

# ASSOCIATED STUDENTS UNIVERSITY OF IDAHO

## RULES & REGULATIONS

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*\*November 21, 2014\**

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## **1000.000 ELIGIBILITY FOR ASUI**

### **1010.000 Eligibility for ASUI Members**

~~1010.010 Any undergraduate student currently enrolled at the University of Idaho, carrying at least one (1) University Of Idaho credit, and having paid the ASUI Membership Fees(section 7090.020) for the current semester is eligible for membership.~~

### **1020.000 Eligibility for Elected and Appointed Officials**

1020.010 ASUI elected and appointed officials shall be members of the ASUI and must maintain their ASUI membership throughout their terms.

1020.011 The ASUI Attorney General shall be exempt from this clause, per the requirements of that office as outlined in ASUI Rules and Regulations Section 3060.

#### **1020.020 Diversity Awareness Training for Elected and Appointed Officials**

1020.021 All salaried elected and appointed officials of the ASUI must attend a diversity awareness training session each semester. The purpose of this training is to educate ASUI leaders on diversity issues around campus.

1020.022 The diversity awareness training session shall occur before midterm of each semester.

1020.023 If unable to attend the diversity awareness training session, the ASUI official in question may attend a private training session at the discretion of their respective department head.

1020.024 The diversity awareness training session shall be conducted by the ~~ASUI Senate President Pro Tempore, the ASUI President and the~~ ASUI Diversity Affairs Director with cooperation with the ASUI advisor and any other groups deemed appropriate by the ASUI President, ASUI Senate President Pro-Tempore and ASUI Diversity Affairs Director.

1020.030 All ASUI elected and appointed officials in salaried positions must maintain one (1) of the following two (2) academic eligibility requirements: 1) cumulative grade point average of a 2.75 or greater; or 2) a previous semester grade point average of a 3.0 or greater.

1020.031 Any salaried ASUI official who cannot meet either of the academic eligibility requirements in Section 1020.030 of the ASUI Rules & Regulations shall be placed on ASUI academic probation.

1020.032 Any salaried ASUI official on ASUI academic probation may continue to serve for one (1) semester. Any salaried ASUI official on ASUI academic probation who does not meet the academic eligibility requirements in Section 1020.030 of the ASUI Rules & Regulations after one (1) semester shall be dismissed immediately.

1020.032 All salaried ASUI officials' academic eligibility shall be verified by the Idaho Commons and Student Union Director.

### **1030.000 Eligibility for Elected Officials**

~~1030.010 All ASUI elected officials shall meet all the requirements outlined in Section 1020.000 of the ASUI Rules & Regulations.~~

1030.020 No ASUI elected official shall serve as a department head or as a voting member of a governing board of any ASUI department except in order to fulfill the official duties associated with the elected office.

1030.030 No elected ASUI official shall hold any other salaried ASUI position.

~~1030.040 Additional eligibility requirements shall be specified in the ASUI Constitution.~~

#### **1040.000 District Requirements for ASUI Elections**

1040.010 All candidates for ASUI Senate must specify a district from which to run. The districts, which each candidate must specify to the ASUI Elections Coordinator prior to the beginning of the election cycle, are either (1) Greek or (2) Non-Greek. Any member of ASUI who is either currently pledging or has been initiated into a Greek house are considered to be part of the Greek district. All other members of ASUI who are running for ASUI Senate are considered to be from the Non-Greek district.

1040.020 It shall be the responsibility of the ASUI Elections Coordinator to confirm the district of each ASUI Senate candidate.

1040.030 For the fall ASUI election, the winners of the election shall be as follows: Two (2) from the Greek district, two (2) from the Non-Greek district, and three (3) at-large, which can be from either district.

1040.040 For the spring ASUI election, the winners of the election shall be as follows: Three (3) from the Greek district, three (3) from the Non-Greek district, and two (2) at-large, which can be from either district.

1040.050 For any ASUI election, if there are not at least as many candidates as specified district seats plus three (3) in each district, all districting requirements are void for that election and that entire election is decided purely by popular vote.

1040.060 For any ASUI election, any candidate who is not placed within the top seven highest vote-receiving ASUI Senate candidates in the fall, or top eight highest vote-receiving ASUI Senate candidates in the spring, must be within a 20% margin of the person placed in the top seven or eight highest vote-receiving candidates, respectively, who would potentially not win their election due to the districting requirements, in order to win the election. If not, that candidate is not elected.

#### **104050.000 Eligibility for ASUI Appointed Officials**

~~104050.010 All ASUI appointed officials shall meet all the requirements outlined in Section 1020.000 of the ASUI Rules & Regulations.~~

104050.020 Other eligibility requirements for ASUI Appointed Officials may be prescribed in the ASUI Job Descriptions at the discretion of the officials' Department Heads.

#### **105060.000 Oath of Office**

105060.010 All ASUI elected officials shall take an oath upon assuming office. This oath shall be administered by the ASUI President and shall read:

"I (state your name), do solemnly swear, to faithfully uphold the ASUI Constitution, to work for the improvement of the University of Idaho, and to further students' interests, by making a commitment of my time and energy, to work on their behalf."

#### **1040.000 Eligibility for ASUI Appointed Officials**

1040.010 All ASUI appointed officials shall meet all the requirements outlined in Section 1020.000 of the ASUI Rules & Regulations.

1040.020 Other eligibility requirements for ASUI Appointed Officials may be prescribed in the ASUI Job Descriptions at the discretion of the officials' Department Heads.

### **1050.000 Oath of Office**

1050.010 All ASUI elected officials shall take an oath upon assuming office. This oath shall be administered by the ASUI President and shall read:

"I (state your name), do solemnly swear, to faithfully uphold the ASUI Constitution, to work for the improvement of the University of Idaho, and to further students' interests, by making a commitment of my time and energy, to work on their behalf."

### **1060.000 Rules and Procedures for Impeachment and Removal of ASUI Elected Officials**

1060.060 The rules for the impeachment process outlined in this series must be adhered to without exception.

1060.010 An ASUI elected official shall be impeached for malfeasance, misfeasance, nonfeasance, or repeated violations of the ASUI Governing Documents.

1060.011 Serious violations of Federal, State, or local law(s) and/or regulations shall be grounds for impeachment.

1060.012 Violations of University regulations that are deserving of probation or a harsher penalty (as established in Article XI, Section 2, excluding Section 2 a, and Section 4 of the Student Code of Conduct) shall be grounds for impeachment.

1060.020 Articles of Impeachment against any ASUI elected official may be submitted by any member of the ASUI in proper bill form to the President of the ASUI Senate as outlined in the ASUI Senate Bylaws.

1060.030 Articles of Impeachment shall include the name of the ASUI elected official the action is being taken against, a specific list of charges and offenses, and a statement of intended removal from office.

1060.031 No more than one ASUI elected official of the ASUI may be named in a single Article of Impeachment.

1060.040 Any ASUI elected official named in an Article of Impeachment may continue with the duties of their office while said articles are being deliberated upon by the ASUI Senate.

1060.070 Articles of Impeachment shall be sent to the ASUI Senate Ways and Means Committee.

1060.071 The ASUI Attorney General shall serve as Chair during consideration of Articles of Impeachment for the purpose of ensuring that proper procedures are adhered to.

1060.071 Should the person charged in the Articles of Impeachment be on the ASUI Senate Ways and Means Committee, the Vice Chair of their committee shall serve in their place.

1060.072 The ASUI Ways and Means Committee shall hold hearings to determine their recommendation to the full ASUI Senate no more than two (2) weeks after the introduction of the Articles of Impeachment. The committee shall either recommend an impeachment hearing with the full ASUI Senate or dismissal of the impeachment charges after gathering all evidence and compiling a report for the ASUI Senate.

1060.073 A recommendation from the ASUI Ways and Means Committee for a full hearing shall not necessarily imply the accused guilt. This recommendation shall be made if the Ways and Means Committee feels that the Articles of Impeachment merit a full hearing.

1060.074 The meeting of the ASUI Senate Ways and Means Committee shall be conducted in Executive Session.

1060.075 The final vote of the ASUI Senate Ways and Means Committee shall be conducted in an open session.

1060.076 In the event of a tie, the Articles of Impeachment shall be forwarded to the ASUI Senate

1060.080 By a two-thirds (2/3) vote, the ASUI Senate may agree to hold a hearing on the Articles of Impeachment.

1060.090 Should the ASUI Senate vote to hear Articles of Impeachment., the following procedures shall be followed:

1060.091 The *University of Idaho Argonaut* and KUOI-FM shall be notified of the time and place of all impeachment proceedings.

1060.092 The full hearing shall be set for no less than two (2) weeks from the date the ASUI Senate votes to accept the hearing.

1060.093 The ASUI Senate, at the time it votes to accept the hearing, shall appoint an ASUI Senator to act as prosecutor.

1060.094 The ASUI Senate prosecutor shall present his/her case with such evidence and testimony as he/she sees fit. The defendant shall then be allowed to present his/her case with the advice of counsel.

1060.095 The officer named in the Articles of Impeachment may have present, during deliberation and debate, any legal counsel, witness or documents as he or she may deem needed for the protection of his or her legal rights and defense.

1060.096 The ASUI Senate shall be allowed to question both prosecution and defense after presentation of cases.

1060.097 The accused ASUI elected official shall have the right to closing arguments before the Articles of Impeachment are put to a vote.

1060.098 Voting on Articles of Impeachment shall be conducted by a written ballot after debate has closed. This ballot shall include both the Senator's name and their vote. The votes shall be recorded in the minutes containing both the senator's name and their vote.

1060.099 In the event a member of the ASUI Senate is named in an Article of Impeachment, that ASUI Senate member shall abstain from voting on the Article of Impeachment.

1060.100 If two-thirds (2/3) vote is made for impeachment, the ASUI elected official named in the Article of Impeachment shall be immediately removed from office.

#### **1070.000 Adherence to the ASUI Governing Documents**

1070.010 Any ASUI official who blatantly, intentionally, or repeatedly violates the ASUI Constitution or ASUI Rules and Regulations shall be subject to reprimand.

1070.020 All reprimands must be in submitted in resolution form as prescribed in the ASUI Senate Bylaws and must be passed by the ASUI Senate by a two-thirds (2/3) vote.

1070.030 Reprimands shall be sent to the *University of Idaho Argonaut*.

1070.040 Any ASUI elected official who blatantly, intentionally, or repeatedly (after a reprimand) violates the ASUI Constitution or ASUI Rules and Regulations may be subject to impeachment as described in the ASUI Constitution and ASUI Rules and Regulations.

1070.050 Any ASUI appointed official who blatantly, intentionally, or repeatedly (after a reprimand) violates the ASUI Constitution or ASUI Rules and Regulations may be subject to dismissal as described in the ASUI Rules and Regulations.

### **1080.000 Petition for Separation**

1080.010 In order for a group to petition the ASUI Senate for separation, the group must meet all of the following criteria:

1. The group must have had a free standing student government and a membership of no less than 250 members for ten (10) years prior to petition.
2. The group must have been a registered group of the ASUI, who have been funded by the ASUI or the ASUI Student Organization Funding Board for at least five (5) years prior to petition.
3. The group must demonstrate that the funds they have been allocated by the ASUI have been used to fund activities that have resulted in academic credit being granted to members of that group.
4. The group must have been cut from the budget or denied funding by the ASUI Student Organization Funding Board after they have been granted funding on a regular basis.
5. The group will have published an academic journal for seven (7) years prior to the petition for separation.

1080.011 Upon completion of the criteria specified in Section 1050.010 of the ASUI Rules & Regulations, the petition must be brought before the ASUI Senate in bill form.

1080.012 The petition bill will be sent to the Ways and Means Committee for review.

1080.013 The petition bill must pass the ASUI Senate by a three-fourths (3/4) vote and be approved by the ASUI President.

1080.014 In the event that the petition bill is vetoed by the ASUI President, the veto may be overridden by a two-thirds (2/3) vote by the ASUI Senate.

## **2000.000 ELECTION RULES**

### **2010.000 Definitions**

2010.010 The term ‘ballot’ shall apply to the method used by a student to select their choice of a candidate for ASUI elected office.

2010.020 The term ‘voting booth’ shall apply to any electronic device open to the ASUI voting site where ballots may be submitted.

2010.030 The term ‘polling station’ shall apply to spaces provided by ASUI with voting booths and staffed by individuals designated by the ASUI Elections Coordinator.

2010.040 The term “campaign material” shall apply to all forms of promotion for any candidate.

2010.050 The term “campaign” shall apply to any distribution of campaign material.

## **2020.000 Eligibility for Election**

2020.010 To be eligible as a candidate for an ASUI elected position, a member of the ASUI may not have been academically disqualified for the University of Idaho within the past two (2) semesters AND must meet one (1) of the following two (2) academic eligibility requirements: 1) cumulative grade point average of a 2.75 or greater; or 2) a previous semester grade point average of a 3.0 or greater.

2020.020 It shall be the responsibility of the ASUI elections coordinator to work with the Director of the Idaho Commons and Student Union to request verification of academic eligibility for each candidate from the University of Idaho Registrar directly. The ASUI elections coordinator must first notify those candidates found ineligible and then report to the ASUI Senate on each candidate's eligibility at the next regular ASUI Senate meeting prior to the election.

2020.030 Those candidates having no grade point average shall be eligible to run for an ASUI elected position. Once a grade point has been established, eligibility shall be determined in accordance with the ASUI Constitution, Bylaws and Rules and Regulations.

## **2030.000 Nomination for Election**

2030.010 The ASUI Election Coordinator will provide petition forms at least two weeks prior to the candidate-filing deadline, for the nomination of candidates and placement of names on the official ballot. The names and signatures of 25 different members of the ASUI will be required for each Senatorial candidate. The names and signatures of 50 different members of the ASUI will be required for every Presidential/Vice Presidential ticket. Candidates for all elected offices will be required to fill out a questionnaire. This questionnaire will be provided by the elections coordinator. The ASUI Election Coordinator must verify ASUI membership of students signing the petitions.

2030.011 The filing deadline for a candidate for an ASUI elected office shall be determined by the ASUI Election Coordinator at a time no later than two (2) weeks prior to the election.

2030.012 The ASUI Elections Coordinator shall send public notice of positions open for election to all Presidents of ASUI recognized living groups, clubs and the *University of Idaho Argonaut*, ten (10) days prior to candidate filing deadline. The ASUI Elections Coordinator shall also send notice to IFC, PHC, and RHA. These notices will be sent out no later than one (1) weeks prior to the candidate filing deadline.

~~2030.013 The candidate questionnaire responses will be placed on the ASUI website and advertised for that election. Responses will be removed by the Saturday after the election. All candidates must sign a waiver acknowledging that the responses will be posted, that ASUI is not liable or responsible for the content of the responses, and that once submitted, the responses cannot be altered, except for typographical or formatting errors.~~

~~2030.014 Any candidate who wishes to not submit a public response must sign an informed consent/liability waiver form that recognizes other candidates will be displayed on the ASUI website and the candidate does not hold the ASUI responsible for any damages incurred.~~

2030.015 Policy not determined by this section of the ASUI Rules and Regulations fall under the jurisdiction of the ASUI Elections Coordinator, subject to appeal under the election section of the ASUI Rules and Regulations, ASUI Senate Bylaws, and/or the ASUI Constitution.

2030.020 Write-in candidates are responsible to be aware of and comply with the ASUI Rules & Regulations pertaining to election rules.

2030.030 A candidates' meeting shall be called by the ASUI Election Coordinator at least two (2) weeks prior to the elections. This meeting can also involve the following ASUI members: ASUI President, ASUI Vice President, ASUI Pro Tempore, and the ASUI Advisor. Attendance of candidates to this meeting shall be mandatory. At this meeting, the ASUI Election Coordinator shall explain rules



and procedures, and issue each candidate the ASUI Rules & Regulations pertaining to election rules and eligibility requirements. Candidates shall sign a document that they are aware of and will comply with ASUI Rules & regulations pertaining to elections rules This meeting includes presentation and discussion by the ASUI Advisor and other members of the ASUI Senate to inform candidates of the following:

- 1) General briefing of ASUI Senate, President, and Vice President leadership responsibilities and expectations
- 2) A description of the leadership structure within the ASUI and the University of Idaho
- 3) A review of all campaign and campaign finance rules
- 4) A review of disciplinary action for violations
- 5) Notification of forum dates, times, and locations
- 6) A question/answer opportunity

2030.031 No candidate may campaign prior to the mandatory candidates' meeting, excluding self-endorsement intended for announcement purposes (i.e. securing signatures, verbally announcing the intention to run for an elected position, etc.)

### **2040.000 Campaign Procedures**

2040.010 Posters and other campaign materials must be placed on any surface by means that will not leave a permanent residue nor damage the surface. Materials may not be placed on brick walls, windows, painted surfaces, power poles, telephone poles, or affixed directly to the ground or sidewalks in any manner.

2040.011 Placement of campaign materials must comply with the rules and procedures of the Department of Facilities of the University of Idaho.

2040.020 Campaigning and campaign material shall be prohibited at all times in the ASUI office.

2040.030 Campaign materials shall be prohibited within 100 visible feet of University computer labs.

2040.040 Candidates shall be responsible for not influencing voters in and immediately around voting booths and University computer labs.

2040.041 Beginning at 8:00 a.m. on the Monday of ASUI General Elections, campaigning shall be prohibited during elections within the Idaho Commons, Student Union Building, Library, Bob's Dining Hall, and all university computer labs.

2040.050 No candidate shall deface the campaign materials of another candidate.

2040.060 It shall be the responsibility of candidates to remove all campaign materials and the substances used to attach these materials from all university public buildings and grounds by 5:00 p.m. on the Saturday immediately following the election.

2040.080 The ASUI Election Coordinator shall be prohibited from publicly supporting or campaigning for any candidate for ASUI office.

2040.081 The ASUI Election Coordinator shall be advised of this regulation when hired. If the ASUI Election Coordinator is proven to be publicly supporting a candidate they shall be removed from office immediately.

### **2050.000 Campaign Finance and Donations**

2050.010 Candidates for the office of ASUI President and ASUI Vice President shall spend no more than one thousand two hundred and fifty dollars (\$1,250), personal or donated on campaign material. Candidates for the office of ASUI Senate shall spend no more than three hundred dollars (\$300), personal or donated, on campaign material.

2050.020 Candidates will be responsible for submitting receipts and other proofs of purchase to the ASUI Elections Coordinator. The ASUI Elections Coordinator will be responsible for tracking spending and reporting to the ASUI President and ASUI Senate on candidate spending.

2050.021 Receipts and proof of purchase of campaign materials must be submitted to the ASUI Elections Coordinator no later than the Friday after elections.

2050.030 Candidates may seek in kind donations from outside sources.

2050.031 In kind donations shall be defined as political donations of goods and services.

2050.040 In kind donations shall be limited to two hundred and fifty dollars (\$250) in addition to the total campaign expenditures as outlined in 2050.010.

2050.041 In kind donations shall be evaluated at the retail value of the goods or services.

## **2060.000 Election Procedures**

2060.010 ASUI elections shall be conducted on the one (1) person/one (1) vote principle. No student may vote for more than the number of election positions available in any particular election.

2060.020 In order to be eligible to vote, a person shall be a full-time undergraduate student of the University of Idaho, or a part-time student having paid the designated ASUI fees as provided for in Series 1010.000 of the ASUI Rules & Regulations.

2060.030 ASUI General Elections shall occur on the third Monday, Tuesday and Wednesday of November in the Fall General Election and on the Monday, Tuesday and Wednesday two weeks after Spring recess in the Spring General Elections, or at a time agreed on by both the ASUI President and the ASUI Elections Coordinator.

2060.040 Voting shall be allowed at voting booths through a secure ASUI website that may be accessed through any computer connected to the Internet.

2060.041 This website shall be linked to the official ASUI website and the web address of this website shall be made available to all ASUI students by whatever means deemed appropriate by the ASUI Election Coordinator up to two (2) weeks before the election.

2060.042 The ASUI Election Coordinator shall arrange to have posted on the on-line election page the following notice: "I hereby declare that I have voted only once in this ASUI election. If I am accused of violating Section 2030.010 of the ASUI Rules & Regulations by voting more than once, I understand that I may be summoned before the University Judicial Council, and if found guilty, I may be fined up to \$200.00." Each voter shall be required to read this statement and check a box to verify this statement.

2060.050 On each ballot must appear each office to be filled and beneath each office a list of all eligible candidates for that office, as well as blank lines for write-in candidates. Beside each name shall be a box in which a check can be placed.

2060.051 A check appearing next to a candidate's name on an electronic ballot shall constitute a vote for that candidate.

2060.052 When a write-in candidate's name is typed correctly on the ballot it shall constitute a vote. The box beside the write-in candidate's name need not be checked. The counting of misspelled write-in candidate names as a vote shall be at the discretion of the ASUI Election Coordinator. Any name written-in that is already on the ballot shall not count as a vote towards that candidate.

2060.053 There will be a blank section on the on-line election page that will give the students a section to voice their opinions on any issue that they deem pertinent.

2060.054 This section shall be preceded by a question as follows: "Please use the space provided below to voice any concerns or comments about current issues that you would like to see ASUI work on, and give suggestions on how you would like to see the issue improved."

2060.055 Candidates' names on the official ballot shall be rotated.

2060.056 In accordance with Article XII, Section 2, Clause B, Point 8 of the ASUI Constitution, the *University of Idaho Argonaut* shall publish a sample copy of the election ballot as provided by the ASUI Election Coordinator.

2060.060 All constitutional amendments, referendums, and questions designed to solicit information from students, which are intended to appear on the ballot in a regular ASUI election must be approved at least two (2) weeks prior to the elections by three-fourths (3/4) vote of the ASUI Senate.

2060.070 ASUI polling stations shall be open at the determination of the ASUI Election Coordinator subject to review by the ASUI senate.

2060.071 No individual manning an ASUI polling station shall influence voting. Violations of this section shall be subject to prosecution under civil and/or criminal law as well as ASUI rules.

2060.080 Immediately after the elections end, a review of the results is to be conducted in a closed room in which only ASUI Election Coordinator and ASUI professional employees deemed appropriate by the ASUI Election Coordinator will be allowed.

2060.090 The results of the election shall be made public through whichever means deemed appropriate by the ASUI Election Coordinator.

### **2070.000 Election Appeal**

2070.010 In accordance with the ASUI Constitution, rulings by the ASUI Election Coordinator may be appealed to the ASUI Ways and Means Committee. Further appeals are within jurisdiction of the ASUI Advisor.

### **2080.000 Election Violations**

2080.010 Disciplinary action for violations of the 2000 series shall extend to fines or disqualification.

2080.020 In cases of elections violations, the ASUI Elections Coordinator shall act as prosecutor. It is their responsibility to provide evidence and documentation of the specific violations, as well as propose disciplinary action.

2080.030 The candidate accused of violations shall have the ASUI Attorney General act as their defender, and will not act in an advisory capacity to the ASUI Elections Coordinator or Senate. The defender must be provided with the evidence and documentation of violations before action is taken.

2080.031 Any evidence collected after disciplinary proceedings have begun must be provided to the ASUI attorney general before that evidence can be used in disciplinary proceeding, as to provide notice of the evidence to the candidate.

2080.040 The ASUI Elections coordinator shall meet with the accused candidate and the ASUI Attorney general to discuss the evidence of violations and proposed disciplinary action.

2080.041 Fines shall be assessed at fifteen dollars (\$15) per incident of violation totaling no more than two hundred dollars (\$200).

2080.050 Fines proposed by the ASUI Elections Coordinator may be settled upon by the candidate and ASUI Attorney General in the meeting provided in section 2080.030.

2080.051 Unsettled fines shall be decided by the Ways and Means Committee by majority vote. The Committee will be provided with written evidence and documentation of violations by the elections coordinator, as well as the written rebuttal of the ASUI Attorney General and the accused candidate.

2080.052 Decisions on fines by the Ways and Means Committee may be appealed to the ASUI Advisor.

2080.060 If the proposed disciplinary action is disqualification, the ASUI Elections coordinator shall submit the specific rules allegedly violated, in bill form, to the ASUI Senate.

2080.061 If the ASUI Elections coordinator moves to disqualify a winning candidate, the candidate shall not be sworn in until the case has been decided.

2080.070 This bill of disqualification shall be sent to the Ways and Means Committee.

2080.071 The Committee will be provided with written evidence and documentation of violations by the elections coordinator, as well as the written rebuttal of the ASUI Attorney General and the accused candidate.

2080.072 The Ways and Means Committee shall determine if the evidence and documentation of alleged violations merits being decided upon by the full senate. This shall be decided by a majority vote.

2080.080 If the Ways and Means Committee approves the bill, the issue shall be decided by the senate. When the bill is considered, the ASUI Elections Coordinator shall be provided with time to present the evidence and documentation of the specific violations.

2080.081 Records of electronic ballots shall be kept by the ASUI Administrative Assistant for at least one (1) year.

2080.090 The accused candidate and the ASUI Attorney General shall be provided with two opportunities to speak: First after the ASUI elections coordinator, and second before the bill is put to a vote.

2080.100 The candidate shall be disqualified by a vote of two thirds of the members present.

2080.110 No member of senate shall vote in any disciplinary proceedings if they ran in the same election for the same position as the candidate accused. Neither should the candidate accused vote in any disciplinary proceedings if they are concurrently serving on senate.

## **3000.000 EXECUTIVE AND ADMINISTRATION**

### **3010.000 ASUI President**

3010.010 The ASUI President shall have full responsibility for the proper execution of all sections of this series.

3010.020 The ASUI President shall report to the ASUI Senate periodically, or at the request of the ASUI Senate, on executive and administrative matters.

3010.030 The ASUI President shall hold a Presidential Open Forum on the Thursday after the third Senate meeting in February to give a State of the ASUI address. In addition the ASUI President shall verbally address the ASUI Senate at the first Senate meeting in February with a State of the ASUI address.

3010.040 The ASUI President shall have the power to employ all appointed officials enumerated under this article subject to the ASUI Rules & Regulations and with the advice and consent of the ASUI Senate as per Series 8000.000 of the ASUI Rules and Regulations.

3010.050 The ASUI President shall have the power to establish general administrative policy, not in conflict with the ASUI Constitution, ASUI Bylaws, ASUI Rules & Regulations, or enactments of the ASUI Senate, for all administrative operations enumerated in this article.

3010.060 The ASUI President shall have the power to override any administrative decisions made by any official appointed under this article.

3010.070 The ASUI President shall have a Cabinet. The ASUI President's Cabinet shall meet each week during each semester at the discretion of the ASUI President, and be chaired by the ASUI President's Chief of Staff. (See Section 3020.000 of the ASUI Rules & Regulations.)

3010.071 The purpose of the ASUI President's Cabinet shall include, but not be expressly limited to: providing the ASUI President with information regarding the major facets of the ASUI. This may be achieved by reports, round-table discussions, or by any means chosen by the ASUI President.

3010.072 The ASUI President's Cabinet shall consist of the following members:

ASUI President  
ASUI Vice President  
ASUI President's Chief of Staff  
ASUI Idaho Commons and Union Board Chair  
ASUI Funding Board Chair  
ASUI Vandal Entertainment Board Chair  
ASUI Student Recreation Board Chair  
ASUI Communication Board Chair  
ASUI Attorney General  
ASUI Lobbyist  
~~ASUI Director of Academics~~  
ASUI Director of Policy  
ASUI Director of Safety and Violence Prevention  
~~ASUI Director of Advancement~~  
~~ASUI Director of Community Relations~~  
ASUI Director of Diversity Affairs  
~~ASUI Director of Communications~~  
ASUI Director of Health and Wellness  
ASUI Director of Sustainability  
ASUI Faculty Council Members

3010.073 Other appointed or hired members of the ASUI may be asked to attend ASUI Presidential Cabinet meetings provided that at least 48 hours notice of the meeting time and meeting place is given.

3010.74 The ASUI President and ASUI President's Chief of Staff will develop and maintain job descriptions for each ASUI Board Chair and ASUI Director position. These job descriptions will be conditions for employment, treated as contracts for performance, and must be signed and kept on file by the ASUI Administrative Assistant.

3010.75 The ASUI President must submit the job descriptions for approval to the ASUI Senate whenever changes are to be made.

3010.080 The ASUI President and/or their designee will be responsible to coordinate an Idaho Students for Education Week with the student body presidents from institutions of higher learning in the State of Idaho. The Idaho Students for Education Week should focus on student lobbying efforts, student

empowerment, community services, voter registration, media involvement, and to enhance student awareness of higher education issues.

3010.090 The ASUI President shall maintain physical residence within a 20-mile radius of the University of Idaho campus, including summer sessions. The ASUI President will be expected to accumulate the equivalent of at least eight (8) days (64 hours) of office hours per month, for every month of summer session. The ASUI President will be responsible for monitoring all ASUI Departments during the summer session. The summer session shall be defined as the period of time commencing the final day of the spring semester and terminating the first day of the following fall semester.

3010.091 The ASUI President shall post and maintain at least ~~ten (20)~~ fifteen (15) office hours each academic week during the spring and fall sessions unless he/she is away from the University of Idaho campus on ASUI related business.

3010.092 The ASUI President shall submit a written report to the ASUI Senate at the first meeting in the fall semester regarding his/her activities during the summer months. The ASUI President shall also verbally address the ASUI Senate at the first ASUI Senate meeting in the fall semester regarding his/her activities during the summer months.

3010.100 To veto ASUI Senate bills, the ASUI President must so indicate in writing, to the ASUI Vice President and the ASUI Administrative Assistant, that he/she has so acted within three (3) business days upon receiving the bill from the ASUI Vice President unless the ASUI President is absent from Moscow. Upon re-arrival the ASUI President shall have three (3) business days to veto any ASUI Senate bill. The ASUI President of the ASUI Senate shall certify in writing any veto. In the event of a veto, the vetoed legislation shall be placed in all ASUI Senators' boxes with the veto clearly marked. The ASUI President shall not have the power to veto ASUI Senate resolutions.

3010.110 The ASUI President shall be a salaried position. This salary shall be determined by the ASUI Senate.

3010.120 The ASUI President will be responsible to travel and represent the ASUI at all State Board of Education meetings, the University of Idaho Alumni Association meetings, University of Idaho Vandal Boosters meetings, and the University of Idaho Foundation meetings. Funding for travel will be budgeted at the discretion of the ASUI President and the ASUI Senate.

3010.130 ~~The ASUI President shall conduct a diversity awareness training session each semester as defined in series 1040.000 of the ASUI Rules and Regulations.~~

3010.140 Upon the death, disability, ineligibility, removal, absence, or resignation of the ASUI President, the official line of succession shall be used to fill the vacancy. Upon the absence of the ASUI President, any matter that cannot be handled remotely by the ASUI President or by existing governing documents shall fall to the next officer listed in the line of succession. That officer shall retain their title, office, and responsibilities.

3010.141 The line of succession shall be as follows:

ASUI Vice President  
ASUI Chief of Staff  
ASUI Director of Policy  
ASUI Senators, by order of seniority

3010.142 If an official is unwilling or unable to assume the office of ASUI President, the duty shall fall to the next officer in line.

### **3020.000 ASUI President's Chief of Staff**

3020.010 The ASUI President may appoint an ASUI President's Chief of Staff.

3020.011 The ASUI President may appoint two co-Chiefs of Staff, if he/she deems appropriate so long as the allocated salary is split between the two individuals.

3020.020 The ASUI President's Chief of Staff shall serve at the pleasure of the ASUI President.

3020.030 Duties and Responsibilities of the ASUI President's Chief of Staff.

3020.031 The ASUI President's Chief of Staff shall be responsible for updating and maintaining Presidential files.

3020.032 The ASUI President's Chief of Staff shall attend meetings at the ASUI President's request.

3020.033 The ASUI President's Chief of Staff shall assist other ASUI employees or elected officials as the ASUI President deems necessary.

3020.034 The ASUI President's Chief of Staff shall chair the ASUI President's cabinet meetings. In the event the ASUI President decides not to appoint an ASUI President's Chief of Staff or the ASUI President's Chief of Staff is unavoidably detained, the ASUI Vice President shall chair ASUI President's cabinet meetings.

3020.035 The ASUI President's Chief of Staff shall serve as a liaison between the ASUI President and the ASUI standing board chairs and ASUI Directors.

3020.036 The ASUI President's Chief of Staff shall be responsible for assisting the ASUI President in directing and managing of the ASUI President's Cabinet Staff and shall act as a liaison between the two.

3020.037 The ASUI President's Chief of Staff may do other tasks at the direction, or with the permission of the ASUI President.

3020.040 The ASUI President's Chief of Staff shall receive a salary as determined by the ASUI Senate.

### **3030.000 ASUI Presidential Director of Policy ~~Advisor~~**

3030.010 The ASUI President may appoint an ASUI Presidential Director of Policy ~~Advisor~~.

3030.020 The ASUI Presidential Director of Policy ~~Advisor~~ shall serve at the pleasure of the ASUI President.

3030.030 Duties and Responsibilities of the ASUI Presidential Director of Policy ~~Advisor~~.

3030.031 The ASUI Presidential Director of Policy ~~Advisor~~ shall advise the ASUI President on matters of policy.

3030.032 The ASUI Presidential Director of Policy ~~Advisor~~ shall attend meetings at the ASUI President's request.

3030.033 The ASUI Presidential Director of Policy ~~Advisor~~ shall assist other ASUI employees or elected officials as the ASUI President deems necessary.

3030.034 The ASUI Presidential Director of Policy ~~Advisor~~ shall serve as a liaison between the ASUI President and the ASUI Senate.

3030.035 The ASUI Presidential Director of Policy Advisor may do other tasks at the direction, or with the permission of the ASUI President.

3030.040 The ASUI Presidential Policy Director of Advisor shall receive a salary as determined by the ASUI Senate.

### **3040.000 ASUI Lobbyist**

3040.010 There shall be an ASUI Lobbyist under the direct supervision of the ASUI President.

3040.020 The ASUI President shall appoint the ASUI Lobbyist no later than the last ASUI Senate meeting in November of the previous semester which the lobbyist will be in Boise, with the advice and consent of the ASUI Senate. The ASUI Lobbyist's term will begin directly after appointment is made and voted on by the ASUI Senate and terminate ten (10) days after the end of the Idaho Legislative session, unless the ASUI Senate approves an extension after substantial reason is given by the ASUI Lobbyist to the ASUI Senate.

3040.021 The ASUI Lobbyist shall receive a salary of \$80 every two (2) weeks during the fall semester of his/her term and a salary of \$800 every two (2) weeks for up to (6) pay periods during the spring semester of his/her term. Special consideration for additional lobbyist pay may be given for sessions which extend beyond the normal twelve (12) week legislative session. Approval of (1) additional payment(s) for the lobbyist will be contingent upon the approval of the ASUI Senate and ASUI President. In addition, \$1200 will be given to the ASUI Lobbyist upon appointment. \$1000 will be used to assist with living costs, including transportation, rent, and miscellaneous expenditures. The other \$200 will be kept by the ASUI Lobbyist as Petty Cash for expenses outlined in Section 3040.022.

3040.022 The ASUI Lobbyist will keep receipts of expenses, and will reimburse him/herself from the allocated Petty Cash. For expenses superseding the amount of Petty Cash, receipts must be kept and submitted to the University, and the costs will be reimbursed by ASUI as soon process allows. Expenses shall be limited to cover only the following ASUI business related items: phone, office supplies, postage, duplicating, food (if dining with a legislator or ASUI business-related individuals) and entertainment (if incurred costs are with/for a legislator or ASUI business-related individuals). Any remaining Petty Cash at the end of the legislative session will be returned to ASUI.

3040.023 As a condition of employment, the ASUI student lobbyist must agree to comply with Section 67-6621 (b) of the Idaho Code and additionally shall not lobby for, promote, or support any issue while employed by the ASUI, to the state legislature, individual legislators or other government officials, except as directed by the ASUI President and/or the ASUI Senate. Violation of this section shall constitute grounds for immediate dismissal.

3040.030 The ASUI Lobbyist shall be the ASUI's representative to the Idaho State Legislature while it is in session.

3040.040 The ASUI Lobbyist shall be a registered lobbyist. (See Idaho Code Section 67-6617.)

3040.050 The ASUI Lobbyist shall be empowered to express ASUI policy, and to present ASUI policy and opinions established by the ASUI President to the Idaho State Legislature. A policy or opinion from the ASUI President shall become the official ASUI opinion, and shall be presented as such by the ASUI Lobbyist unless that policy or opinion conflicts with an opinion expressed by an ASUI Senate resolution passed in the same semester.

3040.051 The ASUI President shall inform the ASUI Senate, in writing within 24 hours, of policy or opinion given to the ASUI Lobbyist.

3040.060 The ASUI Lobbyist shall contact the ASUI President weekly. The ASUI Lobbyist shall also be responsible for e-mailing reports every other week to the ASUI President and ASUI Senate



for inclusion in the Senate Information Reports. The report shall include a ledger of major daily activities, activities planned for coming weeks, concerns and issues received from legislators, and recommended actions.

3040.070 The ASUI Lobbyist shall provide requested information pertaining to the ASUI and its programs and policies to legislators.

3040.071 Upon completion of their term in office, the ASUI Lobbyist shall comply with the Idaho Secretary of State's office in completing forms.

3040.080 The ASUI Lobbyist shall attend committee meetings of relevance to student concerns.

3040.090 The ASUI Lobbyist shall provide all requested information pertaining to their position as ASUI Lobbyist to the ASUI President and ASUI Senate including a general journal with explanations of expenses incurred during the term of office.

3040.100 The ASUI Lobbyist shall perform other related duties as requested by the ASUI President and ASUI Senate.

3040.110 The ASUI Lobbyist will be required to fulfill five (5) office hours a week during the semester preceding his/her time in Boise; the purpose of these office hours is to begin gathering student legislative mandates, begin working relationships with legislators, begin setting agendas, familiarize himself/herself with the legislative process, and perform other tasks at the discretion of the ASUI President. He/she will also attend all State Board of Education meetings during both semesters of his/her term.

### **3050.000 ASUI Faculty Council Members**

3050.010 The ASUI President shall appoint two (2) ASUI Faculty Council Members with the advice and consent of the ASUI Senate:

Position A: Undergraduate (To be appointed in the fall with a term to last until the last meeting of the fall ASUI Senate the following year)

Position B: Undergraduate (To be appointed in the spring with a term to last until the last meeting of the spring ASUI Senate the following year)

3050.020 The two (2) ASUI Faculty Council Members must have completed at least 26 credits at the University of Idaho before taking office, and must be full-time students.

3050.030 The ASUI Faculty Council Members shall serve at the pleasure of the ASUI President.

3050.040 Duties and Responsibilities of the ASUI Faculty Council Members shall be:

3050.041 ASUI Faculty Council Members shall be required to attend every Faculty Council meeting unless prior arrangements have been made with the ASUI President and the Faculty Council Chair.

3050.042 The ASUI Faculty Council Members shall be responsible to report orally the decisions and actions of the Faculty Council to the members of the ASUI Senate following each Faculty Council meeting. The Two (2) members may rotate this duty.

3050.043 The ASUI Faculty Council Members shall be responsible for attending the ASUI President's Cabinet meetings.

3050.044 The ASUI Faculty Council Members may do other tasks at the direction of, or with the permission of the ASUI President.

3050.050 ASUI Faculty Council Members shall receive a salary as determined by the ASUI Senate.

### **3060.000 ASUI Attorney General**

3060.010 There shall be an ASUI Attorney General who is a second or third year law student. The ASUI Attorney General shall be appointed by the ASUI President with the advice and consent of the ASUI Senate. The position shall be publicly noticed and advertised via the University of Idaho College of Law no later than the month of March. The ASUI President shall appoint the Attorney General position no later than the first meeting of the newly appointed fall ASUI Senate. The Senate must immediately consider the appointment bill and take a confirmation during the first meeting of the newly appointed fall ASUI Senate. The ASUI Attorney General shall serve a term to end on the last meeting of the spring ASUI Senate the following year.

3060.020 Disappointment The ASUI Attorney General shall serve at the pleasure of the ASUI President. Any disappointment by the ASUI President may be appealed to the Senate, who may reinstate the ASUI Attorney General by a two-thirds (2/3) vote of the Senate.

3060.030 The ASUI Attorney General shall do everything within the power of his/her office to defend and protect student's rights under the United States Constitution, the Idaho State Constitution, the Student Code of Conduct, and the Student Bill of Rights. The ASUI Attorney General shall be an active advocate on behalf of the student body to guard and protect the rights and interests of ASUI members.

3060.040 Based upon the signed, written request of an ASUI officer, Department Head, board or committee member, the ASUI Attorney General shall review pending legislation to determine whether it is in conflict with the ASUI Constitution, ASUI Senate Bylaws, or other existing ASUI regulations. The ASUI Attorney General shall render a written opinion within seven (7) days of the written request.

3060.050 Upon the written request of any ASUI member, the ASUI Attorney General shall review any alleged conflict with the ASUI Constitution of any proposed or existing bylaws, regulations, guidelines, policies or practices of the ASUI, its departments, boards or committees. The ASUI Attorney General shall render a written opinion within fourteen (14) days of the submission of the written request.

3060.060 Any ASUI officer or member may file a written complaint concerning any alleged violation of the ASUI Constitution, Bylaws, Rules & Regulations, the Faculty Staff Handbook, Student Bill of Rights, Student Code of Conduct, or the bylaws or guidelines of any ASUI Board or Committee. The ASUI Attorney General shall investigate the complaint and file an advisory opinion within fourteen (14) days of receipt of the complaint. Advisory opinions under this section shall not be binding and shall be submitted to the ASUI President for consideration, and/or to the appropriate ASUI or University of Idaho department, committee, officer or office which has jurisdiction over the matter.

3060.070 Upon the request of a concerned ASUI member, the ASUI Attorney General may provide assistance or mediation in the resolution of administrative disputes or conflicts between ASUI members and other students, faculty, ASUI officers/offices, or University of Idaho departments or agencies. The authority of the ASUI Attorney General to mediate is limited to ASUI and University of Idaho administrative disputes.

3060.080 The ASUI Attorney General shall assist students with tenant complaints. The ASUI Attorney General shall provide copies of publications from the Idaho Attorney General's office and local legal aid clinic services to interested students with tenant problems. Off campus students with tenant difficulties shall be referred to assistance from local legal aid clinics or to the State Bar Association's Volunteer Lawyer Assistance Program. The ASUI Attorney General may assist students in the mediation of tenant problems with the University of Idaho at his/her sole discretion or at the request of the ASUI President.

3060.090 The ASUI Attorney General shall be responsible for reporting to the ASUI Senate at least once each semester. The ASUI Attorney General shall also report upon the request of the ASUI Senate, ASUI President or ASUI Vice President.

3060.100 Public Notice The ASUI Attorney General in coordination with other ASUI Departments shall provide public notice through the *University of Idaho Argonaut*, KUOI-FM, posters and/or other media to make ASUI members aware of the availability of the ASUI Attorney General to assist students.

3060.110 The ASUI Attorney General or his/her designee shall provide competent representation to students before the University Judicial Council and before other university proceedings in cases where student's rights may be or have been violated.

3060.120 The ASUI Attorney General will reveal no information relating to the representation of a student without written consent of that student.

3060.130 The ASUI Attorney General shall provide such legal advice and interpretation as the ASUI President and ASUI Senate request.

3060.140 Formal opinions of the ASUI Attorney General shall be made public to all ASUI officials. Copies of all formal opinions shall be given to the ASUI President, ASUI Vice President and ASUI Senate.

3060.150 The ASUI Attorney General upon confirmation shall consult the Idaho State Bar Association Professional Ethics Committee's Chairperson and discuss the scope of the authority of his/her office as ASUI Attorney General. The ASUI Attorney General shall not engage in the unlawful practice of law, and shall consult the state bar concerning any questions that may arise concerning such.

3060.160 All advisory opinions of the ASUI Attorney General shall be written opinions containing statements of fact, questions of law, findings of fact and law, and outline the public policy or other considerations supporting the finding. Said opinions shall be signed, dated, and maintained in a filing system for open and public review by ASUI members.

3060.170 The ASUI Attorney General, with the advice and consent of the ASUI President, may coordinate his/her efforts with external organizations whose mission and interests may coincide with those of the ASUI on a specific issue.

3060.180 The ASUI Attorney General, with the advice and consent of the ASUI President and the ASUI Senate, may draft and submit legislation on behalf of the ASUI for submission to the Idaho Legislature or the United States Congress. The ASUI Attorney General with the advice and consent of the ASUI President may testify on behalf of the ASUI before Idaho Legislative or United States Congressional committees, sub-committees, the State Board of Education, or other governmental bodies or agencies on behalf of the ASUI.

3060.190 The ASUI Attorney General may seek legal opinions or assistance on behalf of the ASUI from outside the University of Idaho. The ASUI Attorney General may also mediate or negotiate on behalf of the ASUI with the University of Idaho and its agents concerning administrative conflicts, issues or controversies between the ASUI and the University of Idaho Administration, its departments or agencies.

3060.200 The ASUI Attorney General shall maintain physical residence within a 20-mile radius of the University of Idaho campus for his/her entire term of office, with the exception of academic breaks and summer session.

3060.210 The ASUI Attorney General will maintain at least seven (7) office hours per week, which must be fulfilled between 8:00 a.m. and 7:00 p.m. of the school week.

3060.211 The ASUI Attorney General's office hours shall be verified by the ASUI President.

3060.220 The ASUI Attorney General shall be a hourly position. The hourly pay will be determined by the ASUI President and approved by the ASUI Senate.

### **3070.000 ASUI Vice President**

3070.010 The ASUI Vice President shall assume all duties of the ASUI President upon the ASUI President's death, academic withdrawal, resignation, removal or absence from campus.

3070.020 The ASUI Vice President shall maintain physical residence within a 20-mile radius of the University of Idaho campus for his/her entire term of office and keep regular office hours.

3070.021 The ASUI Vice President shall submit a written report to the Senate at the first fall Senate meeting regarding their activities during the summer months.

3070.030 Summer session office hours are at the ASUI President's discretion and the ASUI Vice President shall be paid for ASUI business as certified by the ASUI President.

3070.040 The ASUI Vice President shall be the President of the ASUI Senate.

3070.041 The ASUI Vice-President shall conduct ASUI Senate meetings in accordance with *Roberts Rules of Order, Newly Revised* unless other procedures are specified in the ASUI Constitution, ASUI Bylaws, or ASUI Rules & Regulations.

3070.050 The ASUI Vice President shall, at the first or second regular ASUI Senate meeting of each semester, submit an ASUI department, standing board, or committee assignment bill. This bill must pass by a two-thirds (2/3) vote of the Senate.

3070.060 The ASUI Vice President shall, at the first or second regular ASUI Senate meeting of each semester, submit a bill assigning each ASUI Senator to an ASUI recognized living group until all recognized living groups are represented. The ASUI Vice President shall take into account the amount of distinct types of living groups allotted to each ASUI Senator. This bill must pass by a two-thirds (2/3) vote of the ASUI Senate.

3070.070 The ASUI Vice President shall, at the first or second regular ASUI Senate meeting of each semester, submit a bill which assigns ASUI Senators to ASUI Senate standing committees. This bill must pass by a two-thirds (2/3) vote of the ASUI Senate.

3070.071 Each ASUI Senator will submit a written request to the ASUI Vice President for committee assignment. This request will be submitted at least five (5) days prior to the meeting where the appointment bill will be presented to the ASUI Senate. The request shall be limited to one (1) typed page, and shall include committee desired by the ASUI Senator (including position of chair or vice chair), goals for the position and a short explanation of qualifications. The ASUI Vice President shall use said request as the primary basis for committee assignments, including chair and vice chair. Seniority and length of time previously served on the committee may be used to decide between two (2) equally qualified candidates. ASUI Senator assignment to ASUI Senate committees shall be at the discretion of the ASUI Vice President.

3070.080 The ASUI Vice President shall be responsible for administering student representation in university government. The ASUI Vice President shall solicit applications for student positions on University of Idaho Committees established by the Faculty Council and shall recommend to the ASUI President persons to be appointed to these committees.

3070.081 The ASUI Vice President shall be responsible for the assurance of proper communication between student members of University of Idaho Committees and the ASUI President and ASUI Senate.

3070.082 The ASUI Vice President shall be responsible for the proper performance of duties and functions assigned to student representatives by their respective University of Idaho Committee.

3070.083 The ASUI Vice President may advise the ASUI President to suspend or dismiss any student from membership on his/her respective University of Idaho Committee.

3070.090 The ASUI Vice President shall be a salaried position. This salary shall be determined by the ASUI Senate.

3070.091 The ASUI Vice President shall post and maintain at least ~~seven (7)~~ eleven (11) office hours each academic week during the spring and fall semesters, unless he/she is away from the University of Idaho campus on ASUI related business.

3070.100 The ASUI Vice President shall assign an ASUI Senator to attend Faculty Council meetings in the event that an elected ASUI Faculty Council Representative is unable to attend.

3070.110 The ASUI Vice President shall serve as co-chair of the Student Computing Advisory Committee, the International Experience Grant Joint Committee and shall chair, or designate a chair, of the Joint Athletic/Recreation Advisory Committee.

### **3080.000 ASUI Vice President's Adjutant**

3080.010 The ASUI Vice President may appoint as many ASUI Vice President's Adjutants as he/she may deem necessary.

3080.020 The ASUI Vice President's Adjutant(s) shall serve at the pleasure of the ASUI Vice President and shall fulfill those tasks assigned by the ASUI Vice President.

3080.030 The ASUI Vice President's Adjutant(s) may receive a salary. This salary shall be requested by the ASUI Vice President and approved by the ASUI Senate.

3080.040 The ASUI Adjutant must attend all regularly scheduled ASUI Senate meetings and special sessions unless unavoidably detained.

3080.050 The ASUI Adjutant shall have on hand at all special and regular sessions of the ASUI Senate meetings a copy of *Robert's Rules of Order, Newly Revised*, as well as the ASUI governing documents in order to settle all disputes concerning proper parliamentary procedures.

3080.060 The ASUI Adjutant shall have a demonstrated working knowledge of proper parliamentary procedure.

3080.070 The ASUI Adjutant, being the resident expert on parliamentary procedure, shall make the final decision on all disputes concerning parliamentary procedure. All decisions must be made in accordance with *Robert's Rules of Order, Newly Revised* except when a different procedure is specifically outlined by the ASUI Constitution, ASUI Bylaws, and/or ASUI Rules & Regulations.

3080.080 The ASUI Senate Secretary shall be responsible for the preparation of all agendas and meeting materials, completion and distribution of weekly Senate meeting minute, a weekly Office Report, and other duties as assigned by the ASUI Vice President.

### **3090.000 ASUI Parliamentarian**

~~3090.010 The ASUI Vice President shall appoint an ASUI Parliamentarian, with the advice and consent of the ASUI Senate. The ASUI Parliamentarian will be under direct supervision of the ASUI Vice President.~~

~~3090.020 The ASUI Parliamentarian shall be appointed every spring and shall serve a term to end on the last meeting of the spring ASUI Senate the following year.~~

~~3090.030 The ASUI Parliamentarian may be a salaried position at the discretion of the ASUI Senate.~~

~~3090.040 The ASUI Parliamentarian must attend all regularly scheduled ASUI Senate meetings and special sessions unless unavoidably detained.~~

~~3090.050 The ASUI Parliamentarian shall be held to the same attendance requirements as ASUI Senators as described in section 4080.00 of the ASUI Rules and Regulations.~~

~~3090.060 The ASUI Parliamentarian shall have on hand at all special and regular sessions of the ASUI Senate meetings a copy of *Robert's Rules of Order, Newly Revised*, as well as the ASUI governing documents in order to settle all disputes concerning proper parliamentary procedures.~~

~~3090.070 The ASUI Parliamentarian shall have a demonstrated working knowledge of proper parliamentary procedure.~~

~~3090.080 The ASUI Parliamentarian, being the resident expert on parliamentary procedure, shall make the final decision on all disputes concerning parliamentary procedure. All decisions must be made in accordance with *Robert's Rules of Order, Newly Revised* except when a different procedure is specifically outlined by the ASUI Constitution, ASUI Bylaws, and/or ASUI Rules & Regulations.~~

### **3100.000 ASUI Senate Secretary**

~~3100.010 The ASUI Vice President shall appoint an ASUI Senate Secretary, with the advice and consent of the ASUI Senate. The ASUI Senate Secretary will be under the direct supervision of the ASUI Vice President.~~

~~3100.020 The ASUI Senate Secretary shall be appointed at the start of the presidential term and shall serve through the duration of the presidential term.~~

~~3100.030 The ASUI Senate Secretary shall be a salaried position; salary shall be determined by the ASUI Senate.~~

~~3100.040 The ASUI Senate Secretary must attend all regularly scheduled ASUI Senate meetings and special sessions unless unavoidably detained.~~

~~3100.050 The ASUI Senate Secretary shall be held to the same attendance requirements as ASUI Senators as described in Section 4080.00 of the ASUI Rules and Regulations.~~

~~3100.060 The ASUI Senate Secretary shall be responsible for the preparation of all agendas and meeting materials, completion and distribution of weekly Senate meeting minute, a weekly Office Report, and other duties as assigned by the ASUI Vice President.~~

### **3200.000 ASUI SALARIED POSITIONS**

~~3200.010 The following members of ASUI shall receive a salary depending on hours per week:~~

~~ASUI President- Thirty (30) hours per pay period~~

~~ASUI Vice President- Twenty-Two (22) hours per pay period~~

~~ASUI Senators- Twelve (12) hours per pay period~~

~~Multi term ASUI Senators One increase of Fifteen dollars per pay period, for a maximum of an additional Fifteen dollars per pay period, regardless of the amount of times re-elected, and per Section 41.0000 of the ASUI Senate Bylaws~~

ASUI President's Chief of Staff- Fourteen (14) hours per pay period

~~ASUI Presidential Policy Advisor Ten (10) hours per pay period~~

ASUI Attorney General- Five (5) hours per pay period

ASUI Lobbyist- Eighty (80) hours per pay period

ASUI Board Chairs- Twelve (12) hours per pay period

~~ASUI Department Coordinators Sixty dollars to one hundred dollars per pay period~~

ASUI Directors- Ten (10) hours per pay period

ASUI Faculty Council Senate Members- Eight (8) per period

ASUI Senate Adjutant- Eight (8) hours per pay period

Other members as described in the ASUI Rules and Regulations

3200.020 A salary range for each salaried ASUI position, other then the ASUI President, ASUI Vice President, ASUI Senators, ASUI Attorney General, and ASUI Lobbyist, shall be predetermined by the ASUI President in consultation with the ASUI Advisor and ASUI Financial Advisor.

3200.030 The specific salaries of all paid ASUI officials shall be determined by the ASUI President and approved by the ASUI Senate from within the predetermined range. The specific salary will be submitted in the bill appointing an ASUI salaried official.

3200.040 The determination of the specific salary shall be based upon level of experience, length of tenure, retention of their current position, and other factors pertinent to their position.

## **4000.000 LEGISLATIVE: ASUI SENATE**

### **4010.000 General Information**

4010.010 The ASUI Senate shall consist of 15 senators elected by and from the ASUI membership. The ASUI Senate shall be responsible for the proper execution of duties defined in Article II of the ASUI Constitution, appropriate sections of the ASUI Rules and Regulations and the ASUI Senate Bylaws.

4010.020 Each ASUI Senator shall maintain physical residence within a 20 mile radius of the University of Idaho campus for his/her entire term of office, with the exception of academic breaks and summer session.

4010.30 ASUI Senators shall dress in a professional manner at all ASUI Senate Meetings, pre-sessions, and other times at the discretion of the ASUI Senate President Pro-Tempore.

4010.031 Professional dress does not include jeans, shorts or t-shirts.

4010.032 ASUI Senators are encouraged to wear official nametags at all functions when the senate is serving in an official capacity.

4010.040 All ASUI Senators shall attend an orientation session on procedures dealing with the ASUI and the ASUI Senate each semester. The training will include but not be limited to: payroll, writing bills and resolutions, parliamentary and ASUI Senate procedure, speaking to living groups, proper committee business, meeting with boards and other topics the training session administrators deem necessary.

4010.041 A committee consisting of ASUI Advisor, ASUI President, ASUI Vice President, and ASUI Senate President Pro-Tempore will conduct the training.

4010.042 The training will occur prior to the second ASUI Senate meeting of the semester after the ASUI senators are elected.

4010.050 The ASUI Senate President Pro-Tempore shall be responsible for coordinating and organizing a leadership retreat for the ASUI Senate and ASUI Vice President at the beginning of each semester.

4010.051 The ASUI Senate retreat shall be used to evaluate student issues and create objectives and goals to address those issues. The retreat shall also be used for team building, introduction of new members and formation of a mission statement for the ASUI Senate.

4050.052 The ASUI Senate Retreat shall be held off-campus in a neutral location.

4010.060 The ASUI Senate shall hold an open reception before October 31 in the fall and by March 1 in the spring.

4010.061 The ASUI Senate Reception shall be used to introduce the senators to campus leaders and as an opportunity to inform campus leaders of current ASUI issues.

4010.062 Campus, community and civic leaders shall be invited. The ASUI Senate President Pro-Tempore shall be responsible for the planning of the ASUI Senate Reception with the assistance of the ASUI Administrative Assistant.

4010.063 ASUI Senate Meeting times and senate procedure issues regarding the ASUI Senate Reception are as detailed in the ASUI Senate Bylaws.

4010.070 The ASUI Senate shall have bylaws outlining its operation and procedure and may amend those bylaws by a two-thirds (2/3) vote. The ASUI Senate Bylaws shall be encoded in numerical order.

4010.080 The ASUI Senate may hold a pre-session before ASUI Senate Meetings. The senate pre-sessions can be used as an educational and/or informational session by individuals and groups as well as an opportunity for ASUI Senators to discuss the subject of the pre-session.

4010.081 A pre-session may be called as provided in Section 4020.030 of the ASUI Rules and Regulations.

4010.082 Procedural requirements of pre-sessions shall be as detailed in the ASUI Senate Bylaws.

4010.090 Any group of students, who hold regular meetings, may petition the ASUI Senate to have regular visits from a Senator.

4010.091 To qualify, the group must consist solely of fee paying students, and hold regular meetings at a consistent time on campus.

4010.092 The group must petition the ASUI Senate Pro-Tempore, in writing. Approval of said petition is left to the discretions of the Pro-Tempore (see sec 4020.080).

4010.093 Groups may request a Senator's presence for at least one meeting, but the request may last no longer than one semester. Groups may request this service as many consecutive semesters as they desire.

4010.094 Taking into account the length of the request, the Pro-Tempore shall create a rotating schedule of Senators, including the Pro-tempore, to attend the requested meetings.

#### **4020.000 ASUI Senate President Pro-Tempore**



4020.010 The ASUI Senate President Pro-Tempore shall serve as the department head and official spokesperson of the ASUI Senate.

4020.020 The ASUI Senate President Pro-Tempore shall be elected by simple majority at the first meeting of each new ASUI Senate as outlined in the ASUI Bylaws.

4020.021 ASUI Senate President Pro-Tempore elections may thereafter be called by two-thirds (2/3) vote of the ASUI Senate.

4020.030 The ASUI Senate President Pro-Tempore may call pre-session when deemed necessary or upon the request of the ASUI Senate, ASUI Vice President or ASUI President.

4020.040 The ASUI Senate President Pro-Tempore shall serve as chair of the Ways and Means Standing Committee and as an ex-officio, non-voting member on all ASUI standing committees.

4020.050 The ASUI Senate President Pro-Tempore shall be responsible for coordinating and organizing a leadership retreat for ASUI Senators and the ASUI Vice President as detailed in Section 4010.050 of the ASUI Rules and Regulations.

4020.060 The ASUI Senate President Pro-Tempore shall organize a philanthropy project that will make the ASUI Senate more visible in the Moscow Area.

4020.061 The ASUI Senate President Pro-Tempore shall submit a bill outlining the date, cost, times, location and duties of the philanthropy project. The ASUI Senate philanthropy project shall be adopted by the ASUI Senate majority vote and approval of the ASUI President.

4020.062 The ASUI Senate philanthropy project shall be held once every semester. The project shall be completed prior to the last ASUI Senate meeting of the semester.

4020.070 The ASUI Senate President Pro-Tempore shall attend Residence Hall Association, Panhellenic Council and Interfraternity Council Meetings every week in order to give a report and to listen to resident concerns.

4020.071 The ASUI Senate Pro-Tempore shall be assigned to fewer or no University living groups as defined in Section 4070.000 of the ASUI Rules and Regulations.

4020.072 The requirements in Series 4020.070 of the ASUI Rules and Regulations may be excused by the president or chair of the respective organization.

4020.073 If for any reason the ASUI Senate President Pro-Tempore is unable to attend any meeting, the ASUI Senate President Pro-Tempore may designate an ASUI Senate representative.

4020.080 If contacted in writing, by any group of students who hold regular meetings, requesting regular visits from a Senator, the Pro-Temp must respond within one week . Approval is completely at his or her discretion.

4020.081 If the request is approved, the Pro-Temp is responsible for notifying the Senate, creating a rotating schedule of all Senators to attend the requested meetings, and holding the Senate accountable for attending these meetings.

#### **4030.000 ASUI Senate Meetings**

4030.010 ASUI Senate Meetings shall be held each Wednesday of the regular academic year excluding academic breaks and finals week.

4030.020 ASUI Senators are required to attend each ASUI Senate Meeting. Attendance requirements are outlined in Series 4080.000 of the ASUI Rules and Regulations.

4030.030 Procedure for ASUI Senate Meetings shall be as provided in the ASUI Senate Bylaws.

4030.040 ASUI Senators are forbidden to call, text, or use their cell phones and other media related devices during Senate meetings.

4020.041 Under special and extreme circumstances a Senator can be allowed to use their cell phone. This privilege will be granted by the ASUI Vice-President.

#### **4040.000 Office Hours**

4040.010 Each ASUI Senator shall maintain at least five (5) office hours per week which are in a predefined schedule to be submitted to the ASUI Administrative Assistant no later than the second ASUI Senate meeting of the semester.

4040.011 All ASUI Senators will maintain one (1) common office hour per week. The ASUI Senate President Pro-Tempore will post one (1) common office hour at the beginning of each semester. Each ASUI Senator will be required to go to the common office hour unless excused by the Senate Pro-Tempore. This office hour will count towards the five (5) required office hours.

4040.012 ASUI Senator attendance of ASUI Standing Board meetings will count for up to two (2) office hours in a given pay period. It is the responsibility of the ASUI Senator to report these office hours to the Senate Pro-Tempore.

4040.020 ASUI Senate office hours shall be posted in plain view in the ASUI office. Office hours must be current and span at least one (1) week.

4040.030 An office hour credit toward Section 4040.010 of the ASUI Rules and Regulations must be fulfilled between 8:00 a.m. and 7:00 p.m., Monday-Friday.

4040.040 The ASUI Senate President Pro-Tempore will verify all ASUI Senator office hours with the exception of their own, which will be verified by the most senior ASUI Senator other than the ASUI Senate President Pro-Tempore.

4040.050 Attendance requirements for office hours shall be outlined in Series 4080.000 of the ASUI Rules and Regulations.

#### **4050.000 ASUI Senate Standing Committees**

4050.010 ASUI Senate Standing Committees shall meet every week at a regularly scheduled time, except for the ASUI Senate Finance Committee, which shall meet once a month to review the monthly finance statements unless a bill has been introduced to the committee. At such a time, the Finance Committee shall be required to meet twice a week until the bill receives a recommendation to the ASUI Senate. Times of ASUI Senate Standing Committee meetings shall be posted in a conspicuous place in the ASUI Office.

4050.011 When a committee is not considering legislation, they shall be required to meet and discuss individual projects and goals of committee members and consider potential legislation or other new business.

4050.012 If a committee has exhausted potential new business, the chair may send a written request to the ASUI Vice President for new business to be considered.

4050.020 The following apportionment of ASUI Senators to ASUI Senate Standing Committees will be used by the ASUI Vice President.

Finance – five (5)  
Government Operations and Appointments – four (4)  
Rules and Regulations – five (5)  
Ways and Means – four (4)

4050.030 Procedure, duties and authorities of ASUI Senate Standing Committees are as provided in the ASUI Senate Bylaws.

4050.040 Each ASUI Senator must attend all meetings of their assigned ASUI Senate Standing Committee.

4050.050 Attendance requirements for ASUI Senate Standing Committee meetings shall be outlined in Series 4080.000 of the ASUI Rules and Regulations.

#### **4060.000 ASUI Standing Boards and Senate Responsibilities**

4060.010 Each ASUI Senator shall be assigned to an ASUI Standing Board by the ASUI Vice President and choose an office responsibility outlined or approved by the ASUI Vice President..

4060.020 ASUI Senators shall report monthly in communication on their assigned ASUI Standing Board's activities. If more than one ASUI Senator is assigned to an ASUI Standing Board, the ASUI Senators may rotate this duty.

4060.030 ASUI Senators must attend all meetings of their assigned ASUI Standing Board and any subsidiary department meetings.

4060.031 The attendance requirement in Section 4060.030 of the ASUI Rules and Regulations may be waived at the discretion of the ASUI Standing Board Chair.

4060.040 Attendance requirements for ASUI Standing Board meetings shall be outlined in Series 4080.000 of the ASUI Rules and Regulations.

#### **4070.000 Living Group Representation**

4070.010 ASUI Senators shall be assigned and shall attend living group meetings to inform students of current ASUI Senate business, information of interest to students and up-coming ASUI sponsored events.

4070.020 Each ASUI Senator shall be assigned to University Residences and Greek chapters by the ASUI Vice President. One (1) ASUI Senator shall be assigned to represent the undergraduate students of Family Housing.

4070.021 The ASUI Senate President Pro-Tempore shall be assigned to fewer living groups than the rest of the ASUI Senate or none at all. Instead, the Pro-Tempore shall represent the Residence Hall Association, Panhellenic Council, ~~and~~ Interfraternity Council, and Off-Campus Student Council.

4070.022 Any Greek chapter or university residence hall may appeal their lack of representation and may be assigned an ASUI Senator by the ASUI Vice President for representation at the discretion of the ASUI Senate.

4070.030 Each ASUI Senator shall be required to visit each assigned living group a minimum of once every two (2) weeks, with the exception of academic breaks and summer sessions.

4070.031 Section 4070.030 of the ASUI Rules and Regulations may be waived at the discretion of the appropriate living group president.

4070.032 In addition to biweekly verbal reports, ASUI Senators shall deliver to their assigned living groups the ASUI Report, the most recent ASUI Senate minutes, and any other materials deemed appropriate by the ASUI Senate Pro-Tempore, in either printed or electronic format.

4070.033 On weeks when an ASUI Senator does not visit an assigned living group in person, i.e. every other week, an ASUI Senator must e-mail each assigned living group. The e-mail should contain any information normally delivered in a living group visit and other information required per the ASUI Senate Bylaws. If there is no information to be delivered, an ASUI Senator must notify their living group that there is no report for that week.

4070.040 Requirements for Family Housing representation are as follows:

4070.041 The ASUI Senator representing undergraduate Family Housing students shall attend all Associated South Side Housing meetings.

4070.042 The ASUI Senator representing Family Housing students shall post office hours and contact information in common recreational or living areas within the proximity of University Family Housing. Such information may also be distributed during monthly visits.

4070.050 Attendance requirements for living group representation meetings shall be outlined in Series 4080.000 of the ASUI Rules and Regulations.

#### **4080.000 Attendance Requirements**

4080.010 Each ASUI Senator shall attend all assigned ASUI Senate meetings, ASUI Senate Standing Committee meetings, ASUI Standing Board meetings and living group meetings.

4080.020 If an ASUI Senator is unable to attend, that senator is responsible for informing the chair or president of the respective board or organization, ~~the ASUI Vice President, and~~ the ASUI Senate President Pro-Tempore at least three hours in advance.

4080.021 Determination of whether an absence is excused or unexcused shall be made by the ASUI Senate President Pro Tempore for living group meetings, ASUI Senate meetings, ASUI board meetings and Senator office hours.

4080.0211 The Senate President Pro Tempore shall be responsible for keeping track of all Senator absences.

4080.0212 The Senate Pro Tempore shall be responsible for informing the ASUI Vice President when a Senator violates the attendance policy.

4080.0213 The ASUI Vice President shall be responsible for ensuring the Senate President Pro Tempore fulfills his or her obligations.

4080.0214 Any member of ASUI may request that the full Ways and Means Committee meet to determine whether an absence of a particular Senator shall be excused. Such a request must be

submitted in writing to the ASUI Vice President. If such a request is made, Ways and Means must meet within seven (7) days of receiving the request.

4080.022 If prior notification is not given by the ASUI Senator and/or not approved by the chair, the absence shall be classified as unexcused.

4080.023 If prior notification is given by the ASUI Senator and/or approved by the chair, the absence shall be classified as excused.

4080.030 If an ASUI Senator is more than 15 minutes late arriving to any meeting listed in Section 4080.010 of the ASUI Rules and Regulations, that senator shall receive a tardy unless excused by the ASUI Vice President for Senate meeting or the ASUI Senate President Pro Tempore for all other meetings.

4080.040 ~~Pending absences or upon failure to fulfill one's obligations, Senators will be administered demerits in accordance to the following standards:~~

- ~~Three (3) tardies = One (1) demerit~~
- ~~One (1) missed office hour = One (1) demerit~~
- ~~One (1) missed Senate pre session = One (1) demerit~~
- ~~One (1) missed Living Group Report = One (1) demerit~~
- ~~One (1) excused Senate absence = Two (2) demerits~~
- ~~One (1) unexcused Senate absence = Four (4) demerit~~

A senator shall receive three excused absences from attending any Senate related meetings or living groups. If a senator accrues more than three excused absences the senator shall be sent to the GOA Committee which will use its discretion to take appropriate disciplinary action.

4080.041 A senator shall not be permitted any unexcused absences from attending any Senate related meetings or living groups. If a senator fails to excuse an absence, the senator shall be sent to the Ways and Means Committee for disciplinary action at the discretion of the committee.

4080.042 Medically related absences are of a special nature and will not be counted toward a Senators absence total as they are recognized as an official reason for absence from the University, as per the University of Idaho Catalog, Part 3 Section M-1.

4080.043 If a senator states that he/she has reported to a living group during the weekly Senate meeting when in fact the senator did not report to the living group, the senator shall be sent to the Ways and Means Committee. The committee may then begin drafting articles of impeachment towards the senator in question.

~~4080.050 Any ASUI Senator who acquires One (1) or more demerits during a semester shall receive a verbal warning from the ASUI Vice President and/or the ASUI Senate President Pro Tempore as described in and per the procedure outlined in the ASUI Senate Bylaws. Senators shall be sent to Ways and Means Committee for an opportunity to appeal demerit(s) the following week. If not overturned, the committee shall notify the ASUI President and Senate President Pro Tempore of the demerit received for recording.~~

~~4080.060 Any ASUI Senator who eight (8) or more demerits during a semester which the Ways and Means committee deems justifiable shall appear in front of the Senate Ways and Means Committee who shall review the circumstances of the absences and determine whether or not disciplinary action needs to be taken.~~

~~4080.070 Any ASUI Senator who accrues two (2) or more unexcused absences eight (8) or more demerits during a semester may have a portion of their pay suspended per the following procedure:~~

~~4080.071~~ Once an absence a Senator receives eight demerits, the ASUI Vice President and the Senate Pro-Tempore shall compile evidence of the demerits and present that evidence to the Ways and Means Committee and recommend a suspension of pay. A majority vote by the Ways and Means Committee shall then determine the suspension of pay. The Senate Pro Tempore shall then inform the Senator in question of their decision to suspend a portion of their pay. In the event that the Senator in question is the Pro Tempore, the Vice Chair of the Ways and Means Committee shall stand in. The Vice Chair of that Senator's respective committee shall fill the vacancy on the Ways and Means Committee.

~~4080.072~~ 4080.043 In all cases where the Senator in question is a committee chair, the vice chair of their respective committee shall take their place in all Ways and Means discussions regarding their absences.

~~4080.074~~ The Senator facing potential suspension of pay shall have the opportunity to review all evidence used by the Ways and Means Committee and the Vice President, and present evidence and testimony to the contrary before the Ways and Means Committee.

~~4080.075~~ In the event that Ways and Means votes in favor of suspension of pay, the Senator in question may appeal to the full Senate.—

~~4080.751~~ Any appeal to the Senate must be submitted in writing to the ASUI Vice President within 24 hours of the decision of the Ways and Means Committee.

~~4080.752~~ All appeals to the Senate will be handled in executive session in the hour preceding the next regularly scheduled Senate meeting.

~~4080.753~~ The decision of the full Senate shall be final.

~~4080.076~~ Pay deductions shall occur as follows:

- ~~—————~~ Accumulation of eight (8) demerits, \$25.00 taken from pay
- ~~—————~~ Accumulation of ten (10) demerits \$50.00 taken from pay
- ~~—————~~ Accumulation of Twelve (12) or more demerits Senator will sacrifice entire pay period. Sixteen (16) or more demerits, Senator is subject to termination and removal from office. The Chairmen of the Ways and Means Committee shall draft a bill of termination to submit to the ASUI Senate for a vote.

~~4080.0761~~ All pay deductions shall be submitted for removal from the next possible pay cycle and shall last for one pay cycle.

#### **4090.000 Additional Responsibilities**

4090.010 As outlined in section 4010.090, a student group petitions the Senate Pro-Tempore, and the petition is approved, the ASUI Senate is responsible for sending a representative to the groups regularly scheduled meeting, for the requested amount of time.

4090.011 Upon being notified of their place in the rotation created by the Pro-Tempore, it is a senator's obligation to attend their assigned meeting. Failure to do so without a valid excuse will result in an unexcused absence.

4090.012 If unable to attend the aforementioned meeting, a senator must find a replacement 24 3 hours prior.

4090.013 Senators will attend the group meetings to inform students of current ASUI Senate business, information of interest to students and up-coming ASUI sponsored events. They will also be responsible for fielding questions at the meetings and relaying any information back to the Senate during the next regularly scheduled Senate session.

## **5000.000 ASUI BOARDS, COMMITTEES, DIRECTORS AND DEPARTMENTS**

### **5010.000 Appointment Process of ASUI Boards, Committees, and Departments**

5010.010 All ASUI standing board and director appointments shall be made by the ASUI President with the advice and consent of the ASUI Senate.

5010.020 All students appointed to ASUI standing boards and departments shall meet the requirements outlined in Section 1010.010 of the ASUI Rules & Regulations.

5010.030 The number of allotted positions on ASUI standing boards and committees, with the exception of the Chair and Vice Chair positions shall be outlined in the ASUI standing board's or committee's bylaws.

5010.040 Appointments to ASUI Departments shall be made at the discretion of the corresponding director, subject to review by the ASUI Chief of Staff and the ASUI President, with the advice and consent of the ASUI Senate.

5010.041 All appointments to ASUI Departments confirmed by the ASUI Senate serve at the pleasure of the ASUI President.

5010.042 All appointments to ASUI Departments last as long as the officer is a valid member of the ASUI and is subject to removal by the ASUI President or disappointment by the ASUI Senate.

### **5020.000 ASUI Standing Boards and their Subsidiary Coordinators**

5020.010 The ASUI standing boards and their subsidiary coordinators are listed below:

ASUI Funding Board  
Funding Board Vice Chair  
ASUI Idaho Commons and Union Board  
Vice ~~Board~~ Chair  
~~Commons~~ Coordinator  
~~Union~~ Coordinator  
ASUI Funding Board  
Funding Board Vice Chair  
ASUI Student Recreation Board  
Vice ~~Board~~ Chair  
ASUI Vandal Entertainment Board  
Films  
Small Concerts Chair  
Lectures & Performing Arts Chair  
~~Performing Arts~~  
Promotions Chair  
ASUI Communications Board  
Vice ~~Board~~ Chair  
~~Technical Director~~  
~~Radio Director~~  
Elections Coordinator(s)

**5030.000 Duties and Responsibilities of ASUI Standing Boards Chairs**

5030.010 Each ASUI standing board chair shall be responsible to the ASUI President for the proper administration of their standing board and its subsidiary coordinators.

5030.011 The chair shall ensure that the board and coordinators are knowledgeable of and working to fulfill the board's mission statement.

5030.012 All documents mentioned in Section 5050.040 of the ASUI Rules & Regulations must be approved by a two-thirds (2/3) vote of the ASUI Senate.

5030.13 Before any changes become official ASUI policy, all changes in the documents mentioned in Section 5040.020 of the ASUI Rules & Regulations must be approved by the affected ASUI coordinator's governing board.

5030.020 Each ASUI standing board chair shall be responsible for the proper supervision and administration of their standing board and subsidiary coordinator's budget.

5030.021 No ASUI standing board chair may allocate funds for purposes other than those budgeted by the ASUI senate.

5030.030 Each ASUI Standing Board Chair shall be responsible for providing at least ~~48~~ 24 hours notice of meetings to board members, subsidiary coordinators, and ASUI elected officials.

5030.040 Each standing board chair may suspend or dismiss any of their coordinators provided they consult with the ASUI President first.

5030.050 Each standing board chair may upon demonstration that board member has two (2) unexcused absences from board meetings, dismiss that board member, provided that the board chair has consulted with the ASUI President first. The ASUI President may overturn any dismissal.

5030.060 Each standing board chair shall be responsible for attending ASUI President's Cabinet meetings. If the chair is unable to attend, they shall be responsible for sending an informed member in their place.

5030.070 Each appointed ASUI board chair shall serve no less than ~~five (5)~~ six (6) office hours per week, which are in a predefined schedule to be submitted to the ASUI Administrative Assistant. The hours will be posted for public knowledge.

5030.080 All ASUI board chairs shall attend a diversity awareness training session each semester as defined in series 1040.000 of the ASUI Rules & Regulations.

**5040.000 Duties and Responsibilities of ASUI Standing Boards**

~~5040.010 Each ASUI standing board shall elect, from among its membership, a vice chair and a secretary unless provisions are made elsewhere for the appointment of these positions.~~

~~5040.011 The bylaws of each ASUI standing board shall describe the process for electing these positions and the duties of each.~~

~~5040.020 Each ASUI standing board shall submit bylaws to the ASUI President by November 1<sup>st</sup> of each year for submission the ASUI Senate for approval.~~



5040.030 Each ASUI standing board shall submit budget requests (when applicable) to the ASUI President by February 1<sup>st</sup>.

5040.031 No ASUI standing board may allocate funds for purposes other than those budgeted by the ASUI Senate.

5040.040 ~~Each ASUI standing board shall have the power to uphold or repeal the following actions:~~

- ~~1. The dismissal or suspension of a subsidiary coordinator by the ASUI standing board chair.~~
- ~~2. The dismissal or suspension of a board member by a coordinator.~~

5040.050 All decisions of ASUI standing boards are subject to review by the ASUI President and ASUI senate. (See section 4010.040 of the ASUI Rules & Regulations).

5040.060 Each board member shall attend meetings in accordance with attendance requirements outlined in the board's bylaws.

5040.070 ~~Each ASUI standing board shall solicit student body pertinent to the Board's mission.~~

#### **5050.000 Duties and Responsibilities of an ASUI Coordinator**

5050.010 ~~Each ASUI coordinator shall be responsible to the ASUI President and their governing standing board for the proper administration of their assigned duties.~~

5050.020 ~~Each ASUI coordinator shall be responsible to the ASUI President and their governing standing board for the proper supervision and administration of their budget.~~

5050.021 ~~No ASUI coordinator may allocate funds for purposes other than those budgeted by the ASUI Senate.~~

5050.030 ~~Each coordinator shall, by January 15 of each year, consult with their governing board concerning their budget and budget requests.~~

5050.040 ~~All decisions by the ASUI coordinators are subject to review by the ASUI President, ASUI senate, and their governing standing board. (See Section 4010.040 of the ASUI Rules and Regulations).~~

#### **5060.000 ASUI Student Organization Funding Board**

5060.010 ASUI Student Organization Funding Board shall consist of the following members appointed in accordance to Section 5010.000 of the ASUI Rules & Regulations.

1. Chair (votes only in case of tie)
2. Members outlined in Activities Funding Board Bylaws (voting member)
3. Vice Chair (voting member)
4. At least two ASUI Senator (voting members)

5060.020 The following members of the ASUI Funding Board shall receive a salary as determined by the ASUI Senate.

1. Chair
2. Vice Chair

5060.030 The ASUI Student Organization Funding Board Chair shall be responsible for the execution of the duties listed in Section 5030.000 of the ASUI Rules and Regulations.

5060.040 The ASUI Student Organization Funding Board Members must obey the regulations listed in Section 5040.000 of the ASUI Rules & Regulations.

5060.050 The ASUI Student Organization Funding Board Coordinators must obey the regulations listed in Section 5060.000 of the ASUI Rules & Regulations.

#### **5100.000 ASUI Idaho Commons and Union Board**

5100.010 The ASUI Commons and Union Board shall consist of the following members appointed in accordance to Section 5010.00 of the ASUI Rules & Regulations.

1. Chair (votes only in case of tie)
2. Vice Board Chair (voting member)
3. Members outlined in the Commons and Union Board Bylaws (voting members)
4. ICUB Commons Coordinator
5. ICUB Union Coordinator
6. ICUB Coordinators (voting members)
7. At least two ASUI Senator (voting members)

5100.020 The following members of the ASUI Commons and Union Board shall receive a salary as determined by the ASUI senate:

1. Chair
2. Vice Board Chair (voting member)
3. ICUB Coordinator (voting member)

5100.030 The ASUI Commons and Union Board Chair shall be responsible for the execution of the duties listed in section 5030.000 of the ASUI Rules & Regulations.

5100.040 The ASUI Commons and Union Board Members must obey the regulations listed in section 5040.000 of the ASUI Rules & Regulations.

5100.050 The ASUI Commons and Union Board Coordinator must obey the regulations listed in section 5050.000 of the ASUI Rules & Regulations.

#### **5110.000 ASUI Vandal Entertainment Board**

5110.010 The ASUI Vandal Entertainment Board shall consist of the following members appointed in accordance to section 5010.000 of the ASUI Rules & Regulations.

1. Chair/Large Concerts Coordinator (votes only in case of tie)
2. Members outlined in Productions Board Bylaws (voting members)
3. Films Coordinator (voting member)
4. Small Concerts Coordinator (voting member)
5. Lectures/ Performing Arts Coordinator (voting member)
6. Promotions Positions (voting members)
7. At least Two ASUI Senators (voting members)
8. Program Advisor (non-voting member)

5110.020 The following members of the ASUI Vandal Entertainment Board shall receive a salary as determined by the ASUI senate:

1. Chair/Large Concerts ~~Coordinator~~ Chair
2. Films ~~Coordinator~~ Chair

3. Small Concerts ~~Coordinator~~ Chair
4. Performing Arts Lectures ~~Coordinator~~ Chair
5. ~~Coordinator~~
6. Promotions ~~Coordinator~~ Chair
7. ~~Graphic Designer~~

5110.030 Duties of the ASUI Vandal Entertainment Board Chair shall be responsible for the execution of the duties listed in section 5030.000 of the ASUI Rules & Regulations.

5110.040 The ASUI Vandal Entertainment Board members must obey the regulations listed in sections 5040.000 of the ASUI Rules & Regulations.

5110.050 Duties of the ASUI Vandal Entertainment Board Coordinators must obey the regulations listed in section 5050.000 of the ASUI Rules & Regulations.

### **5120.000 ASUI Student Recreation Board**

5120.010 The ASUI Student Recreation Board shall consist of the following members appointed in accordance to Section 5010.00 of the ASUI Rules & Regulations.

1. Chair (votes only in case of tie)
2. Members outlined in the Student Recreation Board Bylaws (voting members)
3. Board Vice Chair ~~Coordinator~~ (voting member)
4. At least Two ASUI Senators (voting members)

5120.020 The following members of the ASUI Student Recreation Board shall receive a salary as determined by the ASUI senate:

1. Chair
2. Board Vice Chair

5120.030 The ASUI Student Recreation Board Chair shall be responsible for the execution of the duties listed in section 5030.000 of the ASUI Rules & Regulations.

5120.040 The ASUI Student Recreation Board Members must obey the regulations listed in section 5040.000 of the ASUI Rules & Regulations.

5120.050 The ASUI Student Recreation Board Coordinator must obey the regulations listed in section 5050.000 of the ASUI Rules & Regulations.

### **5130.000 ASUI Communications Board**

5130.010 The ASUI Communications Board shall consist of the following members appointed in accordance to Section 5010.000 of the ASUI Rules & Regulations.

1. Chair (votes only in case of tie)
2. Vice Board Chair
3. Web Coordinator
4. Election Coordinator(s)

5. Community Relations

~~3. Technical Director~~

~~4. Radio Director~~

5130.020 The following members of the ASUI Communications Board shall receive a salary as determined by the ASUI Senate.

1. Chair

2. Vice Board Chair

3. Web Coordinator

4. Election Coordinator(s)

5. Community Relations

~~3. Technical Director~~

~~4. Radio Director~~

5130.030 The ASUI Communications Board Chair shall be responsible for the execution of the duties listed in Section 5030.000 of the ASUI Rules & Regulations.

5130.040 The ASUI Communications Board Members must obey the regulations listed in Section 5040.000 of the ASUI Rules & Regulations

5130.050 The ASUI Communications Board Directors must obey the regulations listed in Section 5150.000 of the ASUI Rules & Regulations.

**~~5140.000 Student Computing Advisory Committee~~**

5140.010 ~~The Student Computing Advisory Committee (SCAC) shall make recommendations to the Vice Provost for Outreach and Technologies on policies and procedures related to student computing technology. These may include any of the following actions: review of operations, budgets, services, and needs for student computing; prioritizing financial expenditures; and assisting in the development of long-term planning.~~

5140.020 ~~The ASUI Vice President shall serve as co-chair of the SCAC, along with a faculty member.~~

5140.021 ~~The ASUI Vice President shall be responsible for the proper dissemination of information and solicitation of student opinion and feedback regarding actions listed in section 5120.010 of the ASUI Rules & Regulations.~~

5140.022 ~~The ASUI President shall appoint four (4) student members to the committee that represent diverse colleges and departments of the University of Idaho. One (1) student member shall represent the Graduate Student Association. These appointments shall be forwarded to the Office of the Vice Provost for Outreach and Technologies for final confirmation and shall be for a term of one (1) year.~~

5140.023 ~~The Office of the Vice Provost for Outreach and Technologies and/or Faculty Council shall appoint three (3) faculty members to the committee.~~

5140.030 ~~Series 5120.000 of the ASUI Rules & Regulations may only be amended with the expressed written consent of the Faculty Council.~~

## **5150.000 ASUI Directors**

5150.010 The ASUI Directors are listed below:

ASUI Director of Academics  
ASUI Director of Policy  
ASUI Director of Athletics  
ASUI Director of Communications  
~~ASUI Director of Community Relations~~  
ASUI Director of Diversity Affairs  
ASUI Director of Health and Wellness  
ASUI Director of Safety and Violence Prevention  
ASUI Director of Sustainability

### 5150.020 Duties and Responsibilities of ASUI Directors

5150.021 Each ASUI director shall be responsible to the ASUI President for the proper administration of their assigned duties and job description.

5150.022 Each ASUI Director that leads an ASUI Department as specified by the ASUI Rules and Regulations shall be responsible to the ASUI President for the proper administration of their budget and staff.

5150.024 The ASUI Director shall ensure that the department officers are knowledgeable and working to discharge the department's duties.

5150.025 Any decision by an ASUI Department or Director can be overturned by executive order of the ASUI President.

5150.026 ASUI Departments must meet at least once (1) a month to discuss any matter determined by the ASUI Department's director or his/her designee.

5150.027 Each ASUI Department's director may suspend or dismiss their officers provided they consult with the ASUI Chief of Staff first.

5150.028 Each ASUI Department's director is required to submit a monthly report to the ASUI Finance Committee Chairperson detailing expenditures of the department budget.

~~5150.029 Each ASUI Department's director is required to submit a monthly report to the ASUI Senate President Pro Tempore detailing any administrative policy changes and departmental action.~~

5150.030 No ASUI director may allocate funds for purposes other than those budgeted by the ASUI senate.

5150.031 Each ASUI director shall be responsible for reporting to the ASUI senate once per month while the ASUI senate is in session.

5150.032 Each ASUI director shall be responsible for attending ASUI President's cabinet meetings.

5150.033 Each ASUI director shall serve no less than five (5) office hours per week, which are in a predefined schedule to be submitted to the ASUI administrative assistant. The hours will be posted for public notice.

5150.034 All ASUI directors shall attend a diversity awareness training session each semester as defined in series 1040.000 of the ASUI Rules and Regulations.

## **6000.000 JUDICIAL**

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## **6010.000 University Judicial Council**

~~6010.010 Membership~~ The University Judicial Council shall be broadly representative of the academic community. The council shall consist of eleven members (five (5) faculty members and six (6) student members). The five (5) undergraduate student members shall be appointed by the ASUI President with the advice and consent of the ASUI Senate.

~~6010.011~~ The University Judicial Council shall consist of the following undergraduate student members:

Positions A, B, C, D, and E

~~6010.020 Term of Office~~ Members of the University Judicial Council shall be appointed for a term of one (1) year.

## **6020.000 Jurisdiction**

~~6020.010~~ The University Judicial Council has original jurisdiction in the following instances: (a) any violation of the "Student Code of Conduct" that may not be appropriately handled within the living group disciplinary body (see Faculty Staff Handbook); (b) any violation of ASUI Rules & Regulations not specifically designated to be heard elsewhere; (c) any matter that a living group disciplinary body declines to hear (see Faculty Staff Handbook).

~~6020.020~~ The University Judicial Council has appellate jurisdiction over decisions of living group disciplinary bodies (see Faculty Staff Handbook).

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## **6030.000 Range of Sanctions**

~~6030.010~~ The University Judicial Council has the full range of sanctions set forth in the "Student Code of Conduct."

# **7000.000 FINANCIAL PROCEDURES**

## **7010.000 Budgeting Procedures**

~~7010.010~~ By the last Friday of Dead Week of the Fall semester, the ASUI President and the ASUI Business Advisor shall meet and send budget request to all ASUI departments. The budget request forms shall contain the ASUI Budget allocations from the current fiscal year and space for the department head to complete their proposed budget. By the end of the 2nd week of February of each year, the ASUI President, Director Administration & Fiscal Operations and ASUI Senate Finance Committee shall consult with the ASUI department heads. The ASUI President shall submit a budget to the ASUI Senate Finance Committee by March 15 of each year.

~~7010.011~~ The ASUI Senate Finance committee shall meet weekly beginning the second week in March of each year.

~~7010.012~~ The ASUI Senate Finance Committee Chair and members shall periodically inform the ASUI Senate verbally and in writing concerning the ASUI Senate Finance Committee's progress on the budget.

~~7010.013~~ The ASUI Senate Finance Committee Chair and members shall meet with the different ASUI department heads to discuss the ASUI Budget.

7010.020 Before April 1, the ASUI Senate Finance Committee shall hold a public hearing. All ASUI senators shall be required to attend this hearing unless excused by the ASUI Senate Finance Committee Chair. ASUI departments shall attend at their scheduled time to give a presentation and answer questions concerning their budget. All persons requesting to testify may do so at this public hearing. The ASUI Senate Finance Committee may then make such revisions to the budget as it deems necessary.

7010.030 The ASUI Senate Finance Committee shall then submit the budget to the ASUI Senate, who may make such amendments as it deems necessary. The budget must pass by simple majority.

7010.040 The ASUI shall receive its funding from student fees through an allocation of the Associated Student Fee Committee (ASFC, section 7080.00 of the ASUI Rules & Regulations).

7010.050 The ASUI shall submit an application for fee support to the ASFC before the third Tuesday in January of each year, detailing the following:

1. Name of the Organization (ASUI).
2. Complete address, phone number, e-mail and homepage address.
3. Names of officers and representatives of the ASUI, their position within the ASUI, their addresses, phone numbers and e-mail address.
4. The ASUI University budget number.
5. The major goals and purposes of the ASUI.
6. Program descriptions, including:
  - \* Mission Statement or purpose,
  - \* Description of activities and/or services provided by the organization during the academic year prior to application and, if appropriate, a “calendar of events”.
  - \* Description of activities and/or services that will be provided with the funding increases applied for.
  - \* Evidence that the organization has the resources, expertise and commitment needed to carry out the program described above.
  - \* Explanation of how the program coordinates activities with complementary activities of other organizations.
  - \* Any additional information that would assist the AS Fee Committee in making any decisions.
7. Budgets
8. Total AS Fee request (complete dollar amount requested for the applicable time period. The ASFC will calculate the allocation per student. Please request a specific dollar amount.
9. Indication of current year-end carry forwards and/or year-end reserves, if any.
10. Show an itemized budget report for the period previous to the one being applied for. This report should be updated to reflect actual budget activity for that period. Include a description of all current and past funding.
11. Proposed budget for the applicable period with as detailed an itemization as possible.
12. Percentage of total budget funded by AS Fees.
13. Contingency plans in case funding request is denied.

## **7020.000 Budget Structure**

7020.010 Each subsidiary ASUI department shall have its own operating budget.

7020.011 Each subsidiary ASUI department shall have an operation section of its budget. This section will include all salaries, irregular help, operating expenses, capital outlay, income and subsidy.

7020.020 The ASUI Senate shall maintain the following budget structure and operating guidelines:

7020.021 The ASUI Senate Budget shall be designed to cover the fiscal year of operations (July-June).

7020.022 Temporary Student, Fringe, Travel, and Capital Outlay expenses shall cover the full year.

7020.023 All operating expenses budgeted for the ASUI Senate shall be budgeted based on the guideline of using 50% of budgeted amounts in each semester. The ASUI Senate Finance Chair and the Director Administration & Fiscal Operations must approve any expenditure that will go beyond 50% of the amount budgeted.

7020.024 ~~The photographic service shall be used 50% in each semester. The amount of photographs purchased each semester shall be: one for each ASUI Senator, one group photo, one photo for the ASUI Vice President, one for the ASUI President, and one of the ASUI Vice President and ASUI President together. Any additional photos requested by the ASUI Senators, ASUI Vice President, or ASUI President shall be paid individually.~~

7020.025 ~~The photocopying service shall be used 50% in each semester. Photocopying service is any photocopying needs at the Copy Center that the current photocopier in the ASUI Senate Office does not provide.~~

7020.026 Any special projects or bills with appropriations shall be required to include a summary budget with estimated expenditures. The Director Administration & Fiscal Operations will maintain an itemized report of actual costs for special projects and bills with appropriations and the ASUI Senate Finance Chair shall have access to these reports.

7020.030 The ASUI President shall maintain the following budget structure and operating guidelines:

7020.031 NVA001 shall be designed to cover the full fiscal year of operations (July-June).

7020.032 Temporary Student, Fringe, Capital Outlay, and Telephone Local Service expenses shall cover the full year.

7020.033 Travel expenses, as budgeted for the year, shall be itemized as incurred. The itemization used in the budget process shall be utilized. The following trips and attendees shall be maintained:

1. Alumni Association: ASUI President, 2 trips.
2. Idaho Foundation: ASUI President, 2 trips.
3. Legislature: ASUI President, 2 trips.
4. Legislature: ASUI Vice President, 1 trip.
5. State Board of Education: ASUI President, 7 trips.
6. Legislative Breakfast: ASUI President, ASUI Vice President, ASUI Senators and invitees.
7. Association/Conference Meeting: ASUI President, 1 trip.

Any additional attendees other than those listed above shall be required to personally pay for the trips or have money appropriated from an ASUI Senate bill. Any budgeted monies not utilized can be used at the discretion of the ASUI President.

7020.034 All other expenses shall be used on the guideline of using 50% of the budgeted amount per semester. The ASUI Senate Finance Committee Chair, the ASUI President and the Director Administration & Fiscal Operations must approve any expenditure that will go beyond 50% of the amount budgeted.

7020.035 The ASUI Executive Branch may have special projects or public relations campaigns. Any special projects or bills with appropriations shall be required to include a summary budget with estimated expenditures. The Director Administration & Fiscal Operations will maintain an itemized report of actual costs for special projects and bills with appropriations and the ASUI Senate Finance Committee Chair shall have access to these reports.

## **7030.000 ASUI Reserve Accounts**



7030.010 There shall be an ASUI General Reserve Account, and an ASUI Equipment Replacement Reserve Account, and an ASUI Special Allocations Account, each with separate budget numbers.

7030.011 The ASUI General Reserve Account shall not fall below 5% of the revenues of the ASUI for the current fiscal year unless the expenditure (s) that would cause it to drop below that amount are approved by a 3/4 vote of the ASUI Senate.

7030.012 ASUI Equipment Replacement Reserve Account. Each July 1 all funds in this account shall be carried over to the next fiscal year. This account shall be used to repair and replace ASUI equipment. This account shall not be used to reimburse unauthorized repairs made by a department from budgeted funds.

7030.013 ASUI Special Allocations Account. This account shall be used to transfer money through for any expenditure outside of existing ASUI budgets. There shall be no residual balance after specially dedicated funds have been expended in this account.

7030.014 Any ASUI student who receives funds directly from the ASUI Senate, for the purpose of travel and accommodations, shall be responsible for providing the ASUI Senate a written and oral report, and a report to their respective organization, as determined by the sponsor(s) of the of the requirements of the original bill, detailing how the ASUI benefited. The recipients of the ASUI funds shall submit the proper materials within three (3) weeks upon the students return.

7030.020 There shall be an ASUI-Dean Vettrus Scholarship fund. This Scholarship shall be held by the University of Idaho Foundation and distributed by the ASUI Academics Board at the Annual ASUI Leadership Awards Ceremony. All interest received from the ASUI General Reserve shall upon receipt be transferred to the ASUI-Dean Vettrus Scholarship Fund by the ASUI Business Manager.

7030.021 The Dean Vettrus Scholarship will be awarded in the amount of:

\$200 divided equally to the two (2) most Outstanding Freshman;

\$500 divided equally to the five (5) most Outstanding Sophomores;

\$800 divided equally to the four (4) most Outstanding Juniors.

The committees will select the most outstanding to be awarded. Awards are given in honor of Dean Vettrus.

#### **7040.000 Organizational Funding Account**

7040.010 The ASUI shall establish and maintain an ASUI Organizational Funding Account. This account shall be designated the Organizational Funding Budget in the ASUI General Operating Budget.

7040.020 Purpose. The purpose of this account shall be to budget funds for organizations other than official ASUI departments.

7040.030 Eligibility. Any campus organization other than official ASUI departments shall be eligible for funding within the ASUI Organizational Funding Account only by following the budgeting procedures outlined in Section 7040.040 of the ASUI Rules & Regulations.

7040.040 Procedure. Organizations desiring to be funded in the ASUI Organizational Funding Account shall present budget requests to the ASUI President following the budgeting procedure outlined in Section 7010.000 of the ASUI Rules & Regulations.

7040.041 The ASUI President and ASUI Senate shall line item each organization to be funded within the ASUI Organizational Funding budget.

7040.042 Any group that can meet ASUI ~~Activities~~ Funding Board guidelines for funding, except Graduate Student Association and Student Bar Association, shall be required to register as a campus organization and apply for ASUI Activities Board or ASUI Recreational Advisory Board funding before the ASUI Senate may consider additional funding requests.

7040.043 A representative of each group eligible for ASUI ~~Activities~~ Funding Board funding and requesting additional organizational funding from the ASUI shall present documents providing amounts of ASUI Activities Board or Recreational Advisory Board funding or denial thereof to the ASUI President and the ASUI Senate.

7040.044 All funds allocated within the ASUI Organizational Funding Account shall be subject to disbursement and spending procedures set up by the University Controller's Office and the ASUI Business Advisor.

7040.045 The ASUI President and the ASUI Senate shall have the authority to allocate funds to groups deemed ineligible for ASUI Activities Board funding by the ASUI Activities Board within this account.

### **7050.000 Graduate and Professional Student Association Funding**

7050.010 The ASUI shall recognize the GPSA as the official representative body of Graduate Students and the SBA as the official representative body for those enrolled in the College of Law. The GPSA and SBA shall be funded through separate designated accounts.

7050.020 GPSA and SBA funding shall be determined by an allocation through the Associated Student Fee Committee.

7050.030 By arrangement with GPSA leadership, GPSA agrees to pay for the services of the Director Administration & Fiscal Operations and the Student Union accountant as negotiated between the Idaho Commons and Student Union Director, the ASUI President and the GPSA President. GPSA will be billed for the Director Administration & Fiscal Operations services at the beginning of each fall semester.

7050.040 By arrangement with GPSA leadership, GPSA agrees to pay future costs that may be allocated down by the University to cover administrative costs associated with the according to the formula in Section 7050.040 of the ASUI Rules & Regulations to cover administrative costs associated with their allocated resources.

7050.050 There shall be special provisions for amendment of sections 7050.020 through 7050.050 of the ASUI Rules & Regulations. They shall be as follows (1) The amendment must pass by a 3/4 vote of the ASUI Senate (2) The Graduate Student council must approve the changes by a simple majority vote and (3) the Student Bar Association must approve the changes by a simple majority vote.

### **7060.000 ASUI Special Allocations Account**

7060.010 The ASUI Special Allocations Account shall be used as a transfer account for any expenditure out of existing ASUI Budgets.

7060.020 These funds shall be used only for those expenditures approved by the ASUI President and ASUI Senate.

7060.030 All residual balances from specially dedicated funds shall revert to the ASUI General Reserve Account).

### **7070.000 ASUI Subsidiary Departments Budget Procedures**

7070.010 Budget heads may request expense fund transfers between expense line items within the same budget. The ~~Budget Manager, ASUI Business Advisor~~ Director of Finance and the ASUI President must authorize requests before the expenditure is incurred.

7070.020 The maximum amount of funds transferable (see Section 7070.010 of the ASUI Rules & Regulations) is \$250.00 per major expense categories, per fiscal year. Amounts over the \$250.00 limit require ASUI Senate approval.

#### **7080.000 The Associated Student Fee Committee**

7080.010 The Associated Student Fee Committee (ASFC) shall annually review all dedicated student activity fees, the uses and history of such fees, any and all proposals for dedicated student activity fee alterations and the overall state of student fees at the University of Idaho.

7080.020 The ASFC internal operation and overall composition shall be governed by the Memorandum of Understanding between ASUI, GPSA, and SBA.

7080.030 The ASFC shall hold regular, public, student fee hearings, in which the committee shall review individual fee proposals from university departments whose operations are associated with dedicated student activity fees.

7080.031 The ASFC, in coordination with financial and student affairs administrators, shall notify all such departments, regarding the deadlines associated with submitting their fee proposals to the ASFC for review. The ASFC shall send such notification at least two ~~(3)~~ (2) weeks prior to the first ASFC fee hearing.

7080.040 The ASUI members of the ASFC ASUI representation shall be comprised of the following members:

1. ASUI President (Chair)
2. Two (2) ASUI representatives selected by the President in consultation with the Senate President Pro-Tempore
3. ASUI Senate Finance Chairperson
5. GPSA President or designee
6. One (1)-GPSA Representative
7. SBA President or designee

7080.050 The ASFC shall consult regularly with the Vice President of Finance, Director of the Budget Office and the highest ranking student affairs administrator, to gain insight into the current issues surrounding student fees. These administrators shall act in an advisory role for the members of the ASFC.

7080.060 Upon the thorough review of all individual fee proposals, the ASFC shall craft a formal dedicated activity fee recommendation to be submitted to the University President. The ASFC, shall strive to reach consensus on a final fee recommendation, but may formally approve a recommendation with a 5/7 vote of its membership.

#### **7090.000 Associated Student Fees**

7090.010 Associated Student Fees shall be established by the Associated Student Fee Committee (ASFC), the University of Idaho Chief Executive Officer, and the Idaho State Board of Education, and published in the University Catalog. All regularly enrolled full-time and part-time undergraduate, graduate, and law students shall pay the AS Fees. Full-time and part-time non-matriculated students shall also pay the appropriate AS Fee. Payment of AS Fees shall be required for participation in the ASUI, Graduate Student Association (GSA), or Student Bar Association (SBA).

7090.020 For the purpose of determining membership in the ASUI, the ASUI membership fees shall be defined as including: the fees for Student Union and Idaho Commons operations, and the Associated Student Fees.

7090.021 If a member withdraws from the University of Idaho, the amount of the ASUI fee that the member is entitled to have refunded shall be consistent with the University of Idaho fee refund policy as outlined in the General Catalog.

### **7100.000 Student Access to ASUI Budgets**

7100.010 All ASUI budgets and account balances shall be made available for student review in both hardcopy format at the ASUI Secretary's desk and on the ASUI website.

7100.020 All budget and account statements shall be kept up-to-date on a monthly basis; current statements shall be available by request.

### **7110.000 ASUI Senate Programming Account**

7110.010 The ASUI Senate Programming Account shall be used as a funding account for requests for funds from outside groups, ASUI Senate retreats and events, and other expenses the ASUI Senate deems necessary.

~~7110.020 Groups requesting funds from the ASUI Senate Programming Account must submit a completed request form and adhere to the "ASUI Senate Programming Budget Funds Hearing Rules and Guidelines" to be eligible for funds.~~

7110.030 The ASUI Senate and other entities within ASUI are not required to submit a request form to receive funds, but must still submit a bill requesting funds that will be reviewed by the ASUI Senate Finance committee.

## **8000.000 APPOINTMENT PROCEDURES**

### **8010.000 Appointed Positions**

8010.010 All ASUI positions, other than professional employees and board coordinators that receive payment as outlined in the ASUI Budget must be appointed by the ASUI President with the advice and consent of the ASUI Senate.

8010.020 All paid positions must be approved in bill form.

8010.030 Paid position bills shall contain a section which states the name of the appointee and the title of the paid position.

8010.040 Appointees shall serve at the pleasure of the ASUI President and their term shall otherwise last until the end of the ASUI President's term unless otherwise stated in the ASUI Rules and Regulations.

8010.050 The following positions are subject to the procedures outlined in this section of the ASUI Rules and Regulations:

~~ASUI Parliamentarian~~ Adjutant

~~ASUI Presidential Policy Advisor~~ Director of Policy

ASUI President's Chief of Staff

ASUI Faculty ~~Council~~ Senate Member

ASUI Lobbyist

ASUI Elections Coordinator

ASUI ~~Attorney General~~ Student Defender

### **8020.000 Advertising**

8020.010 The ASUI Communications Chair is responsible for advertising all open positions in the ASUI Government.

8020.020 The day spring election campaigning begins, all Board Chair positions and Directorships shall be advertised in the Argonaut, on the flat screens in the Commons, and on the ASUI Website for a period of no less than four (4) consecutive weeks.

8020.030 Upon the opening of a Board Chair position(s) or a Directorship(s), the ASUI Communications Chair shall advertise the position(s) in the Argonaut, on the flat screens in the Commons, and on the ASUI Website for a period of no less than two (2) weeks.

### **8030.000 Executive Procedures**

8030.010 Upon receiving an application(s) for an open position(s) within the ASUI Government, the President's Chief of Staff shall review the application, conduct an interview(s) as needed, and forward the application(s) on to the ASUI President.

8030.020 The ASUI President shall review the application(s) forwarded by the Chief of Staff, conduct interviews as needed, and forward one (1) candidate on to the ASUI Senate.

8030.030 The ASUI President shall submit one (1) copy of the said candidate's application, the number of other applicants vying for the desired position, and a brief letter of recommendation to the Government Operations and Appointments Committee Chair of the ASUI Senate.

8030.040 The ASUI President shall submit no fewer than two (2) paragraphs concerning each potential appointee to the Government Operations and Appointments Committee. These paragraphs are to be submitted at the time each appointment bill is presented to the GOA Committee and must contain the following information: the candidates, office appointed to and qualifications.

8030.050 The ASUI President shall submit the names of his/her appointees no later than two (2) weeks prior to the appointment dates specified in Section 8060.000 of the ASUI Rules and Regulations.

8030.060 The ASUI President shall request his/her Chief of Staff and Policy Advisor to assist in sending the GOA committee any contact or applicant information available for all nominees. This information should be submitted in writing at the time each appointment bill is presented to the GOA Committee.

8030.070 The ASUI President shall create an appointment list of non-salaried ASUI positions beginning with the first appointment of the ASUI President's term and continuing numerically to the end of the ASUI President's term. Each appointment shall be submitted along with the following information in the following order: Name, office appointed to, expected date of graduation, major, phone number, board position and date term ends. These appointments shall be approved under the order of business entitled "Approval of Appointments".

8030.80 Applicants to ASUI paid positions cannot work for a period longer than two (2) weeks before they are approved by the ASUI Senate.

### **8040.000 Legislative Procedures**

8040.010 Upon receiving an appointment bill along with a copy of the respective candidate's application, the number of other applicants vying for the desired position, and a brief letter of recommendation, the Government Operations and Appointments Committee Chair will contact the candidate to organize a time and place for an interview with the Government Operations and Appointments Committee, as needed.

8040.020 Government Operations and Appointments Committee will submit (in writing) to the ASUI President the committee's recommendation regarding the candidate and the reasons for that recommendation as well as the minutes of the committee's interview with the respective candidate if an interview occurred.

### **8050.000 Senate Appointments**

8050.010 Following the declaration of a senate vacancy(s), the ASUI Vice President shall advertise the open senate position in the Argonaut, the flat screens in the commons, and the ASUI Website for a period of no less than two (2) weeks . The ASUI President shall then have one (1) week to interview all applicants, and forward nominees to the ASUI Senate. The ASUI Senate will then appoint new ASUI Senator(s) at the next regularly scheduled ASUI Senate meeting. The time requirement shall be altered accordingly in respect to academic breaks and summer session.

8050.020 Vacancies occurring in the ASUI Senate shall be filled by the ASUI President submitting three (3) nominees with one (1) nominee deemed the presidential nominee. The ASUI Senate shall interview the nominees in a pre-session called for that purpose and shall appoint their choice to fill the vacancy in bill form. In the event that more than one (1) vacancy exists the ASUI President shall submit two (2) additional nominees per vacancy, with the appropriate number of presidential nominees indicated.

8050.030 In the event that all nominees are rejected, the ASUI Senate shall request three (3) additional nominees from the ASUI President. The appointment process shall begin again with a fresh pool of candidates. This pool may contain previous applicants for the vacant ASUI Senate seat(s).

### **8060.000 Appointment Timeline**

8060.010 The ASUI President shall submit to the ASUI Senate his/her nominee for the position of ASUI Lobbyist by the last ASUI Senate meeting of the fall semester.

8060.020 The ASUI President shall submit his/her nominee for the position of Faculty Council Member by the last ASUI Senate meeting in September for the Faculty Council position appointed for the academic year.

8060.030 The newly elected ASUI President shall submit to the ASUI Senate his/her nominee for the position of ASUI Attorney General by the first meeting of the newly appointed fall ASUI Senate.

8060.040 The ASUI President shall submit to the ASUI Senate his/her nominee for the position of Election Coordinator no later than six (6) weeks prior to Elections.

## **9000.000 ASUI CODE OF CONDUCT**

### **9010.000 ASUI Mission Statement**

9010.010 The ASUI shall represent the interests of all enrolled students at the University of Idaho to the University of Idaho departments and administration, Board of Regents/State Board of Education and the State Legislature.

9010.020 The ASUI shall provide extensive services, activities, educational activities and initiatives through legislation, resolutions, lobbying efforts and programming.

9010.030 The ASUI shall provide a ~~forum~~ open house for an open exchange of ideas and opinions.

9010.040 The ASUI shall be governed by responsible decisions and adherence to the laws that govern it.

9010.050 The ASUI shall maintain fiscal responsibility with student-generated funds to organize and promote activities of interest to its constituents.

9010.060 The ASUI shall provide leadership opportunities for all students currently enrolled at the University of Idaho.

9010.070 The ASUI shall be responsive to changing students' issues, needs, and interests.

9010.080 The ASUI shall inform students of current issues at the local, state and national levels that may affect their educational experiences.

9010.090 The ASUI shall advocate students' rights at all levels.

9010.100 The ASUI shall strive to make each student's voice heard within the government structure.

### **9020.000 Goals of ASUI Officials**

9020.010 I will place the interest of the membership of ASUI above my personal goals and values and will clearly distinguish between statements that represent my personal views and those of the ASUI. I also recognize that my primary focus at the University of Idaho is to further my education.

9020.020 I will read and seek to understand the Constitution, Bylaws, and Rules and Regulations of the ASUI upon accepting my position of responsibility and will act in accordance with the spirit and intent of those documents.

9020.030 I will acknowledge and make public any potential conflict of interest arising from my other involvements. In order to create an environment of public trust, I will avoid those actions and positions that may appear to be conflicts of interest.

9020.040 I will work to uphold a positive image of the ASUI.

9020.050 Recognizing that student leaders serve as role models, I will refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination, and other forms of conduct prohibited by the University of Idaho Student Code of Conduct, ASUI Rules and Regulations, Bylaws, Constitution, and laws of the State of Idaho.

9020.060 I will not misuse the tangible and intangible resources of the ASUI for personal gain. I will follow the approved policies for bringing about change as stated in the Constitution, Bylaws and Rules and Regulations of the ASUI.

### **9030.000 Treatment of Colleagues**

9030.010 I will demonstrate professional courtesy, emphasizing respect for others and their opinions.

9030.020 I will explore just methods of resolving conflict.

9030.030 I will communicate openly and honestly in carrying out my responsibilities to the ASUI.

9030.040 I will recognize a fair decision making process which acknowledges and respects both majority and minority voices.

9030.050 I will support each individual's endeavors to fulfill the duties of their position.

9030.060 I will objectively evaluate the opinions and actions of others.

9030.070 I will not tolerate language or actions that may discriminate against or devalue any individual student, group or students, or student organizations.

#### **9040.000 Obligations to the Students of the University of Idaho**

9040.010 I will be attentive and receptive to the diverse views and needs of my constituency.

9040.020 I will actively promote open, two-way communication between the ASUI leadership and the students we serve.

9040.030 I will use my powers and resources to advance the interest of the students of the University of Idaho.

9040.040 I will view my role as more than representation of student values; I will strive to serve as a strong advocate for students, provide leadership in times of controversy, and insure that all viewpoints, however controversial, are recognized.

9040.050 In order to foster a fair and objective decision-making process throughout the ASUI, I will seek out relevant facts and opinions before decisions are made.

9040.060 I will present an accurate portrayal of the nature and extent of my qualifications and competencies when applying for positions within ASUI and when representing the University of Idaho.

#### **9050.000 Leadership Development**

9050.010 I will continue my personal development as a student leader by acquiring a new knowledge, improving my skills, sharing ideas and information, and participating in the meetings and affairs of ASUI.

9050.020 I will encourage and facilitate the leadership development of those students whom I supervise and/or with whom I work in the provision of programs and services.

#### **9060.000 Declaration of Commitment**

9060.010 I will hold myself and my fellow senators accountable to these ideals.

#### **9070.000 Violations**

9070.010 The violation of any section in Series 9020.000 of the ASUI Rules and Regulations by any ASUI official shall be dealt with according to the procedures defined in the ASUI Rules and Regulations and ASUI Senate Bylaws.

### **10000.000 ASUI PROFESSIONAL EMPLOYEES**

#### **10010.000 Idaho Commons and Student Union Director**

The Idaho Commons and Student Union Director is responsible for the management of programs, services and facilities in conjunction with the ASUI Idaho Commons and Union Board. The Director is to bring all significant policy and procedure issues to the Board for review and actively involve the Board in all aspects of Union operations and management. The Director's Office is the primary institutional office in providing



administrative support for ASUI functions. The Director is ultimately responsible for working with ASUI leadership in establishing environments and programs conducive to the community and student development, through mechanisms that incorporate and enhance student expression.

**10020.000 ASUI/Idaho Commons and Student Union Program Advisor**

The Assistant Director will work to foster a supportive environment in which students can produce programs and activities that reflect the needs of the student body, while ensuring that the process remains student driven. The Assistant Director is also the main advisor for ASUI and shall aid the ASUI as it works through issues.

**10030.000 ASUI Business Advisor**

The ASUI Business Advisor serves as primary financial officer for the ASUI. Other duties of the ASUI Business Advisor shall include providing financial information and analysis to the ASUI President, ASUI Vice President, ASUI Senate, and ASUI Board Chairs on a regular basis and as requested. The ASUI Business Advisor shall participate in various planning and review sessions with student government officials and advise on issues of funding ASUI programs and streamlining current operations.

**10040.00 ASUI Student Media Manager (SMM)**

The ASUI Student Media Manager shall coordinate the activities and provide administrative and business support for the four (4) departments that comprise Student Media; the *University of Idaho Argonaut*, ASUI Advertising, *GEM of the Mountains* yearbook and KUOI-FM through the office of ASUI Student Media Services and its professional staff.

**10050.000 ASUI Administrative Assistant**

The ASUI Administrative Assistant will conduct the day-to-day operations of the ASUI Office. Specific duties include aiding the ASUI Vice President in compiling all ASUI Legislation for the year and other executive duties, making agendas for ASUI Senate Meetings and minutes of those meetings, as well as working with the ASUI Student Issues Board Chair on election matters.

10050.010 The ASUI Administrative Assistant has the authority to correct grammatical, numerical and uniformity errors in the ASUI Rules and Regulations, ASUI Bylaws and ASUI Constitution.