



**Associated Students of the University of Arizona**

**Bylaws**

**LAST UPDATED: JUNE, 2018**



**Associated Students of the University of Arizona  
Bylaws**

**Table of Contents**

<b>Article I.</b>	<b><u>General Guidelines</u></b>	<b>4</b>
<b>Article II.</b>	<b><u>Appointments</u></b>	<b>5</b>
<b>Article III.</b>	<b><u>New Appointment Selection Funding</u></b>	<b>5</b>
<b>Article IV.</b>	<b><u>ASUA Stipend Review Board</u></b>	<b>5</b>
<b>Article V.</b>	<b><u>ASUA Senate</u></b>	<b>5</b>
	Section 5.01 <u>Operating Guidelines</u>	5
	Section 5.02 <u>Vacancies</u>	10
	Section 5.03 <u>Recess Governance Senators</u>	10
	Section 5.04 <u>Duties of the Officers of the Senate</u>	10
	Section 5.05 <u>Incidental Powers of the Senate</u>	14
	Section 5.06 <u>Senate Standing Committees</u>	14
	Section 5.07 <u>College specific Senators</u>	16
<b>Article VI.</b>	<b><u>ASUA Supreme Court Clerk</u></b>	<b>17</b>
	Section 6.01 <u>Job Description</u>	17
	Section 6.02 <u>Conduct of the ASUA Supreme Court Clerk</u>	18
	Section 6.03 <u>Responsibilities to the ASUA Supreme Court</u>	18
<b>Article VII.</b>	<b><u>ASUA Treasurer and Deputy Treasurer</u></b>	<b>19</b>
<b>Article VIII.</b>	<b><u>ASUA Finances</u></b>	<b>21</b>
<b>Article IX.</b>	<b><u>ASUA Club and Organization Funding Guidelines</u></b>	<b>22</b>
<b>Article X.</b>	<b><u>ASUA Executive Vice Presidential Branch</u></b>	<b>27</b>
	Section 10.01 <u>ASUA Appropriations Board and Club Advocates</u>	31
	Section 10.02 <u>Chief of Staff to the Executive Vice President</u>	32
	Section 10.03 <u>Deputy Chief of Staff to the Executive Vice President</u>	33
	Section 10.04 <u>Sport Club Allocations Board</u>	34
	Section 10.05 <u>Parliamentarian</u>	36
<b>Article XI.</b>	<b><u>President's Cabinet</u></b>	<b>38</b>
	Section 11.01 <u>Name and Structure</u>	38
	Section 11.02 <u>Responsibilities of the Cabinet</u>	38
	Section 11.03 <u>Cabinet mission</u>	38
	Section 11.04 <u>ASUA Academic Affairs Director</u>	39
	Section 11.05 <u>ASUA Chief of Staff</u>	40
	Section 11.06 <u>ASUA Alumni Outreach Executive Director</u>	41

<u>Section 11.07 ASUA Presidential Deputy Chief of Staff</u>	41
<u>Section 11.09 ASUA Zona Zoo Program and Leadership</u>	42
<u>Section 11.09 ASUA Marketing Department</u>	47
<u>Section 11.10 ASUA Leadership and Idea Development Coordinator</u>	51
<u>Section 11.11 ASUA Wildcat Events Board</u>	51
<u>Section 11.12 ASUA Government Affairs and Policy Director</u>	53
<u>Section 11.13 ASUA Public Relations Coordinator</u>	56
<u>Section 11.14 ASUA Diversity Outreach Executive Director</u>	57
<u>Sec Section 11.15 University Affairs Director</u>	60
<u>Section 11.16 Innovate UA</u>	60
<b><u>Article XII. Administrative Programs and Service Directors</u></b>	<b>62</b>
<u>Section 12.01 Selection of Directors</u>	62
<u>Section 12.02 Directors Council</u>	62
<u>Section 12.03 Director Requirements</u>	62
<u>Section 12.04 Director Notification of Action Affecting Programs and Services.</u>	63
<b><u>Article XIII. ASUA Programs and Services</u></b>	<b>65</b>
<u>Section 13.01 Administrative Chief of Staff</u>	65
<u>Section 13.02 ASUA Bear Down Camp</u>	66
<u>Section 13.03 Volunteer UA</u>	72
<u>Section 13.04 ASUA Family Weekend</u>	75
<u>Section 13.05 Freshman Class Council</u>	76
<u>Section 13.06 ASUA Pride Alliance</u>	78
<u>Section 13.07 Safe Ride</u>	81
<u>Section 13.08 ASUA Spring Fling</u>	84
<u>Section 13.09 ASUA Student Health Advocacy Committee</u>	85
<u>Section 13.10 ASUA F.O.R.C.E</u>	87
<u>Section 13.11 ASUA Students for Sustainability</u>	90
<u>Section 13.12 University Emergency Medical Services</u>	
95	
<u>Section 13.13 Campus Pantry</u>	
100	

## **Article I. General Guidelines**

1. Amendment of these bylaws, excluding those articles governing the Senate, requires a simple majority vote in the Senate and approval by the ASUA President.

2. No ASUA service, program, project, or committee shall endorse political events, lobby, or in any manner try to influence legislation unless authorized by the Legislative Branch or unless otherwise specified in these Bylaws. This will not affect programming of an educational nature. No ASUA elected representative, acting in an official capacity, shall endorse or shall introduce, unless equally and without exception, any political organizations, candidates, or events unless authorized by the legislative branch and approved by the ASUA President.

3. Any ASUA funds that are utilized by an ASUA area, program or service for advertisement shall be required to acknowledge ASUA sponsorship of the event. Specifically, any reference to the ASUA program or service in the advertisement must be prefaced with "ASUA". Both "ASUA" and the event or program or service name must appear of equivalent size in the advertisement. Failure to comply with these guidelines will result in an automatic stipend strike (offense) issued to the Director relating to the violation, as determined by section 5 of this article. If the director has already received a strike(s) for other conflicts, this strike will continue the process and can thereby be potentially more costly to the director. For areas that do not necessarily receive direct ASUA funds, such as Zona Zoo and Spring Fling, but are still housed under ASUA, and frequently use ASUA materials, equipment, staff, and space; this rule is still applicable and enforceable.

4. All ASUA officials, elected and appointed, attending any conference paid for by ASUA funds shall attend all scheduled events. Officials shall additionally be required to present an informational report to the ASUA Senate regarding the events and information learned at the conference. The aforementioned presentations must be completed within two weeks of the representatives' return to campus. Failure to comply with these requirements can result in punishment or sanctions determined by the ASUA official sponsoring the conference. Selection of all representatives for any conference paid for ASUA funds shall be determined by the executive officer overseeing the event. Applications and or interviews may be necessary within the selection process.

5. All ASUA Directors shall attend all required meetings and events, and complete all assigned tasks, as deemed necessary by their respective ASUA executive. This requirement is mandatory and non-compliance may result in stipend fines as follows: (Determined by the relevant ASUA executive or their Chief of Staff pending approval from the ASUA executive.)

1<sup>st</sup> Offense: 5% Fine

2<sup>nd</sup> Offense 10% Fine (15% Total)

3<sup>rd</sup> Offense 20% Fine (35% Total)

4<sup>th</sup> Offense: 20% Fine (55% Total) or direct termination of duties.

## **I.Appointments**

1. Major internal and external appointments include: ASUA Treasurer, ASUA Presidential Cabinet
2. Directors, ASUA Programs and Services Directors, ASUA Supreme Court Justices, ASUA Appropriations Board members, and all student members of university administration and faculty committees.

## **II.New Appointment Selection Funding**

3. The Student Body President-elect, Executive Vice President-elect, and Administrative Vice President-elect shall receive funding to publicize new appointments, conduct interviews, and select new appointees. All funding will come from the current ASUA budget.

4. The Student Body President-elect will receive funding of the amount at least equal to 0.33% (one third of one percent) of the ASUA student fees allocation.

5. The Executive Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.

6. The Administrative Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.

## **III.ASUA Stipend Review Board**

7. Stipends will be reviewed during the last senate meeting, prior to the first interview for any appointed office, with recommendations from the newly elected officers.

8. Stipends for members of the Senate shall be set in accordance with their respective Bylaws.

9. Stipends may be withheld for lack of attendance, violation of ASUA and University policy, and if removed from office. Each Executive officer may remove a stipend from their respective area of jurisdiction and the Senate may vote with a 2/3 majority to remove an executive's stipend with the highest ranking Executive Officer's Approval.

## **IV.ASUA Senate**

### **A. Operating Guidelines**

4. Throughout the fall and spring semesters, each senator must be accountable for Ten (10) working 10 hours per week.Senators will spend these hours participating in Senate related business. Time spent includes but is not limited to:
  1. Time spent in the ASUA Office

2. Time spent in their designated college space
  3. Time spent in Senate meetings
  4. Time spent at an ASUA sponsored event
5. Completion of required hours is mandatory for all Senators. If a Senator fails to execute their duties as stated by the ASUA Constitution and ASUA Bylaws then a reduction or loss of stipend will be imposed. If repeated violations occur, Senator may be subject to impeachment.

6. These Bylaws governing the Senate shall not be changed by actions of any body other than the Senate. Amendments to the Senate Bylaws require a 2/3 vote of the members present and voting at the Senate meeting where these amendments are considered.

7. All items of business in any given legislative session must be resolved (positively or negatively) prior to the inauguration of the new Senate.

8. Unless otherwise specified, the ASUA Senate shall operate under Robert's Rules of Order.

9. The Senate shall meet weekly during the regular academic year, unless otherwise announced.

(a) Attendance at all official weekly meetings that have been posted is mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused.

- i. This policy will be in effect for the Senate only. All rules and penalties will be decided upon by the body of the Senate and shall be in effect for the entire year beginning with the first posted Fall Semester meeting.
- ii. Upon the fifth unexcused absence, automatic impeachment charges will take place. The offending Senator must be notified of all charges 24 hours in advance of the posted meeting. Rules of impeachment will be applicable.

10. A minimum dress code shall be enforced for Senators at all Senate functions. This code shall consist of: a polo or dress shirt, full-length pants or a skirt/dress that meets the knees, and closed toed shoes. The Executive Vice President, Vice Chair of the Senate, or the Whip may request that the Senate dress in business attire if requested 24 hours prior to any given meeting. If business attire is requested, it shall then be the minimum dress code for said meeting.

11. For Senate impeachment of appointed officials, the Executive Vice Official under investigation and the official under review shall be presented with a petition containing justification for the review. The petition must be signed by 2/3 of the Senate. The Senate will be informed at the next regular meeting and a vote will be taken as an action item at the meeting thereafter. Impeachment will occur with a 3/4 majority in favor of the action.

(b) Appointment of Special Advisor and Senate Student Legal Counsel:

- i. The ASUA Senate will appoint a Special Advisor from the UA College of Law to gather information to present to and inform the Senate in Executive Session as necessary for its discussion and consideration of possible impeachment charges against the ASUA Official under investigation.
- ii. The ASUA Senate will appoint a Senate Student Legal Counsel from the UA College of Law to provide student legal advice to the Senate in Executive Session related to the Senate's consideration of possible impeachment charges against ASUA Official under investigation, including but not limited to drafting articles of impeachment, ASUA Supreme Court pleadings and other documents on behalf of ASUA Senate and representing the Senate in any related Supreme Court hearings or proceedings.
- iii. All discussions related to the appointment of both the Special Advisor and Senate Student Legal Counsel will be held in executive session in accordance with procedures listed in Item (c), "Executive Session." Vote to appoint will take place at a public meeting with no discussion.

(c) Regular Senate Meeting:

- i. The ASUA Senate meeting agenda will be posted 24 hours in advance. A senator must place the following request on the agenda (to be listed under the Executive Session heading: "Discussion and consideration of disciplining an ASUA officer.")
- ii. Agenda Items related to impeachment will only contain a general description of the matters to be decided to protect student record confidentiality. The agenda item listing for impeachment proceedings will be titled "Possible Action on impeachment of ASUA Official under investigation." The Executive Session Agenda Item should state:

"Executive Session due to: (1) Discussion and consideration of disciplining an ASUA officer; and (2) Discussion and consideration of student records, which are exempt from public inspection and specifically required to be maintained as confidential by state or federal law.—Discussion and consideration of impeachment of ASUA Student Official under investigation."

Also include in the Executive Session Agenda, "Instruction re: Confidentiality Pursuant to University policy, state or federal law, all are reminded that minutes of or discussions made at executive sessions are confidential and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by University policy and law, including but not limited to University code of conduct discipline and removal from office."

- iii. The ASUA Senate will meet as usual.
- iv. If charges are against the Executive Vice President, the Vice-Chair of the Senate must assume and carry out the duties of the Chair.
- v. The executive session will be called and voted on. Senators will adjourn to the ASUA Conference room for the executive session. The ASUA Offices will be closed to the public during the executive session.

(d) Executive Session:

- iv. Discussion and consideration of impeachment will be held in executive session. Only ASUA Senators, the Executive Vice Official under investigation, the Special Advisor, the Senate Student Legal Counsel, the ASUA Advisor and the Secretary will be allowed in the room during the executive session with the exception of the accused official per ARS guidelines. The Special Advisor will present information to the Senate in Executive Session as necessary for its discussion and consideration of possible impeachment charges against the ASUA Official under investigation. The Student Senate Legal Counsel will provide legal advice to the Senate in Executive Session to assist the Senate's consideration of possible impeachment charges against ASUA Official under investigation, including but not limited to drafting articles of impeachment, ASUA Supreme Court pleadings and other related documents on behalf of ASUA Senate.
- v. The purpose of the executive session is to discuss and consider whether there are reasonable grounds for the Senate to impeach. No matters other than those generally listed on the Executive Session agenda will be discussed. Formal action involving a final vote shall not take place in Executive Session. In an open public proceeding with notice and an agenda, the ASUA Senate can vote on articles of impeachment and authorize filing such with the ASUA Supreme Court. The ASUA Supreme Court will thereafter determine whether the individual is impeached in a hearing, closed to the public to protect student record confidentiality.
- vi. In executive session, ASUA Senators will be sworn in. The information and discussions are strictly confidential.
- vii. At the beginning and end of the executive session, all should be reminded that minutes of or discussions made at executive sessions are confidential by law and that violations of that confidentiality may subject the individuals involved to such penalties as are prescribed by University policy and law, including but not limited to University code of conduct discipline and removal from office.
- viii. Any records or materials handed out during the meeting must be collected at the end of the meeting by the Administrative Assistant and kept confidential. No person may leave the room with confidential materials in their possession.
- ix. During the executive session, two sets of Minutes shall be taken. One set will contain the following: (1) Meeting date, time, and location; (2) Names of attendees; (3) General description of the matter without any confidential information. The first set will be available to the public. The second set of minutes will contain the following: (1) Meeting date, time, and location; (2) Names of attendees; (3) Detailed description of the discussions taking place during the executive session. The second set will be kept confidential. However, the ASUA Official under investigation will have access to this set.
- x. If grounds for impeachment exist, possible articles of impeachment should be developed in executive session, based on the information presented in the executive session. The senate student legal counsel will assist in the development of these articles and, if impeachment charges are later approved affirmatively in a public vote, filing with the ASUA Supreme Court Clerk according to Supreme Court procedures.

- xi. The ASUA Senate must vote to end the executive session and resume the regular meeting.
- xii. A public vote on the matter of impeachment will take place outside of the executive session when the regular senate meeting resumes.

(e) Voting Requirements:

- xiii. Senators who have self-identified or who have taken related action through university disciplinary processes must abstain from voting to impeach.
- xiv. A majority voting membership is required to bring the charge of impeachment. Senate must have quorum.
- xv. Vote on specific articles of impeachment. For confidentiality purposes, identify the charges by article number without reading the specific charges in public.
- xvi. Result: For Impeachment
  - a. “In accordance with the ASUA Constitution, Article 6, section 6 the Articles approved will be filed with the ASUA Supreme Court for final determination.”
  - b. “Section 8 of Article 6, requires that “all persons impeached shall be suspended from office and the rights and privileges thereof.”
  - c. “As a result of the impeachment vote, the ASUA Official under investigation is suspended from his duties and responsibilities as ASUA until the conclusion of the trial by the Supreme Court.”
  - d. “The Executive Vice President, shall immediately assume the role of the vacated office, under ASUA Constitution, Article 3, Section 3, subsection 12”
- xvii. Result: No Impeachment
  - a. The charge of impeachment fails by a vote of \_\_\_\_\_ for and \_\_\_\_ against.
  - b. There is no further business at this time.

9. The ASUA President, Administrative Vice President, and Treasurer will act as ex- officio, non-voting members of the Senate who will serve as a point of information as the sole purpose of their ex-officio status.

B. Vacancies

4. If there is a vacancy in the Senate before the first day of November, an appointment process will be followed as outlined the ASUA Elections Code.

5. At least three Senators shall serve on Recess Governance. They shall be chosen from the Senate.

6. Recess Governance Senators shall be required to be available through in person or electronic communication during the period of Recess Governance.

C. Duties of the Officers of the Senate

4. There shall be three officers of the ASUA Senate. They shall be: *The Executive Vice President*, the President of the Senate, and the Senate Whip:

5. The responsibilities of the Executive Vice President shall include:

- a) The Executive Vice President shall be responsible for creating the agendas for all regular and special sessions of the senate. These agendas shall be published a minimum of 24 hours prior to senate convening. The agendas shall include a President's privilege, an Executive Vice President's privilege, an Administrative Vice President's privilege, and a section where any organizations reserving Student Services Fee may make an announcement to the Senate.

6. The Responsibilities of the President of the Senate shall include:

- a) The ASUA Senate, pursuant to the ASUA Constitution, shall elect the President of the Senate by a simple majority no later than the first of June.
- b) The President of the Senate shall assume the chair in case of its surrender by the Executive Vice President. While assuming the responsibilities of the chair the President of the Senate shall count towards quorum and maintain their vote.
- c) The President of the Senate shall be responsible for ensuring that all changes made to the ASUA Bylaws by the Senate are accurately reflected in the ASUA master copy.
- d) The President of the Senate shall be responsible for ensuring that all meeting minutes are published online and are available for public access.
- e) The President of the Senate will be responsible for ensuring all Senators are Safe-Zone trained by the first of October.
- f) The President of the Senate shall appoint senators, including applicable Committee Chairs to Senate committees by the second meeting of the academic year.
- g) The President of the Senate must meet bi-weekly with the Executive Vice President.

7. The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Alternate President of the Senate, herein called the Senate Whip by the first of June.

a) The Senate Whip shall assume the chair in case of its surrender by both the Executive Vice President and the President of the Senate. While assuming the responsibilities of the chair the Whip shall count towards quorum and maintain their vote.

b) Twice each semester, herein called quarters, each Senator must submit a progress report to the Whip. The report should detail what they have accomplished over the past quarter, what club visits they have undertaken, and where they intend to go from this point. The Senate Whip will publish, upon its approval by the Senate, this quarterly status report of the Senate. The Senate Whip shall decide the dates by which these reports are due.

c) The Senate Whip shall have the authority to call ad hoc committees consisting of at least three Senators relating to relevant Senate Issues including, but not limited to: the Status of Senate Funds, Professional Standards, Student Outreach, Recruitment & Leadership Development, and Senate Projects.

d) The Senate Whip shall be responsible for maintaining and promulgating the ASUA Senate Transition Binder. This binder will give a description of the work of the current Senate and the status of all projects, pending and complete.

- e) The Senate Whip shall be responsible for ensuring that all changes made to the ASUA bylaws by the Senate are accurately reflected in the ASUA master copy.
- f) The Senate Whip shall serve as the chair of the Internal Affairs and Accountability Committee.

8. The Executive Vice President shall appoint two (2) members to be a liaison to the different Branches of the ASUA office.

**a) The Cabinet Liaison:**

(1) The Senate Liaison for cabinet shall go to the weekly cabinet meeting.

(2) The Cabinet Liaison shall report directly to the President of Senate

**b) The Directors Council Liaison:**

(1) The Directors Council liaison shall go to the weekly Directors Council meeting.

(2) The Directors Council Liaison shall report directly to the President of the Senate

#### D. Incidental Powers of the Senate

4. All powers not explicitly described in the ASUA Constitution or Bylaws are reserved to the ASUA Senate.

5. The outgoing Senate, prior to their last meeting, shall set stipends for the incoming Senate, as well as, all appointed and elected officials. Incoming Senators and Executive Officers will make recommendations for these stipends. The Senate shall have the power to change the stipends of any appointed officials during their term by a 2/3 vote.

6. The Senate must review any new program or service after one semester of operation and determine by a majority vote whether permanent status shall be granted. The default option is the removal of the program and service.

7. The Senate must approve all offers to enter into contracts within ASUA, excluding Spring Fling, by a majority vote in conjunction with the official ASUA contract request form.

8. The ASUA Senate shall provide advice on and confirm all major internal and external appointments.

9. The ASUA Senate shall be responsible for ratifying the ASUA Budget, pursuant to the ASUA Constitution. This budget shall be balanced. It shall pass by a simple majority vote and any changes thereto shall be carried out in an identical fashion.

10. The ASUA Senate may call any appointed or elected official to give testimony on items relevant to their area.

#### E. Senate Standing Committees

##### 1. Senate Committee Structure

- a) The Senate will consist of the following committees: The Senate Executive Committees, Internal Affairs & Accountability Committee, Elections & Policy Committee, Senate Projects & Outreach Committee, and the Budget Oversight committee.
- b) Each committee must be comprised of ~~five~~ at least three sitting senators.
- c) Each committee must meet bi-weekly. Unless otherwise specified, dates and times of meetings must be publicly posted.
- d) The President of the Senate must not serve as the chair of a committee, with the exception of the Senate Executive Committee.

##### 2. Senate Executive Committee

- a) The Senate Executive Committee shall be comprised of chairs of the Elections and Policy committee, Budget Oversight Committee, and Senate Projects and Outreach committee, the Senate Whip, and the President of the Senate.
- b) The Senate Executive Committee shall meet at the beginning of each month.

- c) The Senate Executive Committee shall review recommendations for sanctions and impose them through a majority vote by the committee
- d) The Senate Executive Committee shall enforce Section V.01 of these bylaws.
- e) Each committee chair will present a report of the committee actions at each meeting of this committee.
- f) The President of the Senate shall serve as the chair of the Senate Executive Committee.

### **3. Internal Affairs and Accountability Committee**

- a) Responsible for the enforcement of the ASUA Constitution, Senate Bylaws, and Rules, as well as creating amendment proposals for the Bylaws and Rules.
- b) The Internal Affairs & Accountability Committee shall maintain a record of Senate office hours and report the hours logged for the week at each senate meeting.
- c) The Internal Affairs & Accountability Committee shall maintain a calendar listing important dates relevant to voting deadlines and senatorial duties.
- d) The Senate Whip must sit on this committee and preside as the chair
- e) The Internal Affairs & Accountability Committee is responsible for making recommendations for sanctions to the Senate Executive Committee
- f) The Internal Affairs & Accountability Committee is responsible for assisting the Senate Whip in producing transition materials and ensuring transition process is completed properly.

### **4. Elections & Policy Committee**

- a) The Elections and Policy Committee shall be responsible for reviewing and making recommendations on the Elections Code prior to it reaching the Senate floor.
- b) The Elections and Policy Committee shall be responsible for reviewing and editing all Senate resolutions prior to them reaching the Senate floor.
- c) The Elections and Policy Committee shall work with Elections Commissioner and Deputy Elections Commissioner.

### **5. Senate Projects and Outreach Committee**

- a) The Senate Projects and Outreach Committee shall present a monthly Senate Report regarding current campus issues
- b) The Senate Projects and Outreach Committee shall work closely with the ASUA Marketing to fulfill all Senate requests.
- c) The Senate Projects and Outreach Committee shall be responsible for updating all ASUA Senate Social Media outlets and Website
- d) The Senate Projects and Outreach Committee shall be responsible for planning at least one outreach event per semester.
- e) The Senate Projects and Outreach Committee shall be responsible for inviting guests to attend senate meetings and shall maintain a strong relationship with The Daily Wildcat.

### **6. Budget Oversight Committee**

- a) The Chair of the Budget Oversight Committee shall serve as the Chair for the Appropriations Board as pursuant to the ASUA Constitution

- b) The Budget Oversight Committee shall be responsible for all Senate fiscal affairs, including: project appropriations; budgetary requirements and procedures; deposit and investment of funds; Senate stipends; and the allocation of sponsorship fund
- c) The Budget Oversight Committee shall provide budget report at each Senate meeting.
- d) The Budget Oversight Committee shall assist appropriations Board Directors and the CRC in effectively allocating funds to clubs

#### Section V.07 College Specific Senators

##### 1. Duties of College Specific Senators

- (a) Each college specific senator must meet with an administrator from their assigned college at least once a month.
  - (b) Each College Specific Senator shall create a transition manual specific to their college and present it to their successor.
  - (c) College specific senators shall review college specific fees and discuss them in Senate report, if applicable.
  - (d) Each college specific senator shall arrange one senate meeting hosted by their college each academic year.
  - (e) Each College Specific Senator shall be responsible for the creation and maintenance of any additional bylaws relevant to the subtleties of their College.
1. The Internal Affairs & Accountability Committee shall be responsible for the facilitation of inquiries regarding bylaws for College Specific Senators. If there is a constitutional or professional discrepancy in any bylaw, the Internal Affairs & Accountability Committee may make recommendations to the Senate, the President of the Senate, and/or the Executive Vice President.

#### **V.ASUA Supreme Court Clerk**

##### A. Job Description

- 4. The ASUA Supreme Court shall appoint one undergraduate Student to serve as the clerk of the ASUA Supreme Court. This undergraduate shall receive a stipend.
  - (a) The ASUA professional secretary may also serve in this capacity.

5. This position shall be deemed as an annual appointment.

6. The appointment will not be approved by the Senate and the Clerk may be removed at any time by the ASUA Supreme Court.

B. Conduct of the ASUA Supreme Court Clerk

4. The clerk of the ASUA Supreme Court shall have no affiliation with an ASUA candidate's campaign. Violation of this section shall result in the immediate removal of the clerk.

5. During the term of the ASUA Supreme Court clerk they are prohibited from running for an ASUA elected office or from simultaneously holding an elected ASUA position.

C. Responsibilities to the ASUA Supreme Court

4. The ASUA Supreme Court Clerk shall be available to all ASUA Supreme Court justices upon request.

5. The ASUA Supreme Court Clerk shall attend any meeting at which their presence is requested by the Chief Justice or a majority of the ASUA Supreme Court.

6. The ASUA Supreme Court Clerk shall serve as the sole communication liaison between the ASUA Supreme Court and all parties involved in a dispute.

7. The ASUA Supreme Court Clerk shall keep accurate notes of any brief that is filed with the ASUA Supreme Court and file such records with the ASUA Chief Justice.

8. The ASUA Supreme Court Clerk shall be available to any party involved in a dispute to:

a) Serve a copy of the complaint or answer to the opposing party.

9. The ASUA Supreme Court Clerk shall be responsible for publishing the court's findings after the justices have written their opinions of the case and the ASUA Supreme Court Chief Justice has approved such opinions.

10. The ASUA Supreme Court Clerk shall fulfill any duties deemed necessary by the ASUA Supreme Court Justice that are not defined here.

11. The ASUA Supreme Court by a majority vote shall have the right to withhold the clerk's stipend or excuse the clerk of the court for failure to fulfill any duties either stated here or later necessary by the Chief Justice.

## **VI. ASUA Treasurer**

4. The ASUA Treasurer shall maintain a workspace provided by the Student Body President.
5. The ASUA Treasurer works in conjunction with the ASUA Business Team to ensure accurate records are kept and budgets are being maintained in accordance to the approved ASUA Budget
6. The ASUA Treasurer must notify the President and Senate and immediately freeze the account of any ASUA department or area that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw any department or area's approved budget.
7. The ASUA Treasurer shall ensure historical documentation of ASUA financial records.
8. The ASUA Treasurer may implement policies and procedures that are not in violation of these Bylaws or the ASUA Constitution, and the rules of the University of Arizona. These policies and procedures must be approved by the Senate and approved by the President.
9. The ASUA Treasurer shall insure that monthly activity reports from the accounting office are distributed to the appropriate department or area for verification of account activity.
10. The ASUA Treasurer shall report to the ASUA President directly, but can be called at any time to make reports, answer questions, or testimony to the ASUA Legislative Branch.
11. The Treasurer shall assist areas of the office with ASUA scholarships, fundraising, sponsorships, Alumni relations, and donor financial record keeping, if needed.
12. The ASUA Treasurer shall sit on any committee deemed necessary by the ASUA President, which deals with financial matters pertinent to ASUA and students at large.
13. The ASUA Treasurer will attend the following area meetings once a month to give budget updates. with all appointed leadership from the Student Body President's Cabinet, Senate, and the Administrative Vice-President's Directors Council.

For the Purpose of:

- (a) To maintain an open line of communication regarding appropriated budgets, and to ensure sound fiscal management and efficiency.
- (b) To compile a monthly record of how funds are used to better aid in future contractual negotiations.

11. The ASUA Treasurer will post all budgets and expense reports on the ASUA website for the purpose of transparency.

## VII.ASUA Finances

4. All monies appropriated by the ASUA legislative branch must be requisitioned through the ASUA accounting process and approved by the appropriate ASUA area director (Executive Vice President, Administrative Vice President, ASUA President, Senate Vice Chair and budget committee) and the ASUA Treasurer. All requisitions exceeding \$500.00 must be approved by the appropriate ASUA area director, one of the Vice - Presidents, the ASUA President and the ASUA Treasurer, except when the President is out of town for more than five working days, in which case the approval of the appropriate area director and the ASUA Treasurer is allowable. The absence of the President must be noted on the requisition under comments section. In the case where the ASUA Treasurer is out of town for more than one working day, the approval of the ASUA President, Executive Vice President and Administrative Vice President are allowable. In either case, it must be noted in the requisition under the comments section.

5. The ASUA Advisor may approve a requisition of funds in place of (an) executive (s) who may be out of town, provided that (a) at least one appropriate student authorizes the requisition, (b) a copy of the requisition is provided to all executives for whom the ASUA Advisor has signed for upon their return to town, and (c) that it is noted on the requisition that the signature of the ASUA advisor is appropriate under this bylaw.

a) Emergency vehicle repair for the Safe Ride program may be exempted from the usual requisition signature requirements provided the Safe Ride director receives verbal permission to access the funds from the ASUA Treasurer, the Administrative Vice President, ASUA President or an ASUA advisor. Repairs due to an accident, breakdown or anything which may compromise passenger safety are considered "emergency" repairs; routine vehicle maintenance does not constitute an "emergency." A requisition form should be filled out and submitted with a brief explanation of the emergency in the comments section; this form will require the customary signatures post- funding.

6. An area director cannot approve a requisition for a purpose other than those previously approved by the ASUA legislative branch pursuant to the ASUA Constitution.

7. Only those individuals (elected or appointed) with a corresponding budget, including designated members of clubs/organizations, shall have the authority to initiate the requisition process. All requisition not having the ASUA Treasurer (or designees in Section A, above) signature can not be processed. Note this check-off may only be denied for financial reasons.

8. All receipts, including university purchases and check stubs, shall be turned into the ASUA Treasurer within a designated timeline.

9. It is per view of the ASUA Executive Body and the ASUA Treasurer to create and/or consolidate homogenous spending accounts for the purpose of efficiency and cost reduction.

10. All ASUA units with revenues must have separate revenue and expenditure accounts.

11. No vendor bill will be honored unless the requester has a vendor request form, requisition form or receipt form.

### **VIII. ASUA Club and Organization Funding Guidelines**

4. ASUA will fund items or events that contribute to the functioning of a recognized student club or organization within the framework of the organization's mission unless stated otherwise by the ASUA Constitution and Bylaws or otherwise prohibited by applicable law or policy.

Funding shall be rendered in amounts deemed appropriate and necessary by the ASUA Appropriations Board and approved by the ASUA Senate.

5. ASUA's Appropriations Board, Club Advocates, Executive Vice President, and Appropriations Board Senator will handle the entire club funding for University of Arizona clubs and organizations. The following outlines the funding guidelines and role of the Appropriations Board, Club Advocates Recess Governance, and Appropriations Board Senator.

**a)** Allocated funds may NOT be transferred from one budget category to another. Allocated funds must be used for the purpose outlined in the club funding budget proposal.

**b)** As per the Arizona Board of Regents (ABOR) policy, UA Printing and Publishing has the first right of refusal for all large print jobs done by any club or organization at the University of Arizona, excluding jobs done through the approved list of printing companies.

**c)** Travel expenses (airline tickets, conference fees, hotel reservations, etc.) will be reimbursed after return from the event once all necessary materials are provided to the ASUA Business Manager. NO TRAVEL ADVANCES WILL BE ISSUED.

**d)** ASUA will fund sports clubs and clubs proposing sporting events through the Campus Recreation Center. Please refer to Sports Club Allocations (section XI).

**e)** No recognized club will receive or be denied funding based upon its viewpoint. ASUA shall not fund student club or organizations' events that do not relate to the educational, research or outreach mission of the University.

*The following activities do not relate to the mission of the University;*

- i) Events not open to the University community;
- ii) Religious Activities\*
- iii) Social entertainment;
- iv) Philanthropic donations or contributions;
- v) Political Activities\*\*
- vi) Commercial activities, unrelated to the stated mission of the club or the organization's tax exempt status.

**Definitions for this section:**

**\*Religious Activities** - (1) the organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination; and (2) proselytizing, which means direct exhortations to religious observance or inducement to convert to one's faith. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature.

**\*\*Political Activities** - activities related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates. (1/23/08)

- (f) ASUA may host nonpartisan issue forums and public candidate debates for the purpose of educating voters about issues or candidates at which speakers and/or members of the public discuss the pros and cons of a ballot measure or particular candidates and their platforms. However, for contested candidate debates, there must be at least two candidates invited; the debate must not be structured to promote or advance one candidate over the other(s); and ASUA must use pre-established viewpoint neutral objective criteria to determine which candidates may participate. ASUA may use its own funds to help defray costs incurred in staging such candidate debates. (9/12/07).
- (g) The ASUA Senate by a 2/3 majority vote, may revoke previously allocated funds.
  - 2. ASUA will base funding requests on the following criteria:
    - (g) How the item or event contributes to the overall mission of the organization.
    - (h) How the item or event educates, enhances, or enriches U of A students and campus community and contributes to the educational mission of the University.

(i) Fiscal responsibility of the organization and proposed item or event, as well as the organization's efforts to seek and obtain alternative funding.

(j) Whether the item or event duplicates services or activities presently available on campus.

(k) Supplementary funding shall be defined as partial funding based on/as it relates to the organization event budget and annual budget.

3. ASUA will not fund clubs and organizations for:

(g) Contributions, gifts, or donations to any individual, association, or corporation.

(h) Academic materials to be used for tutorial purposes.

(i) Mailings for organizational minutes.

(j) Any part of any event at which alcoholic beverages will be served.

(k) Awards and trophies.

(l) Entertainment and events not open to the entire student population.

(m) Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, etc.) except for travel costs.

(n) The purchase of Capital Equipment. (computers, electronics, etc) Capital equipment consists of items costing \$500.00 or more.

(o) Non-University of Arizona students.

(j) T-shirts for more than ½ the members, and will only fund up to \$500

(k) Any items that are one time use (gas, food, drinks, etc.)

(l) More than 5 members of the same club for travel

4. ASUA will not fund clubs and organizations that require dues or membership fees exceeding \$500.00 per member. In addition, ASUA will not fund clubs and organizations that receive substantial financial support from a University Department, University College, or University Service.

(g) For this section, “substantial financial support” is defined as having received more than thirty percent (30%) in funds being applied to the total cost of the event or to total travel costs.

(h) All clubs and organizations are required to submit an accurate record of funding sources regardless of affiliation. Any club or organization that misrepresents the amount of funding they receive from a University Department, University Colleges or University Services will have the funding allocated to them by the Appropriations Board revoked.

5. The ASUA Treasurer must notify the ASUA Executive Vice President and immediately freeze the account of any club that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw the organization’s ASUA Senate approved budget. If the business manager/treasurer determines that the club is in violation of overspending the club will not receive funding from ASUA for the remaining school year. If the club in question repays its debt, then the club’s eligibility will be reinstated.

6. All funding appropriated for events and not used within 30 business days of the scheduled event will be returned to the general club funding account.

7. \$10,000 from the club funding budget shall be allocated for solely graduate students based on the ‘Graduate General Club Funding Guidelines.’
8. Graduate General Club Funding Guidelines
  - a. Applicants should compare the current budget and event to past years’ events if applicable, including how and why the event and budget changed, but this does not guarantee that the event will be funded again.
  - b. A follow-up report will be required of all recipients of funding. Information that should be included are amount of funds allocated and used, number of attendees, affiliation of attendees, program schedule, etc.
  - c. Activities that could otherwise be funded through our **Travel Grants** program will not be considered for Club funding.
  - d. The activity or potential activities must be in keeping with the mission of the University of Arizona and the GPSC.
  - e. Acknowledgement of the GPSC’s support is expected on all announcements and public materials. The GPSC logo will be provided for use if funding is awarded.
  - f. Allocated funds may only be used for the purposes for which they were approved by the GPSC.
  - g. It is the responsibility of the organization to ensure that allocated funds are spent in accordance with University of Arizona and Arizona Board of Regents (ABOR) policy.
  - h. If the final cost of an approved item exceeds the budgeted amount, the GPSC will not pay the difference.
  - i. As per the ABOR policy, UA Printing and Publishing has the first right of refusal for all large print jobs done by any club or organization at UA, excluding jobs done at Fast Copy. The GPSC will not be able to pay for items printed off-campus without prior approval from UA Printing and Publishing.

- j. The GPSC may fund politically oriented or religious organizations solely for the administration, execution, or maintenance of non-partisan/non-political/non-religious programs, services or special events deemed beneficial to the student body by the GPSC Appropriations Committee. For purposes of organization funding, "political" is defined as "having to do with the organization of individuals who seek to control or influence the action of those who manage the affairs of the state." "Religious" is defined as "having to do with an organization of individuals combining a particular system of faith and worship recognized and practiced by a particular church, sect, or denomination." The Committee funds only secular, non-sectarian activities.
  - k. The GPSC Appropriations Committee reserves the right to transfer a Club Funding application to a POD Funding application.
  - l. Award funds must be used in the same fiscal year.
9. Additional Initial Club Funding Guidelines
- a. CF is intended to support basic operations of student organizations and may not be used for travel or events (see **Travel Grants** and SCF). Examples of articles that may be purchased include: postage, stationery, office supplies, advertising and marketing, copies, and banners.
  - b. Each graduate and/or professional student organization may receive up to \$500 per fiscal year.
  - c. Even though these funds are not requested for specific events, clubs and organizations are still expected to address the purposes for which the monies will be used.
10. Additional Special Club Funding Guidelines
- a. SCF can involve large sums of money and is highly competitive. Thus, the club must demonstrate why they are deserving of being funded.
  - b. The GPSC funding of past club events is no guarantee of funding for future or current events.
  - c. Events may be advertised on the GPSC calendar upon request, since all events should be open to, at a minimum, all graduate and professional students.
  - d. Group Travel: The GPSC supports club travel. These Special Club Funding - Group Travel Guidelines apply:
    - i. Travel AS A GROUP is necessary to apply for Club Funding-Group Travel. Therefore, it is very unlikely a club can apply for Club Funding-Group Travel if individuals (as opposed to groups) are allowed to attend/register for the conference, event, etc. for which the club seeks funding. In this instance, individuals should seek financial help from the GPSC by applying to the Travel Grants Program. In the application, a club must defend and demonstrate why travel as a club is necessary.
    - ii. Expenses covered by the GPSC are limited to hotel, travel/transportation, and conference registration costs. The GPSC will fund organizations for approved travel outside Arizona, through rental fees for a vehicle or airline tickets. The GPSC will fund organizations up to the current fiscal year travel expense rate or the rental fees for a vehicle (whichever is less) for approved travel that is outside Pima County but within Arizona.
    - iii. Expenses covered by the GPSC may not be covered by another funding source; this includes GPSC Travel Grants.
    - iv. Clubs may request up to \$500 per student traveling.
    - v. The GPSC operates Club Funding-Group Travel on a reimbursement basis; no travel advances will be issued. Before funds are transferred from the GPSC, the club must submit receipts for all expenses to be covered by the GPSC (i.e. plane ticket stubs, conference papers, photocopies of credit cards, and canceled checks used to pay travel costs).

- vi. A club who receives funding is required to sign a sworn statement affirming costs covered by Club Funding are not also covered by a GPSC Travel Grant(s) or other funding source.
- vii. A club who receives funding is required to provide post-travel feedback to all members of the club—especially members who do not travel. This could be accomplished in an email, oral report at a club meeting, etc. The club must provide a copy of the distributed material to the GPSC or, sign a sworn statement affirming that such a report was given.
- viii. The GPSC Appropriations Committee will give Club Funding-Group Travel low funding priority.

**Article II. ASUA Executive Vice Presidential Branch**

Section II.01 ASUA Appropriations Board and Club Advocates

1. Mission

(g) The ASUA Appropriations Board shall act as a non-political, funding advisory body to the ASUA Senate for all ASUA recognized clubs and organizations. All of its procedures shall strive to ensure just and proper allocation of funds in accordance with the ASUA Constitution. All Appropriation Board decisions shall be subject to approval by the ASUA Senate.

2. Funding Criteria

(g) The primary criterion to be considered when appropriating funds shall be defined as, but not restricted to the following:

- i) Enrichment and growth of the campus community.
- ii) Level of the organization's fundraising activities.
- iii) Size of the organization's membership.
- iv) Community and campus service.
- v) All funding requests shall be reviewed objectively, on a case by case basis.
- vi) The amount of funding received by a University Department, College, Service, or Association will also be taken into account when reviewing a funding request.
- vii) Supplementary funding shall be defined as partial funding based on/as it relates to the organization event budget and annual budget.

3. Initial Funding

(g) The Appropriations Board shall be responsible for allocating initial funding.

(h) All clubs and organizations receiving initial funding need only be recognized through the **ASUA Club Resource Center**.

4. Special Funding

(g) Organization representatives must contact a Club Advocate for special funding a minimum of two weeks prior to the date of the event for which funds are being requested. Requests initiated fewer than 2 weeks prior to an event shall not be considered. The club or organization must also have been recognized under **ASUA Club Resource Center**

(h) The Appropriations Board shall submit recommendations to the Senate for special funding in the form of a detailed consent agenda, itemizing initial and current levels and voting ratios, no less than 24 hours before the Senate meeting following the Appropriations Board meeting at which the action was taken.

(i) If an Appropriations Board Director is also the member of the organization requesting special funding, that Director is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.

#### 5. Appeals

(g) All Appeals shall be submitted in writing to the ASUA Executive Vice President within 5 working days (excluding university holidays) of an Appropriations Board decision. The Executive Vice President shall forward appeal requests to an Appeals committee consisting of the Executive Vice President, the Appropriations Board Senator, and one other member of the Senate. The Appeals committee shall review requests for appeals and grant them pursuant to Section E (2). Forwarding an appeal to the Senate shall require a 2/3 vote of the Appeals committee. Decisions shall be rendered within 5 working days of receiving the appeal request.

(h) The Senate and the ASUA Supreme court shall only grant appeals on the basis of one of the following two criteria:

- i) Due process was violated.
- ii) The issue deals with ambiguity in the ASUA bylaws or with an issue of legality.

(i) New information or a change/alteration of the original funding proposal shall not be considered grounds for an appeal. Altered or changed funding requests should be resubmitted as a new item to the Appropriations Board for reconsideration.

(j) All appeals must be initiated by an organization representative and a representative of the organization must be present at the ASUA Senate meeting where the appeal shall be heard.

(k) Once an appeal request has been granted by the Appeals Council, a designated member of said committee shall sponsor the appeal during the next regularly scheduled Senate meeting.

**(l)** The Senate shall review and evaluate all Appropriations Board recommendations and shall have the authority to alter individual items within the Appropriations Board Consent Agenda according to the following process:

i) The Senate shall return the item along with a memo to the Appropriations Board detailing the reason(s) the item is being sent back.

ii) The Appropriations Board will reconsider the item sent back, taking into account the Senate memo explaining the reason it was returned, and attach it to the next Appropriations Board Consent Agenda.

iii) If the Senate is still in disagreement with the details concerning the item, it will send the item back to the Appropriations Board to reconsider for a second time.

*The Senator(s) still in disagreement with the details concerning the item with the Consent Agenda will attend the following Appropriations Board Meeting.*

*The Appropriations Board will, at this point, provide the whole Senate with copies of the club funding request, and once again reconsider the returned item.*

iv) If the Senate is still in disagreement with the details concerning the item, it can now alter the item with a majority vote.

**(m)** If a campus organization has been granted an appeal and is dissatisfied with a decision of the Senate or was not granted an appeal by the Appropriations Appeals Committee, the organization may file an Appeal with the ASUA Supreme Court within 10 working days (excluding all university holidays) of a Senate appeal decision. The ASUA Supreme court will consider an appeal only if the criteria outlined under Section E (2) of the ASUA Appropriations Board Bylaws is met.

#### 6. Transferring funds

**(g)** The Appropriations Board shall have the power to transfer monies allocated to an organization from one spending category to another.

#### 7. Duties of the seven (7) Appropriations Board members

**(g)** Shall serve as the voting body of the Appropriations Board.

**(h)** Shall be appointed by the ASUA Executive Vice President and confirmed by the ASUA Senate.

**(i)** Selection shall be made through an application and interview process, where the selections committee shall, at least, consist of the Executive Vice President, the Appropriations Board Senator and one other member of the Senate. For legislative approval, the legislative bodies will use a "best qualified" criterion.

- (j) Selections shall be made annually.
- (k) No Appropriations Board Director shall serve on the board for more than two years.
- (l) One (1) of the seven (7) Appropriations Board Directors will be a graduate student from the Graduate and Professional Student Council.
- (m) Shall be subject to give testimony to the ASUA Senate on issues pertaining to club funding.
- (n) Shall attend all scheduled Appropriation Board meetings, attend all mandatory events, and participate in the initial funding process.
- (o) Shall hold at least five (5) office hours per week in order to be accessible to the ASUA Senate, Clubs and Organizations, and other parties that may have questions regarding the Appropriations Board.
- (p) Shall be in charge of finding, researching, and compiling alternative funding opportunities for Clubs and Organizations.

8. Officers on the ASUA Appropriations Board

(g) The Board shall be run by the Appropriations Board Senators, pursuant to section 5.04 c of the Senate bylaws

(h) The Board shall elect the Alternate Vice-Chair of the Board. The Alternate Vice Chair will assume the chair in case of its surrender by both the Appropriations Board Senators. The AVC shall be responsible for delegating the composition of the Consent Agenda, which summarizes the Boards Decisions for the Senate's consideration.

9. Quorum of the ASUA Appropriations Board

(g) Four (4) regular voting members must be present in order to reach quorum.

10. Recognition of Clubs and Organizations

i) All clubs and organizations requesting special funding shall be recognized by **ASUA Club Resources Center**. and must have turned in a signed ASUA Club Funding form before special funding can be utilized.

11. **Club Advocates**

(g) Three (3) individuals shall be appointed by the Executive Vice President and approved by the ASUA legislative branch as appointments to serve as club advocates.

(h) Members shall hold office hours and make themselves available to club and organization members ten (10) hours per week.

(i) Club advocates shall have a working knowledge of all ASUA and university funding guide lines and shall be able to articulate funding guidelines to club members who require assistance.

- (j) Club advocates shall assist clubs in preparing and presenting funding requests.
- (k) Club advocates shall work with the ASUA Treasurer in accounting for monies allocated to and spent by campus clubs and organizations.
- (l) Club advocates shall help clubs and organizations through all funding requests.
- (m) Club advocates shall proactively visit clubs and organizations, meet with Presidents and club officers and serve as liaisons for ASUA for all clubs and organizations.
- (n) Club advocates shall assist the Appropriations Board Senator as necessary and appropriate as directed by the Executive Vice President.
- (o) Club advocates shall work to staff, develop and enhance the Club Resource Center as directed by the Executive Vice President.
- (p) Club advocates will act as ex-officio, non voting members of the Appropriations Board.
- (q) Club advocates shall assist the Executive Vice President in coordinating club events.
- (r) Club advocates shall attend all mandatory meetings.
- (s) Each club advocate shall be responsible for planning one club workshop each semester.
- (t) Each club advocate shall be available for Appropriation agenda reviews and Appropriation Board Meetings.

Section II.02 Chief of Staff to the Executive Vice President

- (a) The Executive Chief of Staff will be a hourly position appointed by the Executive Vice President, and shall serve the Executive Vice President. Appointment to the position of Executive Chief of Staff does not require approval by the Senate.
- (b) The Executive Chief of Staff shall be required to serve for at least 15 hours per week.
- (c) The Executive Chief of Staff shall assist with the coordination of all CRC efforts in tandem with the Executive Vice President.
- (d) The Executive Chief of Staff shall assist with for the management and cohesion of CRC personnel, programs, events and efforts in the Executive Vice President.
- (e) The Executive Chief of Staff shall assist with all efforts at outreach, advocacy, and

assistance for clubs, organizations and causes in tandem with the Executive Vice President.

- (f) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Senate and take accurate, unbiased minutes of the business discussed.
- (g) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Appropriations Board and take accurate, unbiased minutes of the business discussed.
- (h) The Executive Chief of Staff shall work with the ASUA Senate and the Executive Vice President to proactively visit clubs and organizations.
- (i) The Executive Chief of Staff shall be responsible for publishing the office hours of all members within the Club Resource Center, including the Executive Vice President and Senate.

#### Section II.03 Deputy Chief of Staff to the Executive Vice President

##### 1. Mission

- (g) The ASUA Executive Deputy Chief of Staff, herein EDCS, shall assist the ASUA Executive Chief of Staff. The EDCS reports directly to the ASUA Executive Vice President and ASUA Executive Chief of Staff.

##### 2. Description

- (g) The EDCS position requires ten (10) office hours per week.
- (h) The position does not have to be approved by the Senate and the Executive Vice President may remove the ASUA EDCS at any time.
- (i) The EDCS position shall assist the ASUA Executive Chief of Staff with all tasks and attends to issues as deemed necessary by the ASUA Executive Vice President
- (j) The EDCS position shall attend various meetings and assist with the coordination of all Senate efforts under the direction of the ASUA Executive Vice President.
- (k) The EDCS position shall be responsible for helping coordinate weekly meetings between Senators and Senate leadership.

## Section II.04 Sport Club Allocations Board

1. Pursuant to ASUA agreements with the Campus Recreation Center and binding referendum, ASUA shall not allocate funds to the Sports Club Allocations Board.
2. Sports clubs that come to ASUA seeking funding should be referred to the Campus Recreation Center.
3. The status of being a sports club with funding opportunities available from the Campus Recreation Center shall not preclude Sports Clubs from receiving ASUA club funding.
4. The status of being a sports club with funding opportunities available from the Campus Recreation Center will be considered as a factor by the Appropriations Board and Senate in the Club Funding allocation process.

## Section IO.07 Parliamentarian

### 1. Powers and Duties of the Parliamentarian

- (a) It is the duty of the parliamentarian to serve as a consultant who advises the president and other officers, committees, and members on matters of parliamentary procedure.
- (b) It is the duty of the parliamentarian – as inconspicuously as possible – to call the attention of the chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
- (c) The parliamentarian's role during a meeting is purely an advisory and consultative one – since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.
- (d) The parliamentarian shall attend all regular Senate Meetings.
- (e) Only on the most involved matters should the parliamentarian actually be called upon to speak to the assembly; and the practice should be avoided if at all possible.
- (f) The parliamentarian should be assigned a seat next to the chair, so as to be convenient for the consultation in a low voice.
- (g) After the parliamentarian has expressed an opinion on a point, the chair has the duty to make the final ruling and, in doing so, has the right to follow the advice of the parliamentarian's advice or to disregard it.
- (h) There is no set rule for the number of additional functions a parliamentarian may be asked to perform, such as teaching classes, holding office hours, attending special meetings, attending conventions and the like.

### 2. Limits of the Parliamentarian

- (a) The parliamentarian may not make motions, participate in debate, or vote on any question except in the cast of a ballot vote.

- (b) The parliamentarian cannot temporarily relinquish their position in order to exercise such rights on a particular motion.

3. Appointment of the Parliamentarian

- (a) The parliamentarian shall be appointed by the Executive Vice-President with a majority of the Senate's approval.

## **Article III. President's Cabinet**

### Section III.01 Name and Structure

1. ASUA advocacy efforts shall be carried on by the President's Cabinet, a group consisting of the Executive Directors, the ASUA Treasurer, ~~Academic Affairs Executive Director~~, The Election's Commissioner, Deputy Election's Commissioner, Diversity Executive Director, Diversity Associate Director,, Zona Zoo Directors, Wildcat Events Board Directors, Presidential Chief of Staff,, Marketing and Public Relations Directors,, and the and Policy Director.

2. All members of the President's Cabinet shall be appointed by and report directly and exclusively to the ASUA President and Presidential Chief of Staff.

3. All Cabinet members shall attend all meetings of the ASUA Cabinet, or any other meetings and events deemed necessary by the President. To enforce this clause, the stipend fine system may be executed if deemed necessary by the President or Presidential Chief of Staff (pending approval from the ASUA President).

### Section III.02 Responsibilities of the Cabinet

1. All Cabinet positions are full time positions.

2. All Cabinet positions require a year-long commitment, with the same attendance requirements as an executive office.

3. All Cabinet members shall attend all meetings of the ASUA Cabinet , or any other meetings and events deemed necessary by the President or any other meetings and events deemed necessary by the President.

### Section III.03 Cabinet mission

1. As highlighted in their individual bylaws, all advocacy positions have specific areas of expertise as they affect ASUA. No other group within ASUA can attempt to either make policy on or act independently of the Cabinet on advocacy issues as defined by the bylaws of the individual components of the Cabinet. Any issue that is brought before the Senate, which infringes upon the areas already designated to members of the Cabinet must be deferred to that advocacy group. Should a legislative body determine that action may be necessary on an issue, then they must give the proper Cabinet official ten (10) working days notice. Otherwise, all actions taken by that legislative body shall be null and void.

2. No member of the President's Cabinet may refer to a position on an issue as "official ASUA policy" unless it has been deemed as such by the ASUA legislative branch.

3. The President's Cabinet, as directed by the Student Body President, will use active and creative means to exchange information with the legislative branch concerning Cabinet issues.

### Section III.04 ASUA Presidential Chief of Staff

#### 1. Mission

**(g)** The ASUA Presidential Chief of Staff, herein CS, shall assist the ASUA President and serve as a member of the President's Cabinet. The CS reports directly and exclusively to the ASUA President.

- (b) The ASUA Presidential Chief of Staff shall serve as an administrator for the ASUA President's Cabinet and as the primary point of contact and authority in the ASUA President's absence.

#### 2. Job Description

**(g)** The CS position requires a minimum of twenty-five (25) office hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.

**(h)** The position does not have to be approved by the Senate and the CS may be removed at any time by the ASUA President.

**(i)** The CS position shall assist all members of ASUA on behalf of the ASUA President, and attend to issues as deemed necessary by the President.

Specifically:

(j) The CS position shall attend various meetings and organize committees under the direction of the ASUA President.

(k) The CS shall be the only individual allowed to speak on behalf of the President, but will not speak on behalf of the ASUA.

(l) The CS shall attend any events or meetings on the behalf of the President if needed.

(m) The CS shall work with the other two Chief of Staff's from the other branches on a regular basis and serve as the communication line between the two branches.

(n) The CS shall send regular updates on behalf of the cabinet to the Marketing and PR Executive Director for the compilation of press releases. The Presidential Chief of Staff shall also ensure the other Chief of Staffs do the same.

(o) The CS will serve as a manager to the cabinet and will oversee the cabinet in its endeavors as deemed necessary by the President.

(p) CS will be responsible for the ASUA Aide Program.

i) The CS shall manage the application process of Senate Aids at the beginning of the fall semester.

ii) The CS shall chair weekly meetings with all of the Senate Aides.

iii) The CS shall schedule the office hours of each Senate Aide.

iv) The CS shall hold each Senate Aide responsible to their duties as a Senate Aide. Senate Aide duties include but are not limited to:

1. Schedule and attend five (5) office hours each week
2. Promote and attend ASUA Events
3. Shadow and assist directors throughout the office with their tasks and goals

Section III.05 ASUA Zona Zoo Program and Leadership

1. Name

(g) The official name of the student section program shall be ZonaZoo.

2. Mission

(g) To ensure that University of Arizona students have the opportunity to easily attend collegiate athletic events, and to provide them with the best possible experience. Additionally, the ZonaZoo strives to have an active and positive impact on the campus and greater community.

- i. The ZonaZoo program is to act as the official spirit program of the University of Arizona.
- ii. The ZonaZoo Sports Membership shall grant students an opportunity for admission to all University of Arizona Intercollegiate Athletic Events, as well as admission to the exclusive ZonaZoo student sections available at determined home football games and at men's basketball home games. The ZonaZoo pass is available for purchase to the entire student body.
- iii. The ZonaZoo Leadership is responsible for enhancing current spirit and athletic traditions as well as creating new spirit and athletic traditions.

3. Membership

(a) Any full-time student of the University of Arizona is eligible to be a part of the ZonaZoo Program.

4. ZonaZoo Crew Structure

(a) All members working as part of the ASUA Leadership for the ZonaZoo Program shall be referred to as members of the ZonaZoo Crew here and referred to as ZZC. The ZonaZoo Executive Board shall be composed of the Executive Director, Associate Executive Director, Branding and , Marketing Director, Media Communications Director, and Event Management Director

(b) Executive Director

- Mission: To serve as the primary liaison between Arizona Athletics and the Associated Students of the University of Arizona. Additionally, the ZonaZoo Executive Director leads and provides a vision for the ZonaZoo while upholding and promoting University of Arizona traditions.

1. The student leadership of ZonaZoo shall be part of the Associated Students of the University of Arizona.
2. There shall be a ZonaZoo Executive Director who shall be appointed by the ASUA President to serve as a member of the President's Cabinet.
3. The ZonaZoo Executive Director shall serve as a liaison between Arizona Athletic Department, ASUA, the University of Arizona Bookstore, and all other administration.
4. The ZonaZoo Executive Director shall be responsible for the operations of the ZonaZoo Program, including distribution of ZonaZoo materials.
5. The ZonaZoo Executive Director shall complete up to twenty- five (25) hours per week. Out of office hours shall be determined as necessary by the ASUA President.
6. The ZonaZoo Executive Director shall keep in constant communication with Arizona Athletics, as well as other Athletic/Spirit related clubs on campus. These open lines of communication will allow for discussion of potential projects, events, issues, and policy pertaining to the ZonaZoo Program.
7. The ZonaZoo Executive Director shall work to create new athletic traditions and enhance current athletic traditions.
8. The ZonaZoo Executive Director, along with the members of the ZonaZoo Crew, will organize all events pertaining to athletics or ZonaZoo program, and will serve as an advocate for such programming and events.
11. The ZonaZoo Executive Director along with the ASUA President, Associate Executive Director, and Executive Board shall be responsible for the management and motivation of the members of the ZonaZoo Crew.
12. The ZonaZoo Executive Director will be responsible for maintaining and/or writing the policy and revenue contract, also known as the Memo of Understanding, with the ASUA President, Associate Executive Director, and Arizona Athletics.

(d) Associate Executive Director

- Mission: To support and supplement the ZonaZoo Executive Director in all of their duties. The ZonaZoo Associate Executive Director plays a key role in managing and organizing the logistics of all ZonaZoo Departments.
1. The Associate Executive Director shall be appointed by the ASUA President with the advisement of the Executive Director to serve as a member of the President's Cabinet.
  2. The Associate Executive Director shall play an integral role in responsibilities of the ZonaZoo Executive Director as listed above.

3. The ZonaZoo Associate Executive Director shall complete twenty (20) hours per week. Half of these hours may be served out of office. Additional out of office hours shall be determined as necessary by the ASUA President.
4. The Associate Executive Director shall take over the responsibilities of the Executive Director in their absence.

(e) ZonaZoo Directors

Within the ZCC shall be the following directors who shall be appointed by the ASUA President to serve in the President's Cabinet and to work directly with the ZonaZoo Executive Director and Associate Executive Director.

Directors of the ASUA ZonaZoo crew shall hold a minimum of fifteen (15) hours per week.

**A. Programming Director**

- Mission: To foster a unified and spirited campus community by creating and providing programs and events that uphold and promote University of Arizona traditions and athletics.
  - i) The Programming Director shall work to plan, research, and execute effective ZonaZoo events and programs
  - ii) The Programming Director will be working a minimum of 20-25 hours per week during weeks holding Bear Down Fridays, Homecoming, and other UofA events such as Spring Fling.
  - iii) The Programming Director shall be responsible for motivating, recruiting, and coordinating with the ZonaZoo members working on Spirit and Traditions events and programs including but not limited to Bear Down Fridays, tailgates, road trips, viewing parties.

**B. Community Outreach Director**

- Mission: To ensure involvement and inclusion of the entire University of Arizona Community in the ZonaZoo while collaborating with various clubs and organizations on and off campus to create mutually beneficial partnerships. By presenting opportunities for community organizations to participate in ZonaZoo events it is expected that the ZonaZoo's presence will extend further throughout the community thus providing opportunity for growth and development
  - i) The Community Outreach Director shall work to include all members of the Arizona Athletics and Spirit Community in ZonaZoo Programming, Events and Policy.

- ii) The Community Outreach Director shall work to promote philanthropic events that benefit the community.
- ii) The Community Development Director shall be responsible for programs including but not limited to JuniorCats program, Charity Run, ZonaZoo Pass Scholarship, Erin Hertzog Scholarship, Blood Drive.

#### **D. Marketing Director**

- Mission: To make the ZonaZoo a recognizable, professional, and innovative brand so that it is the best-known student section in the country. Additionally, ZonaZoo Marketing strives to provide the best in-game experience for ZonaZoo members and it is responsible for advertising and promoting all ZonaZoo programs and events.
  - i) The Marketing Director shall work to market the ZonaZoo program to the UA Community through different media outlets.
  - ii) The Marketing Director shall be responsible for the motivation, recruiting, and coordinating with ZonaZoo crew members working on marketing projects
  - iii) The Marketing Director shall be responsible for the upkeep of the ZonaZoo Website, ZonaZoo Social Media, and ZonaZoo weekly newsletter.

#### **E. Media & Communications Director**

- Mission: To create sports entertainment media content that strives to inform the campus and Tucson community of Arizona Athletics and ZonaZoo Current affairs. ZonaZoo Media provides a unique entertainment experience that revolves around University of Arizona traditions and athletics.
  - i) The Media and Communications Director shall be responsible for the production of ZonaZoo TV as well as Cat Nation.
  - ii) The Media & Communications Director will oversee and approve the student newsletter called the “Cat Nation” which will be distributed at home athletic games, including, but not limited to, men’s football and basketball games.
  - iv) The Media and Communications Director shall be the Editor-in-Chief and responsible for the content displayed in ZonaZoo TV, Trash Talk, and the radio show.
  - v) The Media and Communications Director shall obtain two media passes in order to gain access to all home football and basketball games.

#### **E. ZonaZoo Game Day Operations Director**

- Mission: The ZonaZoo Game Day Operations Director serves as the behind-the-scenes operations manager on game day. They will promote spirit and positive sportsmanship to others in the student section.
- i) The Game Day Operations Director will create new chants and traditions.  
- The Game Day Operations Director will manage costuming, big heads, signs and other ZonaZoo operations.
- ii) The Game Day Operations Director will act as manager of Bear Down Brigade as well as game “manager” at football and basketball games.
- iii) The Game Day Operations Director will meet with Arizona Athletics Marketing Operations
- iv. The Game Day Operations Director will improve student atmosphere at Olympic sports. Primarily Volleyball and Softball.

#### **F. ZonaZoo Brand Representatives**

- Mission: To establish and define the ZonaZoo brand and produce merchandise and apparel that represents the ZonaZoo, The University of Arizona, and the broader Tucson community.
- i) The Brand Representative shall act as a direct liaison with the UA Bookstore, Arizona Athletics, and any other necessary parties to plan, maintain, and execute the ZonaZoo Merchandise Line.
- ii) The ZonaZoo Brand Representative will require right ten office hours and report directly to the Executive Director and Associate Executive Director.
- iii) The Brand Representative shall be responsible for the motivation, recruiting, and coordination of ZonaZoo Crew Members working on the Merchandise Line.

#### **G. ZonaZoo Commissioners**

- i) Also within the ZonaZoo Crew shall be commissioners who shall be appointed by the ZonaZoo Executive Team.
- ii) Commissioners are voluntary crew members and shall work on specific projects or tasks within the ZonaZoo Program.
- iii) Commissioners serve under ZonaZoo directors and a group of commissioners makes up each team.
- iv) Commissioners shall complete at least five (5) office hours per week.

#### **5. ZonaZoo Crew Conduct and Accountability**

- All ZonaZoo Crew members shall abide by and sign the following contract. This contract serves as a guideline for the ZonaZoo Executive Board to ensure that all crew members are active participants. Given that commissioners are volunteers it should be used with utmost discretion.

## **ZonaZoo Crew Conduct & Accountability**

### **ZonaZoo Crew Meetings and Events**

- If you cannot attend a ZZC meeting, email your reason to your director and the Associate Executive Director before 5:00 pm on the day of the meeting
- If you cannot make it to an assigned shift at a ZZC event you are responsible for finding a replacement and notifying the Associate Executive Director 24 hours prior to event
- If you miss a ZZC meeting or ZZC event without notification but have a valid excuse, you must contact your director and the Associate Executive Director within 24 hours of the meeting or event.
- An unexcused absence from a ZZC meeting/event or other violation of ASUA or ZonaZoo policy will result in an email notification from the Associate Executive Director.
- Subsequent unexcused absences or violations will result in consequences as outlined below
- Warnings may also be administered for poor conduct, such as: demonstrating a bad attitude or lack of respect

### **Warning System**

- Reminder (Prior to 1<sup>st</sup> Warning--at director's discretion)
  - o Department director retains discretion regarding the administration of a reminder versus a 1<sup>st</sup> Warning after a first violation.
  - o Commissioner is reminded of the accountability procedure and importance of adhering to it
- 1<sup>st</sup> Warning (Strike 1)
  - o Commissioner receives an email describing their violation from their Associate Executive Director; department director is CC'd
  - o Commissioner is reminded of the accountability procedure and importance of adhering to it
  - o A mandatory meeting to discuss the violation will be scheduled with the commissioner and department director
- 2<sup>nd</sup> Warning (Strike 2)
  - o Commissioner receives an email describing their continued violations from their Associate Executive Director; Executive Director and department director are CC'd
  - o Commissioner is reminded that this is the last warning before the 3<sup>rd</sup> Warning and Dismissal. Commissioner is reminded of the accountability procedure and importance of adhering to it
  - o A mandatory meeting to discuss the continued violations will be scheduled with the commissioner, department director, Associate Executive Director, and Executive Director
- 3<sup>rd</sup> Warning & Dismissal (Strike 3)
  - o Commissioner receives an email describing their violations and reason for dismissal from the Associate Executive Director; department director, Executive Director, and ASUA President are CC'd
  - o Commissioner is notified of their dismissal from the crew
  - o Zona Zoo Crew benefits are revoked upon dismissal
  - o Commissioner may schedule an optional meeting to discuss dismissal and ZonaZoo Merchandise Line.

## Section I.02 ASUA Marketing & Public Relations Department

### Mission

- a. The ASUA Marketing & Public Relations Department shall be responsible for all communication efforts representing ASUA and all outreach to University of Arizona students.

### 2. Structure

- a. The ASUA Marketing & Public Relations Department shall consist of a Executive Director of Marketing & Public Relations, a Multimedia Producer, a Social Media Manager, and Graphic Designers (2).

### 3. Job Descriptions

#### A.) Executive Director of Marketing & Public Relations

1. The Executive Director of Marketing & Public Relations shall serve a minimum of fifteen (15) office hours per week.
2. The Executive Director of Marketing & Public Relations shall be responsible for communications with entities requesting marketing and public relations services, and shall coordinate and interpret the vision of marketing and public relations requests.
3. The Executive Director of Marketing & Public Relations shall be responsible for meeting with requested parties within ASUA, delegating tasks to members of the Marketing & Public Relations team, and for assigning specific team members to any area that has a high demand, temporary or consistent, for personalized attention.
4. The ASUA Executive Director of Marketing & Public Relations shall organize all press releases and day-to-day media communication with both local and university news groups. The ASUA Executive Director of Marketing & Public Relations shall also coordinate the release of general information to these groups on a monthly basis at minimum, based on updates from each Executives' Chief of Staff, so that these media groups may inquire for more information to keep up to date with ASUA and current events or policy work.
5. The ASUA The Executive Director of Marketing & Public Relations shall serve as the primary advisor to the ASUA President on all communications efforts, ranging from interactions with media and administration to interactions with student constituents.
6. The Executive Director of Marketing & Public Relations shall be responsible for the maintenance and use of communicating with the Social Media Manager on matters of ASUA social media updates, the Multimedia Producer on project updates, and Graphic Designers regarding the creation of promotional materials.
7. The Executive Director of Marketing & Public Relations shall be responsible for management of the ASUA Marketing & Public Relations Department, and for establishing an annual vision and goal to continuously brand ASUA.

B.) Multimedia Producer

1. The ASUA Multimedia Producer shall serve a minimum of (10) office hours per week.
2. The ASUA Multimedia Producer is responsible for the filming, creation and delegation to ASUA of multimedia materials and projects for requesting parties within ASUA.
3. The ASUA Multimedia Producer is responsible for understanding any technical programs necessary and for the teaching of any such programs for the completion of a requested project.
4. The ASUA Multimedia Producer shall be responsible for establishing an annual vision and goal to continuously brand ASUA.
5. The ASUA Multimedia Producer is responsible for working together on common projects with other team members in the ASUA Marketing & Public Relations Department.
6. The ASUA Multimedia Producer is responsible for attending all regularly scheduled team meetings and for working under the Executive Director of Marketing & Public Relations and ASUA President.

C.) Social Media Manager

1. The ASUA Social Media Manager shall serve a minimum of (10) office hours per week.
2. The ASUA Social Media Manager is responsible for the creation of monthly post schedules, publishing events in the ASUA Event Calendar, and meeting with requesting parties within ASUA.
3. The ASUA Social Media Manager is responsible for understanding any technical programs or software necessary, and for the teaching of any such programs for the completion of a requested project.
4. The ASUA Social Media Manager shall be responsible for establishing an annual vision and goal to continuously brand ASUA, by creating initiatives to increase engagement on campus.
5. The ASUA Social Media Manager shall be responsible for holding workshops in weekly team meetings to expand collaboration and learning
6. The ASUA Social Media Manager is responsible for working together on common projects with other team members in the ASUA Marketing & Public Relations Department.
7. The ASUA Social Media Manager is responsible for attending all regularly scheduled team meetings and for working under the Executive Director of Marketing & Public Relations and ASUA President.

D.) Graphic Designers (2)

1. The ASUA Graphic Designers shall serve a minimum of (10) office hours per week.
2. The ASUA Graphic Designers are responsible for the creation of promotional materials for requested parties within ASUA, meeting with clientele to discuss designs and requests, and fulfilling project requests in a timely manner.
3. The ASUA Graphic Designers are responsible for understanding any technical programs or software necessary, and for the teaching of any such programs for the completion of a requested project.
4. The ASUA Graphic Designers shall be responsible for establishing an annual vision and goal to continuously brand ASUA, by creating promotional materials to increase engagement on campus.
5. The ASUA Graphic Designers are responsible for working together on common projects with other team members in the ASUA Marketing & Public Relations Department.
6. The ASUA Graphic Designers are responsible for attending all regularly scheduled team meetings and for working under the Executive Director of Marketing & Public Relations and ASUA President.

Section I.03 Wildcat Events Board

**Article II.** Name

- (a) The official name of the organization is "Wildcat Events Board," herein referred to as WEB.

**Article III.** Mission

- (a) The mission of ASUA's WEB is to promote the interest of the University of Arizona students by providing fun, social, and educational events to the University of Arizona. WEB aims to bring about a greater spirit of unity and cooperation among all students and to encourage the development of leadership abilities and other skills through participation in programming.

**Article IV.** Membership

- (a) Any enrolled UA student in good academic standing (2.0 GPA or higher) taking at least six (6) units is eligible to be a part of WEB through director or member positions.

**Article V.** Structure

- (a) There shall be one (1) Wildcat Events Board Executive Director.
- (b) The Wildcat Events Board Executive Director shall be appointed by the ASUA President with confirmation from the ASUA Legislative Bodies in accordance with the ASUA Constitution. The term shall expire in May following the transition of the next WEB Executive.
- (c) There shall be four (4) Coordinators: one (1) Activities Coordinator, one (1) Concerts Coordinator, one (1) Marketing Coordinator, and one (1) Speakers Coordinator.
- (d) The Wildcat Events Board Coordinators shall be appointed by the WEB Executive Director with confirmation from the ASUA President and ASUA Legislative Bodies in accordance with the ASUA Constitution. The Committee Directors' terms shall expire in May following the transition of the next WEB Coordinators.
- (e) There shall be five (5) Assistant Coordinators in each committee, for a total of twenty (20) Assistant Coordinators.
- (f) The Wildcat Events Board Assistant Coordinators shall be selected by the Wildcat Events Board Coordinators through an application process with confirmation from the WEB Executive Director. The Assistant Coordinators' terms shall expire in May following the appointment of the next Coordinators.

**Article VI.** Stipends

- (a) The WEB Executive Director and all WEB Coordinators shall receive a stipend set forth by the ASUA Legislative Body.
- (b) The WEB Assistant Coordinators shall not receive compensation in the form of a stipend.

**Article VII.** Duties of the Executive Director

- (a) The WEB Executive Director shall oversee and manage the planning of special events, campus wide, in coordination with the ASUA President.
- (b) They shall be responsible for the management of the WEB Coordinators and Assistant Coordinators executive team, committee directors, and the committee associate director.
- (c) They shall be responsible for coordinating WEB orientations and member training each semester.
- (d) They shall coordinate with other ASUA bodies and campus organizations when planning special events.
- (e) They shall be available during the summer months to help plan fall semester events,.
- (f) They shall oversee all aspects of WEB membership, including recruitment, the application and interview process, and any member incentives,
- (g) They shall manage the WEB budget, and
- (h) They shall complete twelve (12) office hours per week.

**Article VIII.** Duties of the Activities Coordinator

- (a) The Wildcat Events Board Activities Coordinator shall organize and oversee the planning of special events held during the academic year.
- (b) They shall coordinate and collaborate with outside companies, campus departments, and student organizations to bring programming to the UA community,.
- (c) They shall plan and oversee Activities committee meetings throughout the year,
- (d) They shall manage five (5) Assistant Coordinators, and.
- (e) They shall complete ten (10) office hours per week.

**Article IX.** Duties of the Concerts Coordinator

- (a) The Wildcat Events Board Concerts Coordinator Director shall organize and oversee the planning of small and large-scale concerts held during the academic year,.
- (b) They shall coordinate and collaborate with outside companies, campus departments, and student organizations to bring large- and small-scale concerts to the UA community,.
- (c) They shall plan and oversee Concerts committee meetings throughout the year,
- (d) They shall manage five (5) Assistant Coordinators, and
- (e) They shall complete ten (10) office hours per week.

**Article X.** Duties of the Marketing Coordinator

- (a) The Wildcat Events Board Marketing Coordinator shall organize and oversee the marketing of special events held during the academic year,
- (b) They shall oversee all of WEB's social media accounts and website,
- (c) They shall plan and oversee Marketing committee meetings throughout the year,
- (d) They shall manage five (5) Assistant Coordinators,
- (e) They shall oversee WEB event volunteers, and
- (f) They shall complete ten (10) office hours per week.

**Article XI.** Duties of the Speakers Coordinator

- (a) The Wildcat Events Board Speakers Coordinator shall organize and oversee the planning of speakers events held during the academic year,.
- (b) They shall coordinate and collaborate with outside companies, campus departments, and student organizations to bring artists to the UA community,.
- (c) They shall plan and oversee Speakers committee meetings throughout the year,
- (d) They shall manage five (5) Assistant Coordinators, and.
- (e) They shall complete ten (10) office hours per week.

Section XI.01 ASUA Government Affairs and Policy Director

1. Mission
  - a. The ASUA Government Affairs and Policy Department shall organize and coordinate all policy, research, and local and state government and national affairs efforts of ASUA.
2. Structure
  - a. The ASUA Government Affairs and Policy Department shall be composed of one Executive Director,.
3. Job Description
  - a. The ASUA Government and Policy Executive Director
    1. The ASUA Government and Policy Director requires a minimum of twenty (20) office hours a week.
    2. The ASUA Government and Policy Executive director shall serve as a liaison to University and community organizations and governance bodies included but not limited to:

i. UA Federal Relations

ii. UA Community Relations

3. The ASUA Government and Policy Director shall organize and run grassroots campaign efforts on local issues that affect University of Arizona students.

4. The ASUA Government and Policy Director shall brief and advise the ASUA President on local, state and national politics, and policy that affects students at the University of Arizona.

5. The ASUA Government and Policy Director shall coordinate all research efforts on policy initiatives for the Associated Students of the University of Arizona.

6. The ASUA Government and Policy Director shall be responsible for management of the ASUA Government and Policy Department which consists of an Associate Director of Legislative Affairs, an Associate Director of Community Affairs, a Legislative Correspondent, a Policy Correspondent, a Community Correspondent, and a Community Planner.

7. The ASUA Government and Policy Director shall be appointed by and report directly and exclusively to the ASUA President.

#### Section XI.02 ASUA Diversity Outreach

##### 4. Mission

(a) The ASUA Diversity Outreach Executive Director shall advocate on behalf of diverse groups and students of the University of Arizona, which includes but is not limited to ethnic minorities, international students, and disabled students. The Diversity outreach Executive Director shall also advocate on behalf of the campus Cultural and Resource centers.

##### 5. Structure

(a) The ASUA Diversity Outreach shall be composed of one Executive Director and an Associate Director:

i) Diversity Outreach Executive Director

1. The Diversity Outreach Executive Director position(s) requires a minimum of fifteen (15) hours per week

2. The Diversity Outreach Executive Director shall facilitate the ASUA Diversity Outreach Advisory Board

3. The Diversity Outreach Executive Director shall be the main contact between ASUA and cultural/resource centers outside of the ASUA President in matters related to diversity

ii) Diversity Outreach Associate Director

1. The Diversity Outreach Associate Director position requires a minimum of fifteen (10) hours per week

2. The Diversity Outreach Associate Director shall maintain the ASUA Diversity Website and assist in promoting events sent to ASUA by cultural/resource center

3. The Diversity Outreach Associate Director shall assist the Executive Director with their role

6. Job Description

(a)

i) The Diversity Outreach Director(s) shall act as a liaison for diverse populations on campus to the ASUA president and other ASUA programs.

ii) The Diversity Outreach Director(s) shall attend at a minimum 2 events per resource center per month. The time spent engaging at these events shall count towards the Director's weekly hour requirement, with a maximum amount of 5 hours per week counting towards their 15 hour work week requirement.

(b) The Diversity Outreach Executive Director(s) shall communicate with the cultural and resource centers at a minimum of once a month. These centers include but are not limited to:

i) African American Student Affairs

ii) Asian Pacific American Students Affairs

iii) Adalberto & Ana Guerrero Student Center

iv) Native American Student Affairs

v) Disability Resource Center

vi) Pride Alliance and the LGBTQ Resource Center

vii) Women's Resource Center, including but not limited to:

1. F.O.R.C.E.

2. SPEAC

- viii) Common Ground Alliance
- ix) Immigrant Student Resource Center
- x) Residence Life
- xi) Transfer Student Center
- xii) V.E.T.S.

(c) The Diversity Outreach Director(s) shall coordinate an ASUA Presidential candidate diversity debate with the Elections Commission during the ASUA elections with panelists from the resource centers.

i) The Diversity Outreach Committee Executive Director shall advocate on behalf of the University:

1. International student population
2. Disabled student population
3. Ethnic minority population
4. Any other diverse or minority population

5. The Executive Diversity Outreach Director(s) shall serve on the University of Arizona's administrative advisory council, the Diversity Coordinating Council.

Section XI.03 The Director shall serve as an advisor to the Provost and Senior Diversity Officer to ensure that diversity and inclusion efforts are coordinated across campus.

Section XI.04 The Director shall attend all Diversity Coordinating Council meetings to the best of their ability, which shall take place monthly or as needed

#### 4. ASUA Diversity Outreach Advisory Board

(a) Diversity Advisory Board: The Executive Diversity & Outreach Director shall work together with ASUA representatives, school faculty and administrators to oversee the Diversity outreach budget. Members of this Diversity Budget Board should include but are not limited to:

- i) African American Student Affairs Liaison
- ii) Asian Pacific American Student Affairs Liaison
- iii) Guerrero Student Center Liaison
- iv) Native American Student Affairs Liaison
- v) Disability Resource Center Liaison

- vi) Women's Resource Center Liaison
- vii) LGBTQ Center/Pride Alliance Liaison
- viii) ASUA Senate Liaison
- ix) ASUA Coordinator
- x) ASUA President

**(b)** The members of the Diversity Outreach Advisory Board shall be appointed by the Diversity Outreach Executive Director in conjunction with the ASUA President. Each resource center in conjunction with associated student organizations may recommend up to three candidates to fill the associated liaison role which the Diversity Outreach Committee Director and ASUA President shall consider.

**(c)** The Diversity Outreach Advisory Board will meet on a regular basis to discuss student concerns from the Cultural and Resource Centers and across campus, and work to ensure equal representation and access to resources for all students.

**(d)**

Section XI.05 University Affairs Director:

4. Mission

- (a) ASUA University Affairs Director shall organize and coordinate all ASUA's official university analysis, lobbying, and case-worker in the best interest of the student body in coordination with the ASUA Presidential Cabinet, Programs & Services, and the Executive branch.

5. Job Description

- (a) The ASUA University Affairs Director shall hold a minimum of fifteen (15) hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.
- (b) The ASUA University Affairs Director shall serve as a liaison to campus organizations and University departmental bodies that included but not limited to:
  - 1. Career Services
  - 2. Dean of Students
  - 3. Student Media
  - 4. Residence Life
  - 5. Arizona Student Unions
- (c) The ASUA University Affairs Director shall organize and run grassroots efforts on University Policies and issues that affect University of Arizona students.
- (d) The ASUA University Affairs Director shall coordinate alongside the Policy director to research and poll student opinions on important University of Arizona Policies and issues.
- (e)
- (f) The University Affairs Director shall perform any other duties delegated by the President, Vice President, Chief of Staff, or Advisors.

## **Article XII. Administrative Programs and Service Directors**

### Section 12.01 Selection of Directors

4. All ASUA Program and Service Directors shall be selected by the ASUA Administrative Vice President. All selections shall be confirmed by the ASUA Senate.

### Section 12.02 Directors Council

1. Directors' Council shall be the official meeting of the ASUA Program and Service Directors.
  5. Directors' Council must be held at least twice a month.
  6. Directors' Council shall be chaired by the ASUA Administrative Vice President or designate.
  7. Directors' Council shall not be policy making body; it shall be an information sharing body for the Programs and Services Directors.
  8. Directors' Council shall be open to the public and conducted like an open forum.

### Section 12.03 Director Requirements

1. Directors are required to hold their individual office hours unless otherwise specified herein.
2. Directors must submit monthly summary reports to the ASUA Administrative Vice President in order to keep records of programs and services activities.
3. Directors must attend Directors' Council meetings.
4. Directors are required to attend an ASUA Senate meeting at least once per year in order to provide a Program or Service update.
5. Directors must also follow the guidelines for their Programs or Service as described in Program and Services Bylaws.

6. Directors will meet at least monthly one on one with the Administrative Vice President or designate.

7. If a director fails to fulfill their duties, the director may be subject to the withholding of stipends and removal from office.

#### Section 12.04 Director Notification of Action Affecting Programs and Services.

1. Program and Service Directors need to be notified if the following situations occur within ASUA:

2. If an issue is brought before the ASUA Legislative Bodies that directly affects a program or service the director of that program as well as the ASUA Administrative Vice President needs to be notified in writing of the planned action seven (7) days in advance.

3. If the action is intended to eliminate a program or service or decrease its budget to in operation the appropriate director as well as the ASUA Administrative Vice President must be notified in writing a minimum of ten (10) days prior to the action.

4. The ASUA Administrative Vice President and the Student Body President must be notified before any Programs or Services can be added to ASUA.

**Article XIII. ASUA Programs and Services**

Section 13.01 Administrative Chief of Staff

4. Mission

(a) The Administrative Chief of Staff shall assist the ASUA Administrative Vice President with the daily functioning of Programs and Services.

5. Structure

(a) The Administrative Chief of Staff shall report directly to the Administrative Vice President. The Administrative Chief of Staff position requires a minimum of ten (10) office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

(b) The Administrative Chief of Staff position requires a minimum of 10 in office hours per week.

(c) The Administrative Chief of Staff position is not a mandatory appointment of the Administrative Vice President. This position may be filled or left vacant at the discretion of the Administrative Vice President.

(d) The Administrative Chief of Staff shall attend all Programs and Services directors meetings unless excused by the Administrative Vice President and will serve as the chair in the Administrative Vice President's absence.

(e) The Administrative Chief of Staff position is appointed by the Administrative Vice President and does not have to be approved by the Senate.

(f) The Administrative Chief of Staff may be removed at any time by the Administrative Vice President.

(g) The Administrative Chief of Staff shall assist all areas of Programs and Services if deemed necessary by the Administrative Vice President.

(h) The primary duties of the Administrative Chief of Staff will be to assist in the organization and effectiveness of the Administrative Vice President and to assist with the day to day operations of ASUA Programs and Services as deemed necessary.

(i) The Secondary duties of the Administrative Chief of Staff will be to assist in the cohesion of all ASUA Members through internal programming as well as assist in the inclusion of the student body in ASUA programming and program development, and assist the Administrative Vice President in the formulation of new programming to campus wide issues.

(j) The stipend for this position shall be in accordance with the stipend section of these bylaws.

## Section 13.02 ASUA Bear Down Camp

### 1. Name

(a) The official name of the program is "Bear Down Camp," herein referred to as BDC.

### 2. Mission

(a) The mission of ASUA's BDC is to provide a supplemental introduction to the University of Arizona for incoming freshmen to improve retention and overall success rates. BDC will provide necessary survival tools, while also supplying the students with an opportunity to cultivate relationships with other students and faculty early in their college careers. Additionally, contact is kept with the Gatitos (freshmen campers) throughout the year to evaluate their progress and success during their first year at the University.

### 3. Membership

(a) Any enrolled UA student is eligible to be a part of BDC through Gato (counselor), crew, or administrative team positions. Previous and returning Gatos and Gatitos are eligible to apply for any position, including administrative positions. Incoming freshmen are solely eligible to be Gatitos at BDC.

### 4. Structure

(a) There shall be two (2) Bear Down Camp Directors: one (1) Bear Down Camp Executive Director and one (1) Associate Director.

(b) The Bear Down Camp Executive Director shall be appointed by the ASUA Administrative Vice President with confirmation from the ASUA Legislative Bodies in accordance with the ASUA Constitution. The Bear Down Camp Associate Director shall be appointed by the Executive Director with confirmation from the ASUA Administrative Vice President and ASUA Legislative

Bodies in accordance with the ASUA Constitution. Both terms shall expire in September following the conclusion of their last camp session and transition of the next BDC Directors.

- (c) There shall be seven (7) administrative team members: one (1) Gato Coordinator, two (2) Lead Gatos, one (1) Gatito Coordinator, one (1) Marketing Director, one (1) Graphic Designer, and one (1) Lead Crew.
- (d) The BDC Administrative Team members shall be selected by the Executive and Associate Directors with confirmation from the ASUA Administrative Vice President through an application and interview process. Every applicant can choose to apply for multiple positions of which they may only be selected to hold one (1) position.

#### 5. Duties of the Executive Director

- (a) The Executive Director shall be the primary spokesperson and representative for BDC. The Director shall oversee all staff members, including the Associate Director and Administrative Team.
- (b) They shall also be in charge of finalizing training curriculum and leading all training sessions for staff members.
- (c) They shall be responsible for the release of applications and selection of all BDC staff members.
- (d) The Executive Director shall complete a minimum of twelve (12) office hours per week.
- (e) The Executive Director shall be responsible for delegating tasks to the Associate Director and Administrative Team.
- (f) They shall be responsible for the scheduling of all programming for each camp session with the assistance of the Associate Director.

#### 6. Duties of the Associate Director

- (a) The Associate Director's primary responsibility shall be to aid the Executive Director in all aspects of BDC operations.
- (b) The Associate Director of Bear Down Camp shall be responsible for parent relations, including contact during registration and prior to the camp session.
- (c) They shall complete a minimum of ten (10) office hours per week.
- (d) They shall be in charge of obtaining all quotes for purchasing, including transportation, apparel, etc.
- (e) They shall be responsible for all registration details, including confirmation of registration and payment.

- (f) They shall be responsible for tracking expenses and maintaining the BDC budget.

## 7. Duties of the Administrative Team

### (a) Gato Coordinator

- (i) They shall oversee the Lead Gatos and Lead Crew member for all camp sessions.
- (ii) They shall assist the Executive and Associate Directors with training and training curriculum.
- (iii) They shall complete a minimum of two (2) office hours per week.
- (iv) They shall coordinate at least two (2) Gato bonding activities per year.

### (b) Lead Gatos

- (i) They shall oversee all Gatos for the duration of their camp session.
- (ii) They shall be responsible for the bonding of their respective groups in the form of activities throughout training and through various methods of communication.
- (iii) They shall complete a minimum of two (2) office hours.

### (c) Gatito Coordinator

- (i) The Gatito Coordinator shall oversee Gatito recruitment and outreach.
- (ii) They shall be required to attend all freshmen orientations held in Tucson during the month of June with the Executive and Associate Directors.
- (iii) They shall be required to orchestrate one (1) reunion activity for the previous year's Gatitos per month, including attending sporting events, a pickup soccer game, dinner on the mall, etc.
- (iv) They shall complete a minimum of two (2) office hours per week.
- (v) They shall be responsible for coordinating at least one (1) fundraiser per semester.

### (d) Marketing Director

- (i) The Marketing Director's main responsibility shall be coordinating the promotion of BDC through website/social media management, brochures, pamphlets, and outreach to local high schools.
- (ii) They shall complete a minimum of two (2) office hours per week.

(e) Graphic Designer

- (i) The Graphic Designer shall be the designer of all T-shirts, brochures, flyers, banners, etc. for BDC.
- (ii) They shall report directly to the Marketing Director, assisting the Marketing Director in their projects.
- (iii) They shall complete a minimum of two (2) office hours per week.

(f) Lead Crew

- (i) They shall be responsible for ensuring BDC runs smoothly behind the scenes during each session, including activity set up, maintaining supplies, and having a general knowledge of camp timeline.
- (ii) They shall complete a minimum of two (2) office hours.
- (iii) They shall oversee all crew members.

8. Staff Members

(a) Gato (Counselor)

- (i) Each Gato is a part of a two-Gato pair.
- (ii) They shall be in charge of a 6-15 person Cat Chat (group of Gatitos).
- (iii) They shall act as mentors and facilitators in order to teach Gatitos about the University and college life.
- (iv) They shall be in charge of administering a workshop to aid in Gatitos' transition to from high school to college.
- (v) They shall attend every training session held throughout the year.

(b) Crew

- (i) They shall be responsible for the behind the scenes of camp.
- (ii) They shall help set up and take down of camp components.
- (iii) They shall report to the Lead Crew Member.
- (iv) They shall be promoted to Gato if needed before any additional hiring of staff members.

(e)

#### 5. Advisors

- (a) An ASUA Adviser acts as a resource to the BDC Directors and staff. He/She is responsible for work on grants, budgets, and overall analysis of the BDC experience as well as overseeing all camp aspects, the Executive Director and the Graduate Advisor.

#### Section 13.03 VolunteerUA

##### 1. Name

- (a) The official name of this ASUA program is ASUA VolunteerUA, herein referred to as VolunteerUA.

##### 2. Mission

- (b) To provide the campus community with opportunities and knowledge of community service involvement. VolunteerUA is a resource, promoter and creator of service events, including the Cheer and Basketball league. VolunteerUA constantly explores new means and ideas to expand upon the opportunity for student involvement in philanthropy.

##### 3. Membership

- (c) Any enrolled student is eligible to be a part of VolunteerUA.

##### 4. Structure

- (a) There shall be four (4) officers: one (1) VolunteerUA Executive Director and three (3) Associate Directors: Internal Community Service Director, External Campus Initiatives Director and Alternative Breaks Director. The Director shall be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Administrative Vice President in accordance with the ASUA Constitution.

- (b) There shall be three (3) appointed VolunteerUA Assistant Directors by the VolunteerUA Executive Director and Administrative Vice President via an application process set up by the Administrative Vice President.

- (c) Every applicant can choose on the application to continue under the Director or Assistant Directors if not chosen for the position. They can choose to be considered for one of the Boards.

- (d) Members of the Boards shall be chosen by the Executive and Associate Directors by the end of the academic school year in which they were appointed.

(e) There is a requirement of a philanthropy per month for the term of the VolunteerUA Director(s). These philanthropy projects shall be at the discretion to the Director, approved by the Administrative Vice President, which pertains to the Tucson community and University of Arizona and will be open to the rest of the office.

#### 5. Duties of the Executive Director

(a) The Executive Director shall be the primary spokesperson and representative for VolunteerUA. The Director shall oversee all committees and may sit in on any and all VolunteerUA Committees. The Director shall promote community service on the whole and provide information concerning community service involvement to students. The Director shall set and keep office hours every week during regular sessions. The stipend for this director shall be in accordance with the stipend section of these bylaws. The Executive Director shall be in share of managing the Community Service.

(b) The Director shall complete at least ten (10) office hours per week.

(c) The Director shall have supervisory authority and shall have budget oversight authority.

(d) The Director shall execute responsibilities of their respective committees. He/she shall recruit members to their respective Committees.

#### 6. Duties of the Associate Director of Internal Community Service

(a) The Associate Director of Internal Community Service is in charge of coordinating the monthly philanthropic events that will be open to the ASUA office.

(b) The Associate Director shall complete a minimum of ten (10) office hours per week.

(c) They shall also be in charge of contacting potential philanthropies, maintaining good relations, and recruiting volunteers.

(d) They shall be responsible for forming a committee that contains at least one representative from each of the three branches of ASUA. This committee will brainstorm potential office wide philanthropies, and help get volunteers from their respective areas.

(e) They shall serve as a representative of ASUA, and the VolunteerUA Program.

#### 7. Duties of the Associate Director of External Campus Initiatives

(a) The Associate Director of External Campus Initiatives is in charge of planning at least two large-scale philanthropic events on campus: one in the fall and one in the spring. One of the spring events must include the ASUA Youth Cheer and Basketball League.

(b) The Associate Director shall complete a minimum of ten (10) office hours per week.

(c) They shall also be in in charge of coordinating marketing for the events and dealing with any issues that may arise during an event.

(d) They shall be responsible for forming committee(s) to help plan each event, including the Executive Board of the annual Cheer and Basketball League. The Associate Director of External

Campus Initiatives will serve as the President of the Board. The duties of the Cheer and Basketball League Executive Board will be as follows:

- i) The President of the Board shall be responsible for general oversight and logistics of all that pertains to the Cheer and Basketball League.
- ii) The Coaches Liaison Chairs shall be responsible for coordinating coaches meeting, training sessions, and work with the publicity chair to get applicants.
- iii) The Fundraising Chair(s) shall be responsible for contacting local business to obtain funds necessary to subsidize the costs of the league.
- iv) The Publicity and Special Events Chair shall be responsible for organizations of the coaches' clinic, All Star Day and Championship Day.
- v) The Procurements Director shall design and purchase the T-shirts for the league, contract a photographer to produce team photos, as well as handle the acquisition of trophies and design the league program.

(e) They shall serve as a representative of ASUA and the VolunteerUA Program.

#### 8. Duties of the Associate Director of Alternative Breaks

- (a) The Associate Director of Alternative Breaks, herein referred to as AB, is in charge of providing a program that is dedicated to impacting lives through direct service, education, reflection, and cultural awareness. AB seeks to provide low cost service opportunities to U of A undergraduate students during Spring Break and throughout the year.
- (b) The Associate Director shall complete a minimum of ten (10) office hours per week.
- (c) They shall be the primary organizer, spokesperson, and representative for AB.
- (d) They shall be responsible for selecting the AB Executive Board. The AB Executive Board shall comprise the AB Director, Assistant Director of Finance, Assistant Director of Service Learning, Assistant Director of Outreach, and two Site Leaders per trip offered. The duties of the AB Executive Board will be as follows:
  - (i) The Alternative Breaks Director shall oversee all events, trips, and duties and responsibilities for the Assistant Directors. The AB Director shall serve as primary contact for Alt Breaks including answering email and telephone calls regarding the program
  - (ii) The Assistant Director of Finance shall coordinate all fundraising efforts and events, and maintain the AB budget.
  - (iii) The Assistant Director of Service Learning shall develop and coordinate all on trip reflection activities.
  - (iv) The Assistant Director of Outreach shall coordinate weekend service events in Tucson as well as all pre-and post-trip service opportunities. The Assistant Director of

Outreach will be the spokesperson for the organization and collaborate with Tucson non profits, and campus departments, and organizations to enlist more involvement in Alternative Breaks.

(v) Site Leaders shall coordinate all on trip activities, including securing housing and service sites.

(e) They shall serve as a representative of ASUA, and the VolunteerUA Program.

#### Section 13.04 ASUA Family Weekend Executive Director

##### 1. Name

(a) The official name of this program is the ASUA Family Weekend.

##### 2. Mission

The mission of the ASUA Family Weekend Director is to provide University of Arizona students and their families excellent and interesting programs that represent the UA experience.

##### 3. Membership

(a) Any enrolled UA student is eligible to apply for the directorship.

##### 4. Structure

(a) There shall be two (2) Family Weekend Co-Directors.

(b) There shall be one appointed Family Weekend Executive Director to be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Administrative Vice President in accordance with the ASUA Constitution. The Family Weekend Executive Director shall be appointed by the Administrative Vice President, in December, and will serve a eleven (11) month term, to expire at the end of October of the same year or after Family Weekend Event.

##### 5. Duties of the Co-Directors

(a) The co-directors shall be the primary spokesperson for Family Weekend and shall be in charge of all appointed directors and personnel.

(b) The co-directors shall complete at least ten (10) office hours per week.

(c) These co-directors shall have supervisory authority and shall have budget oversight authority.

(d) The Assistant Director shall assist with anything the Executive Director needs during the Family Weekend. If there are no applicants for the Executive Director at the end of their term, the Assistant Director may choose to step up to become the Director for the following term, with consent from the Executive Director.

##### 6. Role of the ASUA Advisor

(a) The ASUA advisor acts as a resource to the Family Weekend Executive Director and staff. Additional Advisors include the Associate Dean of Students (in charge of Parent and Family Programs) and their designee.

#### Section 13.05 ASUA Pride Alliance

##### 1. Name

(a) The official name of this organization is the “Pride Alliance”, herein referred to as “Pride Alliance”.

##### 2. Mission

(a) Student Leadership, Student Advocacy, and Student Support

(b) The ASUA Pride Alliance works toward the maintenance of a resource center dedicated to a safe and inclusive environment that fosters social and educational support or members of the Lesbian, Gay, Bisexual, Transgender and questioning Queer, Asexual community and our allies, (A)llies along with working to educate the campus and greater community on issues of diversity and acceptance of all people.

##### 3. Membership

(a) Membership shall be open to any member of the campus community who wishes to participate in Pride Alliance events and/or partake in the resources offered by the Center.

(b) The internship program shall be open to any student at the University of Arizona.

i) the participants of the internship program will be referred to herein as interns.

##### 4. Structure

(a) Pride Alliance shall have two co-directors or one stipend director and an appointed Assistant Director if needed.

i) If there is an Assistant Director, they are eligible for the internship program

**(b)** A director must be an University of Arizona student with a minimum of seven (7) units per semester (undergraduate) **or six (6) units per semester (graduate)**

**(c)** The Co- Directors shall be appointed via an application process conducted by the Administrative Vice President/ Elect with input from the LGBTQ Affairs Director.

**(d)** The Internship program is undergraduate and graduate student intern-for-credit program. Credit is received through the Center for Student Involvement and Leadership as an academic credit.

i) The Internship positions will consist of Four Main Committees:

1. Health and Wellness
2. Wednesday/Weekly
3. Outreach and Safe Zone
4. Social Events as well as smaller, sub-committees for the purpose of planning other large events (Coming Out Week, Trans Day of Remembrance, Second Chance Prom, Rainbow Graduation, etc.)

(e) The Interns will be chosen by the co-directors, the Program Director of LGBTQ Affairs and in consultation with the Administrative Vice President via an application and interview process outlined below:

- i. Applications for internships positions shall be available for no less than two (2) weeks.
- ii. The co-directors will interview all applicants.
- iii. All applicants shall be notified in writing or in e-mail of the result of the interview process.

(f) Continual Programming for Pride Alliance will include Sub-committees that focus on

- i) Coming Out Week (Fall Semester)
- ii) Transgender Awareness Week (Fall Semester)
- iii) Second Chance Prom (Spring Semester)
- iv) Other Programs as deemed necessary by the Co-Directors, the LGBTQ Affairs Director, or the Administrative Vice President

#### **5. Duties of the Co-Directors**

(a) Each Co-Directors shall be the primary spokesperson and representative for Pride Alliance.

(b) The Co-Directors shall create an office hour schedule in which Interns must commit a minimum of three (3) office hours per credit, per week to Pride Alliance. Any out of the office hours shall be determined as deemed necessary by the Co-Directors or the LGBTQ Affairs Director.

(c) The Co- Directors shall appoint interns to chair committee positions based on interests posed to them or the LGBTQ Affairs Director.

i) Interns shall attend a minimum of 50% of Pride Alliance events.

ii) Event hours will count towards internship credit, but will not replace scheduled office hours unless cleared by Co-Directors.

(d) The Co-Directors shall act as the coordinators of the interns and may sit in on any and all Pride Alliance Meetings.

(e) The Co-Directors, in consultation with the Administrative Vice President and the LGBTQ Affairs Director, shall carry out any Disciplinary action relating to any intern.

(f) The Co- Directors shall attend and facilitate Intern and General Membership Meetings unless otherwise assigned to a member of the Wednesday/Weekly Committee

(g) The Co-Directors and the LGBTQ Affairs Director shall be responsible for mediating conflicts between members of Pride Alliance.

(h) The Co-Directors shall promote involvement, participation, and interaction with other ASUA components.

(i) The Co-Directors shall work to foster cooperative relationships with other organizations of common interest and serve as the ASUA representative and liaison to these organizations and report pertinent information from these groups to Pride Alliance and the Administrative Vice President.

i) The Co-Directors will maintain positive and consistent contact with community groups to continue coordination

(j) The Co-Directors shall execute any and all duties and campaigns promulgated by the General Membership and/or the Executive Board. The directors shall each complete at least ten (10) office hours per week. The stipend for the directors shall be in accordance with the stipend section of these bylaws.

### Section 13.07 SafeRide

#### 1. Name

(a) The official name of this ASUA Service is the "SafeRide."

#### 2. Mission

(a) Since 1982, SafeRide has provided an alternative to walking alone at the University of Arizona. The program gives free rides to university- affiliated persons and their guests in the evening and nighttime hours. It is managed and operated entirely by students under the sponsorship of the Associated Students of the University of Arizona (ASUA). As an academic service, SafeRide's mission is to serve those going to or from campus, while also providing a friendly and official presence on the streets at night.

#### 3. Employment

(a) Employees of the SafeRide must meet the basic requirements set forth by the university's student employment policies and any additional requirements as specified by ASUA.

- (b) The current Directors of SafeRide may remain in their positions after the last day of April (transition day) to finish out the fiscal year.

#### 4. Structure

(a) There shall be two stipend directors of the SafeRide: one Operations Director and one Administrative Director, both of which appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution.

(b) Each director may receive an hourly wage if he or she exceeds ten office hours per week. Time spent working a shift as a driver or supervisor is also paid hourly. This hourly wage is provided by the SafeRide budget.

- (c) The SafeRide Director may appoint other officials as needed.

#### 5. Duties of the Directors:

(a) Together, the directors are responsible for the operation, staff, and equipment of the SafeRide. They are the primary spokespeople for the service. The directors are also responsible for the hiring, and if deemed necessary, the termination of the service personnel.

(b) The SafeRide Operations Director:

i) Shall be the primary spokesperson for the SafeRide service and shall be responsible for the financial expenditures of the service. This includes completion of payroll, communication with the staff as well as any additional accounting duties that may be necessary.

ii) The Operations Director shall facilitate all general meetings of the SafeRide service. This includes the semi-annual all staff meetings, as well as any supervisor meetings, as necessary.

iii) The Operations Director, in conjunction with the Administrative Director, shall be responsible for the hiring and if deemed necessary, the termination of all service personnel. In addition, this also includes the hiring and appointing of supervisors as well assistant directors.

- iv) This Operations Director, in conjunction with the Administrative Director, shall be responsible for any disciplinary action including infraction reports, employee meetings and maintenance of the employee files.

v) The Operations Director shall be responsible for employee relations, establishing service policies and procedures, general service operations and administrative scheduling.

vi) The Operations Director shall initiate and be responsible for interaction with and the collaboration of other ASUA components.

vii) The Operations Director shall be required to hold a minimum of ten (10) office hours per week a minimum of one (1) of which shall be held during ASUA normal business hours in a one on one meeting with the Administrative Vice President, the other nine (9) of which shall be held during SafeRide operating hours. The Operations Director shall also attend the Director's Council meetings. Out of the office shall be determined as deemed necessary by the Administrative Vice President.

viii) The Operations Director shall be responsible for assigning the duties of the service.

ix) The Operations Director shall be responsible for the monthly calendar submissions.

x) The Operations Director shall be responsible for overseeing the maintenance and upkeep of the fleet of vehicles, as well as the surveying and purchasing of any new vehicles. This also includes the maintenance of the radios.

xi) The Operations Director shall be responsible for overseeing staff development, including hiring, training and, in conjunction with the Administrative Director, the evaluation and promotion of employees

**(c) The Administrative Director:**

i) The Administrative Director shall be required to perform a minimum of ten (10) hours per week. The Administrative Director shall also attend Director's Council meetings and required ASUA activities.

ii) The Administrative Director shall be responsible for all aspects of SafeRide's budget from funding procurements to cost projection and tracking. The primary sources of funding include the Student Services Fee and through ASUA. Procurement includes writing of grant proposals, presentations, and answering any other questions related to the program.

iii) The Administrative Director will be responsible for the interaction with the University, ASUA and other funding sources. The Administrative Director will also be the primary point of contact for external communications including the media.

iv) The Administrative Director shall seek out coordinate attendance at educational safety programming including fairs or mall events that coincide with SafeRide's Mission statement and a minimum of one program to address rape prevention.

v) The Administrative Director shall initiate and be responsible for interaction with other ASUA components.

vi) The Administrative Director will be responsible for responding to external communications, including listening to and responding to voicemails, emails, or other inquiries within 48 hours.

vii) The Administrative Director is in charge of research and purchasing of any marketing material related to the program.

viii) The Administrative Director shall be responsible for the monthly report, as well as any submissions for the ASUA newsletter

ix) The Administrative Director shall be responsible for the maintenance of the SafeRide website as well as any social media outlet related to the service.

## Section 13.08 ASUA Spring Fling

### 1. Name

- (a) The official name of this program is ASUA Spring Fling.

### 2. Mission

- (a) The mission of ASUA Spring Fling is to provide a mechanism for funding of UA clubs and organizations through an annual student-run carnival.

### 3. Membership

- (a) Any enrolled UA student is eligible to be a part of Spring Fling.

### 4. Structure

- (a) There shall be one Executive Director of Spring Fling appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for this position shall be in accordance with the stipend section of these bylaws.

- (b) There shall be a Director for each of the following areas: Business, Club Relations, Corporate, Field Operations, Marketing, Logistics, and Programming:

- i) These Directors are to be appointed by the Executive Director.

The stipend for these directors shall be in accordance with the stipend section of these bylaws.

- (c) ASUA Spring Fling shall have partnerships with the ASUA Wildcat Events Board, as stated in Section 12.06 of the ASUA Bylaws, to assist with putting on the event.

### 5. Duties of the Executive Director

- (a) The Executive Director shall be the primary spokesperson for Spring Fling and shall be in charge of all Spring Fling directors and personnel.

- (b) The director shall complete at least thirty (30) office hours per week.

- (c) This director shall have supervisory authority and shall have budget oversight authority.

- (d) The stipend for this director shall be in accordance with the stipend section of these bylaws.

### 6. Role of the ASUA Advisor

- (a) The ASUA advisor acts as a resource to the Spring Fling Directors and staff.

## Section 13.09 ASUA Student Health Advocacy Committee

### 1. Name

(a) The official name of this organization is “The Student Health Advocacy Committee”, referred to as SHAC.

### 2. Mission

(a) The ASUA Student Health Advocacy Committee, SHAC, is a service organization in conjunction with the Associated Students of the University of Arizona. SHAC seeks to act as a liaison between the students at the University of Arizona and The University of Arizona Campus Health Service. SHAC serves as an advisory committee to Campus Health in order to represent the needs and concerns of the student body, as well as a representative body for the student health policy issues. Additionally, SHAC strives to advocate and increase health and well-being awareness among the University population. Several of the many issues that SHAC seeks to address concern sexual education, nutrition, physical and mental health, and preventative medicine.

#### (b) Membership:

i) Membership on the Committee is open to undergraduate, graduate, and professional part-time or full-time students enrolled at The University of Arizona. All meetings and all SHAC sponsored events are mandatory unless extenuating circumstance(s) exist that have been reported to the Director(s). The Director(s) reserve the right to remove members from the Committee because of lack of participation.

ii) Applications for membership to SHAC committee will be available once in the fall and once in the spring semester as per the discretion of the Director(s).

#### (c) Structure

i) SHAC shall have one but no more than two stipend director(s).

ii) The Director shall be appointed via an application process conducted by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for the Director shall be in accordance with the stipend section for these bylaws.

iii) General Membership shall be appointed via an application process conducted by the Director(s).

iv) General member structure shall be organized as deemed necessary by the Director(s).

3. Duties of the Director(s):

(a) SHAC shall have one but no more than two stipend Director(s).

(b) General membership shall be appointed via an application process conducted by the Director(s).

(c) General Membership structure shall be organized as deemed necessary by the Director(s).

(d) As SHAC is a continually evolving organization, the Director(s) reserve the right to structure the committee to best fulfill the programs for the year. The director(s) reserve the right to appoint members to represent SHAC on faculty committees. In previous years, Finance and Insurance, Quality Assurance, Marketing, and Health Promotion and Education committees included SHAC representatives.

(e) The Director(s) will oversee all activities of the committee, as well as oversee the positions within the committee to ensure the highest standards and quality for events and activities.

(f) The director(s) will hold responsibility and make all final executive decisions.

(g) The Director(s) will be responsible for updating Campus Health Advisors on SHAC activities each week.

(h) The Director(s) shall track member involvement and contact individuals when members do not fulfill their commitments.

(i) The SHAC Director(s) shall complete a minimum of ten (10) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

#### 4. Programs

SHAC programs are dictated by the needs of the students. While no required programs exist, SHAC must host at least two events per month that achieve the goals within the SHAC mission statement. The SHAC director(s) and the SHAC co-Director, and Administrative Vice President, in conjunction with the Campus Health Advisors shall determine the year's programs.

#### Section 13.10 ASUA FORCE.

##### 1. Name

The official name of this organization is the " **FORCE** ",

##### 2. Mission

(a) **FORCE** works to achieve equity and social justice for women and other marginalized groups at the University of Arizona and beyond through gender- related advocacy, programming, training, and information and referral services.

##### 3. Membership

(a) Membership shall be open to any member of the campus community who wishes to participate in **FORCE** events and/or partake in the resources offered by the Center.

##### 4. Structure

(a) **FORCE** shall have one director, appointed via an application process conducted by the ASUA Administrative Vice-President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for the Director shall be in accordance with the stipend section of these bylaws.

(b) The ASUA Administrative Vice President shall appoint the Board of Directors with confirmation by the ASUA Senate in accordance with the ASUA Constitution. Appointment of the **FORCE**. Board of Directors shall take place following the ASUA General Election.

##### 5. Duties of Directors

(a) The Director shall be the primary spokesperson and representative for **FORCE**.

(b) The Director must be a University of Arizona student with a minimum of seven (7) units per semester (undergraduate) or six (6) units per semester (graduate).

(c) The **FORCE** Internship Program is open to any University of Arizona student with a minimum of seven (7) units per semester (undergraduate) or six (6) units per semester (graduate) and must be completed for course credit through Educational Leadership or through an intern's home department.

(d) Interns must commit a minimum of four (4) office hours per credit per week to **FORCE** committee work. Any out of the office hours shall be determined as deemed necessary by the Director or WRC Program Director.

(e) Available Internship positions include:

- i) Self Defense Committee Chair
- ii) Health and Sexuality Committee Chair
- iii) Film Series Committee Chair
- iv) Event Programming Committee Chair
- v) Marketing and Outreach
- vi) Web Maintenance/Graphic Design
- vii) Historian
- viii) Volunteer Coordination
- ix) Fundraising/Grant Writing
- x) Specific positions as determined by the **FORCE** Director and/or the **FORCE** Program Director

(f) **FORCE** Interns will be chosen by the Director, **FORCE** Program Director, and in consultation with the Administrative Vice President via an application and interview process outlined below:

i) Applications for Internship positions shall be available for no less than two (2) weeks

ii) The Director will interview all applicants and consult with the **FORCE** Program Directors

iii) All applications shall be notified in writing or in e-mail form of the result of the interview process

**(g) FORCE** Continual Programming will consist of:

i) **FORCE** Film Series

ii) Self Defense

iii) Sex Ed College Style (S.E.C.S.)

iv) Take Back the Night (Oct)

v) Eating Disorders Awareness Week (Feb)

vi) Women's Herstory Month Events (March)

vii) Other programs as determined by the Student Director and the **FORCE** Program Director with consultation with the Administrative Vice President

#### 6. Duties of Director

**(a)** The Co-Directors shall be the primary spokespeople and representatives for the **FORCE**.

**(b)** The Director shall oversee **FORCE** committees consisting of interns and/or volunteers.

**(c)** The Director shall supervise liaisons to the campus and city organizations in order to improve communication with those groups considered to offer valuable resources and support. It shall also be the responsibility of the Director to organize, maintain, and distribute a monthly newsletter over e-mails informing readers of the **FORCE**'s activities, programs, and services.

**(d)** Duties of the Director shall also include completing and submitting all requisitions forms to ASUA and budget assessment for upcoming **FORCE** activities and programs.

**(e)** The Director shall attend and facilitate weekly **FORCE** meetings.

(f) The Director is the coordinators of the **FORCE** interns and may sit in on any and all WRC committee meetings.

(g) The Director shall be responsible for mediating conflicts between members of the **FORCE** and will inform the **FORCE** Program Director of all conflicts seeking consultation for mediation when necessary.

(h) The Director shall promote involvement, participation, and interaction with other ASUA components.

(i) The Director shall work to foster cooperative relationships with other organizations of common interest and serve as the ASUA representative and liaison to these organizations and report pertinent information from these groups to the **FORCE** and the Administrative Vice President.

(j) The Director shall complete a minimum of ten (10) in office hours. Out of the office hours shall be determined as deemed necessary by the **FORCE** Program Director. The stipend for the Co-Directors shall be in accordance with the stipend section of these bylaws determined by ASUA.

#### Section 13.11 ASUA Students for Sustainability

##### 1. Name

(a) The official name of this program of the Associated Students of the University of Arizona will be "Students for Sustainability", also referred to herein as SFS

##### 2. Definitions

(a) Sustainability creates and maintains the conditions under which humans and nature can exist in productive harmony. Sustainability means that humans are a part of natural systems and must meet their social, economic and other needs while also allowing for the needs of non-human creatures and functioning ecosystems now and for subsequent generations.

##### 3. Mission

(a) Students for Sustainability is an ASUA program that empowers students, builds leaders, and pursues institutionalized sustainability at the University of Arizona and within the surrounding community.

##### 4. Membership

(a) Any enrolled student at the University of Arizona is eligible to participate in SFS.

- i. **Interns** - Interns shall be selected every semester and may choose to take the internship for credit or not through the Soil, Water and Environmental Science

(SWES) department. They shall be placed into a committee and be involved in projects within that committee for the entirety of the semester. There is no limit to how many semesters an intern may participate in SFS.

- ii. **Grassroots participants (volunteers)** – Students that are not selected for the internship program or cannot commit the time may participate as a volunteer, focusing their time in a committee and/or assisting interns at SFS events

## 5. Structure

(a) Directors- there shall be three directors of SFS, the Graduate Assistant Director (GAD) and an Executive Undergraduate Program Director (EUPD), and an Assistant Undergraduate Program Director (AUPD). The GAD shall be appointed by an ASUA advisor. The GAD shall be employed as a GAT, within conditions agreed upon at hire. The UPDs shall be appointed by the Administrative Vice President of ASUA. The UPDs shall be paid a just stipend determined by ASUA. All three directors shall be subject to both their individualized as well as common responsibilities as defined below in Section 6.

(b) Intern – Interns, though equal, shall be placed in at least one of three categories by the directors for a period of at least a semester. This is to increase efficiency in project design and management and communication within SFS.

- i. Committee Chair – Every committee shall have one committee chair to be decided by the committee and ultimately the directors at the beginning of each semester. At any time, the directors may choose to replace or append a committee chair to a committee. Committee chairs shall still be considered chairs and members of their respective committees. They shall be supervised directly by the directors and shall directly supervise the committee members. A committee chair may also fulfill the role of project manager.
- ii. Project Manager – Every project shall have a project manager that will be the designated point of contact and most senior member below committee chair.
- iii. Committee Member – Assigned interns shall make up the working body of a committee. They shall be supervised by the directors, committee chairs, and project managers.

## 6. Responsibilities

### (a) Directors

- i) The Graduate Assistant Director shall be held responsible for:
  1. Acting as advising representative of ASUA
  2. Acting as payroll supervisor for Sfs employees.
  3. Formal intern evaluations for academic credit.
  4. Oversee communications between SFS and community partners.
  5. Oversee all projects under the Sfs program.
- ii) The Executive Undergraduate Program Directors shall be held responsible for:

1. Drafting the yearly fiscal budget for the program and overseeing adherence to the budget.
2. Creating an agenda for the biweekly committee chair meetings
3. Conducting the application and interview process for hiring interns.
4. Ensuring communications with other related UA entities.
5. Ensuring a proper record is kept of Sfs activities and events.
6. Overseeing projects spending at least \$1000 per fiscal year.

iii) Shared Responsibilities Between Directors – All directors shall be responsible for:

1. Completing ten (10) office hours per week, per person, which may include committee/individual meetings, work with ASUA or other entities, and any other work for the benefit of SFS
2. Maintaining and advertising the internship program and supporting and aiding interns in their projects.
3. Ensuring the mission statement is upheld in every SFS committee and project.
4. Facilitating positive and consistent communication between and SFS and ASUA.
5. Holding one meeting between all directors every week during regular semesters.
6. Ensuring that at least one director attends all SFS meetings unless otherwise agreed by all three directors.
7. Agreeing upon a budget for the preceding fiscal year before it starts.
8. Helping with, submitting, and following up on Green Fund or any other grants punctually.
9. Selecting committee chairs and project managers with set roles each semester.
10. Assisting committee chairs and project managers in mitigating issues that may arise in their respective committees and projects.
11. Hosting an intern retreat each semester to build group cohesion and educate interns on relevant skills and information.
12. Contributing to the positive recruitment of SFS interns and volunteers.
13. Overseeing, organizing, and executing the yearly celebration of Earth Day to take place in April as hosted by SFS.

14. Being available during reasonable times of the week to fulfill duties and respond promptly to communication between directors and between directors and interns. These responsibilities are not, however, intended to supersede school-related and major personal responsibilities.

(b) Interns

i. Committee Chairs shall be held responsible for

1. Completing all tasks listed under section "Project Managers (when different than CC)".
2. Completing all tasks listed under section "Interns".
3. Attending all biweekly committee chair meetings.
4. Directly overseeing progress and direction of project managers and interns.
5. Report to all directors on progress and challenges of committee and interns.
6. Drawing up and distributing agenda for weekly committee meetings at least 24 hours before the beginning of the meeting.
7. Attending all meetings with decision makers relating to committee.
8. Ensuring committee budgets are strictly adhered to.
9. Overseeing grant(s), if applicable, of project committee, including, but not limited to, the writing of said grant(s), ensuring proper formatting, and submitting grants to the directors before the deadline.
10. Delegating one well-prepared substitute that is able to fulfill all duties as well or almost as well as the primary committee chair in case of absence.
11. Ensuring archive of documents and activities of committee throughout the year.

ii. Project Managers (when different than CC) shall be held responsible for

1. Completing all tasks listed under section "Committee Members".
2. Attending all meetings with decision makers relating to project.
3. Directly overseeing progress and direction of interns.

4. Delegating appropriate tasks to interns relating to project.
  5. Writing and submitting to directors grant(s) of projects.
  6. Ensuring archive of documents and activities of project throughout the year.
- iii. Committee Members shall be held responsible for
1. Attending all weekly intern meetings; in the case of an absence, a notification of at least three days must be submitted to the intern's project manager, committee chair, and all directors.
    - a. In the case of two or more unexcused absences, the intern will be removed from the internship for the semester unless otherwise agreed upon by consensus of the three directors.
    - b. Unusual circumstances must be submitted to the directors, in advance whenever possible.
  2. Attending semesterly retreats.
  3. Attending and working at UA Earth Day hosted by SFS (Spring only).
  4. Completing at least four hours of work per week during the regular semesters relating to SFS.
  5. Copying all other related interns, project managers, and committee chairs and all directors in written communication relating to SFS activities.
  6. Observing professionalism and respect while operating under the SFS and ASUA names.

#### Section 13.12 University Emergency Medical Services

1. Name
  - a. The official name of this ASUA Service is "University Emergency Medical Services", referred to herein as University EMS.
2. Identity
  - a. The University EMS's identity is conveyed by our name, standard logo, and standard uniform apparel established in 2013. The logo and uniform standard was developed to express the synergies created when Emergency medical responders come together to better the University of Arizona campus and community. Its clean, modern design reflects our values and creates a professional look. It expresses the full collective power of the University EMS mission to the campus, community, and our members and supporters. It is very important to maintain the integrity and consistency of our name, logo, and uniform standard in order to maintain our identity as a whole.)

3. Mission
  - a. University EMS is dedicated to providing quality emergency medical services to the University of Arizona community. It also provides standby emergency medical services to University of Arizona affiliated events held off campus. Additionally, University EMS is committed to providing education to the University of Arizona community on topics such as, compressions only CPR, proper Automatic External Defibrillator (AED) operation, and other campus safety topics.
4. Membership
  - a. All enrolled University of Arizona students in good standing, are eligible for membership if they meet the requirements set forth by the University EMS membership team, as well as all University of Arizona requirements set forth by the Dean of Students.
  - b. Emergency Medical Technician (EMT) members of University EMS must be certified by the Arizona Department of Health Services Bureau of Emergency Medical Services & Trauma System.
  - c. Members of University EMS that do not possess a valid State of Arizona EMT license must have a valid BLS/CPR for Healthcare Providers certification from the American Heart Association, or the American Red Cross equivalent (CPR/AED for the Professional Rescuer).
  - d. The University EMS Executive Leadership Team with advice from the ASUA Administrative Vice President will decide on a candidate's acceptance or denial based on a pre-screening test, interview, and qualifications.
5. Executive Leadership Team
  - a. Consists of the following University EMS positions
    - i. Chief of EMS
    - ii. Assistant Chief of EMS
    - iii. Deputy Chief of EMS Operations
6. Structure
  - a. Chief of EMS
    - i. There shall be one Chief of University EMS.
    - ii. Holds the highest rank on the University EMS Executive Leadership Team and organization as a whole.
    - iii. Possesses the role as the recognized Executive Director of University EMS by ASUA.
    - iv. Oversees the day-to-day operations of University EMS.
    - v. Establishes long-term goals for the organization.
    - vi. Works as the organization representative for ASUA, Base Hospital, and any outside agency interaction.
    - vii. Directs the tasks of the Assistant Chief.
    - viii. Holds one seat on the Board of Director's.
    - ix. Participates in all meetings with the Base Hospital.

- b. Assistant Chief of EMS
  - i. There shall be one Assistant Chief of University EMS.
  - ii. Holds the second highest rank and authority on the University EMS Executive leadership team.
  - iii. Oversees all purchasing requests.
  - iv. Responsible for all field operations of University EMS
  - v. Reviews and puts together monthly reports containing information set forth by the Chief.
  - vi. Directs the tasks of the Captains, Continual Quality Improvement Officer, Field Supervisors and general members of University EMS. Oversees day-to-day operations of all Captain Departments (Training, Personnel)
  - vii. Assumes the duties and/or position of the Chief of University EMS should the Chief be absent and unable to fulfill the duties of their position.
  
- c. Deputy Chief of EMS Operations
  - i. There shall be one Deputy Chief of EMS Operations.
  - ii. Holds the third highest rank and authority on the University EMS Executive Leadership team.
  - iii. Responsible for all field operations of University EMS.
  - iv. Directs the tasks of the Captains, Continual Quality Improvement Officer, Field Supervisors and general members of University EMS.
  - v. Oversees day-to-day operations of all Captain Departments (Training, Personnel, Fleet Services, and Auxiliary Support).
  - vi. Assumes the duties and/or position of Assistant Chief should the Assistant Chief of University EMS be absent and unable to fulfill the duties of their position. Should both the Chief and the Assistant Chief of University EMS both become absent from their position, the Deputy Chief of EMS Operations will assume the duties and/or position of Chief of University EMS.
  
- d. Executive Advisor
  - ii. The executive Advisor is a member of the executive leadership team (Chief's and Executive Advisor) and is held to the same respect as a Chief.
  - iii. The Executive Advisor is a member of the executive leadership team (Chief's and Executive Advisor) and is held to the same respect as a Chief.
  - iv. Must have previously held the position of Chief/Executive Director of University EMS
  - v. Must have graduated, resigned, or otherwise exit University EMS in good standing □
  - vi. The Executive Advisor position immediate follows term of Chief □ Executive Advisors are limited to a term of no more than 12 months and no less than 6 months from the time they resign from Chief of University EMS.
  - vii. Should more than two Chiefs exit University EMS at the same time, the position will be filled based off of seniority of highest position attained. Should the Chief with higher seniority decide to forfeit the position of Executive Advisor it will be offered to the next eligible person □
  - viii. This position shall not require current enrollment or other employment with The University of Arizona. If the Executive Advisor remains as a current student (minimum 1 credit hour) at the University of Arizona, within good standing, may be scheduled as a supervisor on 911 shifts and any sanctioned University EMS events. □
  - ix. The Executive Advisor is a paid position when it comes to University EMS sanctioned events and standbys
  - x. Facilitating and appropriately directing questions from currently serving Executive

Leadership Team

- xi. Offer solutions and plan ways to improve the University EMS business model
- xii. Providing operational/administrative insight to currently serving Executive Leadership Team
- xiii. Serve as a representative to foster professional relationships between key officials and Executive Leadership Team
- xiv. Holds the highest authority over the University EMS/ASUA bylaws, branding, and foundational policies that have been established and proven successful.
- xv. Directs the establishment and evaluation of proposed changes to the University EMS ASUA bylaws, branding, and changes to administrative policy and procedures.
- xvi. Is a voting member of the Executive Leadership Team

a. Captain(s) of Training

- i. There shall be no more than two Captain(s) of Training.
- ii. Organizes and oversees training events for University EMS members.
- iii. Prior to being scheduled for shifts, a member must be approved by the Captain(s) of Training.
- iv. Provides the Captain of Personnel and the Assistant Chief with a roster of approved members every semester.
- v. Creates a training curriculum that corresponds with the specific needs of a collegiate EMS jurisdiction.
- vi. Reports directly to the Assistant Chief.

b. Captain of Personnel

- i. There shall be no more than one Captain of Personnel.
- ii. Maintains member certification records, meeting attendance, and notifying members when their certifications are within two months of expiration.
- iii. Ensures all shifts are properly staffed.
- iv. Orders, maintains, and adheres to established standards of all uniforms set forth by the Deputy Chief of EMS Operations.
- v. Conducts minor disciplinary action for established policy violations.
- vi. Reports directly to the Chief of EMS Operations.

c. Captain of Logistics

- i. Inventories and orders all supplies and equipment set forth by the Assistant Chief.
- ii. Organizes mall events, fundraising, and campus education functions.
- iii. Maintains and upkeeps all equipment including, but not limited to station spaces, and vehicles.
- iv. Performs preventative maintenance as needed.
- v. Reports all ordering of supplies and equipment to the Assistant chief for final approval.
- vi. Reports directly to the Assistant Chief.

d. Development Officer

- i. There shall be no more than one Development Officer.
- ii. Develops yearly budgets for University EMS with direction from the Chief of EMS, Assistant Chief of EMS, Deputy Chief of EMS Operations.
- iii. Develops cost outlines for particular events University EMS is requested at.

- iv. Seeks, and writes grants relative to University EMS interests.
  - v. Reports directly to Assistant Chief
- e. Continual Quality Improvement (CQI) Officer
- i. There shall be no more than one Continual Quality Improvement (CQI) Officer.
  - ii. Provides a continual cycle of evaluation and improvement based on quality assurance in patient care reports.
  - iii. Improves accountability, patient care, system performance, and organizational standings.
  - iv. Reports directly to the Deputy Chief of EMS Operations.

#### 6. Executive Leadership Team Selection

- a. University EMS Executive leadership positions are exclusively available to University of Arizona students.
- b. Executive Leadership position terms begin on the end of the last day of each spring semester, and continue for one academic year. A candidate may only be appointed if they will remain a student at the University of Arizona during their appointed term.
- c. In order to be considered as a candidate for Executive Leadership, a candidate MUST have had their EMT certification for at least one (1) calendar year prior to being selected for the position they are applying for.
- d. Selection of the Executive Team is at the appointment of the ASUA Administrative Vice President, with advice from the University EMS Board of Directors and the current executive team. General members can submit applications and may then be selected for interviews for executive leadership positions. The current Executive Leadership of University EMS, with advice from the ASUA Administrative Vice President may then select a candidate for each position. Once the candidate is confirmed, they are officially recognized for their position in executive leadership come the end of the last day of spring semester.
- e. Any member of University EMS may apply for Captain, the Development Officer, and (CQI) Officer positions.
- f. All applications will be submitted to the Deputy Chief of EMS Operations for review by the entire Executive Leadership Team including the Chief, Assistant Chief, and Deputy Chief of EMS Operations. Captains, the Development Officer, and (CQI) Officer positions are selected based on current membership status, qualifications, and field experience in the applied areas.
- g. The status of Captains, the Development Officer, and (CQI) Officer are up for review anytime two documented cases of offenses listed in University of EMS Standard Operating Protocols (SOP's) have occurred.

#### 7. Medical Direction

- a. The University EMS Medical Director must be a licensed physician in the United States who has also completed a residency in emergency medicine. The Medical Director must hold a Medical Doctor degree (MD) or a Doctor of Osteopathic Medicine degree (DO) from an accredited education institution.
- b. University EMS must maintain a contracted Medical Director in order to operate at a response and/or standby capacity.
- c. The Medical Director holds authority to request and review all University EMS internal documents pertaining to patient care documentation.

- d. It is the responsibility of the Medical Director to periodically review patient care documentation.

#### 8. Board of Directors

- a. University EMS Executive Leadership Team may select a Board of Directors of no more than seven members, containing one of the following representatives from each department.
  - i. ASUA – Assistant Dean
  - ii. Campus Health – Executive Director
  - iii. University of Arizona Police Department – Commander
  - iv. Risk Management – Assistant Vice President
  - v. Office of the Provost – Vice President for Student Affairs
  - vi. Base Hospital – Medical Director
  - vii. University EMS – Chief of EMS
- b. The Board of Advisors must meet at least once per semester.
- c. Board members must attend at least one Board meeting each academic year, except the Medical Director and Chief of University EMS who must attend both.
- d. The Medical Director has the authority to call an emergency

*Board of Directors meeting at their discretion.*

#### 9. Limitations

University EMS may initiate withdrawal from incorporation with ASUA at any time, if the Board of Advisors reaches a simple majority vote in favor of withdrawal.

### Section 13.13 Campus Pantry

#### 1. Name

(a) The official name of this service of the Associated Students of the University of Arizona will be “UA Campus Pantry,” also referred to herein as UACP.

#### 2. Definitions

(a) Pantry refers to a location, shelter or other place where food is dispensed to the needy, either as groceries or as meals.

#### 3. Mission

(a) Alleviate hunger in the UA Wildcat community by providing food assistance to those in need.

#### 4. Leadership Membership

(a) Any enrolled student or affiliated staff member at the University of Arizona is eligible to participate in UACP.

- i. Executive Board – a selected group of 6 students that manage UACP.
- ii. Interns – selected through an application process, interns assist the committee chairs.
- lii. Advisor -- Shared leadership between UACP advisor and ASUA advisor

5. Client Membership

- iv. Clients – any student, staff, faculty, or UA affiliated individual showing their Cat Card that expresses a need for food assistance

5. Structure

- (a) Director
- (b) Associate Director
- (c) Committee Chairs –There shall be four committee chairs of UACP – Development, Operations, Communications and Community Outreach.
- (d) Interns

6. Responsibilities

(a) Director

i. The Director shall be responsible for:

- 1. Overseeing all financial transactions
- 2. Acting as advising representative of ASUA
- 3. Managing development and operations chairs
- 4. Formal intern evaluations for academic credit as needed
- 5. Overseeing all communications with outside agencies and serve as program spokesperson
- 6. Oversee distribution operations

ii. Associate Director shall be responsible for:

- 1. Being the check of all financial transactions
- 2. Oversee distributions operations
- 3. Overseeing the communications and community outreach chairs
- 4. Conducting the application and interview process for interns
- 5. Ensuring communications with other related UA entities

iii. Shared responsibilities:

- 1. completing ten office hours per week, per person.
- 2. Ensuring the mission statement is upheld in all activities.
- 3. Facilitating positive and consistent communication between UACP and ASUA.
- 4. Creating and maintaining a budget

(b) Committee Chairs

i. The Development Chair shall manage all fundraising activities, including donor outreach, grants, and fundraising events.

ii. The Operations Chair shall manage the physical plant of the pantry, oversee maintenance, maintain any technology used in the pantry, and coordinate with the Union as needed.

iii. The Communications Chair shall oversee all internal and external communications including the website, social media, email lists, collateral materials, signage and news releases. They will work with the Director to have all messaging reviewed and approved and will schedule all media relations opportunities with the Director.

iv. The Community Outreach Chair shall coordinate all activities that pertain to partnerships for the benefit of the Pantry including soliciting food and fund drives, managing drives, and working with local stores and producers to acquire product.