

ASUI SENATE BYLAWS

PROVIDING FOR THE BYLAWS OF THE ASUI SENATE: DEFINING CLASSES OF LEGISLATION, ESTABLISHING THE FORM OF LEGISLATION, ESTABLISHING THE RULES OF PROCEDURE FOR THE INTRODUCTION AND CONSIDERATION OF LEGISLATION, ESTABLISHING AND PRESCRIBING DUTIES OF COMMITTEES, PRESCRIBING THE DUTIES OF THE PRESIDENT OF THE ASUI SENATE AND ITS MEMBERS AND OFFICERS, ESTABLISHING AN ORDER OF BUSINESS FOR THE ASUI SENATE OF THE ASSOCIATED STUDENTS UNIVERSITY OF IDAHO.

10.0000 ASUI Senate Code

10.1000 Mission

10.1100 To serve the students of the University of Idaho

10.2000 Code of Conduct

10.2100 Each ASUI Senator must adhere to the code of conduct listed in the ASUI Rules and Regulations.

11.0000 Definition of Legislation

11.1000 Legislation is defined as any ASUI Senate bill or any ASUI Senate resolution

11.2000 ASUI Senate bill means the draft of a proposed legislative act directing a course of action, amending existing policies, prescribing duties, appointing officers, removing/impeaching officers, or appropriating monies of ASUI.

11.3000 ASUI Senate resolution means a statement of intent or feeling of the ASUI Senate directed toward a person, body, or policy.

12.0000 Preparation of Legislation

12.1000 Formation of Resolutions

12.1100 Each resolution shall embrace only one subject and matters properly connected therewith, the subject of the resolution being clearly expressed in a statement to be displayed on the agenda. Each section of the resolution shall deal with only one aspect of the subject.

12.1200 All ASUI Senate resolutions shall name the individual(s), organization(s), or body (ies) intended to receive it.

12.1300 Each ASUI Senate resolution shall be typewritten. Before submission to the ASUI Senate, each piece of legislation shall have line and page numbers.

12.2000 Formation of Bills

12.2010 Each bill shall embrace only one subject and matters properly connected therewith, the subject of the bill being clearly expressed “Statement of Intent”. Each section of the bill shall deal with only one aspect of the proposal.

12.2020 All bills shall include a Fiscal Impact Statement. This statement shall briefly outline all costs associated with the bill. It shall include, but not be limited to, the actual cost, the effect on the General Reserve Account, and impact on both current and future fiscal year budgets. All financial bills exceeding \$2000 need to be reviewed and signed by the ASUI Senate Finance Committee Chair before being placed on the agenda.

12.2030 Each ASUI Senate bill shall be typed. Before submission to the ASUI Senate, each piece of legislation shall have line and page numbers.

12.2040 Each ASUI Senate bill shall have the enacting clause “Be it Enacted by the Senate of the Associated Students of the University of Idaho:”, and a section within the body of the bill specifying the effective date of the bill.

12.2050 Upon submission of any bill to the ASUI Administrative Assistant, the author shall also submit a concise bill summary in common terms of said legislation. The definition of a bill summary of legislation in common terms shall be defined as one (1) paragraph consisting of basic facts about the bill and its intent (i.e. how much money, for what organization, for what purpose, allocation from where).

12.2100 Amendments to ASUI Governing Documents

12.2101 When amending specific wording or phrasing in the ASUI Rules and Regulations, ASUI Constitution, or ASUI Bylaws, the new wording will be underlined and bolded.

12.2102 When creating an entire section the words NEW SECTION shall begin each section and the words END NEW SECTION shall end each section.

12.2103 When a word, line, phrase, or section is being deleted, the deletion will be printed with a line running through it.

12.2110 ASUI Rules and Regulations

12.2111 All amendments and/or additions to the ASUI Rules and Regulations must pass the ASUI Senate by a two-thirds (2/3) vote of members present.

12.2120 ASUI Senate Bylaws

12.2121 All amendments and/or additions to the ASUI Bylaws shall pass the ASUI Senate by a two-thirds (2/3) majority vote.

12.2122 Each ASUI Senate may enact new ASUI Senate bylaws by a majority vote. If new ASUI Senate Bylaws are not enacted, the ASUI Senate will operate under the existing ASUI Senate Bylaws

12.2130 ASUI Constitution

12.2131 All amendments and/or additions to the ASUI Constitution shall follow the procedures outlined in Article XIV of the ASUI Constitution.

12.2200 Financial

12.2201 All Financial Bills must state the reason for reallocation of money.

12.2210 Internal Reallocation

12.2211 All Internal Reallocation bills shall contain a section which states how specific budget lines are affected.

12.2220 External support

12.2221 All External support bills shall contain a section which states how any budget lines are affected and to which external entity the money will be reallocated to.

12.2300 Appointments

12.2310 Paid Positions

12.2311 Paid positions must be approved in bill form.

12.2312 Paid position bills shall contain a section which states the name of the appointee and the title of the paid position.

12.2320 Volunteer Positions

12.2321 Volunteer positions do not need to be approved in bill form; such positions shall be placed under APPROVAL OF APPOINTMENTS on the agenda and shall be approved by a majority vote of the Senate.

12.2400 Impeachment

12.2410 Articles of Impeachment of any ASUI elected or appointed official may be submitted by any member of the ASUI in bill form to the President of the ASUI Senate.

12.2420 Articles of Impeachment shall include the name of the official the action is being taken against, a specific list of charges and offenses, and a statement of intended removal from office.

12.2430 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.

12.2440 No more than one officer of the ASUI may be named in a single Article of Impeachment.

12.2450 Any ASUI official named in an Article of Impeachment may continue with the duties of his office while said articles are being deliberated upon by the ASUI Senate.

12.2460 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.

12.2470 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. The accused shall have closing arguments before they are put to a vote.

12.2480 Serious violations of Federal, State, or local law(s) and/or regulations shall/may be grounds for impeachment or recall as prescribed in the ASUI Constitution, and shall be executed pursuant to the ASUI Bylaws. (Examples of a serious offense are defined but not limited as any felony, harassment, sexual harassment, DUI, DWI, or other crimes that would carry the same punishment.)

12.2490 Violations of University regulations that are deserving of probation or a harsher penalty (as established in Article II, Section 2 of the Student Code of Conduct) shall/may be grounds for impeachment or recall.

13.0000 Process of Legislation

13.1000 Introduction

13.1100 ASUI Senate bills or resolutions may be authored by any member of the ASUI, but must be sponsored by at least one (1) ASUI Senator, other than the original author(s).

13.1200 Submission of legislation for introduction into the ASUI Senate shall consist of presenting a copy to ASUI Senate Secretary at or before 5:00 P.M. of the Tuesday preceding each regular ASUI Senate meeting.

13.1300 Upon receipt of legislation, the ASUI Senate Secretary shall indicate the time and date of submission on the bill and present each bill to the President of the ASUI Senate.

13.1400 Upon receipt of legislation, the President of the ASUI Senate shall number it, have a sufficient number of copies prepared, and have them distributed to the ASUI Senate in concurrence with the agenda by 12:00 pm of the Wednesday afternoon preceding each regular ASUI Senate meeting.

13.1410 Bills shall be numbered through each legislative session, defined as one (1) academic semester. The first letter will denote either fall (F) or spring (S). The next two (2) numbers will designate the last two digits of the year in which the bill was written. The final number will be the individual bills number within the session. The actual bill numbers will begin re-numbering with the number one (01) beginning with the first bill submitted in or after the "new session" of the ASUI Senate each semester, and will continue until the next "new session."

13.1500 The President of the ASUI Senate shall place all newly submitted legislation on the agenda as NEW BUSINESS for that meeting of the ASUI Senate.

13.1510 In the case of official Senate bill, the President of the ASUI Senate shall prepare one official bill and attach one official bill form. The official bill form shall state what committee is to consider the bill, what the committee's recommendation is, the committee Chairperson's name, the final action taken on the bill by the ASUI Senate, any special action(s) taken by the ASUI Senate, the signature of the President of the ASUI Senate, and the ASUI President's signature. This official bill shall be kept by the ASUI Senate Secretary and shall only be taken out of the office for ASUI Senate or ASUI Senate Standing Committee meetings.

13.1520 In the case of official Senate resolutions, the President of the ASUI Senate shall prepare one official resolution and attach one official resolution form. The official resolution form shall state the assigned committee's recommendation, the committee chairperson's name, the final action taken on the bill by the ASUI Senate, any special action(s) taken by the ASUI Senate, and the signature of the President of the ASUI Senate

13.1600 New legislation not already on the agenda may be added to the agenda under New Business at the discretion of the President of the ASUI Senate, subject to appeal by a two-thirds (2/3) vote of the ASUI Senate.

13.1700 At the meeting of the ASUI Senate when bills or resolutions are submitted, they shall be introduced into the ASUI Senate and read by number, author, and Statement of Intent by the Senate Secretary during NEW BUSINESS.

13.1710 At the time of introduction, two-thirds (2/3) of the ASUI Senators present may vote for immediate consideration of the legislation.

13.1800 Following introduction, the President of the ASUI Senate shall refer the bill or resolution to the appropriate standing committee, and add it to the next ASUI Senate meeting's agenda under the heading of UNFINISHED BUSINESS

13.1810 Senate resolutions, policy changes, impeachment bills, reprimands, and other such legislation shall be referred to the Ways and Means Committee.

13.1820 Bills regarding the allocation of money or the ASUI Operating Budget shall be referred to the Finance Committee.

13.1830 Bills regarding appointments, professional employees, or office and governmental procedures shall be referred to the Government Operations and Appointments Committee.

13.1840 Bills regarding amendments to the ASUI Constitution, ASUI Rules and Regulations, and ASUI Senate Bylaws shall be referred to the Rules and Regulations Committee.

13.1850 Any bill that cannot be defined in the sections outlined above or has the potential to be a conflict of interest may be referred to the Ways and Means committee at the discretion of the ASUI Senate President.

13.1860 If a bill is submitted by a standing committee and is given a recommendation, so long as the bill is from the appropriate committee, it may be brought to the floor for consideration.

13.2000 Committee Action

13.2100 At the time legislation is brought to the floor for final consideration, the Chair of the committee to which it has been assigned shall give the ASUI Senate a recommendation of do pass, do not pass, no recommendation, or refer the legislation back to the author. This recommendation shall be made during COMMITTEE REPORTS, and final action shall be taken during UNFINISHED BUSINESS. The committee may present the ASUI Senate an amended version of the legislation, recommend the ASUI Senate make amendments, or make no recommendations concerning amendments.

13.2110 No amendments may be made to any resolution without the author's consent.

13.2120 No bill may be amended in committee without the expressed (verbal or written) consent of all of the authors except the bill introducing the proposed ASUI budget. This bill may be amended by the Finance Committee during the public hearings on the budget as provided for in the ASUI Rules and Regulations.

13.2200 If after three weeks the committee has not returned the bill or resolution to the floor of the ASUI Senate, a two-thirds (2/3) vote of the ASUI Senate members present may force the bill out of the committee for immediate consideration. .

14.0000 Decision and finalization of Legislation

14.1000 After the bill or resolution has been introduced to the floor of the ASUI Senate, all editorial amendments must be approved by a simple majority of the ASUI Senate.

14.2000 After passage by the ASUI Senate, all legislation requiring future reference shall be filed in a "Book of Actions Requiring Future Reference," to be stored in the ASUI Office.

14.3000 After passage by the ASUI Senate, official resolutions shall be prepared and shall show the signatures of the author of the legislation, the Chair of the committee the legislation was considered by, and the President of the ASUI Senate.

14.4000 The President of the ASUI Senate shall provide the official bill and official bill form to the ASUI President within one (1) business day of the bill's passage.

14.5000 The ASUI President may choose to approve, take no action, or veto.

14.5100 Upon approval of the official bill, all actions expressed in the bill shall be followed.

14.5200 If the president does not approve or veto the bill within three working days the bill shall stand approved and all actions expressed in the bill shall be followed.

14.5300 Reconsideration

14.5310 If a bill is vetoed by the ASUI President, the ASUI Senate may override the veto by a two-thirds (2/3) vote of the ASUI Senate. If the veto is upheld, the bill may remain on the floor for reconsideration without resubmission to the ASUI Senate. Amendments may be made at this time, after which the bill shall be returned to the ASUI President for approval.

14.5320 If, in the same session that a motion has been voted upon, new information or a different situation makes it appear that a different result might reflect the true will of the ASUI Senate, a member who voted with the prevailing side can propose to reconsider the vote; that is, he can move that the question shall come before the ASUI Senate again as if it has not been previously considered.

15.0000 At the last fall and spring meetings of the ASUI Senate all legislation left on the UNFINISHED BUSINESS calendar shall die upon adjournment. All business left on the NEW BUSINESS calendar shall be retained as NEW BUSINESS for the first meeting of the following ASUI Senate, but may be renumbered and assigned to committees at the discretion of the President of the ASUI Senate. All retained NEW BUSINESS shall thus undergo normal procedures for NEW BUSINESS.

20.0000 ASUI Senate Meetings

21.0000 Order of Meetings

21.2000 The ASUI Senate shall conduct its business in the following order:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of the Minutes
5. Approval of Agenda
6. Open Forum
7. Presidential Communications
8. Approval of Appointments
9. Committee Reports
10. Living Group and Committee Reports
11. General Orders
12. Unfinished Business
 - a. Bills
 - b. Resolutions
 - c. Resubmitted Bills
13. New Business
 - a. Bills
 - b. Resolutions
 - c. Resubmitted Bills

14. Vetoed Bills
15. Vice-Presidential Communications
16. Senate Communications
17. Adjournment

21.2000 At the first meeting of each academic semester (January in the Spring Semester, August or September of the Fall Semester), the ASUI Senate meeting agenda shall be augmented to include the singing of the Vandal Fight Song immediately after the pledge of allegiance. Likewise, immediately after the affirmative vote to adjourn the last ASUI Senate meeting of each semester, the ASUI Senate meeting shall be closed by the singing of the Alma Mater of the University of Idaho before the administration of the oath of office to the incoming officials.

21.3000 At the discretion of the President of the ASUI Senate, the Vandal Fight Song may be used immediately following the pledge of allegiance in the opening of ASUI Senate meeting preceding any home athletic event, such as Homecoming, all UI-BSU games, all championship or tournament games, all UI-WSU games, and any other athletic event, home or away, deemed appropriate.

22.0000 Meeting Rule

22.0100 Proxy votes shall be allowed in either ASUI Senate meetings. A proxy vote is defined as follows: an electronic or formally written vote from a Senator, or other voting member, submitted to the ASUI Vice-President. Electronic votes consist of, but are not limited to a text message, or an email.

22.0110 An electronic or written proxy vote may only be counted if the senator voting via proxy has had their absence excused, and has submitted it prior to the beginning of the senate meeting at 7:00 pm Wednesday night.

22.0120 In the event of a tie vote, a proxy vote can be cast through a phone call, at the time the vote is to take place. Under these circumstances the proxy is valid even if the senator voting has not received an excused absence for that meeting.

22.0200 Eight (8) members of the ASUI Senate shall constitute a quorum for the conduction of business (50% + 1).

22.0210 In the event where there are fewer than 12 Senators, a quorum shall consist of two-thirds (2/3) of Senators holding office.

22.0300 A two-thirds (2/3) majority voted of the ASUI Senate shall be ten (10) votes.

22.0310 In the event that less than 15 Senators are present, a two-thirds (2/3) majority shall be determined by the number of Senators present divided by three (3), multiplied by two (2) and rounded up to the nearest whole number

22.0400 A simple majority (51%) vote of the ASUI Senate shall be eight (8) votes.

22.0410 In the event that less than 15 ASUI Senators are present, a majority shall be determined by the number of ASUI Senators present divided by two (2), plus one (1), and rounded down to the nearest whole number.

22.1000 The public sessions of the ASUI Senate shall be conducted in accordance with the following rules or procedure:

22.1100 All ASUI Senate meetings shall be publicly noticed and in accordance with Idaho Code which deals with the Open Meeting Laws and Notice of Meetings.

22.1200 Special meetings shall require at least 48 hours meeting and agenda notice.

22.1300 Emergency meeting may be called with less notice than special meetings if there is a situation involving injury or damage to persons or property, or immediate financial loss or the likelihood of such injury, damage, or loss, when the notice requirements of Section 22.1200 would make such notice impracticable.

22.1400 When an emergency meeting is called, a good faith effort will be made to inform the media and others that might be affected by actions taken.

22.1500 Violations of notice requirements for ASUI Senate meetings shall result in all actions that were taken during the meeting being declared null and void.

22.1600

22.2000 In the absence of the ASUI Senate President Pro-Tempore, succession to the Chair shall be on the basis of seniority.

22.2100 Seniority shall be determined by the amount of cumulative service on the ASUI Senate. In cases where length of service is equal, seniority shall be determined by the Senator who received the highest number of votes in the election that first established their cumulative service.

22.3000 Definition of ASUI Senate Chambers: The official ASUI Senate Chambers is the Whitewater Room in the Idaho Commons, unless there is some conflict, in which case the ASUI Senate Chambers shall be moved to the Panorama Room of the Idaho Commons. The ASUI Senate shall meet publicly in these chambers. Any room in the Idaho Commons may, with the consent of the ASUI Senate and the President Pro-tempore, serve as ASUI Senate Chambers for pre-session. Public notice of this change must be posted.

22.4000 A three-quarters (3/4) vote of the ASUI Senate shall be sufficient to suspend any section of the ASUI Rules & Regulations or these bylaws. In the case of the ASUI Rules & Regulations, the ASUI President must also concur. All such suspensions must be in bill form, and shall be effective through the adjournment of the sitting ASUI Senate unless otherwise noted.

22.5000 All rules of order not specified in these bylaws, the ASUI Constitution, or ASUI Rules and Regulation, shall be subject to the guidelines set forth in *Robert's Rules of Order, Newly Revised*.

23.0000 Executive and Pre-session

23.1000 Executive sessions shall be convened under the following regulations:

23.1100 A motion to move into executive session is always in order, is debatable, and must be approved by a 2/3 (ten votes) roll call vote of the ASUI Senate.

23.1200 No final votes may be taken in executive session.

23.1300 The following persons may attend an executive session of the ASUI Senate:

The President of the ASUI Senate.

The fifteen (15) voting members of the ASUI Senate.

Persons invited to attend by the ASUI Senate.

23.1400 All information presented in executive session shall be considered privileged and not open to public disclosure.

23.1410 At the discretion of the ASUI Pro-Tempore the pre-session shall be recorded for future record

23.1500 Minutes shall be kept of an executive session, sealed, and kept on file with the ASUI Administrative Assistant.

23.2000 Pre-session shall be convened as provided for in the ASUI Rules and Regulations

24.0000 Role of President of the Senate

24.1000 Duties of the President of the ASUI Senate (ASUI Vice-President):

24.1100 To call the session to order at 7:00 p.m. each Wednesday of the academic year, with the exception of academic breaks (Thanksgiving, etc.), unless otherwise directed by the ASUI Senate, and cause the roll to be called.

24.1200 To prepare the agenda of the order of business, all copies of ASUI Senate bills and resolutions and other pertinent material for each meeting.

24.1300 To ensure that minutes are kept of all ASUI Senate Meetings. Minutes shall include all matters considered by the ASUI Senate and a summary of debate concerning each matter. Minutes shall also record the results in favor of, in opposition to, and abstentions on each action taken by the ASUI Senate. If a roll call vote is taken, the names of senators and their vote on each action shall be recorded.

24.1400 To preserve order and decorum during the meetings of the ASUI Senate and to decide points of order and parliamentary inquiry, with the ASUI Parliamentarian, subject to the appeal of the ASUI Senate.

24.1500 To assign all legislation to the appropriate ASUI Senate standing committee, subject to appeal by the ASUI Senate.

24.1600 To conduct and declare all votes.

24.1610 The ASUI Vice President may, in times of emergency or vacation, secure a vote by telephone or electronic mail.

24.1700 The ASUI President of the Senate may create ad-hoc committees with the advice and consent of the Senate.

24.1800 To ensure the communication of the actions of the ASUI Senate to the appropriate persons and/or bodies. This communication must be completed within three (3) working days of the action of the ASUI Senate, and must include the vote margin of that action.

24.1810 The ASUI President of the Senate will be charged with periodically reviewing and updating and acting upon legislation contained in the "Book of Actions Requiring Future Reference."

24.1900 To appoint, at the discretion of the ASUI Vice President, a parliamentarian with the advice and consent of the ASUI Senate.

24.2000 To serve as an ex-officio member of the ASUI Senate Ways and Means Committee.

24.2000 Restrictions of the President of the ASUI Senate (ASUI Vice-President):

24.2100 To speak on any issue, the President of the ASUI Senate shall relinquish the Chair to the ASUI Senate President Pro-Tempore.

25.0000 Role of the ASUI Senate.

25.1000 ASUI Senate President Pro-Tempore Elections.

25.1100 The ASUI Senate will select an ASUI Senate President Pro-Tempore at the first meeting of each newly elected ASUI Senate during General Order.

25.1110 New ASUI Senate President Pro-Tempore elections may be called after the first meeting of each semester by a two-thirds (2/3) vote of the ASUI Senate.

25.1200 The ASUI Senate may nominate ASUI Senators for ASUI Senate President Pro-Tempore by a motion to the Chair.

25.1300 After nominations, statements may be given by the nominating ASUI Senator.

25.1400 After nomination statements, candidates' statements may be made.

25.1500 The ASUI Senate shall vote by written ballot and include their name with their vote after debate has closed. The results of this vote shall be recorded in the minutes containing both the ASUI Senator's name and their vote.

25.1600 The first nominee to receive a majority votes cast in the balloting process shall be elected ASUI Senate President Pro-Tempore.

25.2000 Duties of the ASUI Senate President Pro-Tempore:

25.2100 To act in the absence of the President of the ASUI Senate.

25.2200 To serve as department head of the ASUI Senate, and represent the ASUI Senate at all departmental meetings.

25.2300 To be responsible for the physical and operational aspects of the ASUI Senate Office.

25.2400 The ASUI Senate President Pro-Tempore may call pre-session.

25.2500 The ASUI Senate President Pro-Tempore shall inform the most senior ASUI Senator present on campus upon his/her absence. This ASUI Senator shall assume all responsibilities of the ASUI Senate President Pro-tempore during the absence of the ASUI Senate President Pro-Tempore.

25.2600 To act as the official Senate Liaison, with that assistance of those deemed necessary, to the University of Idaho Administration

25.2610 Schedule monthly face-to-face meetings with at a minimum Vice Provost of Academic Affairs, Vice Provost of Student Affairs, Vice President of Division of Finance and Administration, ASUI President, ASUI Vice President, ASUI Senate Finance Chair, and any other individuals deemed necessary.

25.2611 The meeting purpose is to discuss what is happening at the University, discuss semester goals, and generally connect with the individuals most responsible with day-to-day University operations.

25.2620 Maintain communications between the Senate and University Administration in between regularly scheduled meetings.

25.2621 E-Mail messages shall be exchanged for basic policy notifications

25.2622 Any e-mail received from the University that describes a policy change relating to students will be passed along to the full Senate for consideration and student body notification, so long as confidentiality requirements are not breached.

25.2623 Any policy change of significant importance will immediately generate an attempt by the ASUI Senate Pro-Tempore to set a meeting with the Administration Officials responsible for the area impacted by the policy change.

25.3000 Duties of the ASUI Senator

25.3100 To serve the students of the University of Idaho

25.3200 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.

25.3300 Dress in a professional manner at all ASUI Senate Meetings and other times at the discretion of the ASUI Senate President Pro-Tempore.

25.3400 Wear official nametags at all functions when the senate is serving in an official capacity.

25.3500 Attend and participate in an orientation session on procedures dealing with the ASUI and the ASUI Senate each semester.

25.3600 Attend and participate in the ASUI Senate retreat each semester.

25.3700 Attend and participate in the ASUI Senate reception each semester.

25.3800 Attend and participate in pre-sessions as determined by the ASUI Senate President Pro-tempore.

25.3900 Attend and participate in weekly Senate meetings.

25.4000 Visit living groups at least once every two weeks.

25.4010 Senators shall be required to post their office hours and contact information in the common space of each living group they are assigned.

25.4100 Attend and participate in meetings of their assigned university level committees.

25.4200 Attend meetings of their assigned senate standing committees.

25.4300 Attend and report on activities of their assigned ASUI standing board.

25.4310 If the senator is not assigned an ASUI board, he/she is expected to complete an office task with consent of the ASUI Senate President Pro-tempore and approval by the ASUI Senate.

25.4400 Learn parliamentary procedure and how to write a bill and resolution.

25.4500 Review and understand the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

25.4600 Maintain at least five office hours per week between the hours of 8 a.m. and 7 p.m.

25.4700 Attend the common office hour, as determined by the ASUI Senate President Pro-tempore.

25.4800 Adhere to the requirements of the ASUI Senator as outlined in the ASUI Constitution, Rules and Regulations, and ASUI Senate Bylaws.

25.4900 ~~Submit two pieces of writing per semester to the ASUI Director of Communications for publication in 'Round the Clock.~~ Must Submit atleast one entry to the ASUI Blog annually.

25.4910 Article submissions must be reviewed by the ASUI Director of Communications and 'Round the Clock Editor prior to publication, for accuracy, grammar, punctuation, and content to ensure clear communication.

25.4920 Articles may contain any information regarding ASUI Senator board participation, committees, living group activities, living group reports, ASUI Senate projects, or any other communication the ASUI Senator deems appropriate.

30.0000 ASUI Senate Committees

31.0000 Ways and Means

31.1000 The Ways and Means Committee shall consist of the Chairs of the Rules and Regulations, Finance, and Government Operations and Appointments Committees, the President Pro-Tempore of the ASUI Senate and the ASUI Vice-President.

31.1100 The ASUI Senate President Pro-Tempore shall be Chair of the Ways and Means Committee.

31.1200 The most senior committee chair other than the ASUI Senate President Pro-Tempore shall be the Vice Chair of the Ways and Means Committee.

31.1300 The ASUI Vice-President shall serve as an ex-officio member of the Ways and Means Committee.

31.2000 The duties of the Ways and Means Committee shall be:

31.2100 To review all business, including ASUI Senate Resolutions that the ASUI Vice President deems appropriate.

31.2200 To review and develop, with the ASUI Senate, the senate's mission, code of conduct and goals each semester.

31.2300 To advise the ASUI President of the Senate and the ASUI Senate President Pro-Tempore on all matters regarding violations of policy, including reprimands and impeachment.

31.2400 To be responsible for the investigation of any improper ASUI governmental activity.

31.2410 To be responsible for monitoring ASUI Senators attendance to living groups, board meetings, and committee meetings.

31.2420 To be responsible for the investigation of pay deductions as reprimands for missed living groups and board meetings.

31.2430 Ways and Means shall submit their vote to the ASUI Vice President for final action

31.2500 To help encourage, guide, and support the senate.

31.2600 To create leadership development opportunities for all senators.

31.2700 To assist, as deemed necessary, the Pro-tempore in duties as assigned in the ASUI Rules and Regulations.

31.2800 Chairs of the Finance, Government Operations and Appointments, and Rules and Regulations Committees will report to the Ways and Means committee about the operations of each committee. In addition, each chair, including the ASUI Senate President Pro-tempore, will complete written committee reports to be posted in the ASUI Senate office.

32.0000 Senate Operative Committees

32.1000 Senate Operative Committees shall be:

32.1100 Those committees that review legislation submitted to the ASUI Senate.

32.1200 Chaired by a Senator in at least their second semester of service.

32.2000 Finance

32.2100 The duties of the Finance Committee shall be:

32.2110 To be fully aware of the 7000. 000 series of the Rules and Regulations, and to adhere to those Rules and Regulations

32.2111 To ensure ASUI Senate and the ASUI President follow the 7000.000 series of the Rules and Regulations.

32.2120 To review the ASUI budget.

32.2130 To make recommendations to the ASUI Senate concerning the appropriations of ASUI funds.

32.2140 To regulate all spending from the ASUI Senate programming budget in accordance with section 7110.000 of the Rules and Regulations.

32.2141 To review and approve or deny any request for funding from the ASUI Senate programming budget.

32.2142 To hold funds request hearings in accordance with the “ASUI Senate Programming Budget Funds Hearing Rules and Guidelines”

32.2143 Inform the ASUI Senate of the results of all hearings and make recommendations on all related funding bills.

32.2144 Inform the Senate of the balance of the programming budget prior to any vote on allocating funds from the account.

32.2150 To regulate spending of the ASUI Senate budget by requiring prior notification of the ASUI Business Advisor for any intended ASUI Senate budget expenditures.

32.2151 To require all senators to report, within one week of notifying the ASUI Business Advisor of an intended budget expenditure, to the Finance Committee Chairman or Vice Chairman.

32.2152 To keep a running total of all ASUI Senate budget expenditures which will be presented to the ASUI Senate on a monthly basis by the ASUI Business Advisor.

32.2153 To require all senators to notify the ASUI Business Advisor and to obtain prior approval from the Finance Committee Chairman for any ASUI Senate budget expenditures over \$50.00.

32.2154 To have monthly meetings with the ASUI Business Advisor to maintain all budgets under the purview of the ASUI. All budgets within the ASUI can be reported to the ASUI Senate and the ASUI President at the discretion and advice of the ASUI Senate Finance Chair and the ASUI Business Advisor.

32.2155 To hold a pre-session, at the discretion of the Pro-Tempore of the ASUI Senate, or a separate meeting of the ASUI Senate during which an outline of the budget will be submitted and any questions Senators have can be answered by the ASUI Senate Finance Chair and/or the ASUI Business Advisor.

32.2156 To maintain a running total of all bills with fiscal impact. The ASUI Business Advisor shall maintain this total and will report to the ASUI Senate at the discretion of the Finance Chair.

32.3000 Rules and Regulations

32.3100 The duties of the Rules and Regulations Committee shall be:

32.3110 To review the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

32.3120 To review and make recommendations to the ASUI Senate on all amendments to the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

32.4000 Government Operations and Appointments (GOA)

32.4100 The duties of the Government Operations and Appointments Committee shall be:

32.4110 To make recommendations to the ASUI Senate on appointed paid positions. Any Presidential appointments may be interviewed at the discretion of the Committee.

32.4111 The GOA Committee will request information from ASUI board chairs regarding nominees for unpaid appointed board positions to be voted on by the ASUI Senate. The GOA Committee will also request information regarding all other unpaid positions in ASUI from the ASUI Chief of Staff.

32.4120 To review and recommend approval/disapproval of ASUI Standing Boards or Committees submitted job descriptions, statements of goals and policies, and all items included in the ASUI Rules and Regulations, except budgets.

32.4130 To review for the ASUI Senate all standing board bylaws and to make recommendations for their approval or disapproval to the ASUI Senate. A copy of the recommendation shall be given to the ASUI President at least 72 hours prior to the ASUI Senate meeting where the approval or disapproval of the Bylaws shall be decided by the ASUI Senate.

32.4140 To review and make recommendations to the ASUI Senate on personnel policy of ASUI employees.

32.4150 To review and make recommendations to the ASUI Senate on general operations of the ASUI.

32.4160 To meet regularly with ASUI board chairs to discuss operations and to help propose changes to ASUI board bylaws at least once a semester.

33.0000 Ad-Hoc Committees

33.1000 All standing, special and ad-hoc committees shall be bound by the ASUI Senate Bylaws in all actions and procedures.

33.1100 No committee shall conduct business without a quorum (50% +1).

33.2000 ASUI Senate ad-hoc committees shall consist only of ASUI Senate members appointed by the ASUI President of the Senate with the advice and consent of the ASUI Senate.

33.3000 ASUI Senate special committees may include members of the ASUI in general, as well as ASUI elected and appointed officials, appointed by the President of the ASUI Senate with the advice and consent of the ASUI Senate.

33.4000 The ASUI Senate may authorize other committees as it deems necessary.

40.0000 ASUI Senate Violations

40.1000 Reprimands and Warnings

40.1100 Warnings shall be used in accordance with the ASUI Rules and regulations.

40.1110 Verbal warnings shall be done in private with the ASUI Vice-President and/or ASUI President Pro-Tempore, and the person in question.

40.2000 Any ASUI official who blatantly, intentionally, or repeatedly (after a warning) violates the principles and or mandates of this Code of Ethics shall be subject to reprimand. The ASUI Senate action shall be pursuant to the ASUI Rules and Regulations and the ASUI Bylaws.

40.3000 All reprimands must be in resolution form by the ASUI Vice-President or Pro-Tempore and must pass the ASUI Senate by a 2/3 vote of the ASUI Senate.

40.3100 Resolutions concerning reprimands shall be sent to the *University of Idaho Argonaut* and all of the reprimanded senator's living groups.

41.0000 Senator Compensation Controls

41.1000 Review

41.1100 Compensation reviews shall be conducted by the ASUI Senate President Pro-Tempore and ASUI Vice President. In the event that the ASUI Senate President Pro-Tempore is the subject of the review, the Vice-Chair of Ways and Means shall serve in their place.

41.1200 Compensation reviews shall be conducted before granting additional compensation

41.1300 Compensation reviews may be initiated at the discretion of the ASUI Senate President Pro-Tempore and ASUI Vice President or by written request of the Senator in question, to the ASUI President Pro-Tempore and ASUI Vice President.

41.1400 Reviews shall ensure compliance with criteria established in Section 41.1000 of the ASUI Senate Bylaws

41.1500 The review process shall also ensure adequate funds exist in the ASUI budget to cover compensation changes.

41.1600 The ASUI Senate Pro-Tempore and ASUI Vice President's decision may be appealed per Section 41.3000 of the ASUI Senate Bylaws

41.2000 Criteria for grant of additional compensation

41.2100 No public reprimands

41.2200 Documented proof of 90% living group meeting attendance requirements fulfilled.

41.2300 Verified proof of 90% office hour attendance requirements fulfilled

41.2400 Satisfactory report from assigned board chairs

41.2500 Satisfactory report from assigned University and ASUI Senate committee chairs

41.2510 In the event the returning senator was the committee chair, satisfactory report from Vice Chair will be acceptable

41.2600 In the event that it is infeasible to obtain the necessary reports and/or documentation, increased compensation will be the sole discretion of GOA

41.2610 In the event that the Senator in question is a member of GOA, he or she will step down and be replaced by the ASUI President Pro-Tempore.

41.3000 Appeals

41.3100 Appeals to the ASUI Senate President Pro-Tempore and ASUI Vice President's decision shall be sent to ASUI Senate Ways and Means Committee. In the event that the ASUI Senate President Pro-Tempore initiates the appeal, the Ways and Means Vice-Chair shall conduct all Ways and Means meetings pertaining to the appeal.

41.3200 An appeal is initiated by a written notice from the aggrieved senator to the ASUI Vice President specifying the desire to appeal the final decision.

41.3300 Ways and Means shall hold hearings to determine the merit of the appeal and levy its final decision no more than two (2) weeks after receiving the notice.

41.3310 Appeals shall be granted if malfeasance can be demonstrated and/or new evidence can be presented.

41.3400 The meeting of the Ways and Means Committee shall be conducted in Executive Session since compensation increases are a personnel matter.

41.3500 The final vote of the Ways and Means Committee shall be conducted in open meeting.

41.3600 A two-thirds (2/3) majority vote by Ways and Means Committee shall determine final decision.

41.3700 The Ways and Means Committee decision shall be the final binding decision.

42.0000 Impeachment

42.1000 Articles of Impeachment shall be sent to the ASUI Senate Ways and Means Committee. In the circumstance that the person charged in the Articles be on Ways and Means, the Vice Chairperson of their committee shall serve in their place. The ASUI

Attorney General shall serve as Chairperson during consideration of Articles of Impeachment.

42.2000 Ways and Means shall hold hearings to determine their recommendation to the full ASUI Senate no more than two (2) weeks of introduction of the Articles. 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.

42.2100 A recommendation from the committee for a full hearing shall not necessarily imply the accused guilt. This recommendation shall be made if the committee feels that the Articles of Impeachment merit a full hearing.

42.2200 The meeting of the Ways and Means Committee shall be conducted in Executive Session since Articles of Impeachment are a personnel matter.

42.2300 The final vote of the Ways and Means Committee shall be conducted in open meeting.

42.3000 The ASUI Senate shall vote to uphold or overturn the committee report. Should the ASUI Senate vote to hear the impeachment, the following procedures shall be followed:

42.3100 The full hearing shall be set for no less than two (2) weeks from the date the ASUI Senate votes to accept the hearing.

42.3200 The ASUI Senate, at the time it votes to accept the hearing, shall appoint from the ASUI Senate someone to act as prosecutor.

42.3300 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 as stated in Bylaws Section 120.300.

42.3400 The ASUI Senate shall be allowed to question both prosecution and defense after presentation of cases.

42.4000 The Argonaut and KUOI-FM shall be notified of the time and place of all impeachment proceedings.