



LEGISLATIVE BYLAWS FOR THE ASSOCIATED
STUDENTS OF THE UNIVERSITY OF ARIZONA'S
SENATE BODY

The University of Arizona
Tucson, Arizona

Last Approved and Ratified:
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UNIVERSITY OF ARIZONA
ASSOCIATED STUDENTS OF THE UNIVERSITY OF ARIZONA (ASUA)
SENATE BYLAWS (Legislative Branch)

Preamble

The Associated Students of the University of Arizona (ASUA) Senate serves as the official legislative body of the Associated Students of the University of Arizona. The Senate is charged with representing the student body, advocating for student interests, allocating funds responsibly, and enacting policies that promote student success, equity, and engagement across campus.

These Bylaws provide a clear and accessible framework for the operation, roles, and responsibilities of the ASUA Senate.

Article 1: Senate Composition

Section 1: Voting Members

The ASUA Senate shall consist of nineteen (19) elected voting members:

- **Sixteen (16) College Senators** — One (1) per academic college.
- **Three (3) At-Large Senators** — Represent the entire undergraduate population.

College Senators represent the following:

1. College of Medicine
2. College of Pharmacy
3. Mel and Enid Zuckerman College of Public Health
4. College of Social and Behavioral Sciences
5. College of Fine Arts
6. Wyant College of Optical Sciences
7. College of Agriculture and Life Sciences
8. College of Humanities
9. College of Education
10. W.A. Franke Honors College
11. College of Architecture, Planning, and Landscape Architecture
12. Eller College of Management
13. College of Science
14. College of Engineering
15. College of Nursing
16. College of Information Science

All Senators are elected through the General Election process, as outlined in the ASUA Elections Code.

Section 2: Non-Voting Members

Non-voting, ex-officio members include:

1. ASUA President
2. Administrative Vice President
3. ASUA Advisor (or designee)

The Executive Vice President (EVP) shall serve as Chair of the Senate and only vote in the event of a tie.

Article 2: Senator Duties and Expectations

For Senate duties and powers, please refer to the ASUA Constitution.

Section 1: All ASUA Senators shall:

- Uphold the mission, values, and policies of ASUA in all professional conduct.
- Complete a minimum of ten (10) working hours per week.
- Attend and actively participate in all mandatory Senate meetings.
- Serve on at least one (1) Senate standing committee and all assigned university committees.
- College-specific Senators must meet monthly with their respective college Dean or designated representative.
- At-Large Senators must meet with their assigned Deans once a quarter.
- Have the opportunity to develop and support Senate-wide annual initiatives and programs.
- Attend ASUA events, retreats, and leadership training.
- Participate in ASUA and campus community events to foster student government relations.
- Submit a weekly working hours report to the Executive Vice President and the Internal Affairs Committee.
- Fulfill additional responsibilities as assigned by the Executive Vice President to meet the evolving needs of the student body.
- Refer to ASUA guidelines for a comprehensive outline of additional responsibilities, procedures, and expectations.

Article 3: Senate Leadership and Liaisons

1. Senate Co-Chair

- a. Elected by the ASUA Senate.

- b. Assumes Chair duties in EVP's absence.
- c. Oversees Senate committees and appoints Chairs
- d. Plans retreats and coordinates internal operations.
- e. Meets weekly with the EVP.
- f. Refer to ASUA Guidelines for a comprehensive outline of additional responsibilities, procedures, and expectations.

2. **Executive Liaisons**

- a. **Student Connections Coordinator** – Appointed by the Administrative Vice President (AVP) to attend Senate meetings on their behalf when the AVP is unavailable.
- b. **Chief of Staff Cabinet Liaison** – Appointed by the ASUA President to attend Senate meetings on their behalf when the President is unavailable.

All Executive Liaisons are expected to attend their respective meetings regularly and report back to the Senate any relevant updates, initiatives, and discussions.

3. **Senate Secretary**

- a. Appointed by the Executive Vice President in consultation with the Senate Co-Chair.
- b. Attend and support all Senate meetings, including setup and breakdown.
- c. Activate and manage Zoom access for remote participants, if applicable.
- d. Record accurate meeting minutes, including attendance, motions, and votes.
- e. Submit minutes for EVP review and secure Senate approval.
- f. Publish meeting agendas and minutes.
- g. Assist the EVP and Senate Co-Chair with administrative tasks as needed.
- h. Additional expectations are outlined in ASUA guidelines.

Article 4: Senate Meetings

Section 1: Senate Meeting Requirements

- The ASUA Senate shall hold weekly public meetings during the academic year.
- All meetings must adhere to Robert's Rules of Order and comply with the State of Arizona's Open Meeting Laws.
- A quorum, defined as two-thirds ($\frac{2}{3}$) of all voting members, must be met for official business to occur.

- The ASUA Executive Vice President shall serve as Chair of the Senate. In their absence, the Senate Co-Chair shall assume the role. In the absence of both the Executive Vice President and the Senate Co-Chair, the Senate Secretary shall assume the role.
- The Executive Vice President is responsible for setting and distributing agendas for all regular and special Senate meetings. Agendas must be published at least 12 hours before the meeting.
- Meeting minutes must be posted within 48 hours after they are approved, which will occur at the adjournment of the following Senate meeting.
- Executive Sessions may be called when necessary and must include a stated justification in the public meeting minutes (e.g., “Discussion of disciplinary action” or “Review of confidential student records”).
- Executive Session minutes are internal and shall not be shared publicly. Disclosure of confidential Executive Session information to non-elected individuals is grounds for impeachment.

Section 2: Attendance and Conduct

1. Senate Meeting Attendance

- a. All Senators are required to attend each regularly scheduled and posted Senate meeting. Full availability for the entire meeting is expected.
- b. Senators are permitted a total of four (4) absences per semester, consisting of up to three (3) excused absences and one (1) unexcused absence.
- c. Absences will be considered excused for reasons including but not limited to:
 - i. Personal or family emergencies
 - ii. Illness or medical appointments
 - iii. Religious or cultural observances
 - iv. Inclement weather or transportation issues
 - v. Academic or professional obligations with advance notice
 - vi. Other reasons deemed acceptable by the Executive Vice President (Senate Chair)
- d. Any absence not meeting the above criteria or lacking proper notice will be considered unexcused.
- e. Senators must notify the Executive Vice President of an anticipated absence at least 12 hours before the meeting. If extenuating circumstances prevent advance notice, written notice must be submitted within 24 hours after the meeting.
- f. Attendance will be taken at the start of each Senate meeting. Missing roll call will count as a tardy. Repeated absences or tardies may result in a conversation with the Executive Vice President and Senate Co-Chair.
- g. If a Senator reaches four (4) total absences in a semester, they will receive formal notification from the Executive Vice President acknowledging their limit.

- h. Any Senator who exceeds one (1) unexcused absence or three (3) excused absences in a semester shall be subject to automatic initiation of the impeachment and removal process.
 - i. Failure to maintain availability for regularly scheduled Senate meetings, including having a class or work schedule that conflicts with meeting times, shall result in the Senator's resignation from their position. If a resignation is not submitted, impeachment proceedings will be initiated.
- 2. **Senate Dress Code:** All Senators are expected to adhere to the following dress standards for all Senate meetings:
 - 1. The standard attire is an official ASUA polo, paired with appropriate bottoms and footwear. Alternatively, Senators may wear business casual or business professional attire in place of the ASUA polo.
 - 2. The Executive Vice President (EVP) may designate specific meetings as requiring business professional attire, with a minimum of 24 hours' notice. Failure to meet the required dress code expectations for meetings may result in an excused absence, at the discretion of the EVP.
 - 3. Failure to meet the dress code at regularly scheduled meetings will result in one (1) excused absence being recorded per occurrence.
 - 4. ASUA recognizes that access to business professional clothing may pose a financial barrier. Senators in need of support or accommodations are encouraged to contact the EVP or the ASUA Advisor confidentially for assistance.
- 3. **Professional Expectations:**
 - a. Senators are expected to conduct themselves in a respectful, professional manner that reflects ASUA's mission, values, and Code of Conduct during all meetings, events, and public engagements.
 - b. For further professional expectations, please refer to (Article XII, Section 2 of the ASUA Constitution & Code of Ethics and Conduct.)

Article 5: Voting Procedures

Section 1: Quorum and Voting Requirements

- 1. A quorum of two-thirds ($\frac{2}{3}$) of all voting members of the ASUA Senate must be present in order to conduct official business or hold a vote.
- 2. Unless otherwise specified by the ASUA Constitution or Bylaws, the following actions require a simple majority (more than 1/2 of the Senate body) vote for approval:
 - a. Adoption of Senate resolutions
 - b. Approval of meeting minutes

3. All other Senate actions or decisions not listed above shall require a two-thirds ($\frac{2}{3}$) majority vote for approval.
4. When a new item is introduced to the Senate for the first time, it requires a two-thirds majority vote to be approved at the same meeting of its introduction. If the item is tabled to the following week's meeting, the approval requirement changes to a simple majority. This rule does not apply to items with already specified approval requirements such as Constitutional Amendments, Appointments of Vacancies, Budget, etc.
5. All other voting procedures must be conducted in accordance with Robert's Rules of Order.
6. Voting methods, tie-breaker clarification, abstentions, etc. are at the discretion of the Chair and outlined in ASUA Guidelines.

Section 2: Senate Committees

1. Budget and Oversight Committee Duties:

a. Duties:

The Budget Oversight Committee is responsible for managing the fiscal operations of the Senate. Responsibilities include:

- Oversight of project-based appropriations
- Ensure compliance with budgetary policies and procedures
- Manage the allocation of sponsorship and discretionary funds
- Monitor Senate budget expenditures for ASUA-related initiatives
- Deliver a budget report following each Senate allocation
- Review and provide funding recommendations to the Senate for all financial requests presented

2. Elections and Policy Committee Duties:

- a. Partner with the Elections Commissioner and Deputy Commissioner to increase voter turnout, conduct candidate outreach, and support voting initiatives.
- b. Assist in the annual review and revision of the Elections Code.
- c. Review and provide edits to Senate resolutions before floor consideration.
- d. Provided that committee members are not running for re-election or for another ASUA position, they are expected to assist in election related events or promotion.

3. Internal Affairs and Accountability Committee Duties:

- a. Enforce the ASUA Constitution, Bylaws, and Rules.
- b. Conduct annual reviews of governing documents and propose revisions as needed.
- c. Track and maintain Senator working hour records for the Executive Vice President.

- d. Recommend sanctions to the Executive Vice President, including but not limited to stipend reductions or impeachment proceedings.
- e. Assist with preparing Senate transition materials.
- f. Maintain a calendar of internal deadlines and key dates.
- g. Present recommended rules and regulations related to senator discipline or potential stipend changes for Senate discussion and approval.

4. Projects and Outreach Committee Duties:

- a. Provide monthly updates to the Senate on current campus issues and initiatives.
- b. Collaborate with the ASUA Marketing Team to promote Senate programs and campaigns.
- c. Coordinate with the ASUA Marketing team to maintain relevant web content.
- d. Invite guest speakers or stakeholders to Senate meetings to encourage campus collaboration.
- e. Foster relationships with campus media outlets, including the *Daily Wildcat*.

5. Standing Committees:

- a. The ASUA Senate shall establish and maintain the following standing committees:
 - i. Budget and Oversight
 - ii. Elections and Policy
 - iii. Internal Affairs and Accountability
 - iv. Projects and Outreach
- b. Each standing committee must consist of at least two (2) Senators and shall meet weekly/biweekly during the academic year.
- c. All Senators are required to serve on at least one (1) standing committee.
- d. Committee Chairs shall be appointed by the Senate Co-Chair no later than the second Senate meeting of the academic year.

Article 8: Working Hours

Senators must complete a minimum of ten (10) weekly working hours during fall and spring semesters. These may include:

- ASUA office time
- Committee or Senate meetings
- Campus outreach, communication, or planning
- Dean, student, or additional meetings as needed
- Participation in ASUA initiatives

Failure to meet working hours or duty requirements may result in:

- Stipend reduction
- Written warning
- Removal from position via impeachment process

Definition and tracking of working hours are subject to EVP oversight.

Article 9: Collaboration and Notification Protocols

Section 1: Executive Collaboration and Advocacy Boundaries

To ensure cohesive governance and respect for defined roles within ASUA, the ASUA Senate shall not take independent action on advocacy matters that fall within the designated scope or jurisdiction of any member of the Presidential Cabinet, as defined by their bylaws or position description.

If the Senate identifies a need to act on an advocacy-related issue, the appropriate Cabinet member must be notified in writing at least **ten (10) business days** in advance. This provides an opportunity for dialogue, coordination, or referral before the Senate proceeds.

Any Senate action taken without proper consultation that infringes upon the jurisdiction of a Cabinet member may be considered null and void.

Section 2: Programs and Services Notification Requirement

If any action under consideration by the ASUA Senate directly impacts a program or service within ASUA—such as its operations, budget, or structural existence—the relevant Program or Service Director and the ASUA Administrative Vice President (AVP) must be notified in writing at least **ten (10) business days** before the Senate considers such action.

If the proposed action involves eliminating a program or service or reducing its budget, written notice must be given at least **ten (10) business days** in advance to both the Program or Service Director and the AVP.

The ASUA President and Administrative Vice President must be notified prior to the formal addition of any new ASUA program or service.