

**Associated Students
Of the
University of Arizona South
Bylaws
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Associated Students of the University of Arizona South
ASUAS 11.07.2016

Student Government Bylaws
ASSOCIATED STUDENTS
of the
UNIVERSITY OF ARIZONA SOUTH
BYLAWS

ADOPTION DATE: 9.15.2005

REVISED ON: 11/07/2016

I. GENERAL GUIDELINES

- A. Revision of these Bylaws requires a simple majority vote by the ASUAS Executive Board and final approval by the ASUAS President.
- B. No ASUAS service, program, project or committee shall endorse political events, lobby or in any manner try to influence unless specified in the Bylaws.
- C. All ASUAS officials, elected and appointed, attending any conference paid for by ASUAS funds shall attend all scheduled events. Officials shall be required to present an informational report to the Executive Board regarding the events and information learned at the conference to be included in their respective continuity binder.
- D. UA performance evaluation occurs yearly between ASUAS advisor and individual board members to discuss individual goals and progression. A self-evaluation is required of each board member prior to their performance evaluation. Biweekly meetings with the board and the ASUAS advisor require continuous evaluation of tactics and progress towards objectives in strategic plan. Each board member contributes to the development of the ASUAS strategic plan, assessment of goal progress and material for the yearly portfolio, and the continuity book for knowledge transfer. Each board member is responsible for training and transition for their replacement board member the following year.
- E. Student employees should receive periodic performance reviews from their supervisors. This process may be used to identify the student's strengths and areas for improvement and to reinforce the supervisor's expectations. These evaluations may be informal in nature except in the event that continued substandard performance may lead to termination of employment. At that time a written evaluation shall be completed by the supervisor for documentation of substandard performance.

II. ASUAS STIPENDS

- A. Stipends will be reviewed during the last Student Executive Board meeting with recommendations from newly elected officers.
- B. Stipends for ASUAS Executive Board members shall be set in accordance with the respective Bylaws.
- C. For lack of attendance, violation of ASUAS and university policy, and if removed from office, stipend hours may not be approved for payment. Each Executive Officer may vote a minimum 3-vote majority to remove an executive's stipend with the highest-ranking Executive Officer's approval. Stipends will be paid in accordance to the pay schedule of full time staff at University of Arizona South.

- D. The ASUAS Advisor will provide signature approval to the payroll department for stipend payment.
- E. Stipends will be paid bi-weekly in accordance to UofA South employee pay schedule which will begin in August.

III. EXECUTIVE OFFICERS-OPERATING GUIDELINES

- A. The board shall meet once a month during the regular academic year, unless otherwise announced.
- B. Throughout the fall and spring semesters, each officer must be accountable for a minimum of (3) hours per week. All officers will be present in the ASUAS office and available to the students during their regular office hours of operation.
- C. These Bylaws governing the ASUAS Executive Board shall not be changed by actions of anybody other than the board. Revisions of the Bylaws require a minimum 3-vote majority of the members present and voting at the board meeting where these revisions are considered.
- D. Attendances at all official meetings that have been posted are mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused. If there is more than one unexcused absence, the Student Executive Board may vote to remove the member.
- E. Executive Board members shall participate in student events as predetermined at start of semester as determined by Executive Board involving the entire campus and/or community per semester. It is the sole decision of the President if the absence is excused or unexcused. If there is more than one unexcused absence, the Student Executive Board may vote to remove the member.

IV. EXECUTIVE OFFICER'S RESPONSIBILITY

Duties and powers of Executive Board officers. Officers shall reflect a professional image. Officers shall be aware of student issues on campus and report these to the Executive Board. Executive Board members are responsible for completing other duties as assigned by the President.

Section 1. PRESIDENT

- A. Shall serve as Chief Executive Officer and Chief Financial Officer of the Associated Students at UA South.
- B. Chief spokesman for UA South student body.
- C. Shall have the power to create any ASUAS committee, program, service or project deemed necessary subject to the ASUAS constitution.
- D. Shall preside over all ASUAS Executive Board meetings and exercise one vote.

- E. Shall fill vacancies by appointment with three-fourths approval of the Executive Board.
- F. Shall administer the provisions of the Constitution.
- G. Shall exercise such other powers as have been granted by the Executive Board in accordance to the Constitution.
- H. Shall serve a term of one (1) academic year.

Section 2. EXECUTIVE VICE PRESIDENT

- A. Shall serve as the chief spokesman for all campus clubs, student organizations and social events.
- B. Shall aid the President in carrying out the duties of that office and shall act in the President's behalf in his/her absence.
- C. Report activities of Clubs to the ASUAS Executive Board.
- D. Assist clubs in obtaining funding while working through campus bureaucracy.
- E. Shall attend all ASUAS Executive Board meetings and exercise one vote.
- F. Shall assist with files in Jupiter and answer correspondence at the direction of the Executive Board.
- G. Shall serve a term of one (1) academic year.

Section 3. ADMINISTRATIVE VICE PRESIDENT

- A. Shall hold the power to initiate new programs and services that associate students with advocacy, education, and service.
- B. Shall be aware of current student issues on campus and report regularly to the Executive Board initiating any necessary action.
- C. In charge of student run campus wide events to include ASUAS events. Shall maintain, update, and notify Executive Board Members monthly of said events to include scheduling them on the ASUAS calendar.
- D. Sit on various ASUAS and campus wide committees.
- E. Shall attend all ASUAS Executive Board meetings and exercise one vote.
- F. Shall assist with reports and answer correspondence at the direction of the Executive Board.
- G. Absorb responsibilities when positions are not filled.
- H. Shall voice student issues at scheduled faculty forums, campus project and planning committees and report regularly to the ASUAS Executive Board meeting.
- I. Shall serve a term of one (1) academic year.

Section 4. TREASURER

- A. Work close with ASUAS President and Advisor on budget and reports.

- B. Create a working budget for board approval.
- C. Shall work in collaboration with the UA South Business Office.
- D. Shall be responsible for all ASUAS monies and maintain accurate and detailed records.
- E. Shall maintain and distribute club accounts and funding.
- F. Shall meet monthly with the UA South Accountant for budget planning.
- G. Shall submit a monthly financial report to ASUAS Executive Board.
- H. Shall attend all ASUAS Executive Board meetings and exercise one vote.
- I. Shall serve a term of one (1) academic year.

Section 5. ADMINISTRATIVE ASSISTANT

- A. Shall maintain accurate and detailed minutes. Shall notify members of monthly ASUAS and special meetings.
- B. Shall report and answer all correspondence at the direction of the Executive Board.
- C. Shall keep files of relevant documents.
- D. Shall be responsible for the pickup and delivery of mail.
- E. Shall prepare and post meeting agenda.
- F. Shall prepare typed minutes of the meetings of the Executive Board and have those minutes available for public view.
- G. Shall keep attendance records.
- H. Shall attend all ASUAS Executive Board meetings and exercise one vote.
- I. Shall serve a term of one (1) academic year.
- J. Shall maintain social media and email accounts. Social media accounts to include Facebook, Twitter, and Instagram.

Section 6. ASUAS ADVISOR

- A. Provides advice to students regarding program planning logistics, such as contracting between ASUAS and private corporations.
- B. Ensure ASUAS and recognized clubs and organizations adhere to university policies and procedures.
- C. Oversees budget in cooperation with UA South Business Manager and ASUAS Treasurer.
- D. Monitors co-curricular eligibility of all ASUAS officers (minimum 2.5 overall GPA).
- E. Advises students on university and departmental policies and procedures, legal issues and risk management issues.

- F. Advises student leaders regarding implications of violating university and departmental policies.

V. ORDER OF BUSINESS

The Order of Business shall be:

Roll Call

Call to the Public

General Business/to include approval of minutes & Treasurer's Report

Old Business

New Business

Open Discussion/to include Officer & Advisor Reports

Adjournment

VI. APPRENTICESHIP

Following the announcement of the hiring results, the newly hired official shall serve as apprentices until they officially assume their elected office come August 1st. Meetings, events, and overview of continuity binders are included in this time of service.

Apprentices shall attend Commencement Celebration in May as representatives of ASUAS to provide service throughout the event.

VII. APPOINTMENTS

Section 1. The Hiring Committee shall consist of the Administrative Vice-President, and if he/she is not available then another Executive Board member will be asked to attend, one other board member, and the ASUAS advisor as deemed necessary by Human Resources.

Section 2. The ASC shall hear any and all complaints concerning conduct during the hiring process. The ASC shall have the power to disqualify any candidate where, serious irregularities have occurred.

Section 3. The ASC shall not endorse any individual or group for any elective office.

Section 4. Pre-appointment

- A. The Administrative Vice President shall know when:
 - 1. Resume and cover letter can be turned in and what is the date due.
 - 2. Interviews shall be scheduled by mid-March.
 - 3. Applicants are reviewed and processed in accordance with the Bylaws.
 - 4. Applicants for an ASUAS Executive Board Position is specific to undergraduate students.

- B. Applications-The following regulations should be observed:
 - 1. Application, resume, and cover letters not turned in by the appointed date and time shall be declared invalid.
 - 2. All documentation will be checked to ensure they contain a valid signature to place the prospective candidate as an interviewee.
 - 3. Applicant should be a currently enrolled undergraduate student, with a minimum of 6 credits, at the University of Arizona South.

VIII.IMPEACHMENT

- A. Eligibility
Articles of Impeachment may be brought against any member of ASUAS.
- B. Grounds for Impeachment
Violations of the Constitution or Bylaws, nonfeasance and/or malfeasance in office shall constitute grounds for impeachment.
- C. Powers of Impeachment
Impeachment charges to be brought forward by the ASUAS Executive Board.
- D. Voting Requirement
For impeachment charges to be brought forward by the ASUAS Executive Board, at least three (3) of the four (4) voting members shall be necessary to bring the charge of impeachment.

IX.CLUBS AND ORGANIZATIONS

Section 1. FORMING A CLUB/ORGANIZATION

- A. Student organizations must obey all rules and regulations of the university and the Constitution of ASUAS.
- B. Student clubs/organizations must obtain the sponsorship of an academic or staff advisor.
- C. Student clubs/organizations must be open to qualified students:

1. Qualified students may be defined as students who are not on academic or disciplinary probation. This does not preclude an organization from setting a higher academic qualification.
 2. Professional or honorary organizations shall also include those stipulations of merit/achievement and student status of members as shall be defined in the Constitution of those organizations.
 3. All selections for club members shall be non-discriminatory.
- D. Student clubs/organizations shall submit to the Executive Vice-President a proposed Constitution and set of Bylaws which contain:
1. Name or organization and sponsorship.
 2. Purpose of organization.
 3. Acknowledgement of the jurisdiction of university regulations.
 4. Membership qualifications, method of selecting new members and method of determining membership.
 5. Names of current officers, duties of officers, term of office, method and time of elections.
 6. Fees and dues (if any).
 7. Insignia (if any).
 8. Open Meetings.
 9. Definition of a quorum.
 10. Method of selection and duties of the Advisor.
 11. Standing committees and their purpose.
 12. Publications (if any).
 13. There is a five member minimum requirement to initiate request to establish a student organization.
- E. The Constitution and Bylaws must receive the approval of the Executive Board officers before a charter shall be granted.
- F. Shall participate in two student events involving the entire campus and/or community per academic year.
- G. Shall be required to attend at least one general meeting per month.
- H. No hazing.

Section 2. BUSINESS OFFICE PROCEDURES

All clubs and organizations must inform ASUAS of their financial affairs.

These procedures must be followed:

- A. Each club requesting funds must have an account listed in the business office.
- B. The club treasurer must keep a record of monies received and expended.
- C. Each club shall provide a balanced budget to the Treasurer of ASUAS before the day of the monthly scheduled meeting.