unless otherwise specified by a bill.

6.2 Any organization requesting funds from USGT must be registered with the university and must have at least ten (10) active members.

- a. In instances where organizations can not achieve ten (10) active members, the Appropriation committee may suspend this rule on a case by case basis with a $\frac{2}{3}$ majority following an intensive investigation into the organization for their ability to meet the requirements outlined in Article 8 of this Title.

6.3 The funding of Campus Clubs and Organizations shall be the responsibility of the USGT Appropriations Committee.

6.4 The USGT Appropriations Budget shall be used to fund Campus Clubs and Organizations, student endeavors, and other activities during an Appropriations cycle.

6.5 The USGT Appropriations Committee shall set the dates and publicize the Appropriations Cycles to Campus Clubs and Organizations through the university, The USGT Senate, College Councils, and various other channels throughout the university.

6.6 All monies within the Appropriations Budget that are not used or allocated during the appropriations cycles can be re-dispersed by the USGT Senate for the funding of other requests.

6.7 The USGT Appropriations Committee reserves the right to establish deadlines for various clubs and organizations to submit the proper reimbursement paperwork or face the possibility of having their funds reverted back into the Appropriations Budget

- a. Clubs and Organizations seeking to avoid the retraction of uncommitted or unexpended funds may submit a written request to the USGT Appropriations Committee before the deadline. Requests will be considered on a case by case basis and is the sole discretion of the Appropriations Committee.

6.8 In the event that there is a dispute within the Appropriations Committee as to whether or not an organization and/or event should receive funding, the funding request, regardless of amount, may be brought before the Senate at the discretion of the Appropriations Committee Chair.

Article 7: Submission of Campus Clubs and Organizations Funding Requests

7.1 Persons making requests to the USGT Senate or the USGT Committee on Appropriations on behalf of a Campus Club or Organization are required to attend an appropriations training hosted by the committee.

7.2 Senate bills requesting funds for Campus Clubs and Organizations shall include the names of Campus Clubs and Organizations which are requesting funds and the purposes for which the funds will be used.

7.3 All Campus Clubs and Organizations that are requesting funds shall be available upon request from the chairperson of the Appropriations Committee for information regarding their request.

Article 8: Campus Organization Appropriation Policies

8.1 All organizations and activities shall be funded consistently and fairly. The following criteria shall be considered in determining funding:

- a. Number of students benefited;
- b. Quality of student participation;
- c. Efforts by the organization to generate funds or provide services for students;
- d. Organization's previous use of funds;
- e. Collaboration;
- f. Safety;
- g. Inclusion;
- h. Utilization of University venues and resources;
- i. Well-planned execution;
- j. Fulfillment of Mission Statement (university and organization);
- k. Reflection and Summary;
- l. Sustainability;
- m. Number of students benefited;
- n. Spirit, Pride, and Tradition;
- o. University wide outreach;
- p. Proximity to the Tempe Campus;
- q. Accessibility via public transportation;

8.2 The following are not eligible for funding:

- a. Activities which subsidize University administrative services;
- b. Events which are restricted to the organization's members.
- c. Events that involve organizational retreats that are off campus, or organizational activities that resemble retreats off campus.
- d. Organizations and events that discriminate, including those that promote or aim to promote the interests of people of particular ages, ethnicities, genders, national origins, disabilities, races, religions, sexual orientations, gender identities, socioeconomic backgrounds, Veteran Administration status, or political affiliations, to the exclusion of others.
- e. Terrorist Organizations;
- f. Salaries or wages;
- g. Scholarships or cash awards;
- h. Communication services, tolls or charges;
- i. Office supplies and postage;
- j. Sports activities covered by the club sports account (student recreation center);
 - i. Unless the Sports Club is holding an event which provides a clear and distinct benefit for ASU students who are not members of the Sports Club holding the event; in which case the event itself is eligible for funding

- ii. Furthermore, the funding request must be approved by the majority of the Appropriations Committee
 - iii. In the case where the Appropriations Committee can not come to a decision, the funding request may be brought to the Senate.
 - k. Activities which pose a substantial risk of death or serious bodily injury. Any organization seeking exemption from this provision must submit to the ASASU Business Office liability waivers, proof of health insurance, and other documentation deemed necessary by general counsel for all persons participation in the funded activity.
 - l. Capital goods
 - m. Events promoting sexual misconduct as defined by the Student Code of Conduct
 - n. Appropriations for legislative lobbying efforts
 - o. Live flowers and Plants
 - p. Expenditures that are not in compliance with all University policies and procedures, including those enacted by University Student Initiatives.
 - q. Events that are to be held within seven days of final exams
- 8.3 Funding of a Campus Club or Organization activity shall be made obvious by affixing the following to all non-permanent publicity materials:
- a. Funding: "Funded in full by The Undergraduate Student Government Tempe of Arizona State University."
 - b. Partial Funding: "Funded in part by The Undergraduate Student Government Tempe of Arizona State University."
- 8.4 Modified Use of Appropriated Funds
- a. If a campus club is appropriated funds for a specific purpose but would like to use the funds for a related but different purpose, the club may submit a written request to the Appropriations Committee explaining the reason for the change.
 - b. If the Appropriations Committee decides that the proposed use of the appropriated funds is sufficiently related to the original appropriation, it may approve the change by two of the Committee members.
 - c. No organization may propose a new use for funds due to lost receipts, invalid invoices, or any other reason that renders them unable to collect appropriated funds.
 - d. Upon approval, the Appropriations Committee shall inform the Campus Club or Organization to submit a requisition to the ASASU business office. The requisition shall include a copy of the original modification request.
 - e. The Appropriations Committee reserves the right to exempt clubs from the listed Committee rules upon a majority vote of the Appropriations Committee
- 8.5 The Appropriations Committee may create further requirements, deadlines, and procedures in their committee rules.
- 8.6 Appropriations Appeals
- a. If a campus club is denied for appropriations, the club may shall submit a request for an appeal to the Chair of the Government Operations Committee.
 - i. The Government Operations Committee shall create a procedure for appeals to be included in their Rules of the Committee.
 - ii. The Government Operations Committee may will draft a piece of legislation documenting the appeal to be voted on by the Senate
 - iii. The Government Operations Committee reserves the right to deny appeals with a majority vote of the committee.
 - iv. A simple majority of the Senate is required to allocate funds based on the appeal.

Article 9: The Allocation and use of ASU Finance Committee Funds

9.1 An expense must exhibit clear relevance to the student's academic and/or professional pursuits

- 9.2 Students must apply on an individual basis
- 9.3 Max amount awarded to each student is \$500 per academic year
- 9.4 Max amount awarded for one conference is \$2,000 regardless of number of applicants
- 9.5 Professional Development Student Programs are also capped at \$2,000 per group (clubs, student groups etc.)
- 9.6 Travel shall not be permitted before, during break and after academic year
- 9.7 In person travel is due 6 weeks out; restrictions:
- Leisure travel will not be funded under any circumstances
 - Travel to exclusive religious or political events
 - Travel to events that are not strictly related to a student's professional development
 - Travel to Greek events that cannot be easily justified why it pertains to their professional or academic development
 - Travel to events that are not supported by the ABOR bylaws
 - Travel to international events
 - Study Abroad Trips
 - Travel to events 50 miles or less from ASU (transportation fees restricted, registration fees allowed)
 - Travel to events that are required for academic credit e.g. Thesis Projects
 - Travel to graduate school interviews/auditions
 - Travel to job and internship interviews
 - Travel to sports and athletic competitions, tournaments or events
 - Travel that occurs after the end of current semester. Travel must occur within the academic year.
- 9.8 Virtual conference budget requests are due 4 weeks before event
- 9.9 Finance committee funds are to be awarded to individuals, not organizations

TITLE VII

Eligibility, Requirements, and Disciplinary Action

Article 1: Eligibility and Requirements of Appointed and Elected Individuals.

Section 1: Eligibility for Office

1.1 All appointed, elected, or hired officials in the Undergraduate Student Government Tempe must meet the following minimum requirements

- Enrolled in a minimum of 6 credit hours per semester on the location where the position exists or pursuing a major that originates on the corresponding campus or pursuing a major that originates online and is associated with a corresponding campus
- Maintain a minimum cumulative GPA of 2.6
- Be in good disciplinary standing with the University, pursuant to Title II, Article V of the ASASU Constitution.

1.2 If the above requirements are not met, a candidate for an elected, appointed, or hired office or position for the Undergraduate Student Government shall be deemed ineligible by the USGT Advisor and shall not be considered for holding office

Section 2: Requirements for Maintaining Office

2.1 Throughout the duration of an individual's term of service, the requirements established by Title VII, Article 1, Section 1.1 of these bylaws shall be maintained.

2.2 Failure to meet the requirements established in the above clause for maintaining office in USGT by any elected, appointed, or hired individual shall be handled by the below procedure regardless of the disciplinary strike system.

- a. If an elected, appointed, or hired official drops below the minimum 6 credit hour requirements or the 2.6 minimum cumulative GPA, they shall be allowed one semester to reconcile the infraction. Failure to meet the requirements after one semester shall result in immediate dismissal from office at the discretion of the USGT Advisor
- b. Failure to maintain the requirements established by Title II, Article V of the ASASU Constitution relating to disciplinary standing with the University during an individual's term of service shall result in immediate dismissal from their official capacity.

Section 3: Training Requirements

3.1 All elected, appointed, or hired individuals shall attend mandatory diversity and sexual violence prevention and awareness training each year in office. The time, location, and method of training shall be determined by the USGT President.

- a. Failure to attend diversity and sexual violence prevention and awareness training, unless excused for uncontrollable circumstances, shall subject an individual to the disciplinary strike process

Section 4: Non-Discrimination Statement

4.1 Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Article 2: System of Strikes

Section 1: Defining Strikes

1.1 Strikes are disciplinary measures meant to reprimand poor conduct and/or failure to meet requirements expressed in the Senate Contract, the Directors Contract, or any acts passed by the Senate. A. Poor conduct may be defined as the following:

- a. Disorderly conduct, harassment, bullying, or otherwise inappropriate behavior.
- b. Failure to attend mandatory meetings without notifying the proper authority and receiving express permission from the proper authority.
- c. Nonfeasance.
- d. Any conduct otherwise deemed willfully harmful and/or unconscionable by the Executive Council (The USGT President, Vice President of Policy, Vice President of Services, and The Senate President) and/or USGT Senate.

1.2 Senators, Directors, and Interns who receive 3 or more strikes during a semester shall be subject to the impeachment process (see Title VIII Article 3).

1.3 Directors and Interns who receive 3 or more strikes during a semester shall be subject to termination at the discretion of the USGT President.

Section 2: Giving Strikes

2.1 Strikes are issued at the discretion of any member of the Executive Council or the Chief of Staff.

- a. The executive member who issues a strike has the authority to remove strikes if the person who received the strike meets a set of requirements that they determine on a case by case basis.
- b. The Senate President shall have the power to issue strikes to members of the senate.
- c. The Senate Clerk, Committee Chairs, and other members of the Executive Council are able to recommend giving strikes to senators, but the Senate President will ultimately issue strikes.
- d. The Undergraduate Student Government President, Vice President of Policy, and Vice President of Services, and Chief of Staff have the power to give strikes to interns and directors within their respective departments.
- e. The Senate Clerk, Chief of Staff, and members of the Executive Council are able to recommend giving strikes to staff in other departments, but the USGT President, VPP, VPS, and CoS will ultimately issue strikes based on their respective departments.
- f. The USGT President can issue strikes to any director or intern.
- g. Strikes shall be recorded in a public record maintained by the Chief of Staff.
- h. Pursuant to 2.1 (A) of this document, if the USGT member that gives a strike to another member chooses to remove this strike, the process taken to remove the strike will also be detailed and kept in a public record by the USGT Chief of Staff.
- i. The Intern Director can issue strikes to any intern.
- j. For a strike to be considered valid the member of the Executive Council must notify the USGT President and the Chief of Staff within 24 hours of issuing said strike.
- k. The USGT Senate reserves the right to give strikes to members of the Executive Council through a simple majority vote.

Section 3: Appealing Strikes

3.1 All members of USG-T reserve the right to appeal strikes.

3.2 Strikes may be appealed through the following process:

- a. The appellant shall submit an appeal to the Chair of the Government Operations Committee detailing the case.
- b. The Government Operations Committee shall review the appellant's case in an executive session at their next committee meeting.
- c. The person appealing and the person who issued the strike have the right to testify at this meeting.
- d. The Government Operations Committee shall vote on bringing the appeal to the senate floor.
- e. If at least half of the Government Operations Committee votes in favor of granting the appeal, then a member of the committee shall draft legislation removing the strike and place it on the floor at the upcoming senate meeting
- f. Should the Government Operations Committee not vote in favor of granting the appeal then the appeal may be brought before the ASASU Supreme Court.
- g. A simple majority vote by the senate is needed to revoke the strike.
- h. In the event that a Government Operations Senator appeals a strike, an Ad-Hoc Committee must be created. This committee may not contain members of the Government Operations Committee. The senator must recuse themselves from any matters directly relating to their appeal.

Section 4: Vetoing Strikes

4.1 The USGT President has the authority to veto strikes given to senators, directors, the senate clerk, and interns.

- a. The USGT President shall notify all executive board members of the use of their veto powers within 96 hours of the strike being issued.
- b. The USGT President shall present their case for vetoing the strike(s) to the USGT Senate at the next possible senate session.
- c. The Senate reserves the right to override any strike presidential veto pursuant to Title 4 Article 8 Section 3.
- d. If not enough votes are obtained for an override the strike remains nullified.

Article 3: Nonfeasance

Section 1: Defining Nonfeasance

1.1 Nonfeasance shall be defined as negligence of the duties outlined in these Bylaws by any compensated member of the executive branch.

- a. Nonfeasance by the USGT President, Vice President of Policy, Vice President of Services, Senate President or any Director may be considered grounds for impeachment or removal respectively, upon the discretion of the USGT Senate.
- b. One instance of nonfeasance is equivalent to one strike.

1.2 A simple majority vote of the senate is required to determine that nonfeasance has occurred.

Article 4: Impeachment

Section 1

1.1 Articles of impeachment or censure may be brought against any Executive Officer, Supreme Court Justice, Senator, USGT presidential appointee (e.g. Directors) or Intern. Impeachment is defined as to bring an accusation of misconduct in office.

- a. Misconduct is defined as disobeying the USGT Bylaws or the ASASU Constitution either knowingly or through repeated negligence.

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

1.3 Prior to any accusation of misconduct, the accusing party (henceforth referred to as Plaintiff) must make a good faith effort to resolve the issue.

1.4 The Plaintiff must give written notice to the following entities at least twenty-four (24) hours prior to the accusation being brought to the USGT Senate:

- a. The person being accused (henceforth referred to as the Defendant)
- b. The USGT Executive Council
- c. The ASU Director of Student Initiatives
- d. The Coordinator for the Associated Students of Arizona State University

1.5 The Defendant must be given the opportunity to resign prior to the accusation being brought to the USGT Senate.

1.6 The accusation of misconduct must be made in a USGT Regular Senate Session.

1.7 The accusation shall be considered a motion to commence impeachment proceedings as outlined in the remainder of this Article.

1.8 A majority of the senators currently present must second the motion to commence impeachment proceedings for trial proceedings to commence.

1.9 Should the senate commence impeachment proceedings all duties, responsibilities, and privileges of the Defendant shall be immediately suspended until the trial has ended.

Section 2: Pre-trial Procedure

- 2.1 The Senate President or their designee must notify all relevant and known parties of the impeachment ninety-six (96) hours prior to the commencement of the special, executive senate session for the purposes of the trial
- 2.2 Articles of Impeachment must be published seventy-two (72) hours prior to the commencement of the special, executive senate session for the purposes of the trial.
- 2.3 All evidence must be submitted by the parties to both the Senate Clerk and their opposing party forty-eight (48) hours in advance. This includes, but is not limited to; documents, electronic communications, lists of witnesses. An exception shall be made for Depositions by Written Request which must be submitted twenty-four (24) hours in advance of the commencement of the senate session.
- 2.4 At the discretion of the Presiding Officer, a secondary submission deadline for evidence shall be imposed for any new evidence submitted as a direct response to the previous filing. This deadline can be no later than twenty-four (24) hours in advance of the commencement of the senate session.
- 2.5 Depositions by Written Questions may be requested of any witness by either party. Upon receiving a request for a deposition the party who received it shall immediately:
- Notify the requesting party of their receipt,
 - Respond to all questions within thirty-six (36) hours of the request being sent.
- 2.6 Should a party object to any of the questions they must provide a written reason as to why with the senate having the authority to rule on the merits of said objections. Should the senate overrule the objection the objecting party must respond to the questions in the session.

Section 3: Trial Proceedings

- 3.1 Pursuant to Title IV, Article 10, all impeachment proceedings shall be held in either a special or an executive session of the Undergraduate Student Government, Tempe Senate
- An executive session shall be defined as a meeting consisting of solely relevant parties, as determined by the Presiding Officer, with the limited purpose of deciding a question which may result in any of the following disciplinary actions against an officer in USGT:
 - Removal from office
 - Censure
 - Loss of pay
 - Strikes
 - Other matters directly related to the personnel of USGT
 - All Senators shall be required to attend and have speaking rights at an executive session, but additional attendees and speaking rights may be determined by the Presiding Officer 48 hours in advance of the opening of the executive session.
 - All attendees of an executive session are barred from disclosing any information or making any public statements regarding the session until after the Senate President has released an official statement as prescribed in Section 4.4 of this Title
- 3.2 Impeachment proceedings must be presided over by the Senate President. Should the senate president be unable to preside for any reason then the President Pro-Tempore Shall preside. If the Senate President is being impeached then the most senior ASASU Supreme Court Justice from the Tempe Campus shall preside. In the instance where none of these parties can preside the Senate shall elect an impartial party to preside. This person is referred to as the Presiding Officer.
- 3.3 Senators must be given access to the evidence and depositions submitted by the parties at least 36 hours prior to the commencement of the trial.
- 3.4 The votes of individual senators shall not be released.

3.5 The trial must consist of the following sections with their respective maximum time limits. The senate may extend the time limits with a $\frac{2}{3}$ majority vote.

- a. Plaintiff parties opening statement, 5 Minutes
- b. Defendant opening statement, 5 Minutes
- c. Presentation of evidence for the Plaintiff party, 30 Minutes
- d. Response to the evidence by the Defendant, 30 Minutes
- e. Questioning from the senate of the Plaintiff party, 15 Minutes
- f. Presentation of the Evidence by the Defendant, 30 Minutes
- g. Response to the evidence from the Plaintiff party, 30 Minutes
- h. Questioning from the senate of the Defendant party, 30 Minutes
- i. Closing statement from the Plaintiff party, 8 Minutes
- j. Closing Statement from the Defendant, 10 Minutes
- k. Closing response from the Plaintiff, 2 Minutes
- l. Debate of the senate with regard to the accusation, 30 Minutes
- m. Vote on the validity of the charges, 10 Minutes
- n. If convicted proposal and debate of punishment, 30 Minutes
- o. Vote on the proposed punishment, 10 Minutes

3.6 A single session of the Trial may not last more than 5 Hours. Should more time be necessary for the completion of the trial a second session shall commence within 72 hours unless extenuating circumstances should disallow it.

Section 4: Conviction

4.1 No person shall be convicted without the concurrence of at least three-fourths ($\frac{3}{4}$) of the currently present voting membership of the USGT Senate.

- a. The Person on trial does not count as part of the current voting membership of the USGT Senate during the time of the vote.
- b. In order to be considered part of the currently present voting membership a Senator must be present for at least 70% of the trial.

4.2 The Senate's vote shall be binding and can not be vetoed by the USGT President.

4.3 The Senate President, in conjunction with the Director(s) of Public Relations shall draft a press release to be released through the relevant platforms. This release must contain the charges, punishment, and the results of any and all votes taken during the session.

TITLE VIII

Amendments

Article 1: Process of Amending

1.1 This document may be amended by the USGT Senate

1.2 To amend this document, the amendment must:

- a. Be reviewed by the Government Operations Committee prior to being brought to the Senate floor.
- b. Pass with a two-thirds ($\frac{2}{3}$) vote of the entire senate in favor of the change.
- c. If a Senator would like more time to inform their constituents, they may table the proposed amendment until the next senate meeting.
- d. The amendment may only be tabled once.

1.3 A record of all amendments made to the bylaws including a summary of changes made, when they were made, and the person(s) who edited the document shall be kept by the Chair of the Government Operations Committee or their designee in Appendix B of this document.

TITLE IX

Parliamentary Authority

Article 1: Recognition of a Parliamentary Authority and Jurisdiction

1.1 The Undergraduate Student Government Tempe shall recognize the most current edition of Robert's Rules of Order Newly Revised as the binding parliamentary authority of the organization

1.2 The Undergraduate Student Government Tempe is governed first by the ASASU Constitution and second, the bylaws contained in this document. On matters in which the ASASU Constitution or these bylaws are silent, the most current edition of Robert's Rules of Order Newly Revised shall be binding.

As approved by 2023-2024 Undergraduate Student Government Tempe Executives:

President	_____	_____
	Name	Signature/Date
Chief of Staff	_____	_____
	Name	Signature/Date
Senate President	_____	_____
	Name	Signature/Date
Vice President of Policy	_____	_____
	Name	Signature/Date
Vice President of Services	_____	_____
	Name	Signature/Date