

ASSOCIATED STUDENTS OF ARIZONA STATE UNIVERSITY  
UNDERGRADUATE STUDENT GOVERNMENT POLYTECHNIC  
BYLAWS



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## TITLE I - EXECUTIVE OFFICES

### Article 1: Office of the President

#### Section 1: Duties of the President

- 1.1. The USGP President shall fulfill all attendance expectations pursuant to Title I, Article 6.
- 1.2. The duties of the President of the Undergraduate Student Government Polytechnic (USGP) of Arizona State University shall include but not be limited to:
  - 1.2.1. Serving on the ASASU Council of Presidents (COP)
  - 1.2.2. Giving the Senate updates of the COPs' progress
  - 1.2.3. Shall create and publish an agenda for meetings of the USGP Executive Board.
- 1.3. Enforcement of Senate actions as required by the ASASU Constitution and USGP Bylaws.
  - 1.3.1. Legislation will take effect if no action is taken by the USGP President within five (5) business days of receiving any legislation.
- 1.4. The USGP President shall have Veto Authority over Senate Action:
  - 1.4.1. Shall have Line item veto power over USGP budget proposals.
  - 1.4.2. Shall have Line item veto power over USGP appropriation bills.
  - 1.4.3. Shall notify the USGP Senate by the end of the next business day of exercising veto power or veto is void.
  - 1.4.4. Veto subject to override by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the Senate.
- 1.5. The USGP President shall have the authority to, when deemed necessary and proper, act on behalf of the organization through executive order.
  - 1.5.1. Shall notify the USGP Senate of the usage of executive order within twenty-four (24) hours.
  - 1.5.2. The Senate shall have the authority, by a simple majority, to delay executive orders by ten (10) business days.
  - 1.5.3. Executive orders shall not be used for the following:
    - 1.5.3.1. Any action to terminate personnel within USGP
    - 1.5.3.2. Student fee appropriations while the Senate is in session
  - 1.5.4. Executive orders shall have authority unless overturned by another Executive Order or by a two-thirds ( $\frac{2}{3}$ ) majority Senate repeal.
  - 1.5.5. Executive orders shall remain in effect until overturned by another Executive order or by Senate consensus.
- 1.6. Serving as representative of the USGP at essential functions on any ASU Campus, Chandler-Gilbert Community College, ASU Prep Academy and to discuss policies and voice the concerns of the Students at Arizona State University Polytechnic.
- 1.7. Shall appoint an Executive Board member to determine and present an intern checklist for the internship program.
- 1.8. The USGP President shall have the ability to create director positions.
  - 1.8.1. Stipend will be determined by the USGP President.
  - 1.8.2. Director must initially be enrolled in and henceforth maintain enrollment in a minimum of six (6) hour of academic credit and a cumulative GPA of 2.33 or higher.
- 1.9. The USGP President shall appoint as many Supreme Court Justices as there are vacancies on the Supreme Court per conditions outlined in Article 8 of the ASASU Constitution.
  - 1.9.1. The Supreme Court Justices shall take office after a majority vote of the USGP Senate pursuant to Title II, Article 9.

#### Section 2: Vacancy of Office

- 2.1. Upon the temporary or permanent vacancy of the office of the President of USGP, the Vice President of Policy will have priority to assume the position.

- 2.1.1. If the Vice President of Policy assumes the role of USGP President, as President, they shall nominate an eligible candidate for the position of USGP Vice President of Policy to be confirmed by the Senate pursuant to Title II, Article 9.
- 2.1.2. If the Vice President of Policy declines the position of USGP President, the Vice President of Services will have the option to assume the office of President, and will nominate an eligible candidate for the position of USGP Vice President of Services to be confirmed by the Senate pursuant to Title II, Article 9.
- 2.1.3. If both Vice Presidents decline the office of President, the Senate shall nominate and confirm a candidate with a  $\frac{2}{3}$  majority.

**Section 3: Eligibility**

- 3.1. The USGP President must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
    - 3.1.1.1. Failure to meet these requirements will constitute nonfeasance.

**Article 2: Office of the USGP Vice President of Services**

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

- 1.1. Fulfill all attendance expectations pursuant to Title I, Article 6.
- 1.2. Work with the Vice President of Services on other campuses, to advance services issues as needed.
- 1.3. Meet with University Affairs Chair and/or Vice Chair before committee meetings to disseminate pertinent information.
- 1.4. Attend USGP Senate and Committee meetings at the request of the Senate President.
- 1.5. Coordinate with the University Affairs chair to ensure committee priorities are being followed through on.

**Section 2: Vacancy of Office**

- 2.1. Upon the vacancy of the office of the Vice President of Services of USGP, the University Affairs committee chair will assume the position until the Senate can hold a special election.

**Section 3: Eligibility**

- 3.1. The USGP Vice President of Services must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
  - 3.1.2. Failure to meet these requirements will result in automatic removal from office.

**Article 3: Office of the USGP Vice President of Policy**

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

- 1.1. Fulfill all attendance expectations pursuant to Title I, Article 6.
- 1.2. Work with the Vice President of Policy on other campuses, to advance legislative issues and lobby at the capital as needed.
- 1.3. Meet with Government Operations Chair and/or Vice Chair before committee meetings to disseminate pertinent information.
- 1.4. Attend USGP Senate and Committee meetings at the request of the Senate President.
- 1.5. Coordinate with the Government Operations chair to ensure committee priorities are being followed through on.

**Section 2: Vacancy of Office**

- 2.1. Upon the vacancy of the office of the Vice President of Policy of USGP, the Government Operations committee chair will have priority to permanently assume the position.

### **Section 3: Eligibility**

- 3.1. The USGP Vice President of Policy must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
  - 3.1.2. Failure to meet these requirements will result in automatic removal from office.

### **Article 4: Office of USGP Chief of Staff**

#### **Section 1: Duties of the USGP Chief of Staff**

- 1.1. Fulfill all attendance expectations pursuant to Title I, Article 6.
- 1.2. The Chief of Staff must be knowledgeable in the areas of Robert's Rules of Order, USGP Bylaws, ASASU Constitution, and University Guidelines.
- 1.3. The Chief of Staff is responsible for overseeing the USGP internship program.
- 1.4. Oversee internal staffing disputes.
- 1.5. Assume the duties of the USGP Senate Clerk in his/her temporary absence.

#### **Section 2: Vacancy of Office**

- 2.1. Upon the vacancy of the office of the Chief of Staff, the USGP President shall nominate an eligible candidate for the position of Chief of Staff, to be confirmed by the Senate pursuant to Title II, Article 9.

### **Section 3: Eligibility**

- 3.1. The USGP Chief of Staff must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
  - 3.1.2. Failure to meet these requirements will result in automatic removal from office.

### **Article 5: Office of the USGP Treasurer**

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

- 1.1. Fulfill all attendance expectations as outlined in Title I, Article 6.
- 1.2. Provide a concrete End of Year report about the fiscal goings on of USGP by June 1st of the year of elected into office.
- 1.3. At the beginning of the Fall Semester, the Treasurer must submit a Budget for the Academic year for the Senate's approval by the first Senate meeting on the second (2nd) month of the Fall Semester.
- 1.4. Attend all Appropriations meetings and give budget updates.
- 1.5. Provide a current Statement of Retained Earnings at the first Senate Meeting of each month.
- 1.6. Prepare a tentative Monthly Report by the Transition Meeting on Reading Day of the Spring Semester
- 1.7. Ensure necessary paperwork for event funding is properly handled.
- 1.8. Prepare next year's Budget Request by January 1st.
  - 1.8.1. Before submitting the Budget Request for approval, the Treasurer must meet and work with the Executive Board.
  - 1.8.2. The finalized Budget Request must be submitted and voted on by the Senate by the second Senate meeting of the Spring Semester.
  - 1.8.3. The Treasurer is responsible for submitting the Budget Request to the appropriate Faculty member by stated Spring Semester due date.

#### **Section 2: Vacancy of Office**

- 2.1. Upon the vacancy of the office of the Treasurer of USGP, the Appropriations Committee Chair will have priority to permanently assume the position with Senate majority approval.

- 2.1.1. If the Appropriations Committee Chair assumes the role of USGP Treasurer, the Vice-Chair shall assume the role of Appropriations Chair with Senate majority approval.
- 2.1.2. If the Appropriations Committee Chair declines the position of USGP Treasurer, the Vice-President of Services shall nominate an eligible candidate to assume the position of Treasurer to be confirmed with Senate majority approval.

**Section 3: Eligibility**

- 3.1. The USGP Treasurer must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
  - 3.1.2. Failure to meet these requirements will result in automatic removal from office.

**Article 6: Executive Board Attendance**

**Section 1: Definitions**

- 1.1. The following definitions are applicable explicitly to this article.
- 1.2. Executive Board Members shall mean the following USGP members:
  - 1.2.1. USGP President
  - 1.2.2. USGP Vice President of Services
  - 1.2.3. USGP Vice President of Policy
  - 1.2.4. USGP Chief of Staff
  - 1.2.5. USGP Treasurer
  - 1.2.6. USGP Senate President
- 1.3. Absence shall mean arriving to an Executive Board Meeting thirty (30) minutes or later, relative to the scheduled starting time of that meeting or
  - 1.3.1. Absence shall mean not arriving before the conclusion of the Executive Board meeting.
- 1.4. Tardy shall mean arriving to an Executive Board Meeting fifteen (15) minutes or later, relative to the scheduled starting time of that meeting.

**Section 2: Executive Board Member Attendance Policies**

- 2.1. The following policies apply per term semester.
  - 2.1.1. Executive Board Members must attend all Executive Board Meetings with no more than two (2) absences.
  - 2.1.2. Executive Board Members must attend Senate and Committee Meetings only when requested by the Senate President pursuant to Title II Article 1.

**Section 3: Excused Absences**

- 3.1. An Executive Board Member may be excused from an Executive Board Meeting or a mandatory Senate meeting for the following reason(s):
  - 3.1.1. The Executive Board Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
  - 3.1.2. The Executive Board Member is meeting with individuals in which case their primary focus is to benefit USGP and/or the students of Arizona State University.
- 3.2. If an Executive Board Member wishes to be excused from an USGP Executive Board meeting for the reason(s) listed above, they must provide supporting documentation to the USGP Chief of Staff at least twenty-four (24) hours before the meeting. In the absence of the USGP Chief of Staff, then either USGP Vice President will accept the notification in the same manner.

**Section 4: Appeals Process**

- 1.1. Executive Board Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

## TITLE II – Senate

### Article 1: Senate President

#### Section 1: Appointment

- 1.2. A member of the Senate shall be nominated to act as Senate President by a member of USGP and shall be confirmed by a two-thirds (2/3) affirmative majority vote by the Senate, pursuant to Title II, Article 9.

#### Section 2: Duties of the Senate President

- 2.1. Voting member status on the Senate shall be granted in accordance to Robert's Rules of Order.
- 2.2. The Senate President shall fulfill all attendance expectations pursuant to Title II, Article 12.
- 2.3. Serve as a liaison between the Executive Branch of the USGP and the USGP Senate.
- 2.4. Create an agenda for each Senate meeting.
- 2.5. Submit Finalized Meeting Agenda via email to all Senators and Executive Board members at least twenty-four (24) hours prior to the Senate Meeting.
- 2.6. Distribute all relevant information about upcoming votes and discussions to senators at least twenty-four (24) hours prior to the Senate meeting.
- 2.7. Enforce Robert's Rules of Order, which includes but is not limited to:
  - 2.7.1. Maintain a Speakers' List
  - 2.7.2. Mediate the Senate Floor
- 2.8. Create a governing document to hold Senators accountable for office hours.
  - 2.8.1. Has the ability to mandate members of Senate to attend events, when deemed necessary.
  - 2.8.2. Document expires with each legislative session, and must be approved by the first senate meeting by a simple majority.
- 2.9. Has the ability to mandate members of the Executive Board to attend Senate meetings, when deemed necessary.
- 2.10. Ensure Committees Chairs are acting in accordance with the USGP Bylaws.
- 2.11. Hear bill proposals and assign proposed bills to relevant committees for drafting.

#### Section 3: Vacancy of Office

- 3.1. Upon the vacancy of the office of the Senate President, the Senate has priority to nominate an eligible candidate, and be approved into the position with Senate majority approval.

#### Section 4: Eligibility

- 4.1. The USGP Senate President must meet the following requirements:
  - 4.1.1. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.
    - 4.1.1.1. Failure to meet these requirements will result in automatic removal.

### Article 2: Government Operations Committee

#### Section 1: Purpose

- 1.1. The purpose of the Government Operations Committee is to amend and revise any and all governing documents.
- 1.2. The Government Operations Committee will also be actively involved in promoting civic engagement among students.

#### Section 2: Duties of the Government Operations Committee

- 1.1. Committee priorities must be established in the form of a committee charter at the beginning of each semester.
  - 1.1.1. Keep all Governing Documents up to date and revise each document when needed.

- 1.1.2. Any amendments to the committee charter must be accompanied by a bill in accordance with the bill process.
- 1.2. Priorities can include but are not limited to:
  - 1.2.1. Keep all Governing Documents up to date and revise each document when needed.
  - 1.2.2. Register students to vote in preparation for local, state, and federal elections.
  - 1.2.3. Resolutions that censure require a two-thirds ( $\frac{2}{3}$ ) majority approval.
  - 1.2.4. Disseminate information on Federal and State House and Senate bills that can potentially affect a student's education or safety.
- 1.3. Create bills and resolutions to be presented, discussed, and voted on at Senate meetings whenever assigned a bill by the Senate President.
- 1.4. Read and vote on bills assigned to the committee before reading bills to the full senate.
- 1.5. Coordinating USGP relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
- 1.6. Organize voter registration and bring awareness of the current issues to students at the Polytechnic campus.

### **Section 3: Duties of the Government Operations Committee Chair**

- 1.7. The Committee Chair must coordinate with Vice-Chair and members of the committee to schedule and conduct meetings twice a month.
- 1.8. The Committee Chair or Vice-Chair must report to the Senate Clerk with committee updates, meeting minutes, meeting times, and attendance.
- 1.9. The Committee Chair or Vice-Chair must give updates regarding what your committee is working on at each Senate meeting.
- 1.10. The Committee Chair will ensure that committee priorities are completed.
  - 1.10.1. If committee chairs feel like priorities are not being met they will address the issue with both the senate president and committee.
- 1.11. Assign senators to draft legislation assigned to the committee by the senate president.

### **Section 4: Vacancy of Office**

- 1.1. Upon vacancy of the Government Operations Committee Chair, the respective Vice-Chair will have priority to permanently assume the position with Senate majority approval.
  - 2.1.1. If the Vice-Chair denies the position of Committee Chair, it is the priority of the Vice-President of Policy to nominate an eligible candidate to assume the position of the Government Operations Committee Chair and be confirmed with Senate majority approval.
- 1.2. Upon vacancy of the Government Operations Vice-Chair, the Government Operations Committee Chair shall nominate an eligible candidate within the committee to assume the position with committee majority approval.

### **Section 5: Eligibility**

- 1.1. Committee Chairs must have at least one (1) semester of prior USG experience.
  - 3.1.1. Or at the discretion of the USGP.

## **Article 3: University Affairs Committee**

### **Section 1: Purpose**

- 1.1. The Purpose of the University Affairs Committee is to research and investigate issues important to the University, and work with the ASU administration to ensure the quality of the student experience remains the top priority.
  - 1.1.1. Ensuring quality students experiences implies regular dialogue with constituents through forums, tabling, or other outreach initiatives.

### **Section 2: Duties of the University Affairs Committee**



- 1.1. Committee priorities must be established in the form of a committee charter at the beginning of each semester.
  - 1.1.1. Keep all Governing Documents up to date and revise each document when needed.
  - 1.1.2. Any amendments to the committee charter must be accompanied by a bill in accordance with the bill process.
- 1.2. Priorities can include but are not limited to:
  - 1.2.1. Outreach: Duties can include but are not limited to:
    - 1.2.1.1. Tabling, social media management, marketing, and website / calendar updates.
  - 1.2.2. Campus Services: Duties can include but are not limited to:
    - 1.2.2.1. Working with Parking and Transit, Housing, and Dining.
- 1.3. Read and vote on bills assigned to the committee before reading bills to the full senate.

### **Section 3: Duties of the University Affairs Committee Chair**

- 1.1. Committee Chairs must coordinate with Vice-Chairs and members of the committee to schedule and conduct meetings twice (2) a month.
- 1.2. Committee Chairs or Vice-Chairs must report to the Senate Clerk with committee updates, meeting minutes, meeting times, attendance.
- 1.3. Committee chairs or Vice-Chairs must give updates regarding what your committee is working on at each Senate meeting.
- 1.4. Committee Chairs shall approve and oversee initiatives undertaken by committee members.
- 1.5. The Committee Chair will ensure that committee priorities are completed.
  - 1.5.1. If committee chairs feel like priorities are not being met they will address the issue with both the senate president and committee
- 1.6. Assign senators to draft legislation assigned to the committee by the senate president.

### **Section 4: Vacancy of Office**

- 1.1. Upon vacancy of the University Affairs Committee Chair, the respective Vice-Chair will have priority to permanently assume the position with Senate majority approval.
  - 1.1.2. If the Vice-Chair denies the position of Committee Chair, it is the priority of the Vice-President of Services to nominate an eligible candidate to assume the position of the University Affairs Committee Chair and be confirmed with Senate majority approval.
- 1.2. Upon vacancy of the University Affairs Vice-Chair, the University Affairs Committee Chair shall nominate an eligible candidate within the committee to assume the position with committee majority approval.

### **Section 5: Eligibility**

- 1.1. Committee Chairs must have at least one (1) semester of prior USG experience.
  - 1.1.2. Or at the discretion of the USGP.

## **Article 4: Appropriations Committee**

### **Section 1: Purpose**

- 1.1. The purpose of the Appropriations committee is to provide and regulate the process by which USGP funds may be allocated.

### **Section 2: Duties of the Appropriations Committee**

- 1.1. Committee priorities must be established in the form of a committee charter at the beginning of each semester.
  - 2.1.1. Keep all Governing Documents up to date and revise each document when needed.
  - 2.1.2. Any amendments to the committee charter must be accompanied by a bill in accordance with the bill process.
- 1.2. Priorities can include but are not limited to:

- 2.2.1. Answer all questions that constituents may have concerning the Student Fee.
- 2.2.2. Receive, proofread, and facilitate all funding requests.
- 2.2.3. Draft and send letters to the applicants detailing the result of their funding requests.
- 2.2.4. Determine if applicants are spending the funds they have been allocated.
- 2.2.5. Ensure that all applicant that have received funding complete the end of semester reports required.
- 1.3. Vote on funding proposals with the full authority of the senate.
  - 2.3.1. Official meeting notes constitute official USGP bills
- 1.4. The Committee Chair will ensure that committee priorities are completed.
  - 2.4.1. If committee chairs feel like priorities are not being met they will address the issue with both the senate president and committee.

### **Section 3: Duties of the Appropriations Committee Chair**

- 1.1. Committee Chairs must coordinate with Vice-Chairs and members of the committee to schedule and conduct weekly meetings.
- 1.2. Committee Chairs or Vice-Chairs must report to the Senate Clerk with committee updates, meeting minutes, meeting times, attendance.
- 1.3. Committee Chairs or Vice-Chairs must give updates regarding what your committee is working on at each Senate meeting.
- 1.4. Facilitate all necessary presentations, communication, and public disclosure concerning the Student Fee and its application.
  - 1.4.1. Committee Chair must establish training dates when necessary throughout the semester for the clubs and organizations

### **Section 4: Proceedings**

- 3.1. All Appropriations Committee meeting shall be considered formal in nature and governed by Robert's Rules of Order.
- 3.2. Voting member(s) with a Conflict of interest must choose to abstain from discussion and voting.
- 3.3. Quorum must be achieved for funding proposals to be voted on.
  - 3.3.1. Voting power can be granted to someone from the Senate in the case where Quorum is not achieved with the members in the Appropriations Committee.
- 3.4. In the event of a tie, the Committee Chair shall be the tie-breaker.

### **Section 5: Liaison Responsibilities**

- 4.1. Committee Chair shall appoint members of the Appropriations Committee to act as Liaisons between funding applicants and the Appropriations Committee.
  - 4.1.1. Each funding request shall be assigned a liaison.
  - 4.1.2. Liaisons must relay any relevant information to their assigned funding applicant.
    - 4.1.2.1. Relevant information is the knowledge required to fulfill requirements enumerated in Title III, Article 2, Section 3.1.

### **Section 6: Annual Appropriations**

- 5.1. The Appropriations Committee Chair shall decide on how USGP funds will be allocated for the semester and present to the Senate for approval.
- 5.2. All monies within the Allocated Funds which are either not used or are not allocated appropriation processes shall remain in the Allocated Funds to be used by the USGP Senate for the funding of other requests.
- 5.3. By the last week of each academic year, during Finals, all uncommitted and unexpended funds within the accounts of the applicants funded by USGP shall be reverted to the USGP account by the USGP Treasurer.

- 5.3.1. The USGP Treasurer, the USGP Advisor and the Student Union Office Specialist may change the date of reclamation.
- 5.3.2. Those seeking to avoid the reclamation of uncommitted or unexpended funds may submit a written request to the Appropriations Committee to prevent the funds from being reclaimed within forty-eight (48) hours after receiving notification that the funds will be redacted.
  - 5.3.2.1. The Appropriations Chair shall then bring the petition to the USGP Senate for approval.

**Section 7: Vacancy of Office**

- 6.1. Upon vacancy of the Appropriations Committee Chair, the respective Vice-Chair will have priority to permanently assume the position with Senate majority approval.
  - 6.1.1. If the Vice-Chair denies the position of Committee Chair, it is the priority of the Senate President to nominate an eligible candidate to assume the position of the Appropriations Committee Chair and be confirmed with Senate majority approval.
- 6.2. Upon vacancy of the University Affairs Vice-Chair, the University Affairs Committee Chair shall nominate an eligible candidate within the committee to assume the position with committee majority approval.

**Section 8: Eligibility**

- 7.1. Committee Chairs must have at least one (1) semester of prior USG experience.
  - 7.1.1. Or at the discretion of the USGP.

**Article 5: At-Large USGP Senator**

**Section 1: Duties of the At-Large USGP Senator**

- 1.1. Senators must fulfill all attendance expectations as outlined in Title II, Article 12.
- 1.2. All senators shall participate in two (2) USGP Committees.
- 1.3. Have an open, consistent dialogue with the student body itself which can be achieved through:
  - 1.3.1. A monthly town hall to let constituents speak directly with Senators,
  - 1.3.2. Posted office hours for walk-in appointments,
  - 1.3.3. Setting up and maintaining a suggestion box,
  - 1.3.4. Any other ideas with Senate President approval.
- 1.4. Senators that sponsor a bill which involves internal funding will be in charge of filing any necessary paperwork.

**Section 2: Vacancy of Position**

- 2.1. Upon vacancy of this position, the Senatorial seat will remain open until a new Senator is appointed by the Senate body with a simple majority.

**Section 3: Eligibility**

- 3.1. The USGP Senator must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
    - 3.1.1.1. Failure to meet these requirements will constitute nonfeasance.
- 3.2. There shall be no more than seven (7) At-Large senator positions available.

**Article 6: Academic Senator**

**Section 1: Duties of the Academic Senator**

- 1.1. Senators must fulfill all attendance expectations as outlined in Title II, Article 12.
- 1.2. All senators shall participate in two (2) USGP Committees.
- 1.3. Academic senators must have an open, consistent dialogue with their respective college or school dean/administrator.

- 1.4. Senators that sponsor a bill which involves internal funding will be in charge of filing any necessary paperwork.

## **Section 2: Vacancy of Position**

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

## **Section 3: Eligibility**

- 3.1. The USGP Senator must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
    - 3.1.1.1. Failure to meet these requirements will constitute nonfeasance.
- 3.2. The Academic Senator must be admitted to the college or school they are representing and have their degree housed in that college or school.
- 3.3. The number of Senators representing a college or school shall not exceed one (1).

## **Article 7: Senate Clerk**

### **Section 1: Duties of the Senate Clerk**

- 1.1. Prepare and provide a physical and digital contact list of all Senators and Executive Board members each semester.
- 1.2. Take minutes at each Senate meeting.
- 1.3. Document the attendance of all Senators pursuant to Title I, Articles 8 and 12.
- 1.4. Attendance record will be made available to all USGP members upon request.
- 1.5. Post a draft of meeting minutes on USGP website within twenty-four (24) hours of the Senate Meeting.
- 1.6. Fulfill all attendance expectations pursuant to Title I, Article 12.

### **Section 2: Vacancy of Office**

- 2.1. Upon the vacancy of the office of the Senate Clerk of USGP, an eligible intern that has shown promise within the organization may be nominated and voted in with Senate Majority approval.
  - 2.1.1. If the USGP Treasurer assumes the role of USGP Senate Clerk, the President shall nominate an eligible candidate for the position of USGP Treasurer to be confirmed by the Senate pursuant to Title II, Article 4.
  - 2.1.2. If the USGP Treasurer declines the position of USGP Senate Clerk, the President shall nominate an eligible candidate for the position of USGP Senate Clerk to be confirmed by the Senate pursuant to Title II, Article 4.

### **Section 3: Eligibility**

- 3.1. The USGP Senate Clerk must meet the following requirements:
  - 3.1.1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USGP and maintain a minimum cumulative GPA of 2.33.
    - 3.1.1.1. Failure to meet these requirements will result in automatic removal.

## **Article 8: Meetings**

### **Section 1: Information**

- 1.1. The USGP Senate shall meet and transact business when a quorum composed of a majority of current voting members are present.
  - 1.1.1. Any meeting of the Appropriations committee is considered at quorum until there are less than five senators present.

- 1.2. While school is in session, the USGP Senate shall hold biweekly general session meetings, as determined by senator's schedules that are to be submitted to the Senate President. The dates and times of these meetings shall be made public for the entire semester at the start of each semester.

## **Article 9: Appointments Requiring Senate Approval**

### **Section 1: Information**

- 1.1. All USGP Presidential and USGP Vice-Presidential, judicial and senatorial appointments are subject to approval of the USGP Senate by a simple majority.
- 1.2. A job description and applications from all candidates for that position must be presented to the Senate President twenty-four (24) hours prior to the USGP Senate session in which it is to be approved and made available to the USGP Senate.
- 1.3. The Senate President shall include the applications as a part of the agenda for the next USGP Senate meeting.
  - 1.3.1. Failure to submit an application prevents a candidate from being approved.
- 1.4. All appointments must be confirmed by a simple majority vote of members present.

## **Article 10: Legislation Process**

### **Section 1: Bills, Resolution, Charter Sponsorship and Approval**

1. Members of USGP, students of the Polytechnic Campus, and RSO's of the Polytechnic Campus may approach the Senate President or Appropriations committee with bill proposals via email or the procedures outlined by the appropriations committee.
  - a. Proceedings of the Appropriations committee are made with the full authority of USGP.
  - b. Bills that the Senate President assigns to other committees must be drafted and approved within the committee by a simple majority before being brought to a senate meeting.
2. Resolutions that censure require a two-thirds ( $\frac{2}{3}$ ) majority approval in the full senate vote

### **Section 2: Veto and Override Procedure**

- 1.1. If the Bylaw revision, charter, bill, or resolution has been vetoed by the President, it shall be returned to the Senate at its next regular session, with the President's objections attached separately in writing.
  - 1.1.1. Decisions made by the Appropriations Committee may not be vetoed by the President.
  - 1.1.2. The President must also notify, in writing, the Senate President and the bill's sponsor within one (1) business day after taking action of a veto.
- 1.2. When the USGP Senate receives a vetoed bill, resolution, or charter a motion to reconsider the legislation must be made at the end of the second reading of legislation.
  - 1.2.1. If the motion passes, the USGP Senate may debate the legislation.
  - 1.2.2. Only the line(s) vetoed may be debated in the case of a line item veto.
  - 1.2.3. If the motion to reconsider fails, the legislation cannot be debated, and the veto is upheld.
- 1.3. After debate has ended on the reconsidered legislation, a vote is taken. By two-thirds ( $\frac{2}{3}$ ) affirmative vote of the USGP Senate, the legislation passes, and the veto is overridden. The legislation then becomes effective without the President's signature, and completes any of the legislative process called for in the Bylaws. If the legislation fails, the veto is upheld.
- 1.4. The veto of legislation by the President is considered a negative action only. The President may not replace a vetoed line in an annual budget or annual appropriation bill, or other form of legislation with something else.

## **Article 11: Membership Status**

### **Section 1: Information**

- 1.1. The voting membership of the USGP Senate shall consist of the elected and appointed Senators as outlined in (Title) Article 6, Section 2 of the ASASU Constitution.
- 1.2. The USGP Senate shall also consist of non-voting members outlined in Article VI, Section 2, Subsection B of the ASASU Constitution.
- 1.3. The non-voting members shall have ex-officio status and all the rights that go with that in accordance to Robert's Rules of Order.
- 1.4. If a voting member of the USGP Senate changes respective College affiliation, they immediately relinquish their USGP Senate seat.
  - 1.4.1. That USGP Senate seat will then be deemed vacant and filled in accordance to Title II, Article 9 of the USGP Bylaws.
- 1.5. It will be the responsibility of the Senate President, with the assistance of the Senate Clerk, to ensure that an Academic Senator is still enrolled in the respective College he or she represents.
- 1.6. The Senate President must check at the beginning of each academic semester and may also do so periodically at his or her discretion.
- 1.7. Incoming Senators will be sworn in during a special session held after the last Senate meeting of the spring semester.
  - 1.7.1. Any incoming Senator who fails to attend would be sworn in at the first general session of the fall semester. The newly elected Senate President shall administer the oath of office.

## **Article 12: Senate Attendance**

### **Section 1: Senate Member Attendance Policies**

- 2.1. The following policies apply per semester.
- 2.2. Prior to the start of both the Fall and Spring semesters, all Senate Members shall submit their class schedules to the USGP Senate President to set a consistent meeting time.
- 2.3. Senate Members must comply with attendance policies set forth by the Senate President.

### **Section 2: Excused Absences**

- 3.1. A Senate Member may be excused from a Senate Meeting for the following reason(s):
  - 3.1.1. The Senate Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
  - 3.1.2. The Senate Member is meeting with individuals in which case their primary focus is to benefit USGP and/or the students of Arizona State University.
  - 3.1.3. The Senate Member has a personal or family related emergency.
  - 3.1.4. At the discretion of the Senate President.
- 3.2. If a Senate Member wishes to be excused from a Senate Meeting for the reason(s) listed above, they must provide supporting documentation to the USGP Senate President at least twenty-four (24) hours before the meeting.
  - 3.2.1. In the absence of the USGP Senate Clerk, then the Senate President will accept the notification in the same manner.

### **Section 3: Appeals Process**

- 4.1. Senate Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

## TITLE III - USGP FUNDING

### Article 1: Prohibited use of funding

#### Section 1: ASU prohibited items

- 1.1. Shall not violate any of the ASU list of prohibited items,
  - 1.1.1. The list of prohibited items can be found at <http://www.asu.edu/aad/manuals/fin/fin401-03.html>
- 1.2. Activities which discriminate on the basis of race, color, religion, national origin, citizenship, gender identity, sex, sexual orientation, age, disability or veteran status.
- 1.3. Scholarships or cash awards.
- 1.4. Capital goods, i.e. land, labor or capital.
- 1.5. Activities which pose a substantial risk of death or serious bodily injury.
  - 1.5.1. Any applicant seeking exemption from this provision must submit to the USGP liability waivers, proof of health insurance, and other documentation deemed necessary by University general counsel for all person's participation in the funded activity.

### Article 2: USGP Funds for Registered Student Organizations (RSOs) and Non-RSOs

#### Section 1: Requisition Process

- 1.1. Any applicant requesting funds from USGP must:
  - 1.1.1. Be a registered Arizona State University Polytechnic Student,
  - 1.1.2. Have the Club Acknowledgement Form filled out completely before presentation date
  - 1.1.3. Have the Release, Indemnity, and Assumption of Risk form filled out and turned in to the Appropriations Committee if necessary, and complete the Appropriations Committee Leader training.
- 1.2. Use of USGP funds must meet at least one of the following criteria:
  - 1.2.1. Is of probable interest to a broad segment of the student population.
  - 1.2.2. Assists students in furthering specific career and educational objectives.
  - 1.2.3. Furthers the educational objectives of the University.
  - 1.2.4. Enhances student cultural awareness.
  - 1.2.5. Promotes community service or involvement.
- 1.3. All funds must be used as allocated by the Appropriations Committee.
- 1.4. To obtain allocated funds, each applicant must submit a Funding Requisition proposal to the Appropriations Committee by the deadlines pursuant to Appropriations funding documents.
- 1.5. Persons making requests to the Appropriations Committee are required to become familiar with all of Title III and Title II, Article 4, Section 5 of this document.
- 1.6. Funding Requisition Proposals and Additional supporting documents must be submitted to the Appropriations Committee at least forty-eight (48) hours prior to the decided presentation time.
- 1.7. All Funding Requisition proposals requesting funds shall include:
  - 1.7.1. The name of the applicant requesting funds.
  - 1.7.2. The name of the organization the applicant is affiliated to or requesting funds on behalf of.
  - 1.7.3. The purposes for which the funds will be used.
  - 1.7.4. All documentation for costs of line items.
- 1.8. The Appropriations Committee shall provide the appropriate forms to request money.
- 1.9. Information regarding their request shall be available upon request.
- 1.10. Funding shall proceed in a first-come, first-serve manner.

#### Section 2: Appropriation Policies

- 2.1. No activity/item shall be eligible for funding from USGP if expenditure of funds allocated occurs prior to approval of the funding as per these bylaws.
- 2.2. All funded requests shall be evaluated consistently and fairly.
- 2.3. The following criteria shall be considered in determining funding,
  - 2.3.1. Number of students benefited,
  - 2.3.2. Efforts by the applicant to generate funds or provide services for students,
  - 2.3.3. Previous use of allocated funds,
  - 2.3.4. Community service efforts and impact.
- 2.4. USGP shall fund applicants no more than the cost of entrance for conventions and conferences if all the following stipulations are met:
  - 2.4.1. The applicant has demonstrated a clear and present need for the funding,
  - 2.4.2. The applicant has demonstrated that the conference or convention will provide literature and/or information that will benefit the University.
  - 2.4.3. The applicant files a written report with the Appropriations Committee covering what was learned at the conference or convention within three (3) school weeks upon returning from the trip.
    - 2.4.3.1. These written reports shall be used in the future by USGP as a reference in any funding process when it appropriates funds for a conference or convention.
    - 2.4.3.2. These reports shall be kept on file by the USGP for a period of three (3) years.
    - 2.4.3.3. This report is in addition to the end of semester funding report.
    - 2.4.3.4. Failure to provide this report will result in ineligibility to receive funding in subsequent semesters.
- 2.5. The Appropriations Committee shall make known to students, all information pertaining to obtaining funds from USGP through adequate publicity.
- 2.6. Applicants may not receive funding over the max allowed funding amount set by the appropriations committee.
  - 2.6.1. The Appropriations Committee will set the max allowed funding amount at the beginning of each semester.
  - 2.6.2. If an applicant requests more than allocated amount, the request must be voted on by USGP Senate.
  - 2.6.3. For funds above the set max allowed funding amount to be approved, both entities stated above must approve the request by a two-thirds (2/3) vote.
  - 2.6.4. Attempts shall be made to notify every applicant by email no later than two (2) weeks prior to every funding application deadline.
- 2.7. If requests for funding after the above-mentioned deadlines have passed, if granted, shall be drawn from the remainder of the allocated Appropriations Fund.

### **Section 3: RSO funding**

- 3.1. Any RSO requesting funds from USGP must:
  - 3.1.1. Be registered with the Polytechnic Student Union,
  - 3.1.2. Have the club acknowledgement form filled out and turned in to the Appropriations Committee,
  - 3.1.3. Have at least three (3) active members,
  - 3.1.4. Be pursuant to Title III Article 2 Section 1.1 of this document.
- 3.2. Upon receiving funding, all RSOs must complete and submit the following documentation to the USGP Appropriations Committee:
  - 3.2.1. Proof of two (2) Community Service events per year,
    - 3.2.1.1. Proof of Community Service can be achieved with,



- 3.2.1.1.1. A picture of the group at the community service event,
- 3.2.1.1.2. Letter of Acknowledgement signed and dated by the Community Service Organization,
- 3.2.1.1.3. or at the discretion of the USGP.
- 3.2.2. Proof of Campus Engagement per semester,
  - 3.2.2.1. Campus engagement can be fulfilled by:
    - 3.2.2.1.1. hosting one (1) or more large campus wide event with a minimum of one-hundred (100) ASU students in attendance,
    - 3.2.2.1.2. hosting two (2) or more small campus wide events open to all ASU students,
    - 3.2.2.1.3. tabling at four (4) events on the ASU Polytechnic Campus,
    - 3.2.2.1.4. or at the discretion of the USGP Appropriations Committee.

#### **Section 4: Non-RSO Funding**

- 4.1. Non-RSOs will have the following responsibilities if approved for USGP Funds:
  - 4.1.1. Report to relevant academic senator or campus activity subcommittee to determine campus-wide benefits of spent funds.
    - 4.1.1.1. Work to disseminate benefits to those who would be interested.

#### **Section 5: Post Funding**

- 5.1. Following approval of the allocated amount, the Appropriations Committee shall notify all applicants that were appropriated funds for that semester and how much money was allocated.
- 5.2. If allocated funds are misused, USGP may recall funds, and revoke the applicant's ability to request funds for up to one (1) year from the date of infraction.
  - 5.2.1. See Title III Article 1 for the terms of misuse.
- 5.3. Upon receiving funding, all applicants must complete and submit the following documentation to the USGP Appropriations Committee:
  - 5.3.1. End of Semester report(s)
    - 5.3.1.1. Applicants that received money from the Appropriations Committee for Conferences must also complete the Conference Report.
    - 5.3.2. Proof that events held meet the Green Level of Sustainability, if applicable
- 5.4. All Reports are due the last day of classes for both Fall and Spring semesters.
- 5.5. Failure to turn in reports may result in the recall of funds from the applicant, and revocation of the applicant's ability to request funds for up to one calendar year.
- 5.6. USGP Senate has sole authority to declare an applicant ineligible to receive funding if the RSO fails to meet guidelines outlined above.
- 5.7. All receipts from approved funding events must be submitted no later than five (5) business days after the event or Reading Day, whichever comes first, to the appropriate administrative staff.
- 5.8. Modified Use of Appropriated Funds
  - 5.8.1. If the applicant wants to re-appropriate funds they must contact the Appropriations Committee for instructions.
  - 5.8.2. Failure to submit this request prior to spending the funds will result in ineligibility to request funds for up to one (1) year.

#### **Section 6: Appeals**

- 6.1. Applicants that wish to appeal any funding decision made by the Appropriations Committee can have their case heard by the USGP Lower Court Justice.
  - 6.1.1. If the Lower Court is not in session, and the applicant wishes to appeal any funding decision, they must notify the Appropriations Committee Chair within one week of receiving the decision.

- 6.1.1.1. The appeal will be added to the agenda of the next Appropriations Committee meeting.
- 6.1.1.2. The applicant must clearly state what they are appealing, their reasoning for appealing, and what they are asking to be changed in writing.
- 6.1.1.3. The Appropriation Committee shall then vote on the appeal.
- 6.1.1.4. A two-thirds (2/3) vote is required to overturn original funding decision.

## **TITLE IV-STIPENDS, IMPEACHMENT, AND REMOVAL FROM OFFICE**

### **Article 1: USGP funds for USGP Executive Board and Senate Stipends**

#### **Section 1: Stipend**

- 1.1. The Executive Board Stipend shall be determined from the Annual Appropriations set forth by the USGP President.
- 1.2. Each Senator shall receive a stipend paid at the completion of each semester. The amount of this stipend shall be determined from the Annual Appropriations set forth by the USGP President.
- 1.3. Stipends are guaranteed in full unless the advisor withholds it in response to a representative being found guilty of nonfeasance in an impeachment trial.
  - 1.3.1. Those removed from office for academic ineligibility will receive their stipend for the semesters completed.

### **Article 2: Impeachment**

#### **Section 1: Definition of Nonfeasance**

- 1.1. Negligence of the duties outlined in these bylaws and in the Senate President's attendance policies shall be considered nonfeasance.
- 1.2. Any violations of the ABOR Student Code of Conduct.

#### **Section 2: Impeachment Proceedings**

- 2.1. Impeachment shall mean to recommend to the USGP advisor that the member charged with nonfeasance should be removed from office and receive a reduced and/or no stipend.
- 2.2. Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USGP Senate-approved appointee of the Associated Students.
- 2.3. The USGP Senate shall have the sole power to try all impeachments.
- 2.4. At least two-thirds ( $\frac{2}{3}$ ) of the current membership of the USGP Senate shall be necessary to bring the charge of impeachment.
- 2.5. The Senate President shall preside over all impeachment trials.
  - 2.5.1. Impeached party must be notified of impending trial by the Senate President within twenty-four (24) hours of the vote to start the impeachment process.
  - 2.5.2. In the event articles of impeachment are brought against the Senate President, the USGP-Vice President of Policy shall be the acting chairperson.
- 2.6. When a vote for impeachment occurs, each USGP Senate member must consider whether the charges are sufficient grounds for impeachment and whether there is enough evidence to warrant a hearing.
  - 2.6.1. No person shall be convicted without the concurrence of at least three-fourths ( $\frac{3}{4}$ ) of the current membership of the USGP Senate.
- 2.7. A direct proposition to impeach at once supersedes all other business of the USGP Senate or may be brought before a special session.

**Article 3: Removal from Office**

**Section 1: In the Case of Successful Impeachment Trial, Academic Ineligibility, or Resignation**

- 1.1. Vacant positions will be filled by the Senate, following any transitions of power enumerated in these bylaws.