

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 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, Senate Chair, Student State Affairs Director(s), Diversity Coordinator, Sustainability Coordinator, Special Events Coordinator, Awareness and Campaign Coordinator, Public Relations Department, New Student Government Advisor, 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 and having one vote.
2. Serving as the chief spokesperson of ASNAU.
 1. This includes being responsible for speaking at Fall and Spring Commencement ceremonies during their tenure.
 2. This includes speaking at large events, when asked by other Northern Arizona University (NAU) departments.
 3. Attending student organization meetings when invited.
3. Conducting interviews.
4. Handling of Public Relation inquiries whatever that may present.
5. Creating and sending a biweekly newsletter to the Undergraduate student population.
6. Serving as the chief fiscal representative of ASNAU unless they choose to delegate this authority.
7. Hosting one-on-one meetings with all members of ASNAU once a semester.
8. Calling regular and special meetings of the Executive Council and acting as chairperson of all such meetings.
9. Providing support and feedback on Bills, Resolutions, and other projects in the office.
10. Serving as an ex-officio member of the Faculty Senate.
 - a) For the purposes of Section 5, this shall include serving as an ex-officio member of the Faculty Senate Executive Committee.
11. Serving as the Director of the Northern Arizona University (NAU) Student State Affairs Board.
12. Attending meetings of the Alumni Board of Directors.
13. Collaborating with the Graduate Student Government bi-weekly.
14. Maintaining communication with the designated advisor(s) from the Office of the Dean of Students.

15. Serving as the chief liaison to the Provost and President of NAU.
16. Serving as the chief liaison to state and national leaders unless they choose to delegate this authority.
17. Participating in a monthly meeting with the Arizona Student Government.
18. Organizing Student Regent Selections in conjunction with the NAU-Yuma Student Association during NAU's rotation.
19. Holding a maximum of twenty (20) hours per week, with at least eight (8) in the office during regular hours of operation.
20. Presenting a report of activities and accomplishments of the past week to the Senate.
21. 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.
22. Presenting a Senate bill for any request for reimbursement over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
23. Serving as the liaison and representative to the university counterpart.
24. Addressing academic, and overall, concerns of the university at large.
25. 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.
26. 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.
27. 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.
28. When deemed necessary, requesting reports either of a general or a specific nature of any branch of the governing body of ASNAU.
29. Appointing all ASNAU staff; the appointments to which must all be confirmed by a two-thirds (2/3) vote of the Senate. However, the President may terminate any of these positions at their own discretion, except the Justices of the Supreme Court.
30. 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.
31. Hiring and terminating all staff in conjunction with the Executive Council.
32. Overseeing the duties and responsibilities of the Administrative Assistant, Executive Assistant, the Executive Council, as well as interns.
33. Mentoring New Student Government (NSG) members.
34. Respond to various daily emails in a timely manner.
35. 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:
 - a. Level one (1): Advisory Opinions
 - b. Level two (2): Complaints and Appeals
 - c. Level three (3): Impeachment of an ASNAU Officer
36. Providing a minimum of five (5) hours of training to the next President once election results are posted.

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

1. Serving as a voting member of the Executive Council.
2. Serving as liaison among the student body, academic colleges, and ASNAU.
 - a. Maintaining contact and collaborating with all academic colleges including but not limited to: the Honors College, the College of Arts and Letters, the College of Social and Behavioral Sciences, the College of Health and Human Services, the College of Education, the W.A. Franke College of Business, the College of the Environment, Forestry, and Natural Sciences, the College of Engineering, Informatics, and Applied Science, and all of those therein, appointing Senators to University committees in the absence of the VPAA.
3. Holding a maximum of fifteen (15) hours per week, with at least six (6) in the office during regular hours of operation.
4. Presenting a report of activities and accomplishments of the past week to the Senate.
5. Inviting university club representatives to Senate meetings in order to gather student feedback on academic affairs, as well as serving as the academic point of contact for clubs.
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. Presenting a Senate bill for any request for reimbursement over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements outlined in this document.
8. Overseeing the Cap and Gown Closet Program in conjunction with the ASNAU Student Body President.
9. Serving as the liaison and representative to their university counterpart.
 - a. Meeting with the Vice President of Academic Affairs and Vice Provosts of Academic Affairs at least once a semester.
10. Addressing concerns dealing with academic affairs at NAU, including but not limited to:
 - a. Attending Faculty Senate and Faculty Senate Executive Committee as the ASNAU representative, and ex-officio member.
 - b. Attending the Academic Standards Committee as a voting member, Curriculum and Assessment Coordinating Committee, Liberal Studies Task Force, and the University Library Committee as the ASNAU representative.
 - c. Advocating for undergraduate student needs in the academic setting.
 - d. Advertising academic resources available on Northern Arizona University's campus to students.
 - e. In Collaboration with the Public Relations team connecting students to the proper resources on Northern Arizona University's campus, by hosting office hours public to all undergraduates.
 - k. Performing all duties assigned by the President.
 - a. Such as sitting on a minimum of two (2) ASNAU committees and staff conflict resolution.
11. Serving as the President in the absence of the President, pursuant to Article XVI of the ASNAU Constitution.
12. Ensuring the President approves in advance all purchases made by the department.
13. Providing a minimum of five hours of training to the next Vice President of Academic Affairs once election results are posted.

- a. If this position is vacant after elections, it is up to the President to provide training once the position is filled.
14. 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.
3. Overseeing the High Pines committee within ASNAU.
4. Serving as a student liaison to the Office of Undergraduate Admissions to coordinate programs involving recruitment, enrollment, orientation and retention.
5. Holding a maximum of fifteen (15) hours per week, with at least six (6) 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 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. Presenting a Senate bill for any request for reimbursement over \$750 to the Senate with due process pertaining to the Legislative committee and timeline requirements as stated in Article XXXIII.
9. Serving as the liaison and representative to the university counterpart.
10. Addressing concerns dealing with student affairs at Northern Arizona University.
11. 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.
12. Oversee the Women's Health Committee, which shall:
 - a. Ensure that all menstrual health dispensers are stocked.
 - i. Monthly inventory checks should be conducted.
 - ii. Update inventory monthly and complete annual orders in compliance with inventory.
 - b. Meets at least twice a semester.
 - i. The first meeting should entail in organizing a stocking and inventory plan.
 - ii. The second meeting should check in on operations and numbers.
 - c. Tables at least twice a semester.
 - d. Works in conjunction with other health-oriented organizations on campus.
 - e. Stocks and maintains dispensers weekly.
 - i. ASNAU oversees fourteen (14) Menstrual Health Dispensers.
 1. In the University Union there are four (4) Female restrooms and five (5) Gender Neutral restrooms.
 2. In the DuBois Center there are two (2) Female restrooms and three (3) Gender Neutral Restrooms.
13. Performing all duties assigned by the President.
14. 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.
15. Overseeing daily affairs of Club Headquarters as well as hiring and terminating applicable staff in conjunction with the Chief of Staff.

16. Overseeing the duties, responsibilities, and approving hours and payroll of the following: the CHQ Manager, CHQ Staff, Sustainability Coordinator, and Social Awareness Coordinators.
17. Working directly with the University Athletics Department to ensure proper procedure with student funds regarding financial decisions.
18. Acting as the direct liaison to Athletics for marketing, activity, and other various purposes.
19. Providing a minimum of five hours of training to the next Vice President of Student Affairs once election results are posted.
 - a. If this position is vacant after elections, it is up to the President to provide training once the position is filled.
20. Ensuring the Student Body President approves in advance all purchases made by the department.
21. 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. Organizing ad hoc committees with the Senate and staff when needed.
4. Holding a maximum of fifteen (15) hours per week, with at least six (6) in the office during regular hours of operation.
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. Assisting the President in organizing Student Regent Selections during NAU's rotation.
8. Providing opportunities to the student body to become civically engaged.
9. Alerting the student body and the Senate about any active or upcoming policies or legislation at the local, state or national level, affecting students.
10. Advocating for students and communicating concerns and perspectives to higher education policy makers at local, state, or national level.
11. Promoting and publicizing any activities or events regarding higher education policy making at the local, state, or national level.
12. Serving as the liaison and representative to the university counterparts.
13. Communicating as needed with the Arizona Board of Regents and the Student Regents (both voting and non-voting).
14. Attending all regular Arizona Board of Regents meetings.
 - a. Hosting and organizing a forum for other student governments visiting NAU for the Arizona Board of Regents Meeting.
15. Attending, if available, State legislative meetings when bills with the ability to affect students are introduced.
16. Establishing and maintaining permanent resource files of information collected from the Arizona Board of Regents.
17. Serving as the liaison between ASNAU and local, state, and national government authorities in conjunction with the ASNAU Student Body President
18. Serving as the liaison between students and Flagstaff and Coconino County governing bodies.
19. Coordinating events and opportunities for students to get involved in the Flagstaff community.
20. Coordinating voter registration efforts for students with groups both on and off campus.

21. Attending meetings for the NAU Votes Coalition on behalf of ASNAU.
22. Overseeing the duties and responsibilities of the Student State Affairs Directors as well as hiring and terminating applicable staff in conjunction with the Executive Council.
23. Providing a minimum of five (5) hours of training to the next Vice President of Government Affairs once election results are posted.
 - a. In the event that this position is vacant after elections, it is up to the President to provide training once the position is filled.
24. Ensuring the Student Body President approves in advance all purchases made by the department.
25. Report directly to the President.

ARTICLE VI. Duties of the Chief of Staff:

1. Serving as an ex-officio member of the Executive Council.
 - a. Participate in weekly Executive Team meetings.
 - b. Performing or delegating any additional duties as assigned by the Executive Council.
2. Must have one to two years of ASNAU experience or similar work experience that demonstrates skills such as leading a team, event planning, and budgeting.
3. Increasing visibility and awareness about ASNAU.
4. Providing support and input to the ASNAU budget, bills, reimbursements, graphics, videos, and event planning.
5. Engaging with students through tabling, events, and in the office.
6. Work with the Dean of Students, Lumberjack Activities Board, and any other departments or organizations for assistance with any planning or student activities.
 - a. Organizing the Homecoming Carnival and Lumberjack Concert Series.
 - b. Sitting on the Homecoming Steering Committee.
7. Overseeing marketing, public relations, and event planning aspects of ASNAU.
8. Providing training and overseeing duties and responsibilities of the Graphic Designers, Videographer, Social Media Specialist, Front Desk Assistants, Special Events Coordinators and New Student Government Advisor.
9. Creating Front Desk Assistant work schedules.
10. Leading monthly one on ones and weekly meetings for respective staff, not conflicting with Senate meetings, as deemed necessary.
11. Overseeing the ASNAU staff and their respective budgets.
12. Ensuring the Student Body President approves in advance all purchases made by the department.
13. Supervising and maintaining accountability of all ASNAU budgetary accounts under the direction of the Executive Council and Senate.
14. Preparing and submitting an annual fiscal budget to the Executive Council and Senate Appropriations Committee for review prior to submitting the budget to the Senate for approval.
15. Serving as the liaison and representative to the university counterpart.
16. Hiring and terminating all staff in conjunction with the Executive Council.
17. Interviewing students for vacant staff positions in ASNAU.
18. Assessing conflict resolution of staff.
19. Providing a minimum of five (5) hours of training to the next Chief of Staff once their hiring process is complete.

- a. In the event that this position is vacant after elections, it is up to the President to provide training once the position is filled.
20. Presenting a report of activities and accomplishments of the past week to the Senate.
21. Read reports sent on behalf of those absent from Senate meetings as Chief of Staff.
22. 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.
23. Holding a maximum of fifteen (15) hours per week, with at least six (6) in the office during regular hours of operation.
24. Report directly to the President.

ARTICLE VII. Duties of the Senate Chair:

1. Serving as Chair of the Senate, which entails moderating all Senate meetings.
2. Helping to establish good relationships between Senators and Deans.
3. Holding meetings with each Senator once a month.
4. Forming and disbanding ad hoc Senate committees.
5. Preparing and distributing the agenda for each Senate meeting.
6. Reviewing Senate reports as well as changing the format or frequency if necessary.
7. Ensuring that Senators fulfill their constitutional and By-law obligations.
8. Appointing Senators to University Committees and ASNAU committees.
 - a. Ensuring Senators are assigned to the Legislative Committee or the Appropriations Committee within two (2) general Senate meetings after confirmation.
9. Approving ASNAU Senate Committee Chairs upon majority appointment by their respective committee members of the Advocacy, Legislative or Appropriations Committee.
 - a. Conduct frequent meetings with each Committee Chair.
 - b. Assisting in the oversight and management of the Appropriations Committee, Legislative Committee, and Advocacy Committee.
10. Holding a maximum of fifteen (15) hours per week, with at least six (6) in the office during regular hours of operation.
11. Presenting a report of activities and accomplishments of the past week to the Senate.
12. 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.
13. Presenting a Senate bill for any request for reimbursement over \$750 to the Senate with due process pertaining to the Appropriations Committee and timeline requirements outlined in this document.
14. Coordinating the attendance of guest speakers at Senate.
15. Casting a vote only in the case of a tie within the Senate.
16. 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.
17. Overseeing and managing the duties and responsibilities of the Senators, Senate Clerk, and Senate Parliamentarian, as well as hiring and terminating applicable staff in conjunction with the Executive Council.
18. Providing a minimum of five hours of training to the next Senate Chair once their hiring process is completed.

- a. In the event that this position is vacant after elections, it is up to the President to provide training once the position is filled.
- 19. Read reports sent on behalf of absent Senators.
- 20. Report directly to the President.

ARTICLE VIII. Duties of the Senate:

- 1. To hold 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 Senate Chair.
- 2. Allocating moneys to recognized clubs, organizations, and qualified individuals according to the reimbursement packet policy of ASNAU, as stated in the Student Organization Guidebook and ASNAU By-laws, Article XXXIII. Reimbursement Guidelines.
- 3. Proposing any bill or resolution the Senators see fit.
 - a. A resolution is a formal statement of opinion and/or a formal request made by the Senate addressing a specific topic.
 - i. Senators are encouraged to conduct and/or include applicable research for resolutions (i.e. surveys, studies, scholarly articles) for added credibility.
- 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 of designated committee (Appropriations or Legislative), and two (2) hours of fieldwork. Once the minimum six (6) hours listed above are completed, then Senators may complete an additional four (4) hours of fieldwork.
 - a. The ASNAU Senate Chair oversees all hours.
 - b. Fieldwork hours must be documented and approved by the Senate Chair.
- 5. Reporting weekly to the Senate during regular Senate meetings.
 - a. Should a Senator have extenuating circumstances, a proxy voter may be used. Please refer to Article XXV Section 5 for more information.
- 6. Is required to participate in at least two (2) hours of tabling per semester for field work.
- 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. Approving the Vice Chair of the Senate by a majority.
- 9. Not serving as chair and liaison of the same university committee.
- 10. 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.
- 11. Representing all undergraduate students officially enrolled on the NAU Mountain Campus.
- 12. Representing all clubs and organizations associated with their academic college or school not included in a college.
- 13. As representatives of the undergraduate student body, Senators maintain the right to promote work created by the Senate.
 - a. Senators must inform the ASNAU Student Body President and ASNAU Senate Chair of any interviews or media events prior.
- 14. Contacting each club and organization at least twice per semester as well as submitting follow-up reports to the Senate.

15. Meeting with the Dean(s) of their respective colleges at least twice a semester.
16. Hosting a forum at least once per semester.
17. Vice Chair of the Senate:
 - a. 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 Senate Chair. The Vice Chair shall become the chair of the Senate for the remainder of the academic year.
 - b. Must be approved by the Senate by a majority vote.
 - c. 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.
 - d. Recognize any motion made by a Senator with a two-thirds (2/3) vote of the Senate.
18. Senate Committees:
 - a. Shall have a chair elected by the general Senate and approved by the Senate Chair. 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. The form of how minutes are taken will be discretionary to the committee.
 - 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:
 - i. Legislative Committee, which shall:
 1. Ensure that the Supreme Court is investigating impeachment proceedings according to the timeline as stated in the ASNAU Constitution Article X Sections 1 and 2.
 2. Address any problems and revisions and amendments to the ASNAU Constitution, Bylaws, and Election Code.
 3. Have 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.
 - ii. Appropriations Committee, which shall:
 1. Review processes for Reimbursement 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 requesting reimbursement for an event that has already occurred.
 3. The Appropriations Committee Chairperson must submit all Reimbursement Packets and Senate Bills to the Senate Clerk at least twenty-fours (24) hours before a Senate meeting in order to appear on the agenda.
 - iii. Advocacy Committee, which shall:
 1. Address any concerns expressed by members of ASNAU and the student body.

- a. All concerns are subject to Arizona State, Northern Arizona University (NAU), and ASNAU respective Constitutions and policies.
 2. All members of ASNAU and the student body will have the ability to voice concerns through monthly public forums.
 3. Senators may volunteer to adopt any concerns presented during meetings.
 - a. If no Senator assumes responsibility for a concern, it shall be deferred to the Senator who represents the college or club of said member of the student body.
 4. Within five business days, the Senator must propose a solution to the Advocacy Committee. Such solutions include, but are not limited to, the following: a bill, resolution, petition, or other advisory materials.
 - a. If a solution is not presented within five business days, the concern is returned to the Advocacy Committee for further consideration.
19. All Executive Council members-elect and Senators-elect must accompany their respective outgoing counterparts in making the transition to the new Executive Council and Senate.
- a. This shall include attending meetings of the Executive Council and Senate, and any other responsibilities incumbent upon the current elected member.
 - i. 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. Initiating any business outlined in the agenda for a particular meeting.
21. Approving all budget expenditures before said expenditures may be disbursed.
22. 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.
23. Overseeing any and all committees operating under the jurisdiction of the Senate.
- a. Confirming those appointments made by the Executive Council and the President.
24. Overriding any presidential veto with two-thirds (2/3) vote in favor of an override.
25. 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.
- a. The nominated Senator shall not have the authority to influence the hiring or appointing.
26. Report directly to the Senate Chair.

ARTICLE IX. Executive, Senate and Staff Qualifications:

1. All 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 attended NAU for one full-time semester prior to the election in which they were elected and must be a full-time, fee-paying students.
 - a. 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 complete SafeZone, Inclusion Zone, Unconscious Bias, Safe Jacks, and Bystander training.
6. All Executive Council members-elect and Senator-elect must accompany their respective outgoing counterparts in making the transition to the new Executive Council and Senate.
 - a. This shall include attending meetings of the Executive Council and Senate, and any other responsibilities incumbent upon the current elected member.
 - b. 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 X. Duties of Administrative Assistant:

1. The Administrative Assistant is specifically accountable to the ASNAU President who establishes the day-to-day priorities.
 - a. Under the 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 the annual budget.
 - a. Share regular updates with ASNAU organizational leaders and Advisors.
 - b. Maintain and reconcile budgets for ASNAU and perform simple analysis on Accounts.
 - c. 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 the Executive Team or by Legislation adopted by the Senate.
10. Report directly to the President.

ARTICLE XI. Duties of the Executive Assistant:

1. Hold a maximum of ten (10) office hours a week during regular hours of operation.
2. If needed, is responsible for opening and closing the 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 reimbursement 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 XII. Duties of the Senate Clerk:

1. Attending all regular and special sessions of the Senate in which their attendance is required.
2. Maintaining accurate records and minutes of all Senate proceedings.
3. Preparing and distributing the official minutes for each Senate meeting within three working days following each meeting.
4. Submitting a copy of all bills, referendums, and resolutions to the IT Specialist for prompt posting of the ASNAU website.
5. Working up to a maximum of eight (8) hours with a minimum of six (6) hours per week.
6. Report directly to the Senate Chair.

Article XIII. Duties of the Senate Parliamentarian:

1. Attending all regular and special sessions of the Senate in which their attendance is required.
2. Advising all of ASNAU of proper parliamentary procedure.
3. Reviewing the ASNAU Constitution, By-laws, and Election Code; and having a working knowledge of their statutes.
4. Having the ASNAU Constitution, By-laws, Election Code, and Robert's Rules of Order present at every Senate meeting.
5. Advising the entirety of ASNAU on ASNAU's official governing documents.
6. Working up to a maximum of seven (7) hours with a minimum of five (5) hours per week.
7. Report directly to the Senate Chair.

ARTICLE. XIV. Duties of the Social Awareness Coordinators:

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. Act or organize Senate designated liaisons for the following commissions/council
 - 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
- 4. Communicate as needed with the following departments:
 - a. Women's and Gender Studies Department
 - b. Ethnic Studies
 - c. Disability Studies
 - d. Disability Resources
 - e. Inclusion and Multicultural Service
 - f. LGBTQIA+ Resources and Support
 - g. Native American Cultural Center
 - h. First Generations Programs and Initiatives
 - i. The Blavin Scholars
 - j. Veterans Affairs
 - k. Transfer Commuter Connections
- 5. Facilitating collaboration among organizations, departments, and services to create awareness and advocacy weeks and events.
- 6. Focus on creating a safe and inclusive environment on campus and in the Associated Students of Northern Arizona University.
- 7. Developing awareness weeks for the campus community.
 - a. A minimum of two (2) awareness events should be ASNAU sponsored each semester.
 - i. For example: Sexual Assault Awareness Week, Mental Health Awareness Week, Get Out the Vote, Veterans Week.

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.

Purchasing of any items must be approved in advance by the Vice President of Student Affairs.

Advising the Student Affairs department, as well as working in conjunction with the Advocacy Committee Chair in regards to issues that affect the student body.

Developing new outreach tools and methods to communicate health and wellness initiatives, issues and advocacy.

Working with departments and units across campus to promote and create new endeavors for students.

Maintaining a yearly budget, to be determined in conjunction with the Executive Team.

Holding a maximum of ten (10) hours per week, with at least eight (8) in the office during regular hours of operation.

Presenting a report of activities and accomplishments of the past week to the Senate.

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.

Report directly to the Vice President of Student Affairs.

ARTICLE XV. Duties of the Awareness and Campaign Coordinator:

1. Promoting awareness of issues regarding the economic, social, and political nature of society in the NAU community.
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 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 XVI. Duties of the Club Headquarters Manager:

1. Maintaining the daily affairs of Club Headquarters.
2. This includes but is not limited to the following:
 - a. Running the Front Desk.
 - b. Retrieving and organizing mail, as well as submitting them into inventory.
 - c. Sending emails to clubs and student organizations.
 - d. Facilitating supply requests.
 - e. Managing and organizing Cricut usage within the ASNAU office.
 - f. Managing the CHQ printer.
 - i. This includes but is not limited to refilling ink cartridges, restocking paper, working the lamination machine, troubleshooting and printing on behalf of clubs.
3. Helping maintain all financial documents for Club Headquarters.
 - a. Including but is not limited to Event Request Forms and CHQ Budgeting.
4. Sending supplies and materials requests to the Vice President of Student Affairs and Administrative Assistant in a timely manner.
5. Keeping an updated inventory list and updating the Vice President of Student Affairs as needed.
6. Overseeing a comprehensive record that establishes the details of the items borrowed by clubs and student organizations.
 - a. Including but is not limited to Balloons, Printing, Lamination Records.
7. Maintaining the cleanliness and organization of Club Headquarters.
8. Assisting the Vice President of Student Affairs in the planning and the execution of the annual High Pines Awards.
9. Aiding all students, clubs and organizations with any needs pertinent to the job and office of the Club Headquarters staff.

10. Overseeing the duties and responsibilities of the CHQ Staff as well as being the pinnacle source of contact for the CHQ staff in accordance with the Vice President of Student Affairs.
11. Working a maximum of fifteen (15) hours per week, scheduled to be determined in accordance with the Vice President of Student Affairs.
12. Report directly to the Vice President of Student Affairs.

ARTICLE XVII. Duties of the Club Headquarters Staff:

1. Maintaining the daily affairs of Club Headquarters. This includes but is not limited to the following:
 - a. Running the Front Desk.
 - b. Retrieving and organizing mail, as well as submitting them into inventory.
 - c. Sending emails to clubs and student organizations.
 - d. Updating supply requests.
 - e. Operating CHQ printer.
 - i. This includes but is not limited to restocking paper, working the lamination machine and printing on behalf of clubs.
2. Maintaining the cleanliness and organization of Club Headquarters.
3. Updating a comprehensive record that establishes the details of the items borrowed by clubs and student organizations.
 - a. This includes but is not limited to Balloons, Printing, Lamination Records.
4. Aiding all students, clubs and organizations with any needs pertinent to the job and office of the Club Headquarters staff.
5. Following the rules of the ASNAU Front Desk Handbook alongside the Front Desk Assistants.
6. Execute assignments given by the CHQ Manager or Vice President of Student Affairs.
7. Working a maximum of fifteen (15) hours per week, schedule to be determined in accordance with the Club Headquarters Manager and Vice President of Student Affairs.
8. Report directly to the Vice President of Student Affairs, and Club Headquarters Manager.

ARTICLE XVIII. Duties of the Sustainability Coordinator:

1. The Sustainability Coordinator will work to educate ASNAU on environmentally conscious habits and implement those practices in the office. This includes but is not limited to: recycling, reducing waste, reusing materials, and reducing energy consumption, as well as making sure all events hosted and organized by ASNAU are applying the aforementioned habits.
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 representing 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 minimum of six (6) and a maximum of ten (10) hours per week.
12. Present 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 the Senate in which their attendance is required.
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 XIX. 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 minimum of six (6) and 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 in which their attendance is required.
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. Purchasing items must be approved in advance by the Vice President of Government Affairs.
13. Report directly to the Vice President of Government Affairs.

ARTICLE XX. Duties of the Front Desk Assistants:

1. Front Desk Assistant will consist of up to three (3) hired candidates.
2. Hold a maximum of fifteen (15) office hours a week during regular hours of operation.
3. Responsible for opening and closing the ASNAU office for regular hours of operation.
4. Maintain documentation of interdepartmental billing, purchasing orders, reimbursement, and payroll.
5. Ensure all bills, referendums, and resolutions are properly submitted, distributed, and filed.
6. Help maintain all financial documents for ASNAU.
7. Aid in purchasing office supplies for ASNAU office.

8. Greet walk-ins, answer phones, take messages as needed, and always provide excellent customer service.
9. Screen phone calls and visitors, directing to appropriate staff or department when necessary.
10. Work with Senate Clerk, Advisor(s) and ASNAU's Administrative Assistant to maintain documentation of Senate Bills and reimbursement packets.
11. Maintain cleanliness and organization of the ASNAU office.
12. Performing any additional duties assigned by the Chief of Staff.
13. Presenting an end of the year report available for web publishing.
14. Purchasing of any and all items must be approved in advance by the Chief of Staff.
15. Report directly to the Chief of Staff.

ARTICLE XXI. Duties of the New Student Government Advisor:

1. The New Student Government (NSG) shall consist of freshmen, transfer, and international students who meet the membership requirements as defined by NSG By-laws.
2. NSG shall have a student advisor hired by the Executive Council in addition to an appointed Senator to act as a liaison between NSG and ASNAU.
 - a. The hired advisor will be responsible for holding a minimum of six (6) and a maximum of ten (10) hours per week.
3. Recruit first-year students to become members of NSG at the beginning of the academic school year.
4. Oversee operations and help members plan events for the other first-year students.
5. NSG shall maintain By-laws that are in accordance with the ASNAU Constitution and By-laws.
6. Attending all regular and special sessions of the Senate in which their attendance is required.
7. Presenting a report of activities and accomplishments of the past week to the Senate.
8. Sitting on any committees pertaining to their job description, including weekly staff meetings.
9. Performing any additional duties assigned by the Vice President of Student Affairs.
10. 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.
11. Purchasing of any and all items must be approved in advance by the Chief of Staff.
12. Report directly to the Chief of Staff.

ARTICLE XXII. Duties of the Social Media Coordinator:

1. Keep all social media platforms up to date daily.
2. Work with Videographer and Graphic Designer Specialist to post media on all sources available.
3. Keep updated on all events around the NAU campus, ASNAU specific events and other topics of interest to the student body
4. Create interactive posts such as contests and giveaways to increase engagement.
5. Work with ITS to update the ASNAU Section on NAUGo.
6. Holding a minimum of six (6) and a maximum of ten (10) hours per week.
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. Sitting on any committees pertaining to their job description, including weekly staff meetings.
10. Performing any additional duties assigned by the Chief of Staff.

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. Purchasing of any and all items must be approved in advance by the Chief of Staff.
13. Report directly to the Chief of Staff.

ARTICLE XXIII. Duties of the Videographer:

1. Consistently produce videos that promotes, informs, and captures events and opportunities within ASNAU and the NAU campus at large.
2. Exercise knowledge of video editing software.
3. Ensure that B-Roll is backed up to the archival hard drives.
4. Create an end of the year video to present at the ASNAU banquet.
5. Holding a minimum of six (6) and a maximum of ten (10) hours per week.
6. Presenting a report of activities and accomplishments of the past week to the Senate.
7. Attending all regular and special sessions of the Senate.
8. Sitting on any committees pertaining to their job description, including weekly staff meetings.
9. Performing any additional duties assigned by the Chief of Staff.
10. 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.
11. Purchasing of any and all items must be approved in advance by the Chief of Staff.
12. Report directly to the Chief of Staff.

ARTICLE XXIV. Duties of the Graphic Design Specialist:

1. Produce advertisements and media for all ASNAU events and opportunities.
2. Exercise knowledge of InDesign, Photoshop, and Editor.
3. Have a Graphic Design Request form available to all student clubs, organizations, and members of ASNAU.
4. Holding a minimum of six (6) and a maximum of ten (10) hours per week.
5. Presenting a report of activities and accomplishments of the past week to the Senate.
6. Attending all regular and special sessions of 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 XXV. Duties of the Social Media Coordinator:

1. Keep all social media platforms up to date daily.
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 minimum of six (6) and 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 in which their attendance is required.
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:
 - a. Consistently produce videos that inform students of upcoming or ongoing events and opportunities within ASNAU and the NAU campus at large.
 - b. Exercise knowledge of video editing software.
 - c. Ensure that B-Roll is backed up to the archival hard drives.
12. Graphic Design Specialist
 - a. Produce advertisements and media for all ASNAU events.
 - b. Exercise knowledge of InDesign, PhotoShop and Editor.
13. Social Media and Marketing Coordinator
 - a. Keep all social media platforms up to date on a daily basis.
 - b. Work with videographer and graphic designers to post media on all sources available.
 - c. Keep updated on all events around the NAU campus, ASNAU specific events and other topics of interest to the student body.
 - d. Create interactive posts such as contests and giveaways to increase engagement.
 - e. Work with ITS to update the ASNAU Section on NAUGo.
14. Report directly to the Chief of Staff.

ARTICLE XXVI. Duties of the Special Events Coordinator:

1. Assist the Chief of Staff in planning the Homecoming Carnival and Lumberjack Concert Series.
2. Organize campus-wide events, tabling, and ASNAU team bonding activities.
3. Assuming position duties upon appointment by the Executive Council.
4. Organizing and overseeing Homecoming, Family Weekend, '23' Fee Concert and other campus activities.
5. Holding a minimum of six (6) and a maximum of ten (10) hours per week.
6. Preparing detailed reports of progress and success of events to be filed for future Special Events Directors.
7. Attending all regular and special sessions of the Senate in which their attendance is required.
8. Presenting a report of activities and accomplishments of the past week to the Senate.
9. Sitting on any committees pertaining to their job description, including weekly staff meetings.
10. Assisting in planning the end of the year Banquet and Inauguration.
11. Performing any additional duties assigned by the chief of staff.
12. 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.
13. Purchasing of any and all items must be approved in advance by the Chief of Staff.
14. Report directly to the Chief of Staff.

ARTICLE XXVII. 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 XXVIII. Attendance Policies:

- 1. Defining an Excused and Unexcused Absence
 - a. An excused absence is defined as the time off unauthorized by the Senate Chair from the obligations of the employment position.
 - b. An unexcused absence is defined as time off authorized by the Senate Chair from the obligations of the employment position.
 - i. This includes, but is not limited to, personal travel/excursions, academic assignments, medical reasons without a doctor's note, etc.
- 2. Executive Attendance Policy
 - a. Attending Senate meetings shall be mandatory unless met with the following circumstances which will be considered as an exception:
 - i. Fulfilling other job responsibilities and duties of the position.
 - ii. Schedule conflicts of a particular course that is required for one's graduation plans of their chosen discipline.
 - b. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Senate Chair.
 - i. Report must be sent in prior to that week's Senate meeting
- 3. Senate Attendance Policy
 - a. 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.
 - i. An unexcused absence from Senate shall be worth three (3) absence points while an excused absence shall be worth two (2) absence points.
 - ii. 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.
 - iii. An unexcused absence from the Senator's designated Club Headquarters hour shall be worth two (2) absence points while an excused absence shall be worth one (1) absence point.
 - b. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Senate Chair.
 - c. Report must be sent in prior to that week's Senate meeting.
- 4. Staff Attendance Policy
 - a. Attending Senate meetings shall be made a priority unless met with the following circumstances which will be considered as an exception:
 - i. Fulfilling other job responsibilities and duties of the position.
 - ii. Schedule conflicts of a particular course that is required for one's graduation plans of their chosen discipline.

- b. Staff members are only required to attend the Senate meeting during reports and if the Chief of Staff deems necessary.
 - c. If one cannot attend a Senate meeting, said person must send their weekly report to the Senate Clerk and the Chief of Staff.
 - d. Report must be sent in prior to that week's Senate meeting.
- 5. Proxy Voting
 - a. Should extenuating circumstances keep a Senator from being able to attend Senate, or multiple committee meetings in a row, the Senator may vote by proxy. A Senator may appoint a proxy voter, approved by the Senate Chair, to represent them. The proxy voter and the Senator will not be paid for the time that the proxy voter is attending the Senate or committee.
 - i. Extenuating circumstances includes but is not limited to: mental or physical illness, family illness, or a death in the family.
 - ii. A proxy voter may only represent one Senator and cannot already be a Senator, Senate Clerk, Senate Parliamentarian, or an Executive council member.

ARTICLE XXIX. 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. In the event of an absence of the Election Commission will fulfill the following duties:
 - a. Having original jurisdiction in all official complaints filed in regard to the ASNAU Election Code.
 - b. Upon receipt of an official complaint, the Supreme Court shall conduct a hearing and issue a written decision and explanation within two (2) working days of receiving the complaint.
 - c. The hearing of an official complaint shall be in accordance with the ASNAU Election Code.
 - d. Enforcing sanctions as per the ASNAU Election Code.
 - e. Managing and creating a digital ballot to be dispersed by the Student Body President.
 - f. 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; original copies of all complaints and decisions by the Commission; any other pertinent documentation.
- g. Working closely with the Student Body President to determine election timelines, meeting dates, and other information regarding the conducting of elections.
 - h. Working closely with the Public Relations Coordinators to publicize elections in accordance with the ASNAU Election Code.
 - i. 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.
7. The Supreme Court shall be paid case-by-case on the following tier system:
- a. Level one (1): Advisory Opinions
 - b. Level two (2): Complaints and Appeals
 - c. Level three (3): Impeach of an Officer
8. Having accumulated a minimum of twelve (12) credit hours at NAU and holding a minimum of twelve (12) semester hours during their terms.
9. Duties of the Chief Justice of the Supreme Court:
- a. Calling regular and special meetings and sessions of the Supreme Court.
 - b. Acting as chairperson of all meetings and sessions of the Supreme Court.
 - c. Recommending the agenda for regular and special meetings of the Supreme Court to the Supreme Clerk.
 - d. Appointing a Clerk of the Supreme Court upon majority of the Court.
 - e. Presenting a report of activities of any court proceedings to the Senate.
 - f. Swearing in newly elected and appointed ASNAU officials.
 - g. In the event of absence of the Chairperson of the Election Commission, the Chief Justice will fulfill the following duties:
 - i. Calling and conducting regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings.
 - ii. Acting as a chairperson of all meetings of the Election Commission.
 - iii. As a voting member of the Election Commission, having one (1) vote.
 - iv. Being present in the ASNAU office during the hour preceding the deadline to turn in any election related materials.
 - v. Presenting a written report of activities, proceedings, and accomplishments of the concluded election cycle to the Senate.
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.
11. Each Justice, serving as the judicial liaisons for ASNAU, shall:
- a. Register with the Office of the Vice Provost of Academic Affairs to serve on NAU's Academic Integrity Hearing Board and, from time to time, will serve as a student representative on the Academic Integrity Hearing Board.
 - i. Each Justice is required to reach out to the Academic Integrity Hearing Board to become a member of the Committee within 30 days of their appointment.
 - ii. If selected, each Justice is required to serve as the student representative on at least one Academic Integrity Hearing in the Academic Year.

1. After serving as the student representative on any Academic Integrity Hearing, the serving Justice is required to report to the ASNAU Senate and the ASNAU President of their service within 30 days of their service.
- b. Register with Parking and Transit Services to serve as a student representative on the Parking Appeal and Diversion Committee.
 - i. Each Justice is required to contact the Assistant Director of Parking and Transit Services to become an active member on the Committee within 30 days of their appointment.
 - ii. If selected, each Justice is required to serve as the student representative on at least one Parking Appeal and Diversion Committee Meeting in the Academic Year.
 1. After serving as the student representative on any Parking Appeal and Diversion Committee, the serving Justice is required to report to the ASNAU Senate and the ASNAU President of their service within 30 days of their service.
- c. In the event of absence of the Commissioners of the Election Commission, the Justices shall fulfill the following duties:
 - i. Attending all regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings.
 - ii. As a voting member of the Election Commission, having one (1) vote.
 - iii. Performing any additional duties assigned by the Chairperson.

ARTICLE XXX. 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 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 the 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. Managing and creating a digital ballot to be dispersed by the Student Body President.
5. 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; original copies of all complaints and decisions by the Commission; any other pertinent documentation.
6. Working closely with the Student Body President to determine election timelines, meeting dates, and other information regarding the conducting of elections.
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
 - b. Acting as a chairperson of all meetings of the Election Commission.
 - c. As a voting member of the Election Commission, having one (1) vote.
 - d. Being present in the ASNAU office during the hour preceding the deadline to turn in any election related materials.
 - e. 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:
 - a. Attending all regular and special meetings of the Election Commission, including, but not limited to, hearings and candidate meetings.
 - b. As a voting member of the Election Commission, having one (1) vote.
 - c. Performing any additional duties assigned by the Chairperson.

ARTICLE XXXII. 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 XXXIII. 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
2. In order for elections to proceed, the commission must consist of a full five (5) members.

3. In the event of a hearing, a quorum for hearing shall consist of three (3) election commissioners.
4. Elections must be completed forty (40) days before the end of the school year.
5. 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 XXXIV. Suspension:

1. Under the situation in which the Executive Council deems it necessary to take disciplinary action on a Senator, the Executive Council must submit a written report to the Supreme Court, requesting for the Senator to be suspended.
 - a. For the purposes of Section 1, the Senator in reference would lose the ability to perform any ASNAU responsibilities as listed in the By-Laws. This includes, but is not limited to: attending Senate meetings, office hours, and their ability to take paid and/or unpaid leave.
 - b. One does not have to be suspended before being impeached.
2. The Supreme Court then has seventy-two 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 hours (24) of the Supreme Court's decision.

ARTICLE XXXV. Club and Organization Reimbursement Guidelines:

1. All student individual and group/organization travel reimbursements are subject to Arizona State, Northern Arizona University (NAU) and Business Support Services (BSS) Travel Policy Guidelines.
2. 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.
3. All funds can only be reimbursed after the appropriate procedures have been followed:
 - a. Receipts, roster of attendees, event/conference agendas, and other proofs of payments (as applicable) have been provided to the ASNAU Administrative-Assistant within fourteen (14) days of the event or seven (7) days after the organization's bill was passed by the Senate.
 - b. A representative must return to Senate at the conclusion of the 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. The Senate will then give final approval for the dispersal of funds if not already approved.
4. 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:
 - a. Funds may be revoked if receipts, roster of attendees, event/conference agendas, and other proofs of payments (as applicable) have not been submitted within fourteen (14) business days after the event or seven (7) days after the organization's bill was passed by the Senate.
 - b. Failure to meet any other ASNAU Guidelines.

5. ASNAU may base reimbursement requests on the following criteria:
 - a. How the item or event contributes to the overall mission of the organization.
 - b. How the item or event educates, enhances, or enriches NAU students and campus community and contributes to the educational mission of the University.
 - c. Fiscal responsibility of the organization and proposed item or event, as well as the organization's effort to seek and obtain alternative funding.
 - d. Whether the item or event duplicates services or activities presently available on campus.
 - e. Present annual funding from University Departments, University Colleges, University Services or University Associations.
 - f. How the item or event improves NAU's reputation on a local, national, and/or international scale.
6. As per federal, state, NAU and ASNAU guidelines, ASNAU will not fund the following student club and organizational activities:
 - a. Activities that subsidize University administrative services.
 - b. Politically oriented or religious organizations, unless the funding is 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. For purposes of organization reimbursement, the following definitions shall be used:
 - i. "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.
 - ii. "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.
 - c. Activities that provide a service or program more appropriately and effectively performed by an ASNAU or University department.
 - d. Organizations that are requesting reimbursement for salaries or wages.
 - e. Organizations that need reimbursement for scholarships, cash awards, trophies or other prizes.
 - f. 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.
 - g. Organizations directly affiliated with the NCAA.
 - h. Reimbursement for club uniforms, jerseys, and/or sports equipment that will be kept by the organization.
 - i. However, ASNAU will reimburse clubs and student organizations for the purchase of club merchandise only if said merchandise will be made available to the entire student body.
 - i. Reimbursement for computer equipment, office supplies, or bookkeeping equipment.
 - j. An organization that is requesting money being used to reimburse another club's activity.
 - k. Organizations that need reimbursement to repay debts.
 - l. Student activities that discriminate on the basis of race, creed, religion, national origin, sex, marital status, sexual orientation, disability, age or veteran status.
7. ASNAU will not fund clubs and organizations for the following:

- a. Purchases made with an NAU Purchase Card.
 - b. Direct donations given to a charitable organization.
 - c. Contributions, gifts or donations to any individual, association, or corporation.
 - d. Academic materials to be used for tutorial purposes.
 - e. Mailings for organizational minutes.
 - f. Any part of any event at which alcoholic beverages will be served.
 - g. Entertainment that is not open to the entire undergraduate student population of NAU.
 - h. Uber, Lyft, AirBNB, and other non-licensed forms of transportation and lodging.
 - i. Funding to non-Northern Arizona University undergraduate students.
 - j. Any part of any event or activity in which a student or member of a club is receiving course credit.
8. A group shall not receive more than the allotted amount by ASNAU. All group funding will come out of the individual(s) funding.
- a. A group is defined as 2 or more individuals that are not recognized as a club by ASNAU.
 - b. Allotted amount will be determined by the Senate before the first official meeting.
9. All advertisements for ASNAU sponsored events must recognize ASNAU as a sponsor.
10. The ASNAU Senate must reach a consensus regarding the maximum amount of reimbursement allocated to an organization prior to the first official meeting.
- a. The amount may be changed with a two-thirds (2/3) vote of the Senate.

ARTICLE XXXVI. Individual Reimbursement Guidelines:

- 1. All student individual and group/organization travel reimbursements are subject to Arizona State, Northern Arizona University (NAU) and Business Support Services (BSS) Travel Policy Guidelines.
- 2. ASNAU will fund an individual's activity or trip so long as the purpose of such an event lies within the boundaries of the ASNAU Constitution, ASNAU By-laws, NAU policy, and pertinent local, state, and federal laws.
- 3. All funds can only be distributed after the appropriate procedures have been followed:
 - a. Receipts, event agendas (as applicable), and other proofs of payments (as applicable) have been provided to the ASNAU Administrative-Assistant within fourteen (14) days of the event or seven (7) days after the individual's bill was passed by the Senate.
- 4. 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, event agendas (as applicable), and other proofs of payment (as applicable) have not been submitted within fourteen (14) days of the date(s) specified in the reimbursement request or seven (7) days after the individual's bill was passed by the Senate.
 - b. Failure to meet any other ASNAU guidelines.
- 5. ASNAU may base reimbursement requests on the following criteria:
 - a. Spectrum of students that will benefit from the activity or trip.
 - b. Quality of benefit to student population.
 - c. Fundraising efforts outside of asking ASNAU for money.
 - d. Utility of the activity or trip compared to similar avenues for the enrichment of NAU students.

6. ASNAU will not fund the following activities or trips for the following reasons:
 - a. Purchases made with an NAU Purchase Card.
 - b. A particular religious or political ideology is promoted.
 - c. The main purpose of the trip or activity could be performed more efficiently by another method.
 - d. Reimbursement used for personal expenses not explicitly related to the trip.
 - e. Any money spent on food or beverage for personal use.
 - f. No attempt made to raise money from any source other than ASNAU.
 - g. The act of reimbursement makes ASNAU legally vulnerable.
7. The ASNAU Senate must reach a consensus regarding the maximum amount of reimbursement allocated to an individual prior to the first official meeting.
8. The amount may be changed with a two-thirds (2/3) vote of the Senate.

ARTICLE XXXVII. Inaugural Ceremony:

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

ARTICLE XXXVIII. 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 (i.e. resolutions, bills, etc.) 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 the 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 XXXIX. Authority and Date of Enactment:

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