

# BYLAWS OF THE ASSOCIATED STUDENTS OF NORTHERN ARIZONA UNIVERSITY

## ARTICLE I

### Name

The name of this organization will be Associated Students of Northern Arizona University, also referred to as ASNAU.

## Article II

### Purpose

The primary purpose of ASNAU is to serve as the representative student voice at the campus, local, state, and national levels for all undergraduate students at Northern Arizona University and to promote NAU (Northern Arizona University) and its activities.

## Article III

### Membership

#### Section 1. Types of Membership

The Members of ASNAU must be undergraduate students at Northern Arizona University.

Members can include Presidential Cabinet Members, Staff members, and Senators.

A. Presidential Cabinet: The Presidential Cabinet will be comprised of 5 NAU Students to fill the positions below.

1. Student Body President (elected)
2. Vice President of Student Advocacy (elected)
3. Vice President of Diversity, Equity, and Inclusion (elected)
4. Vice President of External Affairs (elected)
5. Vice President of Public Relations (elected)

B. Staff Members: The staff will be comprised of up to 18 NAU Students to fill the positions outlined below and is to be hired by the Presidential Cabinet.

1. Chief Financial Officer
2. Chief Records Officer
3. Chief Cultural Officer
4. Front Desk Assistant (6)
5. Chief Accessibility Specialist
6. Chief of Staff
7. Chief Multimedia Designer

8. Videographer
  9. Chief Social Media Strategist
  10. Chief Recruitment Officer
  11. Chief Legislative Affairs Officer
  12. Chief Programming Officer
  13. Awareness Coordinator
- C. Election Commission: The election commission will be comprised of three (3) members that serve to interpret and apply the Election Code of ASNAU during any election. One of these members will be the Chief Recruitment Officer.
- D. Senators: There will be fifteen (15) Senators that make up the Legislative Branch.
1. Senators are to be elected by the Student Body and any vacancies will be filled by hiring new Senators. Hiring will be conducted by the Vice President of Student Advocacy in conjunction with the President and Presidential Cabinet and must be confirmed by the Senate.
- E. Multiple Positions: A member cannot hold more than one position in ASNAU unless approved by both prospective supervisors and approved by a majority vote of the Senate.

## **Section 2. ASNAU Organization Structure**

The following Presidential Cabinet members serve as supervisors to their listed members.

- A. President: Chief Financial Officer, as well as all members of ASNAU.
- B. Vice President of Student Advocacy: Chief Records Officer and the Senate.
- C. Vice President of Diversity, Equity, and Inclusion: Chief Cultural Officer, Chief Accessibility Specialist, and Awareness Coordinator.
- D. Vice President of External Affairs: Chief Recruitment Officer, Chief Programming Officer, and Chief Legislative Officer.
- E. Vice President of Public Relations: Front Desk Assistants, Chief Multimedia Designer, Videographer, Chief Social Media Strategist, and Chief of Staff.

## **ARTICLE IV**

### **Job Duties: Presidential Cabinet**

#### **Section 1. All Presidential Cabinet General Job Duties**

- A. Attending ASNAU Senate Meetings.

- B. Providing a report to the Senate to include weekly completed tasks, ongoing projects, upcoming events, and any other pertinent information.
- C. Serving as the leadership of ASNAU and supervising their respective staff.
- D. Creating the annual ASNAU Budget Proposal and presenting it to the ASNAU Senate at the first meeting of the fall semester for approval.
- E. Advocating for the students' overall well-being and academic endeavors.
- F. Attending weekly Executive Council meetings.

## **Section 2. President**

- A. Serving as Chief Spokesperson for ASNAU.
- B. Being a voting member of the Presidential Cabinet and having one (1) vote.
- C. Working a maximum of twenty (20) hours per week, with at least eight (8) hours in the office during regular hours of operation.
- D. Speaking at the Fall and Spring Commencement Ceremonies and Gold Axe Ceremonies at the request of NAU University Events.
- E. Speaking as a representative of ASNAU at any events they are asked to attend.
- F. Overseeing the hiring process for all Presidential Cabinet vacancies, staff positions, and Senators.
- G. Creating and disbursing a bi-weekly or weekly newsletter to the undergraduate student population.
- H. Hosting one-on-one meetings with all ASNAU members at least once per academic year.
- I. Providing feedback on Bills, Resolutions, and other projects from ASNAU members.
- J. Vetoing any Bill or Resolution approved by the Senate, only to be overridden by a 2/3<sup>rd</sup> majority of the Senate.
- K. Has the authority to suspend any ASNAU member in consultation with the ASNAU Advisor, pending an investigation into their conduct.
- L. Serving as Chief Liaison between the President's Office and Provosts Office and the rest of ASNAU.
- M. Organizing Student Regent Selections during NAU's rotation every three (3) years.

## **Section 3. Vice President of Student Advocacy**

- A. Serving as the liaison between the Senate and Presidential Cabinet.

- B. Overseeing all student-run programs within ASNAU that are non-academic in nature, including, but not limited to:
  - a. Menstrual Dispensers
  - b. Thrift Jacks Closet
  - c. Outstanding Student Scholarship
- C. Being a voting member of the Executive Council and having one (1) vote.
- D. Working a maximum of twenty (20) hours per week, with at least six (6) in the office during regular hours of operation.
- E. Performing any tasks assigned by the President.
- F. Hosting one-on-one meetings with the Senators at least once per semester.
- G. Coordinating the Senate Agenda.
- H. Overseeing the Senate budget.
- I. Implementing disciplinary action for any staff members under their supervision, in consultation with the President.
- J. Has the authority to suspend their own staff members in consultation with the President and ASNAU Advisor, pending an investigation into their conduct.

#### **Section 4. Vice President of Diversity, Equity, and Inclusion**

- A. Serving as a liaison between the student body and NAU administration.
- B. Being a voting member of the Presidential Cabinet and having one (1) vote.
- C. Working a maximum of twenty (20) hours per week, with at least six (6) hours in the office during regular hours of operation.
- D. Performing any duties assigned by the President.
- E. Overseeing all programs within ASNAU that are DEI focused.
- F. Overseeing and coordinating DEI events and information.
- G. Implementing disciplinary action for any staff members under their supervision, in consultation with the President.
- H. Has the authority to suspend their own staff members in consultation with the President and ASNAU Advisor, pending an investigation into their conduct.

#### **Section 5. Vice President of External Affairs**

- A. Serving on the NAU Votes Coalition.
- B. Being a voting member of the Presidential Cabinet and having one (1) vote.

- C. Working a maximum of twenty (20) hours per week, with at least six (6) hours in the office during regular hours of operation.
- D. Performing any duties assigned by the President.
- E. Serving as the liaison between the student body and Flagstaff community.
- F. Assisting the President in Student Regent Selections.
- G. Providing civic engagement opportunities to the Student Body.
- H. Promoting voter registration among the student body.
- I. Serving as the liaison between ASNAU and the local, state, and national governments when the President is unable to do so or delegates the authority.
- J. Implementing disciplinary action for any staff members under their supervision, in consultation with the President.
- K. Has the authority to suspend their own staff members in consultation with the President and ASNAU Advisor, pending an investigation into their conduct.

#### **Section 6. Vice President of Public Relations**

- A. Serving as the primary point of contact and coordinator for ASNAU events and marketing.
- B. Being a voting member of the Presidential Cabinet and having one (1) vote.
- C. Working a maximum of twenty (20) hours per week, with at least six (6) in the office during regular hours of operation.
- D. Planning and executing the Homecoming Carnival and ASNAU Lumberjack Concert series.
- E. Performing any tasks assigned by the President.
- F. Managing the Front Desk, in lieu of the Chief of Staff.
- G. Overseeing their respective staff budgets.
- H. Hosting one-on-one meetings with their staff at least once per semester.
- I. Implementing disciplinary action for any staff members under their supervision, in consultation with the President.
- J. Has the authority to suspend their own staff members in consultation with the President and ASNAU Advisor, pending an investigation into their conduct.

#### **Article V**

Job Duties: Staff

### **Section 1. All Positions General Job Duties**

- A. Advocating for the students' overall well-being and academic endeavors.
- B. Attending all regular session ASNAU Senate Meetings at the discretion of their supervisor.
- C. Presenting a report to the Senate to include completed tasks, ongoing projects, upcoming events, and any other pertinent information.
- D. Reporting directly to their supervisor.

### **Section 2. Chief Financial Officer**

- A. Managing and overseeing the ASNAU Budget.
- B. Working a maximum of ten (10) hours per week.
- C. Performing any tasks assigned by the President.
- D. Helping maintain the financial records of ASNAU.
- E. Serving on the Presidential Cabinet in a non-voting role.

### **Section 3. Chief Records Officer**

- A. Serves as the record-keeper of the Senate and maintains all minutes from Senate meetings.
- B. Working a maximum of eight (8) hours per week.
- C. Creates and distributes the Senate Agenda every week at least 6 hours before the Senate meets.
- D. Advises the Senate on proper parliamentary procedure and ensures that the Senate is adhering to the ASNAU Constitution, Bylaws, and all other guiding documents.
- E. Performing any tasks assigned to them by the Vice President of Student Advocacy.

### **Section 4. Chief Cultural Officer**

- A. Serves as the liaison between ASNAU and culturally focused student organizations.
- B. Working a maximum of ten (10) hours per week.
- C. Plans and organizes cultural events and advocates for cultural diversity.
- D. Performing any tasks assigned to them by the Vice President of Diversity, Equity, and Inclusion.

### **Section 5. Front Desk Assistant**

- A. Responsible for opening and closing the ASNAU office for regular hours of operation.
- B. Working a maximum of fifteen (15) hours per week.

- C. Managing the ASNAU email, taking calls, and assisting visitors.
- D. Collecting reimbursement receipts from club representatives.
- E. Overseeing NAU club mail and storage lockers.
- F. Overseeing the Cap and Gown Closet.
- G. Aiding NAU clubs with supplies, resources, and equipment that ASNAU has available to rent and use.
- H. Maintaining the cleanliness of the ASNAU office.
- I. Performing any additional duties assigned by the Chief of Staff and approved by the President.

### **Section 6. Chief Accessibility Specialist**

- A. Serves as the liaison between ASNAU and the Disability Resources Office.
- B. Working a maximum of ten (10) hours per week.
- C. Plans and organizes accessibility awareness.
- D. Reviews ASNAU's physical, digital, and cultural accessibility.
- E. Advocates for improved accessibility across campus and the community.
- F. Educating the student body on resources available to them.
- G. Performing any tasks assigned to them by the Vice President of Diversity, Equity, and Inclusion.

### **Section 7. Chief of Staff**

- A. Managing the daily affairs of the front desk.
- B. Working a maximum of fifteen (15) hours per week.
- C. Supervising the Front Desk Assistants.
- D. Performing the duties needed to keep front desk running smoothly, including but not limited to:
  - 1. Retrieving and organizing club mail.
  - 2. Keep track of staff training, ASNAU jacket rentals, and key rentals.
  - 3. Managing ASNAU supplies and inventory logs.
  - 4. Running front desk when needed.
- E. Working with the Office of Leadership and Engagement to promote clubs.
- F. Distributing ASNAU stoles to ASNAU graduates.
- G. Organizing and planning the High Pines Awards.

H. Performing any tasks assigned to them by the Vice President of Public Relations.

### **Section 8. Chief Multimedia Designer**

- A. Producing media for ASNAU to promote internal and external events and services.
- B. Working a maximum of ten (10) hours per week.
- C. Providing graphic design assistance to clubs and organizations.
- D. Performing any tasks assigned to them by the Vice President of Public Relations.

### **Section 9. Videographer**

- A. Producing, filming, and editing videos that promote ASNAU on social media platforms.
- B. Working a maximum of ten (10) hours per week.
- C. Creating and archiving b-roll to be used for future projects.
- D. Creating an end-of-year video of the achievements of ASNAU to be presented at the Banquet.
- E. Performing any tasks assigned to them by the Vice President of Public Relations.

### **Section 10. Chief Social Media Strategist**

- A. Coordinating the preparation and execution of all official ASNAU social media content.
- B. Working a maximum of ten (10) hours per week.
- C. Promote any campus events on the ASNAU social media pages to bring awareness to on-campus activities.
- D. Plan campus engagement social media posts to promote the growth of ASNAU social media accounts.
- E. Performing any tasks assigned to them by the Vice President of Public Relations.

### **Section 11. Chief Recruitment Officer**

- A. Serving as a mentor and student advisor to New Student Government (NSG).
- B. Working a maximum of ten (10) hours per week.
- C. Recruiting first-year students to become members of NSG throughout the academic year.
- D. Attending weekly NSG meetings and coordinating NSG Executive Board meetings.
- E. Working with NSG members to participate in the Homecoming Parade with a float.
- F. Partnering with the First Year Experience Office to engage first year students in NSG.
- G. Running spring semester elections as a member of the ASNAU Election Commission.
- H. Performing any tasks assigned to them by the Vice President of External Affairs.

### **Section 12. Chief Legislative Officer**



- A. Advocating student concerns and perspectives to higher education policy makers at the local, state, and national level.
- B. Working a maximum of eight (8) hours per week.
- C. Promoting voter registration and voter turnout during election years, under advisement of the Vice President of External Affairs.
- D. Performing any tasks assigned to them by the Vice President of External Affairs.

### **Section 13. Chief Programming Officer**

- A. Liaison between alumni and student body.
- B. Working a maximum of ten (10) hours per week.
- C. Maintaining the ASNAU Resources Guide.
- D. Distribute and design Kiss My Axe Shirts.
- E. Performing any tasks assigned to them by the Vice President of External Affairs.

### **Section 14. Awareness Coordinator**

- A. Promoting awareness of issues regarding diversity and the economic, social, and political culture of the NAU campus.
- B. Working a maximum of ten (10) hours per week.
- C. Creating new outreach techniques to promote health and wellness initiatives.
- D. Advising the student affairs department on issues affecting the student body.
- E. Performing any tasks assigned to them by the Vice President of Diversity, Equity, and Inclusion.

## **Article VI**

### **Job Duties: The Senate**

#### **Section 1. Senator**

- A. Advocating for the students' overall well-being and academic endeavors as well as being the voice of the students.
- B. Attending all regular session ASNAU Senate meetings.
- C. Providing a report at the Senate meetings to include weekly completed tasks, ongoing projects, upcoming events, and any other pertinent information.
- D. Working a maximum of ten (10) hours per week.
  - 1. Except if they are a committee chair, they will be permitted to work a maximum of twelve (12) hours per week.

- E. Being a voting member of the Senate and having one (1) vote.
- F. Serving on either the Student Wellness or Academic committees.
- G. Serving on the Appropriations committee.
- H. Participating in at least one (1) tabling event per academic semester.
- I. Approving the appointment of any non-elected people hired for an otherwise elected position.
- J. Performing any tasks assigned to them by the Vice President of Student Advocacy.

## **Article VII**

### **Operations**

#### **Section 1. Presidential Cabinet**

- A. Bestowed with the authority to direct the organization towards its goals and the execution of those goals.
- B. Provides guidance to their respective staff.
- C. Has the authority to implement policies and practices within the organization to promote those goals.
- D. Has the authority to suspend or terminate staff members in consultation with the ASNAU Advisor.

#### **Section 2. Staff**

- A. Bestowed with executing the goals of ASNAU.
- B. Providing ASNAU services to the student body.
- C. Developing their own initiatives to enhance the message of ASNAU.

#### **Section 3. Senate**

- A. Is vested with the responsibility to uphold the ASNAU Bylaws and Constitution.
- B. Holds Senate Meetings biweekly to discuss and vote on matters necessary to the organization.
  - 1. Senate Meetings should be no longer than 2 hours, unless otherwise approved for extension by a majority of the Senate.
- C. Approving all appointments of otherwise elected positions filled by the Presidential Cabinet.

#### **Section 4. Voting Procedure, Bill and Resolution Approval, and Amendments to Governing Documents**

- A. The Senate will approve any matters up for a vote with the following voting procedures, which then permits the Vice President of Student Advocacy to sign the document.
1. All votes pertaining to reimbursement bills will be approved via a simple majority of Senators in attendance. Signed by the Vice President of Student Advocacy and signed and approved by the President.
  2. All votes pertaining to amendments to the Bylaws, Constitution, and any other guiding documents, will be approved via a 2/3<sup>rd</sup> majority of Senators in attendance. Implemented effective immediately unless otherwise specified.
  3. All votes pertaining to a Resolution or formal statement from the Senate will be approved via a 2/3<sup>rd</sup> majority vote. Signed by the Vice President of Student Advocacy and signed and approved by the President.
  4. All votes pertaining to the appointment of a person to an elected position will be approved via a 2/3<sup>rd</sup> majority vote.
- B. The Vice President of Student Advocacy will serve as the tie-breaking vote in the event a simple majority is exactly split.

### **Section 5. Committees**

- A. Any committee may be formed out of necessity by any ASNAU member after approval by the Vice President of Student Advocacy or the President.
- B. The following standing committees must always be in effect:
- a. Appropriations: In charge of approving reimbursement requests. Membership consists of the full Senate.
  - b. Student Wellness: In charge of researching issues important to the NAU Student Body and working towards solutions. Membership consists of at least half of the Senate.
  - c. Academic: In charge of researching academic issues important to the NAU. Student Body and working towards solutions. Membership consists of at least half of the Senate.
- C. Ad hoc committees can be created by any ASNAU member.
- a. Ad hoc committees should be created for a specific purpose and with goals outlined.

- D. A committee must have one (1) elected chairperson.
  - a. Committee Chairs serve as the chief spokesperson and guide the committee on executing their duties.
  - b. Committee Chairs will run meetings and guide the committee towards the execution of their duties and goals.
  - c. Committee Chairs will present a report to the Senate to include completed tasks, ongoing projects, upcoming events, and any other pertinent information.
  - d. Committee Chairs are authorized to work an additional two (2) hours per week, or four (4) per pay period, to execute their duties.

## **Article VIII**

### Resolutions and Bills

#### **Section 1. Bills**

- A. Bills serve as an official approval from the Senate for reimbursement of an expense from a club, organization, or individual.
- B. The Senate can approve bills based on the criteria in the ASNAU Reimbursement Guidelines Document, NAU Policy, State Law, and Federal Law.

#### **Section 2. Resolutions**

- A. Resolutions serve as the official position of the Senate, and therefore the students, on matters pertaining to the undergraduate student body.
  - a. Resolutions must be well-researched and make a concerted effort to involve key collaborators.
- B. The Senate will approve resolutions by a 2/3<sup>rd</sup> majority vote.
- C. Anyone may propose a resolution to the Senate, and any ASNAU Staff, Senate, or Executive member may be a signatory.
- D. Resolutions propose a problem and intended solution for the NAU Administration to consider implementing.

## **Article IX**

### Guiding Documents

#### **Section 1. Purpose of Guiding Documents**

- A. The guiding documents are considered an extension of the bylaws and are amended using the same process as stated in Section 2.

- B. The following guiding documents have been approved and are in effect:
  - a. Reimbursement Guidelines

### **Section 2. Amending the Bylaws**

- A. The bylaws are amendable by a 2/3<sup>rd</sup> majority of the Senate.
- B. The Legislative committee will review the bylaws on an ad hoc basis.

### **Section 3. Reimbursement Guidelines**

- A. Dictates what the ASNAU Senate can reimburse for.
- B. Every new session of the Senate should modify and approve the reimbursement guidelines document.
- C. The reimbursement guidelines are based on ASNAU Policy, NAU Policy, State Law, and Federal Law regarding appropriations of NAU funds.
- D. Amendments can be made to adjust the reimbursement guidelines to align with the Senate's opinion.
- E. Amendments must be approved by a 2/3<sup>rd</sup> majority of the Senate.

### **Section 4. Organizational Operations**

- A. The organizational operations documents provide additional details about each position within ASNAU and how the day-to-day operations will be executed.
- B. Each new Executive Council team can amend this document by a unanimous vote by the Executive Council and the ASNAU Advisor.

### **Article X**

#### Approval

These Bylaws are approved as written by the 35<sup>th</sup> Senate of ASNAU on \_\_\_\_\_.