

**ASSOCIATED STUDENTS OF NORTHERN ARIZONA UNIVERSITY  
BY-LAWS**

**ARTICLE I. Duties of the Executive Council:**

1. Recommend agenda items for the Senate. Initiate new measures and programs to be presented to the Senate for approval and implementation.
2. Recommend agreements and contracts for ASNAU to the Senate for approval and implementation, and forwarding to the university contract officer.
3. Recommend the disbursement of ASNAU funds for student activities and events, as well as to recognized, registered university clubs and organizations, to the Senate for approval and implementation.
4. Hire, as well as approve and enforce terms of employment, for persons serving in paid positions, which are directly responsible to the executive branch.
5. Hire and terminate the Chief of Staff, Student State Affairs Director(s), Diversity Coordinator, Sustainability Coordinator, Special Events Coordinator, Awareness and Campaign Coordinator, Volunteer Coordinator, Public Relations Department, New Student Government Advisor, Information Technology Specialist, Club Manager, Club Headquarters Manager, Club Headquarters Staff, Executive Assistant, Front Desk Assistant(s), Senate Clerk, Senate Parliamentarian, Supreme Court Justices, and Election Commissioners with the majority of the Senate.
6. Implement salary structures and enforce penalties for all elected and hired positions within ASNAU.

**ARTICLE II. Duties of the Student Body President:**

1. Serving as a voting member of the Executive Council.
2. Serving as an ex-officio member of the Faculty Senate.
  - a. For the purposes of Section 3, this shall include serving as an ex-officio member of the Faculty Senate Executive Committee.
3. Serving as the Director of the Northern Arizona University (NAU) Student State Affairs Board
4. Attending meetings of the Alumni Board of Directors.
5. Maintaining communication with the designated advisor(s) from the Office of Student Life.
6. Serving as the chief liaison to the Provost and President of NAU.
7. Serving as the chief liaison to state and national leaders, unless they chooses to delegate this authority.
8. Serving as Chief Financial Officer of ASNAU.
9. Organizing Student Regent Selections in conjunction with the NAU-Yuma Student Association during NAU's rotation.
10. Forming and disbanding ad hoc Senate committees.
11. Holding a maximum of twenty (20) hours per week, with at least ten (10) in the office during regular hours of operation.
12. Presenting a report of activities and accomplishments of the past week to the Senate.
13. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
14. Presenting a Senate bill for any request for funding over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
15. Serving as the chief spokesperson of ASNAU.
16. Serving as the chief fiscal representative of ASNAU unless they choose to delegate this authority.
17. Serving as the liaison and representative to the university counterpart.
18. Addressing academic concerns of the university at large.
19. Serving on the Executive Council and having one vote.
20. Calling regular and special meetings of the Executive Council, and acting as chairperson of all such meetings.
21. When deemed necessary, vetoing any measures passed by the Senate within five (5) school days of the vote affirming the measure, and submitting a written statement fully explaining the reason(s) for the veto.
22. Holding speaking rights at all meetings of the Senate.
23. Calling special sessions of the Senate with no less than twenty-four (24) hours' notice. The quorum of such a meeting will be two-thirds (2/3) of the entire Senate.
24. Acting as, or appointing and terminating with the majority of the Senate, the students' representative to the Coconino County Board of Supervisors and the Flagstaff City Council.

25. With the majority of the Executive Council and Senate, creating any ASNAU committee, ad hoc committee, program, or project deemed necessary.
26. When deemed necessary, requesting reports either of a general or a specific nature of any branch of the governing body of ASNAU
27. Appointing all ASNAU staff, the appointments to which must all be confirmed by a two-thirds (2/3) vote of the Senate. With the exception of Justices of the Supreme Court, the President may terminate any of these positions at the discretion of the President.
28. With the majority of the Executive Council, appointing and terminating all student members to any university committees or boards and community groups requiring student representation.
29. Hiring and terminating all staff in conjunction with the Chief of Staff.
30. Overseeing the duties and responsibilities of the Administrative Assistant, Executive Assistant, and the Executive Council.
31. Determining the Supreme Court's cases into the appropriate level based on the tier system as well as the members of the Supreme Court's subsequent stipend:
  - . Level one (1): Advisory Opinions
  - a. Level two (2): Complaints and Appeals
  - b. Level three (3): Impeachment of an ASNAU Officer

**ARTICLE III. Duties of the Vice President of Academic Affairs:**

1. Serving as a voting member of the Executive Council.
2. Serving as Chair of the Senate.
3. Serving as liaison among the student body, academic colleges, and ASNAU.
4. Helping to establish good relationships between senators and deans.
5. Holding meetings with each senator once a month.
6. Forming and disbanding ad hoc Senate committees.
7. Reviewing Senate reports as well as changing the format or frequency if necessary
8. Ensuring that the Senators fulfill their constitutional obligations
9. Appointing Senators to university committees.
10. Ensuring Senators in committees fulfill their constitutional and committee obligations.
11. Ensuring Senators join an ASNAU Senate committee within two general Senate meetings after confirmation.
12. Approving ASNAU Senate committee chairs upon majority appointment by their respective committee members of the Legislative or Appropriations Committee.
13. Holding a maximum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
14. Presenting a report of activities and accomplishments of the past week to the Senate.
15. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
16. Presenting a Senate bill for any request for funding over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
17. Serving as the liaison and representative to the university counterpart.
18. Addressing concerns dealing with academic affairs at Northern Arizona University.
19. Casting a vote only in the case of a tie within the Senate.
20. Calling special sessions of the Senate with no less than twenty-four (24) hours' notice. The quorum of such a meeting will be two-thirds (2/3) of the entire ASNAU Senate.
21. Serving as the chairperson of all ad hoc committees, boards, and agencies established in the area of academic affairs, unless otherwise designated by the President.
22. Performing any and all duties assigned by the President.
23. Serving as the President in the absence of the President, pursuant to Article VXi of the ASNAU Constitution.
24. Overseeing the duties and responsibilities of the Student Senate, Senate Clerk, Parliamentarian, as well as hiring and terminating applicable staff in conjunction with the Chief of Staff.
25. Ensuring the Student Body President approves in advance all purchases made by the department.
26. Read reports sent on behalf of those absent from Senate.
27. Report directly to the President.

**ARTICLE IV. Duties of the Vice President of Student Affairs:**

1. Serving as a voting member of the Executive Council.
2. Overseeing all student-based programs run through ASNAU that are not academic in nature.
  - a. Serving as the director for Student Legal Aid.
    - i. Maintaining a substantial budget for Student Legal Aid
    - ii. Ensuring proper advertising for Student Legal Aid is executed.
3. Overseeing the student affairs committees within ASNAU.
4. Serving as a student liaison to the Office of Undergraduate Admissions to correlate programs involving recruitment, enrollment, orientation and retention
5. Holding a maximum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
6. Presenting a report of activities and accomplishments of the past week to the Senate.
7. Presenting a Senate bill for any request for funding over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
8. Serving as the liaison and representative to the university counterpart.
9. Addressing concerns dealing with student affairs at Northern Arizona University.
10. Serving as the chairperson of all ad hoc committees, boards, and agencies established in the area of student affairs, unless otherwise designated by the President.
11. Performing any and all duties assigned by the President.
12. Serving as the President in the absence of the President and the Vice President of Academic Affairs, pursuant to Article XVI of the ASNAU Constitution.
13. Overseeing daily affairs of Club Headquarters as well as hiring and terminating applicable staff in conjunction with the Chief of Staff.
14. Overseeing the duties and responsibilities and approving hours and payroll of the Club Manager, CHQ Manager, and CHQ Staff along with the Diversity Coordinator, Sustainability Coordinator, Volunteer Coordinator, and Awareness and Campaign Coordinator.
15. Working directly with the University Athletics Department to ensure proper procedure with student funds regarding financial decisions.
16. Acting as the direct liaison to Athletics for marketing, activity, and other various purposes.
17. Ensuring the Student Body President approves in advance all purchases made by the department.
18. Report directly to the President.

**ARTICLE V. Duties of the Vice President of Government Affairs:**

1. Serving as a voting member of the Executive Council.
2. Serving as the Director of the Northern Arizona University (NAU) Student State Affairs Board.
3. Holding a maximum of fifteen (15) hours per week, with at least eight (8) in the office during regular hours of operation.
4. Presenting a report of activities and accomplishments of the past week to the Senate.
5. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
6. Assisting the President in organizing Student Regent Selections during NAU's rotation.
7. Providing opportunities to the student body to become civically engaged.
8. Alerting the student body about any active or upcoming policies or legislation (local, state, or national) affecting them as students.
9. Advocating student concerns and perspectives to higher education policy makers at local, state, or national level.
10. Promoting and publicizing any activities or events regarding higher education policy making at the local, state, or national level.
11. Serving as the liaison and representative to the university counterpart.
12. Communicating as needed with the Arizona Board of Regents and the Student Regents (both voting and non-voting).
13. Attending all Arizona Board of Regent meetings.
14. When bills possibly affecting students are being addressed and the Vice President of Government Affairs is available, attending state legislative meetings.

15. Establishing and maintaining permanent resource files.
16. Ensuring that all Student State Affairs' resource files are accessible to ASNAU officials, NAU students, and the general public.
17. Serving as the liaison between ASNAU and local, state, and national government authorities in conjunction with the ASNAU President.
18. Serving as the liaison between students and Flagstaff governing bodies.
19. Coordinating events and opportunities for students to get involved in the Flagstaff community.
20. Overseeing the duties and responsibilities of the Student State Affairs Directors as well as hiring and terminating applicable staff in conjunction with the Chief of Staff.
21. Ensuring the Student Body President approves in advance all purchases made by the department.
22. Report directly to the President.

**ARTICLE VI. Duties of the Chief of Staff:**

1. Serving as an ex-officio member of the Executive Council.
2. Holding weekly staff meetings, not conflicting with Senate meetings, as deemed necessary.
3. Giving input to the ASNAU budget.
4. Performing or delegating any additional duties as assigned by the Executive Council.
5. Holding a maximum of fifteen (15) office hours per week during regular hours of operation.
6. Presenting a report of activities and accomplishments of the past week to the Senate.
7. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
8. Serving as the liaison and representative to the university counterpart.
9. Serving as the liaison and representative to the University Budget Office.
10. Supervising and maintaining accountability of all ASNAU budgetary accounts under the direction of the Executive Council and Senate.
11. Overseeing the ASNAU staff and their respective budgets.
12. Preparing and submitting an annual fiscal budget to the Executive Council and Senate Appropriations Committee for review prior to submitting the budget to Senate for approval.
13. Hiring and terminating all staff in conjunction with the President.
14. Performing any and all duties assigned by the President.
15. Overseeing duties and responsibilities of the Graphic Designers, Videographer, Social Media Specialist, IT Specialist, Front Desk Assistants, Special Events Coordinators and New Student Government Advisor.
16. Ensuring the Student Body President approves in advance all purchases made by the department.
17. Read reports sent on behalf of those absent from Senate as Chief of Staff.
18. Report directly to the President.

**ARTICLE VII. Duties of Administrative Assistant:**

1. The Administrative Assistant is specifically accountable to the ASNAU President who establishes the day-to-day priorities
  - a. Under general direction of the Dean of Students.
2. Responsible for all fiscal, contract, procurement, travel, time management and other processes requiring action by a full-time employee.
3. Serve as primary staff support person for ASNAU Executive Officers, ASNAU Staff, ASNAU Legal Services and related staff and student volunteers.
4. Analyze and respond to matters requiring comprehensive knowledge of NAU, ASNAU and Student Life policy and procedures.
5. Monitor and track ASNAU revenues and expenditures against annual budget.
  - a. Share regular updates with ASNAU organizational leaders and Advisors.
  - a. Maintain and reconcile budgets for ASNAU and perform simple analysis on Accounts
  - b. Purchasing card purchases and reconciliations
6. Provide support as payroll/leave system timekeeper for the department
  - a. Prepare payroll for Executive sign-off
7. Serve as Notary Public for NAU students, faculty and staff.
8. May assist with coordination of special events and programs sponsored by ASNAU

9. Implement new policies, procedures or practices impacted by decisions made by Executive Team or by Legislation adopted by the Senate.
10. Report directly to the President.

**ARTICLE VIII. Duties of the Executive Assistant:**

1. Hold a maximum of ten (10) office hours a week during regular hours of operation.
2. Responsible for opening and closing ASNAU office for regular hours of operation.
3. Serve as the liaison between the ASNAU office and the Administrative Assistant
4. Help maintain all financial documents for ASNAU and Club Headquarters.
5. Aid in purchasing of office supplies for ASNAU and Club Headquarters.
6. Greet walk-ins, answer phones, take messages as needed and provide excellent customer service at all times.
7. Screen phone calls and visitors, directing to appropriate staff or department when necessary.
8. Schedule and confirm Legal Council's appointments.
9. Help the Executive Council with various projects in the office as assigned.
10. Work with Senate Clerk, Advisor(s) and ASNAU's Administrative Assistant to maintain documentation of Senate Bills and funding packets.
11. Meet with Executive Council as needed.
  - a. Report directly to the President unless they delegate reporting to another member of the executive council.
12. Maintain cleanliness and organization of the ASNAU office.
13. Sit as the chair of the Budget Committee and assist in preparing ASNAU budgets.
14. Purchasing of any and all items must be approved in advance by the Student Body President.
15. Report directly to the President.

**ARTICLE IX. Duties of the Front Desk Assistant:**

1. Hold a maximum of fifteen (15) office hours a week during regular hours of operation.
2. Responsible for opening and closing ASNAU office for regular hours of operation.
3. Maintain documentation of interdepartmental billing, purchasing orders, purchases using the purchasing card, reimbursement, and payroll.
4. Ensure all bills, referendums, and resolutions are properly submitted, distributed, and filed.
5. Help maintain all financial documents for ASNAU and Club Headquarters.
6. Aid in purchasing of office supplies for ASNAU and Club Headquarters.
7. Greet walk-ins, answer phones, take messages as needed and provide excellent customer service at all times.
8. Screen phone calls and visitors, directing to appropriate staff or department when necessary.
9. Work with Senate Clerk, Advisor(s) and ASNAU's Administrative Assistant to maintain documentation of Senate Bills and funding packets.
  - a. Report directly to the Chief of Staff.
10. Maintain cleanliness and organization of the ASNAU office.
11. Purchasing items must be approved in advance by the Student Body President.
12. Report directly to the Chief of Staff.

**ARTICLE X. Attendance Policies:**

1. Defining an Excused and Unexcused Absence
  - a. An excused absence is defined as the pre-authorized or authorized time off by the Chair of Senate from the obligations of the employment position.
    - i. This includes, but is not limited to, hospitalization, death in family/friends, weddings, institutional excuses, academic/career conferences, medical reasons with a doctor's note, religious obligations, etc.
  - b. An unexcused absence is defined as an unauthorized time off by the Chair of Senate from the obligations of the employment position.
    - . This includes, but is not limited to, personal travel/excursions, academic assignments, medical reasons without a doctor's note, etc.
2. Executive Attendance Policy

- . Attending Senate meetings shall be mandatory unless met with the following circumstances which will be considered as an exception:
  - . Fulfilling other job responsibilities and duties of the position.
  - i. Schedule conflicts of a particular course that is required for one's graduation plans of their chosen discipline.
- a. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Vice President of Academic Affairs.
  - . Report must be sent in prior to that week's Senate meeting
- 3. Senate Attendance Policy
  - . Absences will be documented via a point system. If any member of the Senate accumulates more than six (6) absence points during one academic semester, they will be subject to review by the Executive Council and the Senator may be brought through the judicial process for impeachment as stated in the ASNAU Constitution, Article X.
    - . An unexcused absence from Senate shall be worth three (3) absence points while an excused absence shall be worth two (2) absence points.
    - i. An unexcused absence from the Senator's designated committee meeting of Appropriations or Legislative shall be worth two (2) absence points while an excused absence shall be worth one (1) absence point.
  - a. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Vice President of Academic Affairs.
    - . Report must be sent in prior to that week's Senate meeting
- 4. Staff Attendance Policy
  - . Attending Senate meetings shall be made a priority unless met with the following circumstances which will be considered as an exception:
    - . Fulfilling other job responsibilities and duties of the position.
    - i. Schedule conflicts of a particular course that is required for one's graduation plans of their chosen discipline.
  - a. Staff members are only required to attend the Senate meeting during reports and if the Chief of Staff deems necessary.
  - b. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Chief of Staff.
    - . Report must be sent in prior to that week's Senate meeting

**ARTICLE XI. Duties of the Senate:**

1. Holding weekly meetings according to university policy during the fall and spring semesters of the academic year at a time and location to be designated by the Vice President of Academic Affairs.
2. Allocating moneys to recognized clubs, organizations, and qualified individuals according to the funding packet policy of ASNAU, as stated in the Student Organization Guidebook and ASNAU By-laws, Article VII. Funding Guidelines.
3. Proposing any bill the Senators see fit.
4. Senators shall be paid for a maximum of ten (10) hours per week for completing the minimum of the following: two (2) hours of Senate meetings, one (1) office hour in the ASNAU Office, one (1) hour in Club Headquarters (CHQ), one (1) hour of designated committee (Appropriations or Legislative), and one (1) hour of fieldwork. Once the minimum six (6) hours listed above is completed, then Senators may complete an additional four (4) hours of fieldwork.
  - a. The ASNAU Vice President of Academic Affairs oversees all hours.
  - b. Fieldwork hours must be documented and approved by the Vice President of Academic Affairs.
5. Reporting weekly to the Senate during regular Senate meetings.
6. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
7. Approving the Vice Chair of the Senate by a majority.
8. Not serving as chair and liaison of the same university committee.
9. Selecting an ASNAU Senate committee seat by the second general Senate meeting after confirmation, and attending the selected ASNAU Senate committee in accordance with the committee chair's requirements.
10. Representing all undergraduate students officially enrolled on the NAU Mountain Campus.

11. Representing all clubs and organizations associated with their academic college or school not included in a college.
12. Contacting each club and organization at least twice per semester as well as submitting follow-up reports to the Senate.
13. Meeting with the Deans of their respective colleges or school not included in a college at least twice per semester.
14. Hosting a forum at least once per semester.
15. Vice Chair of the Senate:
  - . Be selected from the voting membership of the Senate and serve as acting chair in case of either temporary absence or the removal of the Vice President of Academic Affairs. The Vice Chair shall act as chair of the Senate until a permanent replacement is found.
  - a. Must be approved by the Senate by a majority vote
  - b. Call Special Sessions with no less than twenty-four (24) hours notice. The quorum of such a meeting will be two-thirds (2/3) vote of the Senate.
  - c. Recognize any motion made by a Senator with a two-thirds (2/3) vote of the Senate.
16. Senate Committees:
  - . Shall have a chair elected by the general Senate and approved by the Vice President of Academic Affairs.
  - a. Duties of the Committee Chair:
    - i. Keeping record of attendance at all committee meetings
    - ii. Ensuring all committee minutes are easily accessible for viewing to the Senate and the Executive Council.
    - iii. Shall conduct meetings and business in accordance with the Constitution and Bylaws of ASNAU and the NAU Student Handbook.
  - b. Shall include a/an:
    - . Legislative Committee, which shall:
      1. Ensuring that the Supreme Court is investigating impeachment proceedings according to the timeline as stated in the ASNAU Constitution Article IX, Section 2.
      2. Address any problems and revisions and amendments to the ASNAU Constitution, Bylaws, and Election Code.
      3. Be at the power to correct minor spelling, grammar, numbering, and other similar conflicts in the ASNAU Bylaws and Election Code without authorization or approval from the Senate.
    - i. Appropriations Committee, which shall:
      1. Review processes for Funding Packets and Senate Bills. All bills must have the sponsorship and authorship of a Senator.
      2. Only under special circumstances will the following receive an allocation with a 2/3 vote by the Senate: An organization not recognized the previous semester, and/or an organization needing money for an event that has already occurred.
      3. The Appropriations Committee Chairperson must submit all Funding Packets and Senate bills to the Senate Clerk at least twenty-four (24) hours before a Senate meeting in order to appear on the agenda.
17. Duties of the Senate Clerk:
  - . Attending all regular and special sessions of the Senate.
  - a. Maintaining accurate records and minutes of all Senate proceedings.
  - b. Preparing and distributing the agenda for each Senate meeting.
  - c. Preparing and distributing the official minutes for each Senate meeting within three working days following each meeting.
  - d. Submitting a copy of all bills, referendums, and resolutions to the IT Specialist for prompt posting of the ASNAU website.
  - e. Working up to a maximum of eight (8) hours with a minimum of six (6) hours per week.
18. Duties of the Senate Parliamentarian:
  - . Attending all regular and special sessions of the Senate.
  - a. Advising all of ASNAU of proper parliamentary procedure.

- b. Reviewing the ASNAU Constitution, By-laws, and Election Code; and having a working knowledge of their statutes.
  - c. Having the ASNAU Constitution, By-laws, Election Code, and Robert's Rules of Order present at every Senate meeting.
  - d. Advising the entirety of ASNAU on ASNAU's official governing documents
  - e. Working up to a maximum of seven (7) hours with a minimum of five (5) hours per week.
19. All Executive Council members-elect and senators-elect must accompany their respective outgoing counterpart in making the transition to the new Executive Council and Senate.
- . For the purposes of Section 20, this shall include attending meetings of the Executive Council and Senate, and any other responsibilities incumbent upon the current elected member.
  - . For the purposes of Section 20(a), this process shall exclude any appointed member and any member elected by way of a special election, and Executive Council members-elect and senators-elect are not required to take on the duties and responsibilities of the outgoing member.
20. Representing their designated college and clubs.
21. Initiating any business outlined in the agenda for a particular meeting.
22. Approving all budget expenditures before said expenditures may be disbursed.
23. All expenditures must be presented in a report before the Senate. Failure to present fiscal information/requests on required budget expenditures shall result in disciplinary action.
24. Approving those clubs and organizations requesting recognition and recommend them to the Dean of Students.
25. Overseeing any and all committees operating under the jurisdiction of the Senate.
26. Confirming those appointments made by the Executive Council and the President.
27. Overriding any presidential veto with two-thirds (2/3) vote in favor of an override.
28. Nominating and approving through a two-thirds (2/3) vote a Senator to represent the Senate in all hiring or appointing for the Chief of Staff, Election Commission, Supreme Court, Student State Affairs Directors, Senate Clerk, and Senate Parliamentarian as schedules allow.
- . The nominated Senator shall not have the authority to influence the hiring or appointing.
29. Report directly to the Vice President of Academic Affairs.

**ARTICLE XII. Executive and Senate Qualifications:**

- 1. All elected members of ASNAU must maintain a minimum cumulative grade point average (GPA) of 2.75.
- 2. All official executive candidates must have attended NAU during the semester prior to the election in which they were elected and must be a full-time, fee-paying student.
  - a. For the purposes of Section 2, undergraduate candidates must have completed three (3) full-time semesters at the time of entering office.
- 3. All undergraduate candidates for the Senate must have accumulated a maximum of twelve (12) credit hours at NAU.
  - . The Senate may, by a two-thirds (2/3) affirmative vote in a special bill, waive the credit hour requirements for a Senate position if no other candidates are available.
- 4. All elected members of ASNAU, including primary and write-in candidates, must meet the official candidate requirements outlined in the ASNAU Election Code.
- 5. All ASNAU elected officers and hired staff must be SafeZone, Safe Jacks, and Bystander trained by the end of the first working semester.
- 6. All Executive Council members-elect and Senator-elect must accompany their respective outgoing counterpart in making the transition to the new Executive Council and Senate.
  - . This shall include attending meetings of the Executive Council and Senate, and any other responsibilities incumbent upon the current elected member.
  - a. This process shall include any appointed member and any member elected by way of a special election, and Executive Council members-elect and Senators-elect are not required to take on the duties and responsibilities of the outgoing member.

**ARTICLE XIII. Club and Organization Funding Guidelines:**



1. ASNAU will fund items or events that contribute to the functioning of a recognized student club or organization within the framework of the organization's mission unless stated otherwise by the ASNAU Constitution and Bylaws or otherwise prohibited by applicable law or policy.
2. All funds only be reimbursed after the appropriate procedures have been followed:
  - a. Receipts, stubs, lists of attendees, conference papers, and other proofs of payments (as applicable) have been provided to the ASNAU Administrative-Assistant.
  - b. A representative must return to Senate at the conclusion of event funded and give a short presentation discussing the event and how it fulfilled the stipulations described in Article IX section 4 parts a through b. Senate will then give final approval for the dispersal of funds.
  - c. All bills and funding packets are encouraged to have a fiscal prospect of the purpose in question (i.e. a budget, receipts, etc.).
3. The ASNAU Senate by a two-thirds (2/3) vote, may revoke previously allocated funds after properly notifying involved organizations for the following reasons including but not limited to:
  - . Funds may be revoked if receipts have not been submitted within a month after the event.
  - a. Failure to meet any other ASNAU Guidelines.
4. ASNAU may base funding requests on the following criteria:
  - . How the item or event contributes to the overall mission of the organization.
  - a. How the item or event educates, enhances, or enriches NAU students and campus community and contributes to the educational mission of the University.
  - b. Fiscal responsibility of the organization and proposed item or event, as well as the organization's effort to seek and obtain alternative funding.
  - c. Whether the item or event duplicates services or activities presently available on campus.
  - d. Present annual funding from University Departments, University Colleges, University Services or University Associations.
5. As per federal, state, NAU and ASNAU guidelines, ASNAU will not fund the following: student club and organizational activities:
  - . Activities that subsidize University administrative services.
  - a. ASNAU will fund politically oriented or religious organizations solely for the administration, execution, or maintenance of non-political/ non-religious programs, services or special events deemed beneficial to the student body by the ASNAU Appropriations Committee and the ASNAU Senate. In such cases the budget request shall state the proposed use of such funds on the request for funding application. For purposes of organization funding, "political" is defined as "having to do with the organization of the individuals who seek to control or influence the action of those who manage affairs of the state." "Religious" is defined as "having to do with an organization of individuals combining a particular system of faith and worship recognized and practiced by a particular church, sect, or denomination." The Senate funds only secular, non-sectarian activities.
  - b. Activities that provide a service or program more appropriately and effectively performed by an ASNAU or University department.
  - c. Organizations that are requesting funding for salaries or wages.
  - d. Organizations that need funding for scholarships, cash awards, trophies or other prizes.
  - e. Food on campus by any organization that does not have the rights to catering on-campus events. This restriction does not apply to events not occurring on the NAU campus.
  - f. Organizations directly affiliated with the NCAA.
  - g. Funding for club uniforms, jerseys and/or sports equipment that will be kept by the organization.
  - h. Funding for computer equipment, office supplies, or bookkeeping equipment.
  - i. An organization that is requesting money being used to reimburse another club's activity.
  - j. Organizations that need funding to repay debts.
  - k. Student activities that discriminate on the basis of race, creed, religion, national origin, sex, marital status, sexual orientation, disability, age or veteran status.
6. ASNAU will not fund clubs and organizations for the following.
  - . Directly support for the purpose of funding their charity
  - a. Contributions, gifts or donations to any individual, association, or corporation.
  - b. Academic materials to be used for tutorial purposes.
  - c. Mailings for organizational minutes.
  - d. Any part of any event at which alcoholic beverages will be served.
  - e. Entertainment not open to the entire student population.

- f. Uber, Lyft, AirBNB, and other non-licensed forms of transportation and lodging.
  - g. ASNAU will not fund non-Northern Arizona University students.
  - h. Any part of any event or activity in which a student or member of a club is receiving course credit.
7. All advertisements for ASNAU sponsored events must recognize ASNAU as a sponsor.
  8. The ASNAU Senate must reach a consensus regarding the maximum amount of funding allocated to an organization prior to the first official meeting.
    - . The amount may be changed with a two-thirds (2/3) vote of the Senate.

**ARTICLE XIV. Individual Funding Guidelines:**

1. ASNAU will fund an individual's activity or trip so long as the purpose of such event lies within the boundaries of the ASNAU Constitution, ASNAU By-laws, NAU policy, and pertinent local, state, and federal laws.
2. Funds will be reimbursed after appropriate proof of payment and documentation of the specified event are provided to the ASNAU Administrative Assistant.
3. The ASNAU Senate may revoke previously approved funds by a two-thirds (2/3) vote for the following reasons including, but not limited to:
  - a. Receipts have not been submitted within a month of the event.
  - b. Failure to meet any other ASNAU guidelines.
4. ASNAU may base funding requests on the following criteria:
  - . Spectrum of students that will benefit from the activity or trip.
    - a. Quality of benefit to student population.
    - b. Fundraising efforts outside of asking ASNAU for money.
    - c. Utility of the activity or trip compared to similar avenues for the enrichment of NAU students.
5. ASNAU will not fund the following activities or trips for the following reasons:
  - . A particular religious or political ideology is promoted.
    - a. The main purpose of the trip or activity could be performed more efficiently by another method.
    - b. Funding used for personal expenses not explicitly related to the trip.
    - c. Any money spent on food or beverage for personal use.
    - d. No attempt made to raise money from any source other than ASNAU.
    - e. The act of funding makes ASNAU legally vulnerable.
6. The ASNAU Senate must reach a consensus regarding the maximum amount of funding allocated to an organization prior to the first official meeting.
  - . The amount may be changed with a two-thirds (2/3) vote of the Senate.

**ARTICLE XV. Duties of the Justices of the Supreme Court:**

1. Having original and exclusive jurisdiction in all official complaints filed over all questions arising under the ASNAU Constitution and Bylaws.
  - a. For the purposes of Section 1, the Supreme Court may issue advisory opinions as to applications of the Constitution, Bylaws, Election Code, and Homecoming Election Code.
  - b. In addition, upon receipt of an official complaint, the Supreme Court shall have jurisdiction to review all actions, decisions, and legislation of the Executive Council, staff and the Senate.
    - i. Complaints may be issued by any ASNAU member.
2. Issuing orders, injunctions, and all other writs necessary and proper to the complete exercise of its original and appellate jurisdiction.
3. Pursuing an appeal from any member of ASNAU.
4. Maintaining rules that shall govern court procedure, to be ratified by a majority of the Court.
5. Maintaining a permanent public record of all rulings and opinions issued by the Court.
6. The Supreme Court shall be paid case-by-case on the following tier system:
  - . Level one (1): Advisory Opinions
    - a. Level two (2): Complaints and Appeals
    - b. Level three (3): Impeach of an Officer
7. Maintaining a cumulative grade point average (GPA) of 2.75.
8. Having accumulated a maximum of twelve (12) credit hours at NAU and holding a maximum of twelve (12) semester hours during their terms.
9. Duties of the Chief Justice of the Supreme Court:

- . Calling regular and special meetings and sessions of the Supreme Court.
  - a. Acting as chairperson of all meetings and sessions of the Supreme Court.
  - b. Recommending the agenda for regular and special meetings of the Supreme Court to the Supreme Clerk.
  - c. Appointing a Clerk of the Supreme Court upon majority of the Court.
  - d. Presenting a report of activities of any court proceedings to the Senate.
  - e. Swearing in newly elected and appointed ASNAU officials.
10. Monitor and pursue appropriate resolutions to all ethical questions which shall from time to time arise concerning the ASNAU Executive Council, Staff, Senate, and the Elections Commission.

**ARTICLE XVI. Duties of the Clerk of the Supreme Court:**

1. Assuming position duties upon appointment by the Chief Justice and the majority of the Court and Senate.
2. Attending all meetings and sessions of the Supreme Court.
3. Maintaining accurate minutes and records of all Court meetings and proceedings.
4. Preparing and distributing the agenda for each Court meeting at least twenty-four (24) hours in advance.
5. Preparing and distributing the official minutes for each Court meeting, as well as the transcribed record of each Court proceeding, no later than five working days following the meeting or proceeding.

**ARTICLE XVII. Duties of the Student State Affairs Director(s):**

1. Student State Affairs Directors will consist of three (3) hired candidates.
2. Advocating student concerns and perspectives to higher education policy makers at the local, state, and national level.
3. Promoting and publicizing any activities or events regarding higher education policy making at the local, state, and national level.
4. Establishing and maintaining permanent resource files.
5. Ensuring that all Student State Affairs' resource files are accessible to ASNAU officials, NAU students, and the general public.
6. Helping to educate, involve, and organize students on issues of higher education at the local, state, and national level.
7. Attending all regular sessions of the Arizona Board of Regents.
8. Holding a maximum of ten (10) hours during regular hours of operations, except in the case of special events in which events may be substituted for in-office hours at the discretion of the President.
9. Attending all regular and special sessions of the Senate.
10. Providing weekly reports to the Senate and generating a detailed monthly report on current activities, which shall be issued to the Executive Council and the Senate.
11. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
12. Attending all regular and special sessions of the Senate in which their attendance is required.
13. Purchasing items must be approved in advance by the Vice President of Government Affairs.
14. Report directly to the Vice President of Government Affairs.

**ARTICLE XVIII. Duties of the Diversity Coordinator:**

1. Be knowledgeable about diversity, diverse perspectives, and multidimensional concerns of all students.
2. Work with a Diversity Committee, if they so choose to create one, to organize all diversity events.
3. Promote cultural understanding and be committed to advocating for anti-discrimination, anti-racism, anti-classism, and anti-hate to better serve all students at Northern Arizona University.
4. Focus on creating a safe and inclusive environment on campus and in the Associated Students of Northern Arizona University.
5. Create one diversity-centered forum at least once a semester.
6. Act or organize Senate designated liaisons for the following commissions/councils:
  - a. Commission on Ethnic Diversity
  - b. LGBTQIA Commission
  - c. Commission on Disability Access and Design
  - d. Commission on the Status of Women
  - e. United Diversity Council

- f. The Bias Education Support Team
- 7. Communicate as needed with the following departments:
  - . Women's and Gender Studies Department
  - a. Ethnic Studies
  - b. Disability Studies
  - c. Disability Resources
  - d. Inclusion and Multicultural Service
  - e. LGBTQIA Resources and Support
  - f. Native American Cultural Center
  - g. First Generations Programs and Initiatives
  - h. The Blavin Scholars
  - i. Veterans Affairs
  - j. Transfer Commuter Connections
- 8. Attend at least one diversity event once a month.
- 9. Holding a maximum of ten (10) hours per week.
- 10. Provide weekly reports to the Senate and generating a detailed monthly report on
- 11. current activities and issues being addressed, which shall be issued to the Executive Council and Senate.
- 12. Present an end of the year report to Senate summarizing accomplishments and efforts during the term and make the report available for web publishing.
- 13. Purchasing of any and all items must be approved in advance by the Vice President of Student Affairs.
- 14. Report directly to the Vice President of Student Affairs.

**ARTICLE XIX. Duties of the Special Events Coordinator:**

- 1. Assuming position duties upon appointment by the Executive Council.
- 2. Organizing and overseeing Homecoming, Family Weekend, '23' Fee Concert and other campus activities.
- 3. Holding a maximum of ten (10) hours per week.
- 4. Preparing detailed reports of progress and success of events to be filed for future Special Events Directors.
- 5. Attending all regular and special sessions of the Senate.
- 6. Presenting a report of activities and accomplishments of the past week to the Senate.
- 7. Sitting on any committees pertaining to their job description, including weekly staff meetings.
- 8. Performing any additional duties assigned by the chief of staff.
- 9. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
- 10. Purchasing of any and all items must be approved in advance by the Chief of Staff.
- 11. Report directly to the Chief of Staff.

**ARTICLE XX. Duties of the Information Technology Specialist:**

- 1. Assuming position duties upon appointment by the Executive Council.
- 2. Maintaining and update the ASNAU website.
- 3. Managing all ASNAU elections under the authority of the advisor(s).
- 4. Maintaining all ASNAU and Club Headquarters computers, software, and technological equipment.
- 5. Attending all regular and special sessions of the Senate.
- 6. Performing any additional duties assigned by the Chief of Staff.
- 7. Holding a maximum of ten (10) office hours per week during regular hours of operation.
- 8. Presenting a report of activities and accomplishments of the past week to the Senate.
- 9. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
- 10. Purchasing of any and all items must be approved in advance by the Chief of Staff.
- 11. Report directly to the Chief of Staff.

**ARTICLE XI. New Student Government Advisor:**

- 1. The New Student Government(NSG) shall consist of freshmen and transfer students who meet the membership requirements defined by NSG.
  - a. For the purposes of Section 1, members shall hold office hours as required by NSG bylaws.

2. NSG shall have student advisors hired by the Executive Council in addition to an appointed Senator to act as a liaison between NSG and ASNAU.
  - . The hired advisor will be responsible for holding a maximum of ten (10) hours per week.
3. NSG shall maintain bylaws that are in accordance with the ASNAU Constitution and Bylaws.
4. Attending all regular and special sessions of the Senate.
5. Presenting a report of activities and accomplishments of the past week to the Senate.
6. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
7. Purchasing of any and all items must be approved in advance by the Chief of Staff.
8. Report directly to the Chief of Staff.

**ARTICLE XXII. Duties of the Public Relations Department:**

1. Actively promoting ASNAU and its events, activities, and working environment.
  - a. For the purposes of Section 1, this shall include working with the Special Events Director, Executive Council, SSA members, ASNAU Senators, and ASNAU programs, for the promotion and recognition of any special events, activities, or elections.
2. Working closely with local or university media outlets to ensure accurate coverage of ASNAU progress and activities.
3. Producing and distributing all communication forms to the student body.
4. Sitting on any committees pertaining to their job description.
5. Holding a maximum of ten (10) hours per week per person.
6. Perform any additional duties assigned by the Chief of Staff.
7. Attending all regular and special sessions of the Senate.
8. Presenting a report of activities and accomplishments of the past week to the Senate.
9. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
10. Purchasing of any and all items must be approved in advance by the Chief of Staff.
11. Videographer and Editor:
  - . Produce weekly videos to inform the student body of upcoming and ongoing events within ASNAU and the NAU campus at large.
  - a. Exercise knowledge of video editing software.
12. Graphic Design Specialist
  - . Produce advertisements and media for all ASNAU events.
  - a. Exercise knowledge of InDesign, PhotoShop and Editor.
13. Social Media and Marketing Coordinator
  - . Keep all social media platforms up to date on a daily basis.
  - a. Work with videographer and graphic designers to post media on all sources available.
  - b. Keep updated on all events around the NAU campus, ASNAU specific events and other topics of interest to the student body.
14. Report directly to the Chief of Staff.

**ARTICLE XXIII. Duties of the Sustainability Coordinator:**

1. The Sustainability Coordinator for ASNAU will work to maintain that the ASNAU office is being “green” this includes but is not limited to: recycling, reducing waste, reusing materials, and reducing energy consumption, as well as making sure all events run and organized by ASNAU are practicing these habits as well.
2. The Coordinator may initiate new practices that could fall under this category, and should constantly be striving to find new and innovative ways for ASNAU and its services to be as green as possible.
3. Advocating for and represent the student body at large, with any sustainability related issues that may arise.
4. The Coordinator will be responsible for communicating weekly green initiatives to the student body, as well as assisting other green groups on campus with advertising for their events.
5. Creating one sustainability-centered forum at least once a semester.
6. Helping to plan and execute Earth Week events, utilizing ASNAU resources such as PR, and event planning, while teaming with other environmental groups already working on the event.
7. Meet with the University sustainability manager at least once a semester.

8. Acting as the designated liaison between ASNAU and all sustainability initiatives including, but not limited to, Green NAU.
9. Communicating as needed with departments and groups pertaining to sustainability.
10. Attending at least one Sustainability focused event per month.
11. The Sustainability Coordinator shall be paid for a maximum of ten (10) hours per week.
12. Presenting weekly reports to the Senate and generate a detailed monthly report on current activities and issues being addressed, which shall be issued to the Executive Council and Senate.
13. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
14. Attending all regular and special sessions of Senate.
15. Purchasing of any and all items must be approved in advance by the Vice President of Student Affairs.
16. Report directly to the Vice President of Student Affairs.

**ARTICLE XXIV. Duties of the Club Manager:**

1. Overseeing the daily affairs of Club Headquarters.
2. Maintaining all financial documents for Club Headquarters.
3. Producing a budget recommendation for the fiscal year to the Executive Team.
4. Requesting the purchase of office supplies and materials for the use of Club Headquarters.
5. Reviewing the inventory sheet for Club Headquarters on a weekly basis.
6. Meeting with Club Headquarters Manager on a weekly basis.
7. Aiding all students, clubs and organizations with any needs pertinent to the job and office of the Club Headquarters staff.
8. Working with the student Senate to develop club outreach strategies.
9. Working with the President to organize the Council of Presidents and outreach to Club Presidents.
10. Developing club and organization mailing list for ASNAU use.
11. Distributing every registered organization to a student senator to communicate with.
12. Developing monthly newsletter for clubs and organizations with information on ASNAU events and resources available.
13. Outreaching to clubs and organizations by attending meetings and gatherings to promote ASNAU resources available.
14. Planning campus wide activities for clubs and organizations to take part in once per semester.
15. Training the Student Senate on Club Headquarters guidelines, policies, and requirements at the Fall Retreat.
16. Overseeing the Student Senate while working in Club Headquarters in conjunction with the Club Headquarters Manager, Assistant and Staff.
17. Overseeing the duties and responsibilities of the CHQ Manager, CHQ Assistant and CHQ Staff in accordance with the Vice President of Academic Affairs.
18. Holding a maximum of ten (10) hours per week.
19. Presenting a report of activities and accomplishments of the past week to the Senate.
20. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
21. Purchasing of any and all items must be approved in advance by the Vice President of Student Affairs.
22. Report directly to the Vice President of Student Affairs.

**ARTICLE XXV. Duties of the Club Headquarters Manager:**

1. Maintaining the daily affairs of Club Headquarters.
2. Helping maintain all financial documents for Club Headquarters.
3. Sending supplies and materials requests to the Club Manager in a timely manner.
4. Keeping an updated inventory list and updating the Club Manager weekly.
5. Maintaining the cleanliness and organization of Club Headquarters.
6. Aiding all students, clubs and organizations with any needs pertinent to the job and office of the Club Headquarters staff.
7. Overseeing the duties and responsibilities of the CHQ Staff in accordance with the Vice President of Student Affairs. Working a maximum of twenty (20) hours per week, schedule to be determined in accordance with the Club Manager and Vice President of Student Affairs.
8. Report directly to the Vice President of Student Affairs and Club Manager.

**ARTICLE XXVI. Duties of the Club Headquarters Staff:**

1. Maintaining the daily affairs of Club Headquarters.
2. Maintaining the cleanliness and organization of Club Headquarters.
3. Aiding all students, clubs and organizations with any needs pertinent to the job and office of the Club Headquarters staff.
4. Working a maximum of fifteen (15) hours per week, schedule to be determined in accordance with the Club Headquarters Manager, Club Manager and Vice President of Student Affairs.
5. Report directly to the Vice President of Student Affairs, Club Manager, and Club Headquarters Manager.

**ARTICLE XXVII. Duties of the Awareness and Campaign Coordinator:**

1. Developing awareness in the Northern Arizona University community of issues and their relationship to the economic, social, and political nature of society.
2. Meeting with diverse groups of constituents to understand issues that impact NAU students, using those issues to develop campaigns and awareness weeks.
3. Facilitating collaboration among organizations, departments, and services to create awareness and advocacy weeks and events.
4. Developing awareness weeks for the campus community.
  - a. A minimum of two (2) awareness weeks should be ASNAU sponsored each semester.
    - i. Ex: Sexual Assault Awareness Week, Mental Health Awareness Week, Get Out the Vote, Veterans Week.
5. Ensuring ASNAU funds are not directly allocated to any active political party or election campaign, nor for an event or publication whose purpose is to promote any external candidate for office within or outside of the University.
6. Purchasing of any and all items must be approved in advance by the Vice President of Student Affairs.
7. Advising the Student Affairs department on issues affecting the student body.
8. Developing new outreach tools and methods to communicate health and wellness initiatives, issues and advocacy.
9. Working with departments and units across campus to promote and create new endeavors for students.
10. Maintaining a yearly budget, to be determined in conjunction with the Executive Team.
11. Holding a maximum of ten (10) hours per week, with at least eight (8) in the office during regular hours of operation.
12. Presenting a report of activities and accomplishments of the past week to the Senate.
13. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.
14. Report directly to the Vice President of Student Affairs.

**ARTICLE XXVIII. Duties of the Volunteer Coordinator:**

1. Bringing and increasing volunteer and community service opportunities in the Flagstaff area to a central, accessible location.
2. Developing an outreach method to communicate opportunities to the student body.
3. Developing and maintaining the Volunteer Center, a centralized location to promote and organize student volunteers.
4. Developing a forum where all clubs will post their opportunities, description, and number of volunteers needed.
5. Developing partnerships and communication lines with locations in the Flagstaff area for students to volunteer or serve at.
6. Working with Student Life to encourage students to track and report volunteer or community service hours.
7. Purchasing of any and all items must be approved in advance by the Vice President of Student Affairs.
8. Maintaining a yearly budget, to be determined in conjunction with the Executive Team.
9. Holding a maximum of ten (10) hours per week, with at least seven (7) hours in office during regular operating hours.
10. Presenting a report of activities and accomplishments of the past week to the Senate.
11. Presenting an end of the year report to the Senate summarizing accomplishments and efforts during the term and making the report available for web publishing.

12. Report directly to the Vice President of Student Affairs.

**ARTICLE XXIX. General Duties of an Intern:**

1. Holding up to the assigned amount of office hours by their supervisor.
2. Fulfilling duties given by supervisor.
  - a. Each department will have a defined list of responsibilities that will be available upon request.
3. Helping with any tasks within the department
4. This will be an unpaid position.

**ARTICLE XXX. Elections:**

1. The Executive Council shall appoint an unbiased Election Commission, with approval by the Senate, to organize and operate all elections during the school year in accordance with the ASNAU Election Code and Constitution.
  - a. For the purposes of Section 1, the Election Commission shall consist of (1) Chairperson and four (4) Commissioners
  - b. In order for elections to proceed, the commission must consist of a full five (5) members.
  - c. In the event of a hearing, a quorum for hearing shall consist of three (3) election commissioners .
2. Elections must be completed forty (40) days before the end of the school year.
3. In the event that the Election Commission receives knowledge that a current general election was not conducted under the ASNAU Constitution, Bylaws, or Election Code, the Election Commission may postpone the general election, suspending the forty (40) day rule with two-thirds vote of the Senate.

**ARTICLE XXXI. Duties of the Election Commission:**

1. The Election Commission is established and sanctioned by ASNAU to monitor the ASNAU general, special, and run-off elections. This Commission is vested with the authority to interpret and enforce the ASNAU Election Code. The Commission will be appointed by the President and approved by Senate in an in-person confirmation hearing during a regular Senate meeting.
2. Having original jurisdiction in all official complaints filed in regard to the ASNAU Election Code.
  - a. Upon receipt of an official complaint, the Elections Commission shall conduct a hearing and issue a written decision and explanation within two (2) working days of receiving the complaint.
  - b. The hearing of an official complaint shall be in accordance with the ASNAU Election Code.
3. Enforcing sanctions as per the ASNAU Election Code.
4. Maintaining a public record of all election proceedings including, but not limited to, all items on a ballot: candidates, amendments, referenda, initiatives; results; sample packets for each elected position for each elected position; original copies of all complaints and decisions by the Commission; any other pertinent documentation.
5. Working closely with the Special Events Coordinator(s) to determine election timelines, meeting dates and other information regarding the conducting of elections.
6. Working closely with the Information and Technology Specialist regarding technological aspects of the election process.
7. Working closely with the Public Relations Coordinators to publicize elections in accordance with the ASNAU Election Code.
8. Working closely with the ASNAU Advisors in the conducting of elections, including verification of official candidates upon receipt of candidate packets and counting and verification of results totals.
9. Duties of the Chairperson of the Election Commission:
  - a. Calling and conducting regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings
  - a. Acting as a chairperson of all meetings of the Election Commission.
  - b. As a voting member of the Election Commission, having one (1) vote.
  - c. Being present in the ASNAU office during the hour preceding the deadline to turn in any election-related materials.
  - d. Presenting a written report of activities, proceedings, and accomplishments of the concluded election cycle to the Senate.
10. Duties of the Commissioners of the Election Commission:



- . Attending all regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings.
- a. As a voting member of the Election Commission, having one (1) vote.
- b. Performing any additional duties assigned by the Chairperson.

**ARTICLE XXXII. Probation:**

1. Under the situation in which the Executive Council deems it necessary to take disciplinary action on an individual, the Executive Council must submit a written report and request for the individual to be placed on probation to the Supreme Court.
  - a. For the Purposes of Section 1, Probation will be defined as not attending Senate meetings, paid and unpaid leave, and suspension of Senate responsibilities in conjunction with the ASNAU By-Laws, including office hours. One does not have to be on Probation before being impeached.
2. The Supreme Court then has seventy-two (72) hours to uphold or overturn such recommendations.
3. In the case that the Supreme Court does not deem the punishment necessary, the ASNAU official will resume responsibilities with no disciplinary action.
4. If the Supreme Court upholds the recommendations by the Executive Council, the probationary period will begin within twenty-four (24) hours of the Supreme Court's decision.

**ARTICLE XXXIII. Holding Multiple Positions in ASNAU:**

1. A member of ASNAU cannot hold more than one permanent position within ASNAU unless recommended by the Executive Council and approval from the Senate by a  $\frac{3}{4}$  blind vote.

**ARTICLE XXXIV. Inaugural Ceremony:**

1. An inaugural ceremony for the Executive Council, staff and Senate shall be held annually, to be held between the final posting of the results of the general spring election and Reading Week.

**ARTICLE XXXV. Voting Procedures and Timely Action:**

1. A motion on the floor may be passed by a Senate majority. If less than the required number of votes in favor of a motion are cast, the motion shall be defeated.
2. It is the right of any and all senators to abstain from voting on a motion. Abstentions will be recorded in the minutes along with the number of "ayes" and "nays," but shall have no effect upon the voting outcomes.
3. Measures passed by the Senate shall become effective immediately upon the signature of the President, unless the measure is vetoed in accordance with the Constitution.
  - a. For the purposes of Section 3, if within five (5) working days, the President has neither vetoed or signed the measure, the measure shall automatically become effective.
  - b. Vetoed measures by the President must be announced to Senate within twenty-four (24) hours of the veto.
4. Voting shall follow parliamentary procedures as outlined in the version of *Robert's Rules of Order* that is current at the beginning of the school year.

**ARTICLE XXXVI. Authority and Date of Enactment:**

1. These Bylaws are an addition to the ASNAU Constitution.
2. These Bylaws are adopted on April 4, 2008, and shall exist in full force and effect as of April 4, 2008.