

**ASSOCIATED STUDENTS UNIVERSITY OF IDAHO RULES & REGULATIONS**

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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 a member of ASUI.

### **1020.000 Eligibility and Requirements 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 Student Lobbyist shall be exempt from this clause, per the requirements of that office as outlined in ASUI Rules and Regulations Section 3060.

1020.020 All ASUI elected and appointed officials must remain in good standing with the University or they are subject to dismissal.

1020.030 Diversity Awareness Training for Elected and Appointed Officials.

1020.031 All paid 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.

1020.032 The diversity awareness training session shall occur before midterm of each semester.

1020.033 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.

1020.034 The diversity awareness training session shall be conducted by the ASUI Director of Diversity with cooperation with the ASUI advisor and any other groups deemed appropriate by the ASUI President, ASUI Senate President Pro-Tempore and ASUI Director of Diversity.

1020.035 If deemed appropriate by the ASUI parties mentioned in section 1020.034 of the ASUI Rules and Regulations, said Diversity Awareness Training can be replaced by at least two presentations/trainings done by university officials specializing in this field. Examples include, but are not limited to, a presentation by a representative from the Office of Equity and Diversity or an office under its umbrella and/or the ASUI administration going through the UI Green Dot Safety Program.

1020.036 Attendance, participation and attention — as defined at the discretion of the Director of Diversity — is required of all ASUI members at the sessions defined in section 1020.035 of the ASUI Rules and Regulations. If a lack of the aforementioned behaviors is shown, the ASUI President, ASUI Director of Diversity, ASUI Senate Pro Tempore, and ASUI Advisor may decide to conduct the Diversity Awareness Training in accordance with section 1020.034 of the ASUI Rules and Regulations — and/or actions listed in section 1020.033 of the ASUI Rules and Regulations may be followed.

1020.040 University-sanctioned crisis prevention and intervention training for all Elected and Appointed Officials.

1020.041 All compensated officials of the ASUI (both elected and appointed must attend one university-sanctioned crisis prevention/intervention workshops their first semester.

1020.042 The workshops will occur during pre-session and will be approved of and set up by the ASUI Director of Safety and Violence Prevention and the ASUI Senate Pro Tempore.

1020.043 Any ASUI compensated official may be excused from the entirety of Section 1020.040 by the ASUI President, or the ASUI Senate President Pro Tempore, without explanation.

1020.044 Workshops will not be scheduled during academic breaks, dead week, or finals week.

1020.045 The ASUI Director of Safety and Violence Prevention and the ASUI Senate Pro Tempore will notify all members one (1) week in advance of the workshop, confirming the time and subject material of the workshop.

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

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

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

1040.020 Other eligibility requirements for ASUI Appointed Officials may be prescribed in the ASUI Position 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**

1060.010 The rules for the impeachment process outlined in this series must be adhered to without exception.

1060.020 An ASUI elected official shall be impeached for malfeasance, misfeasance, nonfeasance, or repeated violations of the ASUI Governing Documents.

1060.021 Serious violations of Federal, State, or local law(s) and/or regulations shall be grounds for impeachment.

1060.022 Violations of University regulations that are deserving of probation or a harsher penalty (as established in Article II excluding Section A-6 of the Student Code of Conduct) shall be grounds for impeachment.

1060.023 The ASUI Advisor shall be required to report to the ASUI Senate Standing Committee on Government Operations and Appointments Committee any official to be found to have committed any of the violations outlined in the ASUI Rules and Regulations Section 1060.020.

1060.030 Articles of Impeachment against any ASUI elected official may be submitted by any member of the ASUI in proper bill form to the Government Operations and Appointments Committee.

1060.040 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.

1060.041 No more than one ASUI elected official of the ASUI may be named in a single Article of Impeachment.

1060.050 Articles of Impeachment shall be sent to the ASUI Senate Government Operations and Appointments Committee.

1060.061 The GOA Chair shall serve as Chair during consideration of Articles of Impeachment for the purpose of ensuring that proper procedures are adhered to.

1060.063 The ASUI Government Operations and Appointments 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.

1060.064 The ASUI Government Operations and Appointments Committee shall select from among their current members a prosecutor to be named in the committee's recommendation to the Senate.

1060.065 A recommendation from the ASUI Government Operations and Appointments Committee for a full hearing shall not necessarily imply the accused is guilty. This recommendation shall be made if the Ways and Means Committee feels that the Articles of Impeachment merit a full hearing.

1060.068 In the event of a tie, the Articles of Impeachment shall be forwarded to the ASUI Senate.

1060.080 Should the ASUI Senate hear Articles of Impeachment., the following procedures shall be followed:

1060.081 The *University of Idaho Argonaut* and KUOI-FM shall be notified of the time and place of all impeachment proceedings.

1060.082 The full hearing shall be set for no less than two (2) weeks from the date the ASUI Senate votes to accept the hearing.

1060.083 The prosecutor named in the Government Operations and Appointments Committee's impeachment recommendation shall present their case with such evidence and testimony as they see fit. The defendant shall then be allowed to present their case with the advice of counsel.

1060.084 The ASUI Senate shall be allowed to question both prosecution and defense after presentation of cases.

1060.085 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.

1060.086 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 governing documents may be reported to the Senate Standing Committee on Government Operations and Appointments and shall be subject to disciplinary action.

1070.020 The Senate Standing Committee on Government Operations and Appointments (GOA) shall be empowered to conduct disciplinary hearings and issue disciplinary action to any ASUI official as deemed appropriate.

1070.021 GOA shall be empowered to request the presence of any ASUI official for a disciplinary hearing.

1070.022 GOA shall make a good faith effort to find a suitable meeting time for all parties involved.

1070.023 Failure of a requested official to attend a disciplinary hearing shall forfeit their strike and be recommended for a Reprimand drafted by the committee and be grounds for additional disciplinary action.

1070.024 Any decision of the GOA that one or more parties believe violated the ASUI Constitution, the ASUI Rules and Regulations, or any ASUI department Bylaws may be appealed to the ASUI Senate Committee on Rules and Regulations and Other Governing Documents. Any decision that one or more parties disagrees with, however, must be appealed to the full Senate and not the ASUI Senate Committee on Rules and Regulations and Other Governing Documents.

1070.030 Disciplinary action shall be limited to Strikes, Reprimands, Articles of Impeachment, Dismissal, and/or requiring remedial action.

1070.040 A Strike is a disciplinary action in writing and privately expressed to the disciplined individual – through email or verbally in a private meeting.

1070.041 The decision to issue a strike shall be determined in private by the ASUI Vice President, Chief of Staff, GOA Chair Person and Senate Pro Tempore through a majority vote. If the decision passes, the result will be told privately to the senator in question. If the vote results in a tie, the tie breaker shall be determined by the ASUI President.

1070.042 No ASUI official shall be issued more than one (1) strike per semester, unless the committee unanimously agrees that extreme and unusual circumstances apply. Any official who commits an offence already having received one (1) strike during the current semester should instead be issued a Reprimand.

1070.043 No ASUI official who has received a Pay Deduction or Reprimand during the prior semester shall be issued a Strike, unless the committee unanimously agrees that extreme and unusual circumstances apply. Any such official who commits an offense should instead be issued a Reprimand.

1070.060 A Reprimand is a resolution condemning the actions of a specific ASUI official.

1070.061 All Reprimands shall be drafted in resolution form by GOA after the committee decides upon such action.

1070.062 Should GOA issue a Reprimand, the resolution shall be submitted to the Senate and must be passed with a two-thirds (2/3) majority. If the resolution does not pass, it will not be sent to any outside party and will be treated as any other failed resolution.

1070.063 Reprimands shall be sent to the University of Idaho Argonaut and all of the official's living groups.

1070.064 No ASUI official shall be issued a Reprimand for a first offense. In order to be issued a reprimand, any ASUI official must have received (a) one (1) strike during the current semester; or (b) a Reprimand during the prior semester; or (c) have forfeited their Strike from failure of attendance of a disciplinary hearing.

1070.065 Reprimands should be issued for more serious offenses or when an official blatantly, intentionally, or repeatedly violates the ASUI Governing Documents, having already received one (1) strike during the current semester.

1070.066 No ASUI official shall be issued more than one (1) Reprimand per semester, unless the committee unanimously agrees that extreme and unusual circumstances apply. Any official who commits an offence already having received a Reprimand during the current semester should instead be issued Articles of Impeachment.

1070.070 Articles of Impeachment may be issued for elected officials as described in the ASUI Constitution and Section 1060 of the ASUI Rules and Regulations.

1070.071 GOA shall not issue Articles of Impeachment for a first offense. Any ASUI official must have received (a) one (1) strike or a Reprimand during the current semester; or (b) a Reprimand during the prior semester in order for GOA to issue Articles of Impeachment.

1070.072 Articles of Impeachment should be issued for the most serious offenses or when an official blatantly, intentionally, or repeatedly violates the ASUI Governing Documents, having already received a Reprimand during the current semester.

1070.080 A Dismissal may be issued for appointed officials.

1070.081 Should GOA issue a Dismissal, the official in question shall maintain their position until the Dismissal has been approved by both the ASUI President and the official's immediate supervisor.

1070.082 No ASUI official shall be issued a Dismissal for a first offense. Any ASUI official must have received (a) one (1) strike or a Reprimand during the current semester; or (b) a Reprimand during the prior semester in order to be Dismissed.

1070.083 Dismissals should be issued for the most serious offenses or when an official blatantly, intentionally, or repeatedly violates the ASUI Governing Documents, having already received a Reprimand during the current semester.

1070.090 GOA may require remedial action in addition to any other disciplinary action when the initial offense is of a nature that may be remedied.

1070.091 Such remedial action may include, but is not limited to: public service to remedy harm caused to ASUI's public image, additional office hours to remedy unexcused absences, or office chores to remedy cleanliness issues.

1070.092 Remedial tasks must be reasonable in nature, and GOA may not require financial or material restitution.



## **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.

2010.060 The term “campaign team” shall apply to all those actively supporting and endorsing a candidate and declared to the Elections Coordinator by said candidate. This declaration shall be made as soon as the person is added to the campaign team.

### **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 ASUI Advisor 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 Elections Coordinator will provide petition forms at the candidates’ meeting 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. The ASUI Elections Coordinator must verify ASUI membership of students signing the petitions. The ASUI Elections Coordinator may not sign any candidate’s petition of election form.

2030.011 The filing deadline for a candidate for an ASUI elected office shall be determined by the ASUI Elections 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, IFC, PHC, RHA, SAAC, and UNITY and the *University of Idaho Argonaut*, ten (10) days prior to the candidates' meeting.

2030.013 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 Elections 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 this meeting shall be open to any member of the ASUI interested in running for office. This meeting shall be required in order for a potential candidate to be placed on the ballot unless excused by the ASUI Elections Coordinator. At this meeting, the ASUI Elections 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.

## **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 Campaign materials and apparel may be stored at the ASUI office so long as the materials are not actively displayed or available to influence students, this shall be at the discretion of the ASUI Elections Coordinator.

2040.030 Campaign materials shall be prohibited at all times in University computer labs with the exception of online campaigning.

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

2040.041 When voting closes on the Wednesday of election week, all active distribution of campaign materials, physical and online, are prohibited.

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 8:00 p.m. on the Sunday immediately following the election.

2040.070 The ASUI Elections Coordinator, the ASUI Public Relations Board, and the whole of the membership of the ASUI Senate Rules and Regulations Committee shall be prohibited from publicly supporting or campaigning for any candidate for ASUI office.

2040.071 The ASUI Elections Coordinator shall be advised of this regulation when hired. If the ASUI Elections Coordinator is proven to be publicly supporting a candidate they shall be removed from office immediately.

2040.072 If any member of the ASUI Public Relations Board or the ASUI Senate Committee on Rules and Regulations shall desire to run for office, they may be allowed to do so, but they shall be excused from all elections decisions.

2040.073 Any member of ASUI Public Relations Board, excluding the elections coordinator, wishing to work on a campaign for an ASUI candidate must agree to relinquish any Public Relations Board duties until the election has ceased.

## **2050.000 Campaign Finance and Donations**

2050.010 Candidates for the office of ASUI President and ASUI Vice President shall spend no more than seven hundred and fifty dollars (\$750), 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.

2050.032 In kind donations shall be reported in a receipt form of the candidate's choosing as long as the receipt is found adequate by the Election Coordinators.

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 2040.010.

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

### **2060.000 Election Procedures**

2060.10 The ASUI Senate shall be elected to at-large seats, whereby each seat is elected solely and entirely by the popular vote.

2060.020 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.

2060.030 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.

2060.040 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 The link to vote shall be made available to all ASUI students by whatever means deemed appropriate by the ASUI Elections Coordinator up to two (2) weeks before the election.

2060.042 The ASUI Elections 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 Elections 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.”

2060.55 The opinions submitted in 2050.063 shall be organized by the ASUI Advisor and given to the newly appointed ASUI Senate by the first Senate meeting of the semester.

2060.056 Candidates’ names on the official ballot shall be rotated.

2060.057 The ASUI Director of Public Relations working in tangent with the Elections Coordinator shall publish a voting guide that can include but is not limited to: pictures, biographies, and platform.

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.

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

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

### **2070.000 Election Appeal**

2070.010 In accordance with the ASUI Constitution, rulings by the ASUI Elections Coordinator may be appealed to the ASUI Supreme Court. Further appeals are within jurisdiction of the full senate.

### **2080.000 Election Violations**

2080.010 Disciplinary action for violations of section 2000.000 of ASUI Rules and Regulations shall extend to public reprimands 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 chair of the ASUI Standing Committee on Rules and Regulations 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 chair of the ASUI Standing Committee on Rules and Regulations 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 the chair of the ASUI Standing Committee on Rules and Regulations 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 the chair of the ASUI Standing Committee on Rules and Regulations in the meeting provided in section 2080.030.

2080.051 Unsettled fines shall be decided by the ASUI Supreme Court by majority vote. The Court will be provided with written evidence and documentation of violations by the ASUI Elections Coordinator, as well as the written rebuttal of the chair of the ASUI Standing Committee on Rules and Regulations and the accused candidate.

2080.052 Decisions on fines by the ASUI Supreme Court may be appealed to the full ASUI Senate.

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.

2080.062 Any winning candidate whom there have been no charges filed against, and whose election would not be affected by disqualifying the candidate, shall be sworn in at the regularly appointed time.

2080.063 The ASUI Elections Coordinator must obtain an affirmative decision from the ASUI Supreme Court before proceeding with the disqualification process.

2080.070 This bill of disqualification shall be sent to the ASUI Senate Committee on Rules and Regulations and Other Governing Documents.

2080.071 The Committee will be provided with written evidence and documentation of violations by the ASUI Elections Coordinator, as well as the written rebuttal of the chair of the ASUI Standing Committee on Rules and Regulations and the accused candidate.

2080.072 The ASUI Senate Committee on Rules and Regulations and Other Governing Documents 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 ASUI Senate Committee on Rules and Regulations and Other Governing Documents approves the bill, the issue shall be decided by the senate. When the bill is considered, the ASUI Elections Coordinator shall be provided with one week to present the evidence and documentation of the specific violations, unless more time is requested in writing to the President of the Senate, and approved by a majority of a full vote of the senate.

2080.081 Records of electronic ballots shall be kept by the ASUI Vice President's Adjutant for at least one (1) year.

2080.090 The accused candidate and the chair of the ASUI Standing Committee on Rules and Regulations 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 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.

3010.040 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.

3010.050 The ASUI President shall have the power to override any administrative decisions made by any official appointed under this article.

3010.060 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.)

3010.061 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.

3010.062 The ASUI President's Cabinet shall consist of the following members:

- ASUI President
- ASUI Vice President
- ASUI President's Chief of Staff
- ASUI Director of Public Relations
- ASUI Lobbyist
- ASUI Director of Legislative Affairs
- ASUI Director of Diversity Affairs
- ASUI Director of Safety, Health, and Wellness
- ASUI Director of Athletics
- ASUI Academic Affairs Officers
- ASUI Director of Student Services
- ASUI Director of Sustainability
- ASUI Director of Internal Services
- ASUI Director of Community Relations

3010.063 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.



3010.064 The ASUI President and ASUI President's Chief of Staff will develop and maintain position descriptions for each ASUI Board Chair and ASUI Director position. These position descriptions will be conditions for employment, treated as contracts for performance, and must be signed and kept on file by the ASUI Vice President's Adjutant.

3010.065 The ASUI President must submit the position descriptions for approval to the ASUI Senate whenever changes are to be made.

3010.070 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 must be a member of the University of Idaho Moscow 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 If the ASUI President is unable to maintain a physical presence on the University of Idaho Moscow campus during summer sessions, the requirement may be waived at the discretion of the appropriate persons. An explanation of this must be provided to all necessary parties. The ASUI President will be expected to hold office hours through alternative routes and maintain a high level of responsiveness to the Moscow campus.

3010.092 The ASUI President shall post and maintain at least twenty-four (24) office hours each academic week during the spring and fall sessions unless they are away from the University of Idaho campus on ASUI related business.

3010.093 The ASUI President shall submit a written report to the ASUI Senate at the first meeting in the fall semester regarding their 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 their 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 Vice President's Adjutant, that they have 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 paid position. The President's wage 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 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.

3010.131 The line of succession shall be as follows:

ASUI Vice President  
ASUI Chief of Staff  
ASUI Senate Pro-Temp  
ASUI Senators, by order of seniority

3010.132 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.

3020.020 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.

3020.038 The ASUI President's Chief of Staff shall serve as the point of contact for all Cabinet expenditures and will manage the Executive budget.

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

### **3030.000 ASUI Director of Legislative Affairs**

3030.010 The ASUI President may appoint an ASUI Director of Legislative Affairs

3030.020 The ASUI Presidential Director of Legislative Affairs shall serve at the pleasure of the ASUI President.

3030.030 Duties and Responsibilities of the ASUI Presidential Director of Legislative Affairs.

3030.031 The ASUI Presidential Director of Legislative Affairs shall advise the ASUI President on matters of policy.

3030.032 The ASUI Presidential Director of Legislative Affairs shall attend meetings at the ASUI President's request.

3030.033 The ASUI Presidential Director of Legislative Affairs shall assist other ASUI employees or elected officials as the ASUI President deems necessary.

3030.034 The ASUI Presidential Director of Legislative Affairs shall serve as a liaison between the ASUI President and the ASUI Senate.

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

3030.040 The ASUI Presidential Director of Legislative Affairs shall receive a wage as determined by the ASUI Senate.

### **3040.00 Director of Student Services**

3040.010 The ASUI President may appoint an ASUI Director of Student Services

3040.020 The ASUI Presidential Director of Student Services shall serve at the pleasure of the ASUI President

3040.030 Duties and Responsibilities of the ASUI Presidential Director of Student Services

3040.031 The ASUI Presidential Director of Student Services shall advise the President on all matters related to student spaces and resources

3040.032 The ASUI Presidential Director of Student Services shall attend meetings at the request of the ASUI President

3040.033 The ASUI Presidential Director of Student Services shall assist other ASUI employees or elected officials as the ASUI President deems necessary

3040.034 The ASUI Presidential Director of Student Services shall serve as a liaison between the ASUI President and the ASUI Senate

3040.035 The ASUI Presidential Director of Student Services may do other tasks at the direction, or with the permission of the ASUI President

3040.40 The ASUI Presidential Director of Student Services shall receive a wage as determined by the ASUI Senate

### **3050.000 Director of Sustainability**

3050.010 The ASUI President may appoint an ASUI Director of Sustainability

3050.020 The ASUI Presidential Director of Sustainability shall serve at the pleasure of the ASUI President

3050.030 Duties and Responsibilities of the ASUI Presidential Director of Sustainability

3050.031 The ASUI Presidential Director of Sustainability shall advise the President on all matters related to campus and local sustainability measures.

3050.032 The ASUI Presidential Director of Sustainability shall attend meetings at the request of the ASUI President.

3050.033 The ASUI Presidential Director of Sustainability shall assist other ASUI employees or elected officials as the ASUI President deems necessary

3050.034 The ASUI Presidential Director of Sustainability shall serve as a liaison between the ASUI President and the ASUI Senate

3050.035 The ASUI Presidential Director of Sustainability may do other tasks at the direction, or with the permission of the ASUI President.

3050.040 The ASUI Presidential Director of Sustainability shall receive a wage as determined by the ASUI Senate.

### **3060.000 Director of Internal Services**

3060.010 The ASUI President may appoint an ASUI Director of Internal Services

3060.020 The ASUI Presidential Director of Internal Services shall serve at the pleasure of the ASUI President

3060.030 Duties and Responsibilities of the ASUI Presidential Director of Internal Services

3060.031 The ASUI Presidential Director of Internal Services shall oversee the ASUI Funding Board and act as Elections Coordinator during any and all election periods.

3060.032 The ASUI Presidential Director of Internal Services shall attend meetings at the request of the ASUI President.

3060.033 The ASUI Presidential Director of Internal Services shall assist other ASUI employees or elected officials as the ASUI President deems necessary

3060.034 The ASUI Presidential Director of Internal Services shall serve as a liaison between the ASUI President and the ASUI Senate.

3060.035 The ASUI Presidential Director of Internal Services may do other tasks at the direction, or with the permission of the ASUI President.

3060.040 The ASUI Presidential Director of Internal Services shall receive a wage as determined by the ASUI Senate.

### **3070.000 Director of Community Relations**

3070.010 The ASUI President may appoint an ASUI Director of Community Relations

3070.020 The ASUI Presidential Director of Community Relations shall serve at the pleasure of the ASUI President

3070.030 Duties and Responsibilities of the ASUI Presidential Director of Community Relations

3070.031 The ASUI Presidential Director of Community Relations shall advise the President on all matters related to community and alumni relations.

3070.032 The ASUI Presidential Director of Community Relations shall attend meetings at the request of the ASUI President.

3070.033 The ASUI Presidential Director of Community Relations shall assist other ASUI employees or elected officials as the ASUI President deems necessary

3070.034 The ASUI Presidential Director of Community Relations shall serve as a liaison between the ASUI President and the ASUI Senate.

3070.035 The ASUI Presidential Director of Community Relations may do other tasks at the direction, or with the permission of the ASUI President.

3070.040 The ASUI Presidential Director of Community Relations shall receive a wage as determined by the ASUI Senate.

### **3080.000 ASUI Lobbyist**

3080.010 There shall be an ASUI Lobbyist under the direct supervision of the ASUI President.

3080.020 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.

3080.021 The ASUI Lobbyist shall receive a wage of 7 dollars and 25 cents (\$7.25) on a bi-weekly basis with the exception of time spent in an official capacity during the Spring legislative session of the Idaho State Legislature. During the Spring legislative session of the Idaho State Legislature the Lobbyist shall be paid a wage of 20 dollars and no cents (\$20.00) on a bi-weekly basis throughout the duration of said legislative session. Approval of one (1) additional 1000 dollar (\$1000) one-time payment for the Lobbyist will be contingent upon the approval of the ASUI Senate and the ASUI President. Up to 200 dollars (\$200) will be allocated for reimbursement with the proper paperwork submitted by the ASUI Lobbyist for expenses outlined in Section 3050.022 of the Rules and Regulations.

3080.022 The ASUI Lobbyist will keep receipts of expenses, and will reimburse themselves from the allocated \$200. For expenses superseding the amount of \$200, 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).

3080.023 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.

3080.030 The ASUI Lobbyist shall be the ASUI's representative to the Idaho State Legislature while it is in session.

3080.040 The ASUI Lobbyist shall be a registered lobbyist. (See Idaho Code Section 67-6617.)

3080.050 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.

3080.051 The ASUI President shall inform the ASUI Senate, at the next scheduled Senate meeting, of policy or opinion given to the ASUI Lobbyist.

3080.060 The ASUI Lobbyist shall contact the ASUI President weekly. The ASUI Lobbyist shall also be responsible for making sure that the ASUI Senate is informed of the ASUI Lobbyist's activities on a weekly bases for inclusion in the Senate Information Reports

3080.070 The ASUI Lobbyist shall provide requested information pertaining to the ASUI and its programs and policies to legislators.

3080.071 Upon completion of their term in office, the ASUI Lobbyist shall comply with the Idaho Secretary of State's office in completing forms.

3080.080 The ASUI Lobbyist shall attend committee meetings of relevance to student concerns.

3080.090 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.

3080.100 The ASUI Lobbyist shall perform other related duties as requested by the ASUI President and ASUI Senate.

3080.110 The ASUI Lobbyist will be required to fulfill five (5) office hours a week during the semester preceding their 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.

### **3090.000 ASUI Faculty Senate Members**

3090.010 The ASUI President shall appoint one (1) ASUI Academic Affairs Officer with the advice and consent of the ASUI Senate to be appointed in the spring with a term to last until the last meeting of the spring ASUI Senate the following year.

3090.020 The ASUI Academic Affairs Officer must have completed at least 26 credits at the University of Idaho before taking office, and must be a full time student.

3090.030 The ASUI Academic Affairs Officer shall serve at the pleasure of the ASUI President.

3090.040 Duties and Responsibilities of the ASUI Academic Affairs Officer shall be:

3090.041 ASUI Academic Affairs Officer shall be required to attend every Faculty Senate meeting along with another appointed ASUI Cabinet member unless prior arrangements have been made with the ASUI President and the Faculty Senate Chair.

3090.042 The ASUI Academic Affairs Officer shall be responsible to report orally the decisions and actions of the Faculty Senate to the members of the ASUI Senate following each Faculty Senate meeting.

3090.043 The ASUI Academic Affairs Officer shall be responsible for attending the ASUI President's Cabinet meetings.

3090.044 The ASUI Academic Affairs Officer must schedule and attend one (1) monthly meeting with the Tutoring & Success Center to continue supporting their program and overall student success.

3090.045 The ASUI Academic Affairs Officer may do other tasks at the direction of, or with the permission of the ASUI President.

3090.050 ASUI Academic Affairs Officer shall receive a wage as determined by the ASUI Senate.

### **3100.000 ASUI Vice President**

3100.010 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.

3100.020 The ASUI Vice President must be a member of the University of Idaho Moscow for their entire term of office and keep regular office hours.

3100.030 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.

3100.031 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.

3100.040 The ASUI Vice President shall be the President of the ASUI Senate.

3100.041 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.

3100.050 The ASUI Vice President shall have the ability to, if they deem appropriate, implement a small weekly accountability measure to keep up with senator progress.

3100.060 The ASUI Vice President and Senate Pro-Tempore 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.

3100.061 This bill shall also define the broadcast media to be used for the virtual living group report as defined in 4060.030.

3100.070 The ASUI Vice President and Senate Pro-Tempore 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.

3100.071 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.

3100.080 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 Senate and shall recommend to the



ASUI President persons to be appointed to these committees by April 10<sup>th</sup> of the Spring Semester prior to the beginning of their term of appointed service.

3100.081 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.

3100.082 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.

3100.083 The ASUI Vice President may advise the ASUI President to suspend or dismiss any student from membership on their respective University of Idaho Committee.

3100.090 The ASUI Vice President shall receive a wage. This wage shall be determined by the ASUI Senate.

3100.091 The ASUI Vice President shall post and maintain at least eleven (11) office hours each academic week during the spring and fall semesters, unless they are away from the University of Idaho campus on ASUI related business.

3100.100 The ASUI Vice President shall assign an ASUI Senator to attend Faculty Senate meetings in the event that an elected ASUI Faculty Senate Representative is unable to attend.

### **3110.000 ASUI Vice President's Adjutant**

3110.010 The ASUI Vice President may appoint as many ASUI Vice President's Adjutants as they may deem necessary.

3110.020 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.

3110.030 The ASUI Vice President's Adjutant shall receive a wage. This wage shall be determined by the ASUI Senate.

3110.040 The ASUI Vice President's Adjutant must attend all regularly scheduled ASUI Senate meetings and special sessions unless unavoidably detained.

3110.050 The ASUI Vice President's 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.

3110.060 The ASUI Vice President's Adjutant shall have a demonstrated working knowledge of proper parliamentary procedure.

3110.070 The ASUI Vice President's 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.

3110.080 The ASUI Vice President's Adjutant shall be responsible for the preparation of all agendas and meeting materials, completion and distribution of weekly Senate meeting minutes, and other duties as assigned by the ASUI Vice President.

**3120.000 ASUI Paid Positions**

3120.010 The following members of ASUI shall receive an hourly wage on a bi-weekly basis at stated amounts:

- ASUI President: 9 dollars and no cents (\$9.00)
- ASUI Vice President: 8 dollars and no cents (\$8.00)
- ASUI Senators: 8 dollars and no cents (\$8.00)
- ASUI Senate Pro-Tempore: 8 dollars and no cents (\$8.00)
- ASUI President's Chief of Staff: 8 dollars and no cents (\$8.00)
- ASUI Lobbyist: 8 dollars and no cents (\$8.00) or 20 dollars and no cents (\$20.00) during the Spring legislative session of the Idaho State Legislature
- ASUI Board Chairs: 8 dollars and no cents (\$8.00)
- ASUI Board Members: 8 dollars and no cents (\$8.00)
- ASUI Directors: 8 dollars and no cents (\$8.00)
- ASUI Faculty Senate Members: 8 dollars and no cents (\$8.00)
- ASUI Vice President's Adjutant: 8 dollars and no cents (\$8.00)

3120.020 An hourly wage for each ASUI position, shall be predetermined by the ASUI President in consultation with the ASUI Advisor and Director of Administration and Financial Operations.

3120.030 The Specific hourly wage of all paid ASUI officials shall be determined by the ASUI President and approved by the ASUI Senate. The specific wages will be submitted in the bill appointing ASUI officials. 5090.000 ASUI Directors

**3130.000 ASUI Directors**

3130.010 The ASUI Directors are listed below:

- ASUI Director of Legislative Affairs
- ASUI Director of Athletics
- ASUI Director of Diversity Affairs
- ASUI Director of Safety, Health, and Wellness
- ASUI Director of Student Services
- ASUI Director of Sustainability
- ASUI Director of Community Relations
- ASUI Director of Public Relations

3130.020 Duties and Responsibilities of ASUI Directors:

3130.021 Each ASUI director shall be responsible to the ASUI President for the proper administration of their assigned duties and position description.

3130.022 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.

3130.023 The ASUI Director shall ensure that the department officers are knowledgeable and working to discharge the department's duties.

3130.024 Any decision by an ASUI Department or Director can be overturned by executive order of the ASUI President.

3130.025 ASUI Departments must meet at least once (1) a month to discuss any matter determined by the ASUI Department's director or their designee.

3130.026 Each ASUI director may suspend or dismiss their officers provided they consult with the ASUI Chief of Staff first.

3130.027 Each ASUI director is required to submit a monthly report to the ASUI Finance Committee Chairperson detailing expenditures of the department budget.

3130.030 No ASUI director may allocate funds for purposes other than those budgeted by the ASUI senate.

3130.031 Each ASUI director shall be responsible for reporting to the ASUI senate once per month while the ASUI senate is in session.

3130.032 Each ASUI director shall be responsible for attending ASUI President's cabinet meetings.

3130.033 Each ASUI director shall serve no less than six (6) office hours per week, which are in a predefined schedule to be submitted to the ASUI Vice President's Adjutant. The hours will be posted for public notice.

3130.040 The Director of Athletics shall attend all Student Athlete Advisory Committee (SAAC) meetings to inform students of current ASUI business, information of interest to students, and upcoming ASUI sponsored events.

3130.041 In addition to weekly verbal reports, the Director of Athletics shall deliver to SAAC the most recent ASUI Senate minutes and any other materials deemed appropriate by the ASUI Senate Pro-Tempore, in either printed or electronic format.

3130.042 If the Director of Athletics is unable to attend a given SAAC meeting, they must e-mail SAAC any information normally delivered in a living group visit. If there is no information to be delivered, the Director of Athletics must notify SAAC that there is no report that week.

3130.050 All ASUI directors shall attend a diversity awareness training session each semester as defined in series 1040.000 of the ASUI Rules and Regulations.

### **3140.000 ASUI Public Relations Board**

3140.010 The ASUI Public Relations Board shall consist of the following members appointed in accordance to Section 5010.000 of the ASUI Rules & Regulations.

1. Director of Public Relations (chair-votes only in case of tie)
2. Director of Internal Services
3. Director of Community Relations
4. One Senator from the ASUI Senate Body

3140.020 The following members of the ASUI Public Relations Board shall receive a stipend as determined by the ASUI Senate.

1. Director of Public Relations
2. Director of Internal Services
3. Director of Community Relations
4. One Senator from the ASUI Senate Body

3140.030 The ASUI Public Relations Board Chair shall be responsible for the execution of the duties listed in Section 5030.000 of the ASUI Rules & Regulations.

3140.040 The ASUI Public Relations Board Members must obey the regulations listed in Section 5040.000 of the ASUI Rules & Regulations

3140.050 The ASUI Public Relations Board Directors must obey the regulations listed in Section 5150.000 of the ASUI Rules & Regulations.

3140.060 The ASUI Public Relations Board Directors must participate in the planning, advertising, and community out-reach for Dance Marathon.

3140.070 The ASUI Public Relations Board Members will be responsible for disseminating flyers, advertisements, and promotional materials two weeks in advance of each What's Good Wednesday event.

### **3150.000 ASUI Student Organization Funding Board**

3150.010 ASUI Student Organization Funding Board shall consist of the following members appointed in accordance to Section 5010.000 of the ASUI Rules & Regulations.

1. Director of Internal Services (chair)
2. Members outlined in Funding Board Bylaws (voting member)
3. At least two ASUI Senators (voting members)

3150.020 The following members of the ASUI Funding Board shall receive a stipend as determined by the ASUI Senate.

1. Director of Internal Services (chair)
2. Members outlines in Funding Board Bylaws (voting member)
3. At least two ASUI Senators (voting members)

3150.030 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.

3150.040 The ASUI Student Organization Funding Board Members must obey the regulations listed in Section 5040.000 of the ASUI Rules & Regulations.

3150.050 The ASUI Student Organization Funding Board Coordinators must obey the regulations listed in Section 5060.000 of the ASUI Rules & Regulations

## **4000.000 LEGISLATIVE: ASUI SENATE**

### **4010.000 General Information**

4010.010 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.

4010.011 In the event of a campus closure, national, state, or local emergency, all governing documents shall be suspended and used as guidelines to be followed to the best of the body's ability. The President, Vice President, and Pro-Tempore will provide oversight with unanimous approval of the GOA committee. If unanimity cannot be reached, the changes will go to the senate body for approval.

4010.020 Each ASUI Senator shall be a member of the University of Idaho Moscow campus for their entire term of office, with the exception of academic breaks and summer session.

4010.030 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: stipend, 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.

4010.060 The ASUI Senate shall hold an open reception before October 31 in the fall.

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.

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 will hold a pre session before ASUI Senate Meetings. The senate pre sessions will be used as an opportunity to learn from an individual, group, or organization. This presentation is only for the bettering of University of Idaho students and/or the improving of ASUI Senate and Cabinet. The pre session will include a 45-minute presentation followed by a 15-minute discussion by ASUI individuals that will be centered around the presentation.

4010.081 This pre-session will be mandatory for the ASUI Senate, and an invitation for the pre-session will be extended to all ASUI Cabinet Members as well as the ASUI President and ASUI Advisor.

4020.082 The subject and premise of the pre-session will be determined and planned in accordance with section 4020.030 of the ASUI Rules and Regulations.

4020.083 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 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 is in charge of planning and executing the pre-sessions that occur before the ASUI Senate meeting — outlined further in section 4010.080 of the ASUI Rules and Regulations.

4020.031 At the discretion of the ASUI President, ASUI Vice President and ASUI Chief of Staff, complete autonomy may be granted to the ASUI Senate President Pro-Tempore when planning these pre-sessions.

4020.032 If the pre-sessions independently planned by the ASUI Senate President Pro-Tempore are deemed inappropriate by the ASUI President, ASUI Vice President, the ASUI Chief of Staff, and/or the general ASUI Administration, then the tasks and responsibilities laid out in section 4020.030 will be delegated as a group effort between the ASUI President, ASUI Vice President, ASUI Chief of Staff, and ASUI Senate President Pro-Tempore. Cause to take this action can be determined by ASUI President, ASUI Vice President and any other parties they deem necessary.

4020.040 The ASUI Senate President Pro-Tempore shall serve as chair of the Ways and Means Standing Committee.

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 each semester 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.

4020.063 The ASUI Senate President Pro-Tempore shall participate in the planning and execution of Dance Marathon, which shall be held in the spring semester.

4020.070 If contacted in writing, by any group of students who hold regular meetings, requesting regular visits from a Senator, the Pro-Tempore must respond within one week. Approval is completely at their discretion.

4020.071 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.

4020.080 The ASUI Senate President Pro-Tempore shall be responsible for maintaining a master binder in the ASUI Office containing the most recently-update versions of the ASUI Constitution, the ASUI Rules and Regulations, the ASUI Senate Bylaws, the ASUI Senate Seating Chart, the



ASUI Master Contact List, and all other documents deemed necessary by the ASUI Senate President Pro-Tempore.

#### **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 six (6) office hours per week, which are in a predefined schedule to be submitted to the Senate Pro-Tempore 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. During the week of midterms, no common hour will be held. This office hour will count towards the six (6) 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.

4040.040 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 ASUI Vice-President.

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 Prior to the first meeting of each semester, ASUI Senate Standing Committees shall determine a regularly scheduled meeting time. When a bill has been introduced to a committee, the committee shall be required to meet weekly until the bill receives a recommendation to the ASUI Senate. The ASUI Senate Finance Committee shall meet at least once a month to review

the monthly finance statements- Times of ASUI Senate Standing Committee meetings shall be posted in a conspicuous place in the ASUI Office.

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 Living Group Representation**

4060.010 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.

4060.020 Each ASUI Senator shall be assigned by the ASUI Vice President to University Residences, Greek chapters, Multicultural Greek Chapters, the Residence Hall Association, and/or UNITY.

4060.021 The ASUI Senate President Pro-Tempore shall be assigned to fewer living groups than the rest of the ASUI Senate or none at all.

4060.030 The ASUI Vice President shall schedule senators on a weekly rotation to perform a virtual living group report.

4060.031 The responsibilities, structure, and content of the virtual living group will be at the discretion of the President of the ASUI Senate and the Senate Pro-Tempore.

4060.040 Each ASUI Senator shall be required to visit each assigned living group every week, with the exception of academic breaks and summer sessions.

4060.041 Section 4070.030 of the ASUI Rules and Regulations may be waived at the discretion of the appropriate living group president.

4060.042 In addition to weekly verbal reports, ASUI Senators shall deliver to their assigned living groups the most recent ASUI Senate minutes, and any other materials deemed appropriate by the ASUI Senate Pro-Tempore, in either printed or electronic format.

4060.043 On weeks when an ASUI Senator does not visit an assigned living group in person, 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.

#### **4070.000 Attendance Requirements**

4070.010 Each ASUI Senator shall attend all assigned ASUI Senate meetings, ASUI Senate Standing Committee meetings, ASUI Standing Board meetings and living group meetings.

4070.020 If an ASUI Senator is unable to attend, that senator is responsible for informing the chair or president of the respective board or organization and/or the ASUI Senate President Pro-Tempore at least three days in advance.

4070.021 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.

4070.022 The Senate President Pro Tempore shall be responsible for keeping track of all Senator absences.

4070.023 The Senate Pro Tempore shall be responsible for informing the ASUI Vice President when a Senator violates the attendance policy.

4070.024 The ASUI Vice President shall be responsible for ensuring the Senate President Pro Tempore fulfills their obligations.

4070.025 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.

4070.026 If prior notification is not given by the ASUI Senator and/or not approved by the chair, the absence shall be classified as unexcused.

4070.027 If prior notification is given by the ASUI Senator and/or approved by the chair, the absence shall be classified as excused.

4070.030 If an ASUI Senator is more than 15 minutes late arriving to any meeting listed in Section 4070.010 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.

4070.040 If a senator accrues more than three excused absences from attending any Senate related meetings or living groups, the senator shall be sent to the GOA Committee, which will use its discretion to take appropriate disciplinary action.

4070.041 A senator shall not be permitted any unexcused absences from attending any Senate related meetings or living groups.

4070.042 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.

4070.050 The Pro Tempore have the authority to mandate up to 4 events a semester. These events can be ASUI club meetings, university trainings, community or university events, or any other events deemed necessary.

4070.051 The events must be approved by the ASUI Senate Advisor.

4070.052 All senators must be notified AT LEAST one week in advance of the event.

4070.053 Senators must notify the Pro Tempore at least 12 hours in advance of an inability to attend a mandatory event. In the event of an unforeseen emergency or extenuating circumstance, senators will not be expected to attend.

#### **4080.000 Additional Responsibilities**

4080.010 Each ASUI Senator will be required to meet with either the ASUI Vice President or ASUI Pro Tempore every month. During this meeting, senators must prepare to deliver a progress report on their work over the past month. The Vice President shall record each ASUI Senator's meeting notes to ensure development among the Senate.

4080.011 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.

4080.012 If unable to attend the before mentioned meeting, a senator must find a replacement time 3 days prior, with the replacement meeting being the same week or following week as the original meeting time.

#### **4090.000 Senate Body Composition**

4090.010 The ASUI Constitution outlines in Article II- Legislative, under Clause A Membership that the number of senators found within the senate will be dictated by a proportionate number based on enrolled undergraduate students at the university. It says that this system will be outlined in the ASUI Rules and Regulations. This system will be outlined as follows:

4090.011 For every 650 students enrolled in the undergraduate body there will be one senator within the senate body.

4090.012 The number of senate seats will be rounded up, when the undergraduate student body is not divisible by 650.

4090.013 To achieve this proportionality, at each term cycle the position in charge of running elections will determine the enrolled number of undergraduate students. They will then determine the number of senate seats based on this enrolled number and the proportionate rate of one (1) senator for every 650 students enrolled in the undergraduate body. They will announce this number to the student body before elections start, as has been done before all other elections.

4090.014 To avoid increasing or decreasing the senate body at an extreme rate at the start of this proportionate based system, the current Vice President and Pro Tempore will oversee this process, by not filling seats that were left unoccupied after the last election finished, or by appointing seats at the start of the next term based on the number of undergraduate students currently enrolled. They will not adjust the senate body by removing senate seats unless a senator is to be removed for other reasons that would naturally result in removal from office.

**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.

5010.011 The exception shall be the members of the ASUI Student Diversity Advisory Council. The members of the ASUI Student Diversity Advisory Council shall be appointed by the ASUI Director of Diversity Affairs with the advice and consent of the ASUI Senate as per the dictates of ASUI volunteer positions.

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.

5010.021 All students appointed to the ASUI Student Diversity Advisory Council shall also meet the following requirements:

Must have completed their first year as an undergraduate student prior to applying to the position

Must have prior experience in working with diverse students on the University of Idaho campus

All Other Requirements Shall be as stipulated in the ASUI Student Diversity Advisory Council Constitution.

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  
Vice Chair  
ASUI Public Relations Board  
Vice Chair  
Community Outreach Coordinator

Elections Coordinator(s)  
ASUI Student Diversity Advisory Council Chair  
Vice Chair

**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 5040.000 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 unless approved by Vice President's Adjutant, Chief of Staff and the ASUI President.

5030.030 Each ASUI Standing Board Chair shall be responsible for providing at least 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.

5030.041 The exception is the ASUI Student Diversity Advisory Council Chair, who shall require no consultation with the ASUI President for the suspension or dismissal of any coordinators.

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.

5030.051 The exception is the ASUI Student Diversity Advisory Council Chair, who shall require no consultation with the ASUI President for the suspension or dismissal of any coordinators.

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 six (6) office hours per week, which are in a predefined schedule to be submitted to the ASUI Chief of Staff. 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 submit budget requests (when applicable) to the ASUI President by April 1<sup>st</sup>.

5040.011 No ASUI standing board may allocate funds for purposes other than those budgeted by the ASUI Senate.

5040.020 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).

5040.030 Each board member shall attend meetings in accordance with attendance requirements outlined in the board's bylaws.

#### **5050.000 ASUI Student Diversity Advisory Council**

5050.010 ASUI Student Diversity Advisory Council 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 ASUI Student Diversity Advisory Council Constitution (voting members)
3. Vice Chair (voting member)
4. Interim Members as outlined in ASUI Student Diversity Advisory Council Constitution (non-voting members )
- 5.

5050.020 The ASUI Student Diversity Advisory Council shall be responsible for the execution of the duties listed in Section 5030.000 of the ASUI Rules and Regulations.

5050.021 The ASUI Student Diversity Advisory Council Chair shall also be responsible for the execution of duties in the ASUI Student Diversity Advisory Council Constitution.

5050.022 The ASUI Student Diversity Advisory Council Chair shall be the ASUI Director of Diversity Affairs.

5050.030 The ASUI Student Diversity Advisory Council Members must obey the regulations listed in Section 5080.050 of the ASUI Rules & Regulations.

5050.031 The ASUI Student Diversity Advisory Council Members must also obey the regulations listed in the ASUI Student Diversity Advisory Council Constitution.

5050.040 The ASUI Student Diversity Advisory Council Vice-Chair must obey the regulations listed in Section 5080.050 of the ASUI Rules & Regulations.



5050.041 The ASUI Student Diversity Advisory Council Vice-Chair must also obey the regulations listed in the ASUI Student Diversity Advisory Council Constitution.

5050.050 The members of the ASUI Student Diversity Advisory Council shall meet all of the following requirements:

Attend the bi-weekly meetings on the first and third week of each month, unless the ASUI Student Diversity Advisory Council votes to change the requirements in the ASUI Student Diversity Advisory Council Constitution. The date, time, and place shall be as specified in the ASUI Student Diversity Advisory Council Constitution.

Must participate in at least one (1) University Committee

Must give a report at the SDAC

Must attend any and all University meetings and workshops as required by the Student Diversity Advisory Council.

Must create or attend a diversity based workshop directly related to the Student Diversity Advisory Council

5050.060 The principal functions of the ASUI Student Diversity Advisory Council shall be as defined in the ASUI Student Diversity Advisory Council Constitution, but must and shall include the following:

Propose initiatives that will improve diversity and contribute to the campus climate at the university.

Act as a forum to facilitate collaboration between different student groups serving the University of Idaho's under-represented students.

Address incidents that threaten the university's commitment to diversity and recommend appropriate action.

## **6000.000 JUDICIAL: ASUI Supreme Court**

### **6010.000 Student Conduct Board**

6010.010 The Student Conduct Board 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 Student Conduct Board shall consist of the following undergraduate student members: Positions A, B, C, D, and E

6010.020 Members of the Student Conduct Board Council shall be appointed for a term of one (1) year.

### **6020.000 Jurisdiction**

6020.010 The Student Conduct Board 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 Student Conduct Board has appellate jurisdiction over decisions of living group disciplinary bodies (see Faculty-Staff Handbook).

### **6030.000 Range of Sanctions**

6030.010 The Student Conduct Board has the full range of sanctions set forth in the "Student Code of Conduct."

### **6040.000 ASUI Supreme Court**

6040.020 The powers of the ASUI Supreme Court shall be the following:

6040.021 The ASUI Supreme Court shall have the power to review all legislation prior to that legislation's decision by the ASUI Senate. The Court shall issue a decision as to whether said legislation violates the ASUI Constitution, the ASUI Rules and Regulations, or the appropriate ASUI department Bylaws, e.g. Senate Bylaws, Funding Board Bylaws, et cetera. This decision shall be binding to the ASUI. This investigation shall be initiated by the request of any member of the ASUI and shall be limited to "Illegal" and "Legal". A Supreme Court decision can be appealed by a 2/3 vote of the senate. The appeal process will follow the same process as bills vetoed by the president. This power will be known as "Judicial Review".

6040.022 The ASUI Supreme Court shall have the power to review all executive action by the ASUI President or any member of the ASUI Executive Branch. The Court shall issue a decision as to whether said executive action violates the ASUI Constitution, the ASUI Rules and Regulations, or the appropriate ASUI department Bylaws, e.g. Senate Bylaws, Funding Board Bylaws, et cetera. This decision shall be binding to the ASUI. This investigation shall be initiated by the request of any member of the ASUI and shall

be limited to “Illegal” and “Legal”. A Supreme Court decision can be appealed by a 2/3 vote of the senate. The appeal process will follow the same process as bills vetoed by the president. This power shall also be known as “Judicial Review”.

6040.023 The ASUI Supreme Court shall have the power to investigate any proceeding of the ASUI Senate, any ASUI Senate Standing Committee, any ASUI Task Force, any Elections Coordinator, or any ASUI Executive Board or Department. This investigation shall be initiated by the request of any member of the ASUI and shall only determine whether the said proceeding violated the ASUI Constitution, the ASUI Rules and Regulations, or any ASUI department Bylaws, e.g. Senate Bylaws, Funding Board Bylaws, et cetera. This decision shall be “Illegal” or “Legal”. This decision shall be binding to the ASUI and shall be known as “Constitutional Review”.

6040.024 The ASUI Supreme Court shall have the power to command any member of the ASUI to provide any documentation not protected by a higher law to itself or, in the case of a disciplinary investigation of the ASUI Senate Committee on Government Operations and Appointments Committee, to the ASUI Senate Committee on Government Operations and Appointments. This power shall be binding and shall be known as “Provision of Evidence”.

6040.025 The ASUI Supreme Court shall have the power to suspend the decision of a disciplinary hearing or elections dispute if a) one or more of the involved parties request a suspension on grounds of violation of one or more governing documents; and b) if the ASUI Supreme Court determines that there has been, in fact, a violation of the ASUI Constitution, ASUI Rules and Regulations, or ASUI department Bylaws, e.g. Senate Bylaws, Funding Board Bylaws, et cetera. If the ASUI Supreme Court chooses to exercise this power, it shall then inform the original judiciary body of the specific violation(s) and command a rehearing of the case that is in compliance with the ASUI Governing Documents. This decision shall be binding and shall be known as the “Writ of Mandamus”.

6040.026 The ASUI Supreme Court shall have the power to provide the definitive interpretation of the ASUI Constitution, the ASUI Rules and Regulations, and all ASUI department Bylaws. This decision and interpretation shall be binding. This power shall be known as “Judicial Interpretation”.

6040.030 The ASUI Supreme Court shall, upon a decision by the membership, issue to the whole of the government of the ASUI its decision, in written format and signed by the Chair of the ASUI Supreme Court.

6040.031 If there is a dissenting opinion, that dissent shall also be issued in written format to the whole of the government of the ASUI and signed by the most senior dissenting member. It shall be issued in concert with the majority decision.

6040.032 Both majority and dissent opinions shall require references to all locations within the ASUI Governing Documents whereupon the decisions were based. Legal principles may also be cited.

6040.033 All majority decisions of the ASUI Supreme Court shall be counted as legal precedent for all future decisions of the ASUI Supreme Court. In the case of Judicial

Interpretation decisions, the majority decisions shall serve as all interpretations of the ASUI Governing Documents until a Supreme Court holds a majority decision that overturns a previous ruling.

6040.034 A decision of “Legal” shall allow the ASUI Government to proceed with action on the legislation, decision, or other action that was under review.

6040.035 A decision of “Illegal” shall immediately strike down the legislation, decision, or other action and shall prohibit the ASUI Government from continuing or utilizing any proceeding or ruling resulting from the said legislation, decision, or other action.

6040.040 All procedures of the ASUI Supreme Court shall be defined in the ASUI Supreme Court Bylaws

6040.041 Any modifications to the ASUI Supreme Court Bylaws shall require the approval of ASUI Senate. The procedure for approval shall follow the same procedure as modifications to the ASUI Governing documents

## **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 Director of Administration and Financial Operations 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 prior to the first ASUI Senate meeting in March of each year.

7010.011 The ASUI Senate Finance committee shall meet weekly upon receipt of the budget from the ASUI President.

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

7010.030 The ASUI shall submit an application for fee support to the DSAFC 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 DSAFC 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 stipends, 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 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/Luncheon: 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 Student Facilities Planning, 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 Facilities 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 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 Vetrus 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 Administrative Coordinator.

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

7040.030 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 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 does meet ASUI Funding Board guidelines for funding, except Graduate and Professional Student Association and Student Bar Association, shall be required to register as a campus organization and apply for ASUI Funding Board before the ASUI Senate may consider additional funding requests.

7040.043 A representative of each group eligible for ASUI Funding Board funding and requesting additional organizational funding from the ASUI shall present documents providing amounts of ASUI Funding Board 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 Director of Administration and Financial Operations.

7040.045 The ASUI President and the ASUI Senate shall have the authority to allocate funds to groups deemed ineligible for ASUI Funding Board from funds 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 Dedicated Student Activity 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 ASUI Advisor, 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 ASUI President and the President's Chief of Staff 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 Dedicated Student Activity 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 (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
4. GPSA President or designee
5. One (1)-GPSA Representative
6. 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 with the ASUI Vice President's Adjutant 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 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 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 Vice President's Adjutant
- ASUI Director of Policy
- ASUI President's Chief of Staff
- ASUI Faculty Senate Member
- ASUI Lobbyist
- ASUI Elections Coordinator
- ASUI Directors
- ASUI Board Chairs
- ASUI Board Members

### **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 **and** the number of other applicants vying for the desired position, to the Government Operations and Appointments Committee Chair of the ASUI Senate.

8030.040 The ASUI President shall submit the names of their appointees no later than two (2) weeks prior to the appointment dates specified in Section 8060.000 of the ASUI Rules and Regulations.

8030.050 The ASUI President shall create an appointment list of non-paid 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".

8030.060 Applicants to ASUI paid positions cannot work until a grade check, student verification and proper paperwork are submitted and 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 and the number of other applicants vying for the desired position, and, 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 Appointment Timeline**

8050.010 The ASUI President shall submit to the ASUI Senate their nominee for the position of ASUI Lobbyist by the last ASUI Senate meeting of the fall semester.

8050.020 The ASUI President shall submit their nominee for the position of Faculty Senate Representative by the last ASUI Senate meeting in September for the Faculty Senate position appointed for the academic year.

8050.030 The ASUI President shall submit to the ASUI Senate their nominee for the position of Elections Coordinator no later than six (6) weeks prior to elections.

#### **8060.000 Senate Vacancies**

8060.010 In the event that there are two or more vacancies for the position of ASUI Senator, in which one or more of those vacancies has a term limit longer than another, the longest term(s) shall be filled first according to the vacancy procedures outlined in the ASUI Constitution, Article II, Clause C. Once the longest term has been filled, each subsequent term shall be filled in order of decreasing term length.



## **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 an 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 undergraduate 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 collegiate 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.

## **10000.000 ASUI PROFESSIONAL EMPLOYEES**

### **10010.000 ASUI Advisor**

The ASUI Advisor 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 Director of Administration and Financial Operations**

The Director of Administration and Financial Operations serves as primary financial officer for the ASUI. Other duties of the Director of Administration and Financial Operations 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 Director of Administration and Financial Operations shall participate in various planning and review sessions with student government officials and advise on issues of funding ASUI programs and streamlining current operations.

### **10040.000 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 other executive duties, providing all handling of tax-documentation, handling required paperwork such as pertains to hiring, electing, appointing or otherwise adding new officials to the ASUI government, and assisting the ASUI Advisor in all necessary office requests as needed.