**TITLE I**

**UNDERGRADUATE STUDENT GOVERNMENT**

**POLYTECHNIC EXECUTIVE OFFICES**

**Article 1: Office of the President**

**Section 1: Duties of the President**

1. The USGP President shall fulfill all attendance expectations pursuant to Title I, Article 8.
2. The duties of the President of the Undergraduate Student Government Polytechnic (USGP) of Arizona State University shall include but not be limited to:
   1. Serving on the Coordinating Student Government Board
   2. Shall represent the interests of the Undergraduates, Graduates and the USGP Senate at the Bi-monthly executive board meetings
3. Acting upon Senate actions as required by the USGP Constitution and Bylaws.
4. Legislation will take affect if no action is taken by the USGP President within five (5) business days of receiving any legislation.
5. The USGP President shall have Veto Authority over Senate Action:
   1. Shall have Line item veto power over USGP budget proposals.
   2. Shall have Line item veto power over USGP appropriation bills.
   3. Shall notify the USGP Senate by the end of the next business day of exercising veto power or veto is void.
   4. Veto subject to override by a 2/3 affirmative vote of the senate.
6. Serving as representative of the USGP to important functions on any ASU Campus, Chandler-Gilbert Community College, ASU Prep Academy and to discuss policies and voice the concerns of the Students at Arizona State University Polytechnic.
7. The USGP President shall appoint as many Supreme Court Justices as there are vacancies on the Supreme Court per conditions outlined in Article VIII of the USGP Constitution or Title IV of this document.
   1. The Supreme Court Justices shall take office after a majority vote of the USGP Senate pursuant to Title II, Article 4.

**Section 2: Vacancy of Office**

2.1 Upon the vacancy of the office of the President of USGP, the Vice-President of Policy will have first priority to permanently assume the position.

2.1.1  If the Vice-President of Policy assumes the role of USGP President, as acting President, they shall nominate an eligible candidate for the position of USGP Vice-President of Policy to be confirmed by the Senate pursuant to Title II, Article 4.

2.1.2  If the Vice-President of Policy declines the position of USGP President, the Vice-President shall nominate an eligible candidate to assume the position of USGP President to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

1. The USGP President must meet the following requirements:
   1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
      1. Failure to meet these requirements will result in automatic removal from office.
   2. Previous one-year experience in an USGP appointed position, or officer of a club, or officer of an organization, or a student worker position directly affiliated with ASU.
      1. If no eligible candidate runs for Presidency, the winner of the election is required to participate in a summer internship and/or Leadership modules to learn the obligations of the position.
      2. Ineligible candidates shall have the option of petitioning the Election Committee to override the requirements stated in 2.1.2.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the USGP President shall be considered nonfeasance.

1. Nonfeasance by the USGP President may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 2: Office of the USGP Vice President of Services**

**Section 1: Duties of the USGP Vice President of Services**

1. Fulfill all attendance expectations pursuant to Title I, Article 8.
2. Second in line behind Vice President of *Policy* to succeed to the USGP Presidency in case of permanent or prolonged vacancy in that office.
3. Serve as a liaison between the Executive Branch of the USGP and the USGP Senate.
4. Serve as Ex-Officio member of the USGP Senate.
5. Shall present a formal USGP Executive Report of the actions performed by USGP Executive body at the USGP Senate Meetings.
6. The USGP Vice President must furnish copies of the Coordinating Board’s minutes to each Senate member upon request and make them available via Blackboard.
7. Shall reside over all Senate meetings.

**Section 2: Vacancy of Office**

1. Upon the vacancy of the office of the Vice-President of Services of USGP, the USGP Secretary will have first priority to permanently assume the position.
   1. If the USGP Vice-President of Policy assumes the role of USGP Vice-President of Services, as acting Vice-President of Services, they shall nominate an eligible candidate for the position of USGP Vice- President of Policy to be confirmed by the Senate pursuant to Title II, Article 4.
   2. If the USGP Vice-President of Policy declines the position of Vice-President, the USGP President shall nominate an eligible candidate to assume the position of Vice-President of Services to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

1. The USGP Vice-President of Services must meet the following requirements
   1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
      1. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the USGP Vice President of Services shall be considered nonfeasance.

1. Nonfeasance by the Vice President of Services may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 3: Office of the USGP Vice President of Policy**

**Section 1: Duties of the USGP Vice President of Policy**

1. Fulfill all attendance expectations pursuant to Title I, Article 8.
2. Assume the duties of the USGP President in his/her temporary absence.
3. First in line to succeed to the office of USGP Presidency in case of permanent or prolonged vacancy in that office.
4. Work with the Vice President of Policy on other campuses, to advance legislative issues and lobby at the capital as needed
5. Coordinating USGP relations with the Arizona Board of Regents, the governments of the United States, the State of Arizona, and local municipalities.
6. Organize voter registration and bring awareness of the current issues to students at the Polytechnic campus

**Section 2: Vacancy of Office**

1. Upon the vacancy of the office of the Vice-President of Policy of USGP, the USGP Secretary will have first priority to permanently assume the position.
   1. If the USGP Secretary assumes the role of USGP Vice-President of Policy, as acting Vice-President of Policy, they shall nominate an eligible candidate for the position of USGP Secretary to be confirmed by the Senate pursuant to Title II, Article 4.
   2. If the USGP Secretary declines the position of Vice-President of Policy, the USGP President shall nominate an eligible candidate to assume the position of Vice-President of Policy to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

1. The USGP Vice President must meet the following requirements
2. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
   1. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

1. Negligence of the duties outlined in Section 1 of this article by the USGP Vice President of Policy shall be considered nonfeasance.
2. Nonfeasance by the Vice President of Policy may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 4: Office of USGP Secretary**

**Section 1: Duties of the USGP Secretary**

1. Fulfill all attendance expectations pursuant to Title I, Article 8.
2. Prepare, pass out and post a Contact List of all Senators and Executive Board members each semester.
3. Submit draft Meeting Agenda via email to all Senators and Executive Board members one (1) week prior to the Senate meeting.
   1. Submit Finalized Meeting Agenda via email to all Senators and Executive Board members twenty-four (24) hours prior to the Senate Meeting.
4. Post all relevant information about upcoming votes and discussions twenty-four (24) hours prior to the Senate meeting.
5. Take minutes at each Senate and Executive Board meeting.
6. Document the attendance of all Senators, Executive Board members, and SFAB members pursuant to Title I, Article 8.
   1. Attendance record will be made available to all USGP members upon request.
7. Post a draft of the Minutes from previous meetings on USGP website four (4) days prior to the next Senate Meeting.
8. Make available copies of the previous meeting’s minutes before each Senate Meeting begins for Senators to vote upon.
9. Communicate announcements and information via e-mail. These include:
   1. Minutes from previous meetings, both Senate and Executive Board
   2. Agendas for upcoming Meetings
   3. Announcements relating to meetings and events on campus
10. Send out courtesy emails to Committee Chairs asking them to report attendance at committee meetings.
11. Notify USGP Members within forty-eight (48) hours if their stipend has been withheld due to nonfeasance.
12. Notify USGP Advisor if an USGP member’s stipend has been withheld due to nonfeasance.
13. Create an office hour log to track and record USGP member office hours.

**Section 2: Vacancy of Office**

1. Upon the vacancy of the office of the Secretary of USGP, the USGP Treasurer will have first priority to permanently assume the position.
   1. If the USGP Treasurer assumes the role of USGP Secretary, the Vice-President of Services shall nominate an eligible candidate for the position of USGP Treasurer to be confirmed by the Senate pursuant to Title II, Article 4.
   2. If the USGP Treasurer declines the position of USGP Secretary, the Vice-President of Services shall nominate an eligible candidate for the position of USGP Secretary to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

1. The USGP Secretary must meet the following requirements:
   1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
2. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the USGP Secretary shall be considered nonfeasance.

1. Nonfeasance by the Secretary may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 5: Office of the USGP Treasurer**

**Section 1: Duties of the Treasurer**

1. Fulfill all attendance expectations as outlined in Title I, Article 8.
2. Assume the duties of the USGP Secretary in his/her temporary absence.
3. Provide a concrete End of Year report about the fiscal goings on of USGP by June 1st of the year of elected into office.
4. At the beginning of the Fall Semester, the Treasurer must submit a copious Budget for the Academic year for the Senate’s approval by the first Senate meeting on the second

(2) month of the Fall Semester.

1. Provide a current Statement of Retained Earnings at the first Senate Meeting of each month.
2. Prepare a tentative End of Year report by the Transition Meeting on Reading Day of the Spring Semester
3. Prepare next year’s Budget Request by January 1st.
   1. Before submitting the Budget Request for approval, the Treasurer must meet and work with the Executive Board.
   2. The finalized Budget Request must be submitted and voted on by the Senate by the second Senate meeting of the Spring Semester.
   3. The Treasurer is responsible for submitting the Budget Request to the appropriate Faculty member by stated Spring Semester due date.

**Section 2: Vacancy of Office**

1. Upon the vacancy of the office of the Treasurer of USGP, the Parliamentarian will have first priority to permanently assume the position.
   * 1. If the Parliamentarian assumes the role of USGP Treasurer, the Vice-President of Services shall nominate an eligible candidate for the position of USGP Parliamentarian to be confirmed by the Senate pursuant to Title II, Article 4.
     2. If the Parliamentarian declines the position of USGP Treasurer, the Vice-President of Services shall nominate an eligible candidate to assume the position of Treasurer to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

* 1. The USGP Treasurer must meet the following requirements:
     1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 and 2 of this article by the USGP Treasurer shall be considered nonfeasance.
  2. Nonfeasance by the Treasurer may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 6: Chief of Staff**

**Section 1: Duties**

1. Fulfill all attendance expectations pursuant to Title I, Article 8.
2. The Chief of Staff must be knowledgeable in the areas of:
   1. Roberts Rules of Order
   2. USGP Bylaws
   3. USGP Constitution
   4. University Guidelines
3. The Chief of Staff is responsible for ensuring that all rules in the areas stated in Section 1.1 are followed during formal USGP meetings.
4. The Chief of Staff must also serve as Chief of Staff for the Student Fee Allocation Board in order to ensure compliance with the rules from Section 1.1
5. The Chief of Staff is required to attend all Bylaws Committee meetings and be involved in any alterations in the USGP Bylaws and Constitution.
6. The Chief of Staff is responsible for overseeing the USGP internship program.

**Section 2: Vacancy of Office**

1. Upon the vacancy of the office of the Chief of Staff, the USGP Vice-President of Services shall nominate an eligible candidate for the position of Chief of Staff, to be confirmed by the Senate pursuant to Title II, Article 4.

**Section 3: Eligibility**

1. The USGP Chief of Staff must meet the following requirements:
   1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
2. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the USGP Secretary shall be considered nonfeasance.

1. Nonfeasance by the Chief of Staff may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 7: Executive Board Assistant**

**Section 1: Appointment**

1. A volunteer candidate shall be appointed by the president and shall be confirmed by a two thirds (2/3) affirmative majority vote by the Senate.

**Section 2: Duties of the Executive Board Assistant**

1. Non-voting member status on the Executive board shall be granted in accordance to Robert’s Rules of Order.
2. Executive Board Assistant shall attend all Executive Board meetings.
3. Executive Board Assistant shall supplement the efforts of the Executive Board wherever necessary.

**Section 3: Eligibility**

1. The USGP Executive Board Assistant must meet the following requirements
2. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
3. Failure to meet these requirements will result in automatic removal from office.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 2 of this article by the USGP Executive Board Assistant shall be considered nonfeasance.

1. Nonfeasance by the Executive Board Assistant may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 8: Office of the USGP Advisor**

**Section 1: Duties of the Advisor**

1. Non-voting member status on the Executive board shall be granted in accordance to Robert’s Rules of Order.
2. Advisor remarks shall be submitted to the Senate during the bi-monthly meetings in a written format.
3. Advisor shall check the academic eligibility status of the Senators and Executive board members in compliance with Title III.
4. Advisor shall attend all meetings of the Executive Board and Senate or send a proxy in his or her stead.

**Article 9: Executive Board Attendance**

**Section 1: Definitions**

The following definitions are applicable explicitly to this article.

1. Executive Board Members shall mean the following USGP members:
   * USGP President
   * USGP Vice-President of Services
   * USGP Vice-President of Policy
   * USGP Senate President
   * USGP Treasurer
   * USGP Secretary
   * USGP Chief of Staff
   * USGP Executive Board Assistant (optional)
2. Absence shall mean arriving to an USGP Senate or Executive Board Meeting forty-five (45) minutes or later, relative to the scheduled starting time of that meeting. (or)
   1. Absence shall mean not arriving before the conclusion of that USGP Senate or Executive Board meeting.
3. Tardy shall mean arriving to an USGP Senate or Executive Board Meeting fifteen (15) minutes or later, relative to the scheduled starting time of that meeting.
4. Excused shall mean not being documented as absent or tardy to a meeting.

**Section 2: Executive Board Member Attendance Policies**

The following policies apply per term semester.

1. Executive Board Members must attend all Executive Board Meetings with no more than two (2) absences.
2. Executive Board Members must attend all Senate Meeting with no more than two (2) absences or two (2) tardies.
3. Prior to the start of the academic semester, all Executive Board Members shall submit their class schedules to the USGP Secretary.
4. The Chief of Staff shall attend all By-Laws committee meetings with no more than two (2) absences or three (3) tardies.

**Section 3: Excused Absences**

1. An Executive Board Member may be excused from an Executive Board Meeting or Senate Meeting for the following reason(s):
   * The Executive Board Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
   * The Executive Board Member is meeting with individuals in which case their primary focus is to benefit USGP and/or the students of Arizona State University.
2. If an Executive Board Member wishes to be excused from an USGP Executive Board meeting or Senate Meeting for the reason(s) listed above, they must provide supporting documentation to the USGP secretary at least twenty-four (24) hours before the meeting. In the absence of the USGP secretary, then the USGP Vice President will accept the notification in the same manner.

**Section 4: Appeals Process**

1. Executive Board Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

**Article 10: Impeachment**

**Section 1: Information**

1. Impeach shall mean to forcibly remove from office any member of the USGP Executive Board.
2. Any member of the USGP Executive Board who has committed nonfeasance may be impeached and subsequently removed from office, pursuant to Title II, Article 9.

**TITLE II**

**SENATE**

**Article 1:** **Meetings**

**Section 1: Information**

1. The USGP Senate shall meet and transact business when a quorum composed of a majority of current voting members is present.
2. While schools is in session, the USGP Senate shall hold bi-weekly general session meeting at a time and day that all members may attend, as determined by the schedules that are to be submitted to the Secretary. The dates and times of these meetings shall be made public for the entire semester at the start of each semester.
3. The USGP Secretary shall make the agenda for each general session meeting available to each senator, executive officer twenty-four (24) hours prior to each general session.
   * 1. The Agenda shall be accompanied by a complete copy of:
     2. Each bill to be introduced
     3. Each bill to be introduced for second reading of bills with incorporated committee changes, if applicable.
     4. Each bill signed or vetoed since the last general session meeting.
     5. Minutes from the previous general session meeting.
     6. Any appointments up for Senate approval.
     7. Every bill included with the agenda described above shall include a label or caption describing the item’s legislative status.
     8. Each senator or executive officer shall pick up a copy of the agenda before each general session meeting. The senate secretary may fax or email, in read-only format, and agenda to a senator or executive officer upon that person’s request in order to meet this expectation.

**Article 2:** **Senate**

**Section 1: Duties of the USGP Senator**

1. Senators must fulfill all attendance expectations as outlined in Title II, Article 11.
2. All senators shall participate in two (2) USGP Committees.
3. All senators are responsible for representing all Registered Organizations associated with their respective College.
4. Senators may choose to receive internship credit for their participation in the USGP Senate offered by USGP, if available. Senators who choose to receive internship credit must adhere to the guidelines provided by the Internship Program.
5. All senators shall participate in a minimum of two (2) USGP events per semester.
6. All senators shall fulfill four (4) office hours per a month, with no more than two (2) absences per a semester. Two (2) of the four office hours must be spent tabling for USGP business, while the remaining two (2) hours must be spent attending an event or meeting held by a registered student club or organization.

**Section 2: Eligibility**

1. The USGP Senator must meet the following requirements
   1. Enrolled in a minimum of six (6) credit hours at the Polytechnic campus OR live on campus OR at the discretion of USG and maintain a minimum cumulative GPA of 2.33.
2. Failure to meet these requirements will result in automatic removal.

**Section 3: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by any USGP Senator shall be considered nonfeasance.

1. Nonfeasance by any USGP Senator may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 3:** **Committees**

**Section 1: Information**

1. All senators are required to be members of a minimum of two (2) USGP committees.
2. Each committee meets twice per month, at the discretion of the committee chair and members’ schedules.
3. The responsibilities of the chairs of the local USGP committees shall include scheduling committee meetings at dates and times during which all committee members may attend and reporting these dates and times to the secretary and chief of staff, taking attendance for all committee meetings and reporting attendance to the secretary, ensuring that notes are taken at all committee meetings, giving an update regarding what your committee is working on at each senate meeting, delegating tasks to all committee members and ensuring that tasks are distributed equally, and finding and scheduling space for committee meetings to be held.

**Article 4:** **Appointments Requiring Senate Approval**

**Section 1: Information**

1. All USGP Presidential and USGP Vice-Presidential, judicial and senatorial appointments are subject to the approval of the USGP Senate.
2. A job description and applications from all candidates for that position must be presented to the Senate Secretary by 8:00 a.m. the Thursday prior to the USGP Senate session in which it is to be approved and made available to the USGP Senate. The Senate Secretary shall include the applications as a part of the agenda for the next USGP Senate meeting. Failure to submit an application prevents a candidate from being approved.
3. All appointments must be confirmed by a two-thirds (⅔) vote of members present.

**Article 5:** **Communications Officer**

**Section 1: Appointment**

1. A paid candidate shall be appointed by the Vice-President of Services and shall be confirmed by a two thirds (2/3) affirmative majority vote by the Senate pursuant to Title II, Article 4.

**Section 2: Duties of the Communications Officer**

1. Non-voting member status on the Senate shall be granted in accordance to Robert’s Rules of Order.
2. Fulfill all attendance expectations pursuant to Title II, Article 11.
3. The Communications Officer shall manage all channels of communications between USGP and the students of Arizona State University, via social media.
4. The Communications Officer shall relay to the Senate any pertinent communication from the students of ASU Polytechnic in the form a report at each meeting
5. Communications Officer shall supplement the efforts of the Senate wherever necessary.
6. The Communications Officer shall manage the USGP website and keep it up-to-date.

**Section 3: Eligibility**

1. The USGP Communication Officer must meet the following requirements
   1. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33
2. Failure to meet these requirements will result in automatic removal.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 2 of this article by the USGP Communications Officer shall be considered nonfeasance.

1. Nonfeasance by the USGP Communications Officer may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 6:** **Senate President**

**Section 1: Appointment**

1. A paid candidate shall be appointed to act as a liaison to a college or school by the Vice-President and shall be confirmed by a two thirds (2/3) affirmative majority vote by the Senate, pursuant to Title II, Article 4.

**Section 2: Duties of the Senate President**

1. Voting member status on the Senate shall be granted in accordance to Robert’s Rules of Order.
2. The senate president shall fulfill all attendance expectations pursuant to Title II, Article 11.
3. The senate president shall relay all pertinent information regarding their college or school that they are representing to the Senate in the form of a report.

**Section 3: Eligibility**

1. The USGP senate president must meet the following requirements
   1. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33
      1. Failure to meet these requirements will result in automatic removal.

**Section 4: Nonfeasance**

* 1. Negligence of the duties outlined in Section 2 of this article by the USGP senate president shall be considered nonfeasance.

1. Nonfeasance by the USGP senate president may be considered grounds for impeachment or removal respectively, upon the discretion of the USGP Senate.

**Article 7:** **Veto and Override**

**Section 1: Procedure**

1. If the Bylaw revision or finance bill has been vetoed by the President, it shall be returned to the Senate at its next regular session, with the President’s objections attached separately in writing. The President must also notify, in writing, the Vice-President and the bill’s sponsor within one (1) business day after taking action of a veto.
2. When the USGP Senate receives a vetoed bill, a motion to reconsider the bill must be made at the end of the second reading of legislation. If the motion passes, the USGP Senate may debate the bill. Only the line(s) vetoed may be debated in the case of a line item veto. If the motion to reconsider fails, the bill cannot be debated, and the veto is upheld.
3. After debate has ended on the reconsidered bill, a vote is taken. By two-thirds (2/3) affirmative vote of the USGP Senate, the bill passes, and the veto is overridden. The bill then becomes effective without the President’s signature, and completes any of the legislative process called for in the Bylaws. If the bill fails, the veto is upheld.
4. The veto of a bill by the President is considered a negative action only. The President may not replace a vetoed line in the annual budget or annual appropriation bill with something else.

**Article 8:** **Impeachment and Censure**

**Section 1: Procedure**

1. Impeachment shall mean to bring an accusation of misconduct in office and seek removal of offender from said office.
2. Articles of impeachment may be brought against any Executive Officer, Supreme Court Justice, Senator, or USGP Senate-approved appointee of the Associated Students.
3. The USGP Senate shall have the sole power to try all impeachments.
4. At least two-thirds (⅔) of the current membership of the USGP Senate shall be necessary to bring the charge of impeachment.
5. When a vote for impeachment occurs, each USGP Senate member must consider whether the charges, if true, are sufficient grounds for impeachment and whether there is enough evidence to warrant a hearing.
6. No person shall be convicted without the concurrence of at least three-fourths (¾) of the current membership of the USGP Senate.
7. During the hearing the USGP Senate shall determine whether the accused has violated each of the provisions listed on the resolution. If the USGP Senate determines by a vote pursuant to Title II, Article 1 in the USGP Bylaws that any of the provisions have been violated, it shall then decide what, if any, punishment is warranted by a majority vote.
8. In the event articles of impeachment are brought against the President of the Senate, the USGP Vice President of Services shall be the acting chairperson.
9. A direct proposition to impeach at once supersedes all other business of the USGP Senate or may be brought before a special session.
10. The USGP Senate shall have the power to censure any Executive Officer, Supreme Court Justice, Senator, or USGP Senate approved appointee of the Associated Students.

**Article 9:** **Membership Status**

**Section 1: Information**

1. The voting membership of the USGP Senate shall consist of the elected and appointed Senators as outlined in Article 6, Section 2 of the USGP Constitution.
2. The USGP Senate shall also consist of non-voting members outlined in Article VI, Section 2, Subsection B of the USGP Constitution.
3. The non-voting members shall have ex-officio status and all the rights that go with that in accordance to Robert’s Rules of Order.
4. If a voting member of the USGP Senate changes respective College affiliation, they immediately relinquish their USGP Senate seat. That USGP Senate seat will then be deemed vacant and filled in accordance to Title II, Article 7 of the USGP Bylaws.
5. It will be the responsibility of the President of the Senate, with the assistance of the Senate Secretary, to ensure that a Senator is still enrolled in the respective College he or she represents. The President must check at the beginning of each academic semester and may also do so periodically at his or her discretion.
6. Incoming Senators will be sworn in during a special session held after the last senate meeting of the spring semester. Any incoming Senator who fails to attend would be sworn in at the first general session of the fall semester. The newly elected President of the Senate shall administer the oath of office.

**Article 10: Senate Attendance**

**Section 1: Definitions**

The following definitions are applicable explicitly to this article.

1. Senate Members shall mean the following USGP members:
   * USGP Senators
   * USGP Officers
   * USGP Senate President
2. Absence shall mean arriving to an USGP Senate or Committee Meeting forty-five (45) minutes or later, relative to the scheduled starting time of that meeting.
   1. Absence shall mean not arriving before the conclusion of that USGP Senate or Committee meeting.
3. Tardy shall mean arriving to an USGP Senate or Committee Meeting fifteen (15) minutes or later, relative to the scheduled starting time of that meeting.
4. Excused shall mean not being documented as absent or tardy to a meeting.

**Section 2: Senate Member Attendance Policies**

The following policies apply per term semester.

1. Senate Members must attend all Senate Meeting with no more than one (1) unexcused or two (2) excused absences and two (2) tardies.
2. Prior to the start of both the Fall and Spring semesters, all Senate Members shall submit their class schedules to the USGP Secretary.
3. Senators shall attend all Committee meetings with no more than two (2) absences or two

(2) tardies.

1. Senators shall fulfill all office hours with no more than two (2) absences.
2. Senators shall attend three (3) USGP events and report attendance to USGP Secretary with supporting documentation.
3. Senators shall fulfill three (3) voter registration-tabling hours and shall notify the USGP Secretary upon fulfillment of those hours with supporting documentation.

**Section 3: Excused Absences**

1. A Senate Member may be excused from a Senate Meeting for the following reason(s):
   * The Senate Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
   * The Senate Member is meeting with individuals in which case their primary focus is to benefit USGP and/or the students of Arizona State University.
2. If a Senate Member wishes to be excused from a Senate Meeting for the reason(s) listed above, they must provide supporting documentation to the USGP secretary at least twenty-four (24) hours before the meeting. In the absence of the USGP secretary, then the USGP Vice President of Services will accept the notification in the same manner.
3. Anytime a Senator anticipates being absent to a Senate Meeting, as a courtesy they should assign a proxy to vote in their absence.

**Section 4: Appeals Process**

1. Senate Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

**Title III**

**Student Fee Allocation Board**

**Article 1:** **Purpose**

The purpose of the Student Fee Allocation Board (SFAB) is to provide and regulate the process by which a Registered Student Organization (RSO) may be granted funding by the Undergraduate Student Government at the Polytechnic Campus. No portion of the SFAB by-laws shall be invalidated, either solely or partially, on the basis of this statement.

**Article 2:** **SFAB Membership**

1. The committee shall consist of five (5) voting members and four (4) executive. These members will represent the various schools and colleges, and student organizations that serve Arizona State University.
2. Voting members shall be appointed by the USG- Poly Senate, pursuant to Title II, Article 4. Candidates will write and deliver a letter to the current USG- Poly Secretary twenty-four (24) hours prior to the Senate General Session, detailing why they desire to be on the SFAB. Candidates will also list past experience, if applicable
3. Of the voting members, no more than half shall hold representative positions in the Undergraduate Student Government at the Polytechnic Campus.
4. Executive shall be appointed by the USG- Poly President, pursuant to Title II, Article 4. Candidates will write and deliver a letter to the current USG- Poly Secretary twenty-four (24) hours prior to the Senate General Session, detailing why they desire to be on the SFAB. Candidates will also list past experience, if applicable
5. Committee appointments shall last for a period of one academic year.

5.1 One academic year is shall be the period of time beginning in the Fall semester on the first day of classes, ending on the last day of classes in the Spring semester.

**Article 3:** **Executive Members**

**Section 1: Membership**

1. The committee shall be made up of four executive members, to include: -The SFAB Chair

-The SFAB Secretary -The USG- Poly Treasurer

-The USG- Poly Parliamentarian

1. At no time, with the exception of the chair in the event of a tie, shall any student fee allocation board executive member be a voting member of the board.
2. The Executive Members will have the option, at the end of every academic year, to add or subtract more voting members, as they deem necessary, to better represent the growing student community.
   1. Any proposal by SFAB to add or subtract any number of voting members must then be confirmed by a two-thirds (2/3) affirmative majority vote of the Senate.

**Article 4: Office of the SFAB Chair**

**Section 1: Duties of the Chair**

1. Fulfill all attendance expectations pursuant to Title III, Article 10.
2. Preside over all SFAB meetings.
3. Facilitate all necessary presentations, communication, and public disclosure concerning the Student Fee and its application.
4. Organize meeting time and space.
5. Submit candidates for voting members to USG- Poly President.
6. Communicate with the appropriate ASU staff when questions arise concerning procedures and policies.
7. Answer any and all questions that RSOs may have concerning the Student Fee.
8. Attend eight (8) approved club meetings per semester.
9. Present the current status of SFAB to USG-Poly Senate at the end of each semester.
10. Be available to attend any USG-Poly Senate meetings, if called upon.

**Section 2: Eligibility**

2.1 The SFAB Chair must meet the following requirements:

2.1.1 Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33.

2.1.1.1 Failure to meet these requirements will result in automatic removal.

**Section 3: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the SFAB Chair shall be considered nonfeasance.

1. Nonfeasance by the SFAB Chair may be considered grounds for impeachment or removal respectively, upon the discretion of the USG- Poly Senate.

**Article 5: Office of SFAB Secretary**

**Section 1: Duties of the SFAB Secretary**

1. Fulfill all attendance expectations pursuant to Title III, Article 10.
2. Receive, proofread, and facilitate all RSO requests for funding.
3. Take minutes at each SFAB meeting.
4. Document the attendance of all SFAB members, pursuant to Title III, Article 10.
5. Post a draft of the Minutes from previous SFAB meetings on USG- Poly website four (4) days prior to the next Senate Meeting.
6. Make available copies of the previous meeting’s minutes before each SFAB meeting for SFAB members to vote upon.
7. Draft and send letters to the RSOs detailing the result of their funding requests
8. Succeed to the SFAB Chair in case of permanent or prolonged vacancy in that office.

**Section 2: Eligibility**

1. The SFAB Secretary must meet the following requirements:
   1. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33

2.1.1.1 Failure to meet these requirements will result in automatic removal.

**Section 3: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the SFAB Secretary shall be considered nonfeasance.

1. Nonfeasance by the SFAB Secretary may be considered grounds for impeachment or removal respectively, upon the discretion of the USG- Poly Senate.

**Article 6: SFAB Treasurer**

**Section 1: Duties**

1. Fulfill all attendance expectations pursuant to Title III, Article 10.
2. Ensure that the USG- Poly account is current with the account on record with ASU.
3. Determine if RSOs are spending the funds they have been allocated.
   1. Determine the reason(s) why a RSO is not spending their allocated funds, if applicable.
4. Managing the budget for RSOs and other organizations related to the Student Fee.
5. Take notes regarding the allocation of the Student Fee at every SFAB Meeting.
6. Generate spreadsheets of SFAB activity and provide to USG- Poly Senate at the second (2nd) meeting of each month.

**Section 2: Eligibility**

Must be USG- Poly Treasurer and meet the following requirements:

* 1. Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33

2.1.1.1 Failure to meet these requirements will result in automatic removal.

**Section 3: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the USG- Treasurer shall be considered nonfeasance.

1. Nonfeasance by the Treasurer may be considered grounds for impeachment or removal respectively, upon the discretion of the USG- Poly Senate.

**Article 7: Office of the SFAB Parliamentarian**

**Section 1: Duties of the SFAB Parliamentarian**

1. Fulfill all attendance expectations pursuant to Title III, Article 10.
2. Coordinate press releases when necessary.
3. Ensure all SFAB meetings are in accordance with the most current form of Robert’s Rules of Order.
4. Ensure all SFAB decisions are in accordance to SFAB Bylaws, university policies and Roberts Rules of Order

**Section 2: Eligibility**

1. Must be USG- Poly Chief of Staff and meet the following requirements

2.1.1 Enrolled in a minimum of six (6) credit hours and maintain a minimum cumulative GPA of 2.33

2.1.1.1 Failure to meet these requirements will result in automatic removal.

**Section 3: Nonfeasance**

* 1. Negligence of the duties outlined in Section 1 of this article by the SFAB Parliamentarian shall be considered nonfeasance.

1. Nonfeasance by the SFAB Parliamentarian may be considered grounds for impeachment or removal respectively, upon the discretion of the USG- Poly Senate.

**Article 8: Organizational and Governmental Policies for Meetings**

**Section 1: Proceedings**

1. SFAB will convene at least the first seven (7) weeks during the Fall and Spring semester.
2. All SFAB proceedings shall be considered formal in nature and governed by Roberts Rules of Order.
3. Only an affirmative majority vote of the Voting Members of SFAB may approve the allocation of funds to an RSO.
4. If the SFAB Chair deems necessary any additional meetings, the time and place of said meetings must be confirmed by an affirmative majority of the SFAB voting members.

**Article 9: Proposal Policies**

**Section 1: Information**

1. If an RSO wishes to request funding at an SFAB meeting, they must e-mail their proposal to the SFAB Secretary forty-eight (48) hours prior to that meeting.

For all other information regarding the processes by which an RSO may be allocated funding, refer to Title V.

**Article 10: Student Fee Allocation Board Attendance**

**Section 1: Definitions**

The following definitions are applicable explicitly to this article.

1. SFAB Members shall mean the following USG- Poly members:
   * SFAB Chair
   * SFAB Secretary
   * SFAB Treasurer
   * SFAB Parliamentarian
   * SFAB Voting Member
2. Absence shall mean arriving to an SFAB meeting forty-five (45) minutes or later, relative to the scheduled starting time of that meeting.

1.2.1 Absence shall mean not arriving before the conclusion of that SFAB meeting.

1. Tardy shall mean arriving to an SFAB Meeting fifteen (15) minutes or later, relative to the scheduled starting time of that meeting.
2. Excused shall mean not being documented as absent or tardy to a meeting.

**Section 2: SFAB Member Attendance Policies**

The following policies apply per term semester.

1. SFAB members must attend all SFAB meetings with no more than one (1) absence or two

(2) tardies.

**Section 3: Excused Absences**

1. A Student Fee Allocation Board Member may be excused from an SFAB Meeting for the following reason(s):
   * The Student Fee Allocation Board Member is carrying out business that is student government related, with ASU officials, ASU representatives and/or members of other student governments.
   * The Student Fee Allocation Board Member is meeting with individuals in which case their primary focus is to benefit USG- Poly and/or the students of Arizona State University.
2. If a Student Fee Allocation Board Member wishes to be excused from a SFAB Meeting for the reason(s) listed above, they must provide supporting documentation to the SFAB secretary at least twenty-four (24) hours before the meeting. In the absence of the SFAB secretary, then the USG- Treasurer will accept the notification in the same manner.
3. Anytime a voting member anticipates being absent to a SFAB Meeting, as a courtesy they should assign a proxy to vote in their absence.

**Section 4: Appeals Process**

1. Student Fee Allocation Board Members who claim their attendance classification to be unjust or incorrect may appeal the decision to the Senate, which shall either overturn or affirm the decision upon a majority vote.

**Article 11: Impeachment**

**Section 1: Information**

1. Impeach shall mean to forcibly remove from office any member of the Student Fee Allocation Board.
2. Any member of the Student Fee Allocation Board who has committed nonfeasance may be impeached and subsequently removed from office, pursuant to Title II, Article 9.

**TITLE IV**

**USGP FUNDS**

**Article 1: Use of USGP Funds by Registered Student Organizations (RSOs)**

**Section 1: Information**

* 1. Use of USGP funds must meet at least one of the following criteria:
     1. Is of probable interest to a broad segment of the student population.
     2. Assists students in furthering specific career and educational objectives.
     3. Furthers the educational objectives of the University.
     4. Enhances student cultural awareness.
     5. Promotes community service or involvement.
  2. All funds must be used as allocated by the Student Fee Allocation Board (SFAB).
  3. If specifically allocated funds are misused by any RSOs, SFAB may recall funds from that RSO, and revoke the RSO’s ability to request funds for one year after the date of infraction. See section 8.6 for the terms of misuse.

1. USGP funds may not be used for the purchase of alcohol.

**Article 2: Requisition Process**

**Section 1: Procedure**

1. In order to obtain allocated funds, each RSOS must submit a Funding Requisition to the SFAB Secretary by the deadlines pursuant to Title V, Article 7, Section1, Sub-section 2.

**Article 3: Executive and Senate Stipend**

**Section 1: Information**

1. The Executive Stipend shall be determined from the Annual Appropriations.
2. Each Senator shall receive a stipend paid at the completion of each semester. The amount of this stipend shall be determined from the Annual Appropriations
3. Each Voting Member of the Student Fee Allocation Board shall receive a stipend paid at the completion of each semester. The amount of this stipend shall be determined from the Annual Appropriations
4. No member of USGP shall receive a monetary stipend if they have committed nonfeasance.

**Article 5: Annual Appropriations**

**Section 1: Information**

* 1. An Annual Budget Process will take place in accordance with procedures outlined in these Bylaws.

1. The Executive Board shall present a proposal for the Appropriations Bill by the second (2nd) meeting of each Fall Semester.
2. The USGP Senate shall vote on the Appropriations Bill no later than the third (3rd) meeting of each Fall Semester. The Bill must be passed by a two-thirds (2/3) majority.
   1. After passing the Annual Budget Bill, the Bill will be submitted to the USGP President.
   2. The USGP President may do any of the following:
      1. Exercise a veto, or
      2. Sign the bill.
3. The Senate can override a Presidential Veto by a two-thirds (2/3) vote.

**Article 6: RSOs Funding**

**Section 1: Information**

* 1. USGP funds used by RSOs are subject to the provisions set forth in Title V, Article 1.
  2. Any RSOs requesting funds from USGP must be registered with the Student Union and must have at least three (3) active members.
  3. USGP funds used by RSOs are subject to the provisions set forth in Title IV, Article 1.
  4. Any RSOs requesting funds from USGP must be registered with the Student Union and must have at least three (3) active members.
  5. The funding of RSOs shall be the responsibility of the Student Fee Allocation Board.
     1. Upon receiving funding, All RSOs must complete and submit all appropriate documentation to the Treasury of USGP:
        + 1. One (1) Community Service event per year
          2. One (1) Campus Activities per semester
          3. Proof that event held meets the Green Level of Sustainability
          4. Submit a Report to USGP each semester, which includes proof of the above three requirements
          5. All Reports are due the last day of classes for both Fall and Spring semesters.
          6. Failure to turn this report in may result in being declared ineligible to receive funding the following semester

USGP Senate has sole authority to declare a RSO ineligible to receive funding if the RSO fails to meet guidelines outlined above

* + - 1. All receipts from approved funding events must be submitted no later than five (5) business days after the event or Reading Day, whichever comes first, to the appropriate administrative staff.
  1. No single RSOs may receive over seven thousand dollars ($7,000) from the total amount of the current RSOs Fund, including transfers. If a RSO requests more than $7,000, then the request must be voted on by both SFAB and the Executive Board of USGP. In order for funds above the $7,000 cap to be approved, both entities stated above must approve the request by a two-thirds vote.
  2. The SFAB Chair shall make known to the students all information pertaining to obtaining funds from USGP through the RSOs and RSOs appropriation process through adequate publicity.
     1. Attempts shall be made to notify every RSO by email no later than 2 weeks prior to every funding application deadline.
     2. The SFAB Chair shall provide information on how to obtain funds must appear in a common and accessible posting prior to every funding application deadline.
  3. All monies within the RSOs Fund which are either not used or are not allocated in the RSOS appropriation processes shall remain in the RSOs Fund to be used by the USGP Senate for the funding of other requests.
  4. Other requests from RSOs for funding after the above mentioned deadlines have passed, if granted, shall be drawn from the remainder of the RSOs Fund.
  5. Following to approval of the allocated amount, the SFAB Secretary shall notify all RSOs that were appropriated funds for that semester how much money was allocated.
  6. By the second to last week of each academic semester, the SFAB Secretary shall notify RSOs that the USGP Senate will redact uncommitted and unexpended funds remaining in RSOS accounts unless otherwise noted.
  7. By the last week of each academic year, during Finals, all uncommitted and unexpended funds within the accounts of the RSOs funded by USGP shall be reverted to the RSOs account by the USGP Treasurer.
     1. The USGP Treasurer, the USGP Advisor and the Student Union Office Specialist may change the date of reclamation.
     2. RSOs seeking to avoid the reclamation of uncommitted or unexpended funds may submit a written request to prevent the funds from being reclaimed within forty-eight hours after receiving notification that the funds will be redacted, as mentioned in 1.10, to the SFAB Chair. The SFAB Chair shall then bring the petition to the Executive Board of USGP for approval or disapproval.
  8. RSO requesting addition funds, after they have been allocated funding that semester, must follow the same procedures outlined above

**Article 7: Submission of RSOs Funding Requisitions**

**Section 1: Procedures**

1. Persons making requests to the USGP Senate on behalf of a RSO are required to become familiar with Title IV, Article 8.
2. Funding Requisition Proposals and Additional Funding Requisition Proposals submitted to SFAB must be presented in outline form to the SFAB Secretary forty-eight (48) hours prior to the SFAB meeting.
3. All Funding Requisition forms requesting funds for RSOs shall include the names of RSOs that are requesting funds and the purposes for which the funds will be used. The SFAB Secretary shall provide all RSOs with the appropriate forms to request money.
4. All RSOs that are requesting funds shall be available upon request for information regarding their request.
5. Funding shall proceed in a first-come, first-serve manner
6. Priority for Appropriations from the spring and Fall Balance Funds shall be given to RSOs that were not funded in the previous semester.

**Article 8: Campus RSOs Appropriation Policies**

**Section 1: Information**

1. Any RSOs may request activity funds provided the RSOs is registered with the Student Union.
   1. No activity/item shall be eligible for funding from the USGP Senate if expenditure of funds allocated occurs prior to approval of the funding as per these bylaws.
   2. Any RSOs may request activity funds provided the RSOs is registered with the Student Union.
   3. No activity/item shall be eligible for funding from SFAB if expenditure of funds allocated occurs prior to approval of the funding as per these bylaws.
   4. All RSOs and activities shall be funded consistently and fairly. The following criteria shall be considered in determining funding:
      1. Number of students benefited;
      2. Efforts by RSOs to generate funds or provide services for students;
      3. RSOs previous use of funds
   5. The following are NOT eligible for funding:
      1. Activities which discriminate on the basis of race, color, religion, national origin, citizenship, gender identity, sex, sexual orientation, age, disability or veteran status;
      2. Activities which are limited to a single political partisanship.
      3. Activities which require USGP funds to be spent on food or beverages, in excess of $300.00 (three hundred dollars) except in the following cases:
         1. To pay for conference fees even though the fee includes the cost of meals.
         2. Scholarships or cash awards
         3. Office supplies, and postage, in excess of $100 (One hundred dollars);
         4. Travel in or out of state in excess the aforementioned allocation limit stated under Article 6, Section 1, 1.5
      4. Activities which pose a substantial risk of death or serious bodily injury.
         1. Any RSOs seeking exemption from this provision must submit to the SFAB Chair liability waivers, proof of health insurance, and other documentation deemed necessary by University general counsel for all persons participation in the funded activity.
      5. Capital goods, i.e. land, labor or capital.
   6. USGP shall fund campus RSOs no more than the cost of entrance for conventions and conferences provided that all of the following stipulations are met:
      1. The RSO has demonstrated a clear and present need for the funding; and,
      2. The RSO has demonstrated that the conference or convention will provide literature and/or information that will benefit the RSO and the University in the future.
      3. The RSO files a written report with the USGP Vice President of Policy covering what was learned at the conference or convention within three (3) school weeks upon returning from the trip. These written reports shall be used in the future by SFAB as a reference in any funding process when it appropriates funds for a conference or convention. These reports shall be kept on file by the SFAB Chair for a period of three (3) years. This report is in addition to the final report outline in Article 6, Section 1.3. Failure to provide this report or the final report may result in ineligibility to receive funding in subsequent semesters.
   7. Modified Use of Appropriated Funds
      1. If a RSO wants to change how they use funds that have been allocated to them, they need to follow the same process they originally used to receive funding under the guidelines set in Article 7
      2. Failure to submit this request prior to spending the funds will result in ineligibility in subsequent semesters.

**TITLE V**

**Elections Code**

**Article 1: Purpose**

**Section 1: Information**

1. The purpose of the Election Code is to provide and regulate the necessary process in order to elect student body officers and representatives pursuant to the Constitution of the Associated Students of Arizona State University Polytechnic.
   1. No portion of the Elections Code shall be invalidated either solely of partially on the basis of this statement of purpose.

**Section 2: Organization**

1. All election preparations and organization shall be under the jurisdiction of the prescribed body to be created by each individual campus of Arizona State University.
2. A candidate may only run for a position at the campus where the student’s college and/or school is housed.
3. For the purposes of this Elections Code, this body shall be referred to as the elections department.
   1. This name shall not affect the organization of the individual campus elections supervisory group.
4. Anything not enumerated within this code shall be under the jurisdiction of the elections department of each campus.
   1. The elections department of each campus shall, in no way, affect another.

**Article 2: Definitions**

**Section 1: Information**

1. USGP member shall mean any student enrolled in at least 6 credit hours at Arizona State University Polytechnic campus.
2. Ballot shall mean the media on which the vote is recorded, transmitted, or counted.
3. Candidate shall mean one who meets the qualifications as outlined in the USGP Constitution, and who has met the requirements of Candidacy as defined in Article IX, Section 4 of the USGP Constitution.
4. Campaigning shall mean any activity by a candidate that has a primary purpose of furthering the candidate’s likelihood of being elected, or by an individual that has a primary purpose of furthering the defeat of or passage of referendum, initiative, or candidate.
5. Campaign material shall mean any supplies used by a candidate that has the primary purpose of furthering the candidate’s likelihood of being elected.
6. Flyer shall mean any printed material up to the size of 8.5” x 11” that is displayed or distributed anywhere on campus.
7. Poster shall mean any printed material greater than the size of 8.5” x 11” but no larger than 18” x 24” that is displayed or distributed anywhere on campus.
8. A sign shall mean any free standing flyers, posters, or variant of the same supported by wooden or metal stakes of any size up to 18” x 24”.
9. Leafleting shall mean distributing stacks of campaign material to one establishment (e.g. leaving stacks of handbills in a departmental office or dropping handbills from the top of the student union).
10. Altering shall mean modifying a sign or poster from its original state.
11. Defacing shall mean spoiling or marring the appearance or surface of a sign or poster.
12. Destroying shall mean completely ruining a sign or poster.
13. Falsification shall mean the act of making false by alteration.
14. Fraudulent shall mean marked by fraudulent comments, constituting fraudulent information, or gained by fraudulent means.
15. Fair Market Value shall mean the cost of an item based on the average of three price estimates including the equivalent of Mesa and Arizona taxation rates. Fair market value shall by determined by the elections department.
16. Plaintiff shall mean the party that institutes a protest before the Elections Commission.
17. Defendant shall mean the person against whom any Protest is filed with the Elections Committee.
18. Majority shall mean fifty (50) percent plus one (1) vote.
19. Proxy shall mean written authorization to vote in the place of another.
20. Valid signature shall mean the signature of an USGP member.

**Article 3: Elections Commission**

**Section 1: Information**

1. The Elections Commission shall be an independent authority within USGP and shall have the full responsibility for the administrative conduct of all USGP elections.
2. The Chair and members of the Elections Commission will be USGP members who will not be returning the next academic year to USGP. The committee will have three (3) members, including the Chair, with each member receiving one vote.
3. The Chair of the Elections Commission will be decided on by members of the Elections Commission how they deem fit to do so.

**Article 4: Candidacy**

**Section 1: Information**

1. The USGP Constitution and Bylaws bind candidates for a single executive office or senatorial seat.
2. Candidates can run for one (1) position.
3. Requirements and criteria for candidacy are outlined in the USGP Bylaws (Executive Branch - Article 1, Sections 2 & 4) and the USGP Constitution (Article 3, Section 2).
4. To declare one’s candidacy for an executive office or senatorial seat, an application must be submitted by the deadline set by the Elections Commission.
   1. Candidacy applications are designated by the Elections Commission. The Elections Commission shall make applications freely available to any association member inquiring about election information.
   2. Candidacy applications shall be turned in to USGP, Office of Student Affairs, or Info Desk Staff in the Student Union on or before the set deadline. Candidates who submit their application by the set deadline shall be placed on the election ballot.
   3. USGP, the Office of Student Affairs, and Info Desk Staff shall date all applications at the time they are turned in.
5. A candidate’s name shall appear on the ballot as written on that candidate’s application. A candidate may request on the application that an abbreviated or alternate version of his/her name be listed on the ballot. Requests will be reviewed and approved/denied by the Elections Commission.
6. A member of the USGP may run as a Write In Candidate provided that he/she personally sign and file the following statement no later than 5 pm the Friday prior to the week of the elections: “I (insert name of candidate only as shown on the ASU Sun Card. If candidate has no card, the name under which said candidate is registered for classes shall be used) certify that I am a member of USGP as defined in the USGP Constitution and meet the qualifications for the position of (insert name of position) outlined in Article IX, Section 3 therein. I am filing as a Write In Candidate and understand and agree that my name shall not appear at the same time on the ballot as the option to record a vote during the USGP election.”
   1. Write In Candidates must follow all rules provided for candidates as appropriately stated within Elections Codes
7. The Chair of the Elections Committee shall verify that each person desiring to be a candidate meets the requirements of Article IX Section 3 of the USGP Constitution and the requirements outlined in Article 4 of this document. Any person failing to meet the requirements shall not be allowed to stand as a candidate regardless of any petitions submitted, and any votes for that person shall be null and void.

**Article 5: Campaigning**

**Section 1: Information**

1. Candidates must be sensitive to the campus environment by not littering.
2. Campaigning that disrupts the normal flow of university business is prohibited and can be stopped by the proper university official.
3. Printed material shall not be attached to the body or glass of any vehicle with the exception of the candidate’s own personal vehicle.
4. Leafleting is prohibited.
5. No campaign material will be posted on the monitors of any computers at ASU.
6. No material shall be posted or stored in any USGP office, to include the Senate and Executive Board.
7. No candidate shall employ amplification equipment for campaigning on campus.
8. A candidate is allowed to past a maximum of 100 signs or posters.
9. A candidate is allowed to handout flyers smaller than 8.5” x 11” sized paper. No flyer shall be left on tables or cars.
10. No candidate shall spend more than $150 on his or her campaign.
    1. Personal funds can be used to create flyers, posters, signs, buttons, and other advertising paraphernalia.
11. No candidate shall hold a food event.
    1. One food event will be sponsored by the Elections Commission for all candidates to attend and have equal campaign representation if they choose to attend.
12. Campaigning on any electronic list serves or via the Internet is strictly prohibited until the individual is confirmed as a candidate.
13. There shall be no campaigning within 50 feet of a polling site. Upon erection of a polling site, the elections department shall have complete authority to remove all campaign material within the 50 foot limit without protest.
14. Since our elections have no way to run a joint ticket election, no candidate shall run on a joint ticket.
15. Endorsing another candidate in print form is prohibited. The name of another candidate may not appear anywhere on the printed campaign material of another candidate.
16. Each candidate may turn in a statement of not more than 300 typed words to the Elections Committee describing the candidate’s desire and qualifications for the position of which hey have filed for. Statements may also be accompanied by one wallet-sized photo, professional in nature. Statements and pictures hall be made available upon request at every polling site. All statements are due at the time outlined by the Elections Committee.

**Article 6: General Elections**

**Section 1: Information**

1. The Elections Committee shall conduct General Elections. The Elections Committee shall not enjoin or postpone a General Election. Election matters will be overseen and adjudicated by the USGP Supreme Court and/or the Elections Committee, as which can provide feedback on the matter within the specified time dictated by the Elections Code.
2. The General Election results shall determine the winning candidates.
   1. The candidates for each executive office and senatorial seat receiving the highest number of votes shall be declared winners of the General Elections.
   2. In the event of a tie for the last vacant Senatorial Seats or for an executive position, the tying candidates shall proceed to a Run Off Election.

**Article 7: Run Off Elections**

**Section 1: Information**

1. The Elections Committee shall conduct a Run Off Election as needed. The Elections Committee shall not enjoin or postpone the Run Off Election. The Run Off Election shall be conducted according to the guidelines in Article 6.
2. Any write-in candidate in a General Election or Special Election who qualifies for a run off election will be considered an official balloted candidate for the Run Off Election.

**Article 8: Voting**

**Section 1: Information**

1. All casting of ballots will be held at a polling site online for each election or at any computer accessible to a voter.
2. There shall be a minimum of one polling site for each election.
3. Election Sites open at 9:00 am and close no later than 9:00 pm, with the online voting (via myASU) made available from 12 am (Midnight) on the first day elections through the entire 48 hour duration of the election.
   1. University polling sites must be staffed by a minimum of one person, trained by the Elections Committee in the procedures and security measures applicable to their jobs.
   2. The Elections Committee shall be responsible for the election and maintenance of university polling sites.
4. Voting will be confidential.
5. Absentee and proxy voting are not permitted.
6. All persons producing evidence of membership in the USGP as defined in the USGP Constitution are eligible to vote.
7. Only currently enrolled members of Arizona State University shall be permitted to vote.
8. Following Election Day/s, the Election Committee shall tabulate all ballots.
9. Votes for persons other than candidates or filed Write In Candidates who are not on the ballot shall not be tabulated.
10. If a voter cases more than one vote for any specific executive position, or if a voter cases more than the allotted total number of senatorial seats, none of those votes shall be tabulated.
11. When tabulation is completed, the Chair of the Elections Committee along with the rest of the Elections Committee shall certify the results and shall deliver a copy of the certified results to the Dean of Student Affairs Office for publication and announcement.

**Article 9: Record Keeping**

**Section 1: Information**

* 1. The members of the Elections Committee shall keep all Candidate Applications until the election process, including all protests, is completed, at which point the members of the Elections Committee shall destroy all copies and originals of the Candidate Application.
  2. The members of the Elections Committee shall keep all protests until the election process is completed, at which point the members of the Elections Committee shall destroy all copies and originals of the Candidate Application.
  3. The Chair of the Elections Committee shall record all final totals and file them with the Director of Student Activities/Student Union as the official and permanent record of the vote for the elections at issue. Said records shall be available for audit by USGP and any of its official entities.

**Article 10: Protests**

**Section 1: Information**

1. All protest and penalties for violations of this Elections Code shall be jurisdiction of each campus’s election department.
2. Any member of the USGP, except Elections Committee members shall be permitted to file a protest subject to the following limitations:
   * 1. Protests relating to senatorial elections shall be filed only by USGP members
     2. Protests shall only allege violations for which penalties are specified under this Bylaw.
     3. The Elections Committee is forbidden to grant any relief other than the penalties specified under this Bylaw and specifically, but not exclusively, is prohibited from enjoining the holding of any election otherwise interfering with the composition of any ballot.
     4. The Elections Committee Chair may file protests regarding senatorial election. The restrictions on the filing of the complaints to currently enrolled members of the relevant college in senatorial selection do not apply to the Elections Committee Chair.
     5. The Elections Committee Chair files all protest on behalf of the USGP as a whole and may delegate the actual argument of a protest to members of the Elections Committee.
   1. Protests shall specify in what way the Plaintiff was allegedly injured by the actions of the Defendant.
      1. If the protest does not specify an injury, or the Elections committee finds that the plaintiff is uninjured, or that the infraction was de minims, the Elections Committee shall dismiss the protest with prejudice.
      2. Protests shall be filed with the Elections Committee between the hours of 8 am and 9 pm no later than two business days following the election at issue, and shall be immediately referred to the other members of the Elections Committee.
      3. All defendants are innocent until proven guilty beyond a reasonable doubt.
      4. Any defendant may assert that the violation charged was caused by ominous natural forces. The burden of proof is on the defendant with regards to this defense.

**Article 11: Penalties**

**Section 1: Information**

1. If the Elections Committee or the Supreme Court should assess a penalty for a specific violation of the Election ode, the penalty assessed shall be the penalty designated by the violation’s classification.
2. No penalty shall be assessed for a violation not classified under this article.
3. The classifications of violations are as follows:
   1. Class One Violations: Failure to abide by the provisions of Article 5, 1.1 through 1.12 inclusive shall count as one infraction per provision violated. Each infraction shall count as one violation.
   2. Class Two Violations: Deliberately defacing, altering, or destroying the posters or signs of another candidate without that candidate’s explicit written permission. Each poster of sign at issue counts as a separate violation; obstructing the Elections Committee in the discharge of official duties.
   3. Class Three Violations: Falsification of paperwork required by Election Code; knowledge of the commission of a violation prior to or during its occurrence; (no defendant shall be penalized absent a showing that the knowledge was coupled with failure to attempt to prevent the violation or to attempt to rectify the violation); aiding another individual in fraudulent voting
4. The penalties for the three classifications are as follows:
   1. Class One: three penalty points.
   2. Class Two: six penalty points.
   3. Class Three: disqualification.
5. Accumulation of nine penalty points or conviction of a Class Three Violation shall result in the disqualification of the candidate.

**Article 12: Timeline**

**Section 1: Information**

1. The Elections Committee shall seclude the General Election for the first Tuesday and Wednesday in the month of April.
2. The dates of the General Election shall be publicized no fewer than sixty (60) days prior to the election.
3. Campaigning for the General Election shall begin no earlier than thirty (30) days prior to the first day of the General Election, or by the date set forward by the Elections Committee.
4. The elections department shall hear and announce decisions on all protests within two

(2) business days after receiving the protest.

1. Individuals may appeal directly to the Elections Committee within forty-eight (48) hours following the election.
2. Candidates have one week following the issuance of an Elections Committee decision to appeal to the Supreme Court.

**Article 13: Neutrality**

**Section 1: Information**

* 1. Campaigning by candidates or their staff within USGP offices is forbidden. This ban does not extend to clothing and personal adornments, such as buttons, shirts, and stickers.
  2. USGP and the Offices of Student Engagement/Affairs property shall not be used for campaigning unless specifically designated for that purpose.

**Article 14: Referendum and Initiative Procedures**

**Section 1: Information**

* 1. In pursuant to Article XI of the USGP Constitution all referendums and campus initiatives shall accomplish the following before petitioning the membership of USGP.
     1. Must have been registered as a RSO (registered Student Organization) for no less than 2 years at the Polytechnic Campus.
     2. Shall require the organization that wishes to petition the campus to provide a detailed spreadsheet that can be presented publicly to all students showing the plan for the use of the monies that would be generated by a fee.
     3. Must show a detailed plan showing work and accomplishments on campus. This report must be filed with USGP and also Student Affairs and be publicly visible for no less than 6 months before any election can be called.
     4. Shall call a meeting of the campus to discuss the measure and allow the organization to present the measure at hand. This shall happen no less than 6 months before any election can be called.
     5. Require an executive order by the President of USGP, as pursuant Article XI of the USGP Constitution to publish said executive order to all outlets, such as the State Press and publish in Student Affairs outlets.

**TITLE VI**

**ACADEMIC ELIGIBILITY**

**Article 1: Academic Eligibility**

**Section 1: Information**

1. Students serving in representative positions.
   * 1. "Representative Positions" include any executive, senate, or judicial office arising under these bylaws.
     2. All students serving in representative positions must initially be enrolled in and henceforth maintain enrollment in a minimum of six (6) credit hours of academic credit and a cumulative grade-point-average of 2.33 or above unless otherwise specified in the USGP Constitution.
     3. The Advisor to USGP shall review each representative position on the first day of the semester and the last day to drop classes for academic eligibility.
     4. If an individual at any point fails to meet the academic eligibility requirements, the USGP President shall declare that individual’s position vacant. If the USGP President fails to meet the academic eligibility requirements, the USGP Vice President of Services shall declare that office vacant.
2. All students serving in administrative or support positions arising under these bylaws, must initially be enrolled in and henceforth maintain enrollment in a minimum of one

(1) hour of academic credit and a cumulative grade-point-average of 2.33 or above unless otherwise specified in the USGP Constitution and/or Bylaws.

* + 1. Administrative or support positions shall include all appointed positions except for judicial officers appointed under Title IV.
    2. The Advisor to USGP shall notify any student ineligible under this subsection and shall inform the executive officers that the office is vacant.
  1. The enrollment guidelines required to hold a position in subsection 1.1 Subsection B shall not apply to any regular summer session.
  2. All vacancies shall be filled in accordance with the USGP Constitution and Bylaws.