



**Associated Students of the University of Arizona**

**Bylaws**



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Bylaws**

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## **Article I. General Guidelines**

1. Amendment of these bylaws, excluding those articles governing the Senate, requires a simple majority vote in the Senate and approval by the ASUA President.
2. No ASUA service, program, project, or committee shall endorse political events, lobby, or in any manner try to influence legislation unless authorized by the Legislative Branch or unless otherwise specified in these Bylaws. This will not affect programming of an educational nature. No ASUA elected representative, acting in an official capacity, shall endorse or shall introduce, unless equally and without exception, any political organizations, candidates, or events unless authorized by the legislative branch and approved by the ASUA President.
3. Any ASUA funds that are utilized by an ASUA program or service for advertisement shall be required to acknowledge ASUA sponsorship of the event. Specifically, any reference to the ASUA program or service in the advertisement must be prefaced with "ASUA". Both "ASUA" and the event or program or service name must appear of equivalent size in the advertisement. Spring Fling shall make reference to the Associated Students of the University of Arizona on all printed materials purchased solely with ASUA funds. For the first offense, 10% of the director's yearly stipend will be withheld. Second offense will result in proceedings for removal from the office.
4. All ASUA officials, elected and appointed, attending any conference paid for by ASUA funds shall attend all scheduled events. Officials shall additionally be required to present an informational report to the ASUA Senate regarding the events and information learned at the conference. The aforementioned presentations must be completed within two weeks of the representatives' return to campus. Failure to comply with these requirements can result in punishment or sanctions determined by the ASUA official sponsoring the conference. Selection of all representatives for any conference paid for ASUA funds shall be determined by the executive officer overseeing the event. Applications and or interviews may be necessary within the selection process.

## **Article II. Appointments**

1. Major internal and external appointments include: ASUA Treasurer, All directors of ASUA Programs and Services, ASUA Supreme Court Justices, ASUA Appropriations Board members, Student Members of the Faculty Senate, Committee of Eleven, and the President's Advisory Council.
2. Any individual who serves in an official advisory capacity to any ASUA program and service must, on an annual basis, be approved by a 2/3 majority vote of the Senate and approved by the ASUA President.

### **Article III. New Appointment Selection Funding**

1. The Student Body President-elect, Executive Vice President-elect, and Administrative Vice President-elect shall receive funding to publicize new appointments, conduct interviews, and select new appointees. All funding will come from the current ASUA budget.
2. The Student Body President-elect will receive funding of the amount at least equal to 0.33% (one third of one percent) of the ASUA student fees allocation.
3. The Executive Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.
4. The Administrative Vice President-elect will receive funding of the amount at least equal to 0.25% (one quarter of one percent) of the ASUA student fees allocation.

### **Article IV. ASUA Stipend Review Board**

1. Stipends will be reviewed during the last senate meeting, prior to the first interview for any appointed office, with recommendations from the newly elected officers.
2. Stipends for members of the Senate shall be set in accordance with their respective Bylaws.
3. Stipends may be withheld for lack of attendance, violation of ASUA and University policy, and if removed from office. Each Executive officer may remove a stipend from their respective area of jurisdiction and the Senate may vote with a 2/3 majority to remove an executive's stipend with the highest ranking Executive Officer's Approval.

### **Article V. ASUA Senate**

#### **Section 5.01 Operating Guidelines**

1. The Senate shall meet weekly during the regular academic year, unless otherwise announced.
2. Throughout the fall and spring semesters, each senator must be accountable for fifteen (15) hours per week. Each senator will be present in the ASUA office and available to the students a minimum of ten (10) hours per a week during regular hours of operation. One (1) of these hours must coincide with all ten (10) other senators and the Executive Vice President. The additional five (5) hours, three (3) will be declared offices hours on the university campus, and two (2) will be for weekly club visits.
3. These Bylaws governing the Senate shall not be changed by actions of any body other than the Senate. Amendments to the Senate Bylaws require a 2/3 vote of the members present and voting at the Senate meeting where these amendments are considered.

4. Each Senator will attend one different club meeting each week, holidays excluded. The point of this is to have the members of the ASUA Senate attend as many different areas of the campus life as possible. The Senate Projects Committee shall coordinate these visits. All items of business in any given legislative session must be resolved (positively or negatively) prior to the inauguration of the new Senate.
5. Unless otherwise specified, the ASUA Senate shall operate under Robert's Rules of Order.
6. By the first meeting of each month, each Senator must submit a progress report to the Executive Vice President. The report should detail what they have accomplished over the past month, what club visits they have undertaken, and where they intend to go from this point.
7. Attendance at all official weekly meetings that have been posted is mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused.
  - (a) This policy will be in effect for the Senate only. All rules and penalties will be decided upon by the body of the Senate and shall be in effect for the entire year beginning with the first posted Fall Semester meeting.
  - (b) If charges are against the Executive Vice President, the Vice-Chair of the Senate must assume and carry out the duties of the Chair.
  - (c) Upon the fifth absence, automatic impeachment charges will take place. The offending Senator must be notified of all charges 24 hours in advance of the posted meeting. Rules of impeachment will be applicable.
8. For Senate impeachment of appointed officials, the Executive Vice President and the official under review shall be presented with a petition containing justification for the review. The petition must be signed by 2/3 of the Senate. The Senate will be informed at the next regular meeting and a vote will be taken as an action item at the meeting thereafter. Impeachment will occur with a 3/4 majority in favor of the action.

### Section 5.02 Vacancies

1. If there is a vacancy in the Senate before the first day of November, there shall be held a special election to fill the vacant Senator's seat.
2. If there is a vacancy in the Senate on or after the first day of November, the vacant Senator's seat shall be filled by Student Body Presidential appointment and confirmed by a 3/4 majority vote of approval in the Senate.

### Section 5.03 Recess Governance Senators

1. At least three Senators shall serve on Recess Governance. They shall be chosen from the Senate.
2. Recess Governance Senators shall be required to serve 5 office hours a week during the period of Recess Governance.

3. These Senators shall have the same attendance requirements as the ASUA Executive Officers.

#### Section 5.04 Duties of the Officers of the Senate

1. There shall be five officers of the ASUA Senate. They shall be: *The Executive Vice President*, the Vice-Chair of the Senate, the Alternate Vice-Chair of the Senate and two Appropriations Board Senators.
2. The responsibilities of the Executive Vice President shall include:
  - (a) The Executive Vice President shall be responsible for creating the agendas for all regular and special sessions of the senate. These agendas shall be published a minimum of 24 hours prior to senate convening. The agendas shall include a President's privilege, an Executive Vice President's privilege and an Administrative Vice President's privilege.
  - (b) The Executive Vice President will chair all regular and special sessions of the Senate.
  - (c) The Executive Vice President shall collect and publish all quarterly progress reports for individual Senators.
  - (d) The Executive Vice President shall present to the Senate a balanced budget for the Senate before the last meeting of the semester of their inauguration. It shall be passed by a simple majority vote. Adjustments throughout the year will be carried out in an identical fashion. No funds may be spent until the budget has been passed.
3. The Responsibilities of the Vice-Chair of the Senate shall include:
  - (a) The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Vice-Chair of the Senate. The Vice-Chair of the Senate will assume the chair in case of its surrender by the *Executive Vice President*.
  - (b) All memos and correspondence, on behalf of the senate shall be sent from the Vice Chair of the Senate.
  - (c) The Vice-Chair of the Senate shall be responsible for organizing and publishing the office hours of the ASUA Senate each semester.
  - (d) The Vice-Chair of the Senate will publish, upon its approval by the Senate, the monthly status report of the Senate.
  - (e) The Vice-Chair of the Senate will be responsible for ensuring that all changes made to the ASUA Bylaws by the Senate are accurately reflected in the ASUA master copy.
4. The ASUA Senate, pursuant to the ASUA Constitution, shall elect the Alternate Vice-Chair (AVC) of the Senate.

- (a) The AVC will assume the chair in case of its surrender by both the Executive Vice President and the Vice-Chair of the Senate.
  - (b) The AVC shall be responsible for maintaining and promulgating the ASUA Senate Transition Binder. This binder will give a description of the work of the current Senate and the status of all projects, pending and complete.
5. The Appropriations Board Senator shall be elected pursuant to the ASUA Constitution.
- (a) One of the Appropriations Board Senators shall act as chair of the ASUA Appropriations Board.
  - (b) The other Appropriations Board Senators will act as Vice- Chair of the ASUA Appropriations Board, and shall be a non-voting member of the ASUA Appropriations Board. In the event that the chair of the Appropriations Board is absent, the Vice-chair will serve as chair of the Appropriations Board
  - (c) The Appropriations Board Senators will act as the liaisons between the ASUA Senate and the ASUA Appropriations Board and present that board's consent agenda to the Senate.**
  - (d) The Appropriations Board Senator shall perform their duty in accordance with Article IX of the ASUA Bylaws.

### Section 5.05 Senate Committees

1. The Senate shall contain within it three standing committees: ASUA Budget Oversight Committee, ASUA Professional Standards Committee, and Senate Projects Committee.
  - (a) Each committee shall be made up of three members, with the Vice-Chair of the Senate being excused from sitting on a committee.
  - (b) Any member of the Associated Students may make a written inquiry to any of the Senate's Standing Committees. The committee chair shall reply, in writing, within two weeks from the date of inquiry.
  - (c) All committees will meet as needed, and the chairs shall report weekly to the Senate.
2. The ASUA Budget Oversight Committee shall be responsible for ensuring that ASUA groups who have budgets stay within their means and that funds are used responsibly.
  - (a) The ASUA Budget Oversight Committee shall keep track of all Senate accounts and present reports to the Senate as directed by the *Executive Vice President*.
  - (b) The Appropriations Board Senator that serves as Chair of the Appropriations Board shall serve as a member of the ASUA Budget Oversight Committee.

- (c) The ASUA Budget Oversight Committee shall consult with the Executive Vice President in the creation of the Senate Budget.
  - (d) The Budget Oversight Committee Chair shall be responsible for reporting current Senate and Club Funding account balances in conjunction with their weekly reports to the Senate.
3. The ASUA Professional Standards Committee will be responsible for maintaining and overseeing that elected and appointed officials are fulfilling their required duties.
- (a) The ASUA Professional Standards Committee will ensure that the Senate Resource Binder is maintained and accurate.
  - (b) The ASUA Professional Standards Committee will promote the Senate's relations with all other areas of ASUA through sponsorship of Informational Items and departmental status reports.
4. The Senate Projects Committee shall be responsible for events that the Senate is involved in and to plan any other special group projects that the Senate wishes to be involved in as a body.
- (a) The Senate Projects Committee shall be responsible for coordinating Senator's Club visits pursuant to Section V-A-4 of the ASUA Bylaws.
  - (b) The Senate Projects Committee will be responsible for the oversight of the Senate Aides program and each individual senator will be responsible for the management of their own aides.
  - (c) The Senate projects committee shall be responsible for ensuring that there is a Senate liaison to: The Residence Hall Association, University Activities Board, Commuter Student Affairs and Greek Life in order to keep the Senate aware of campus wide student issues and events.
5. The Senate shall be responsible for participating in one of the ASUA areas as a liaison from the Senate. Pursuant to Section V-D-1, this assists the Senate with implementation of check and balances upon the presidential, executive vice presidential and administrative vice presidential appointments. It is the responsibility of the Senators delegated to the various areas to ensure that the Senate keeps up to date with the respective areas and work on 2 projects of the Senator's choice per semester with each respective area.
- (a) President's Cabinet- At least 2 Senators will work with the President's Cabinet at the discretion of the President
  - (b) Executive Vice President Area- At least 2 Senators will work with the Executive Vice President's area at the discretion of the Executive Vice President.
  - (c) Programs and Services- At least 2 Senators will work with Programs and Services at the discretion of the Administrative Vice President.
  - (d) The Senate, at the discretion of the Executive Vice President or action of the Senate, may contain any number of necessary permanent minor committees.

- i) Minor committees may be created for purpose of inquiry, advisement, and internal evaluation or for any other official Senate purpose.

## Section 5.06 Incidental Powers of the Senate

1. All powers not explicitly described in the ASUA Constitution or Bylaws are reserved to the ASUA Senate.
2. The outgoing Senate, prior to their last meeting, shall set stipends for the incoming Senate, as well as, all appointed and elected officials. Recommendations for these stipends will be made by incoming Senators and Executive Officers. The Senate shall have the power to change the stipends of any appointed officials during their term by a 2/3 vote.
3. The Senate must review any new program or service after one semester of operation and determine by a majority vote whether permanent status shall be granted. The default option is the removal of the program and service.
4. The ASUA Senate shall select the recipients of the ASUA Bumps Tribolet Award.
5. The Senate must approve all offers to enter into contracts within ASUA, excluding Spring Fling, by a majority vote in conjunction with the official ASUA contract request form.
6. The ASUA Senate shall provide advice on and confirm all major internal and external appointments.
7. The ASUA Senate shall be responsible for ratifying the ASUA Budget, pursuant to the ASUA Constitution. This budget shall be balanced. It shall pass by a simple majority vote and any changes thereto shall be carried out in an identical fashion.
8. The ASUA Senate may call any appointed or elected official to give testimony on items relevant to their area.

## Article VI. ASUA Supreme Court Clerk

### Section 6.01 Job Description

1. The ASUA Supreme Court shall appoint one undergraduate Student to serve as the clerk of the ASUA Supreme Court. This undergraduate shall receive a stipend.
2. This position shall be deemed as an annual appointment.
3. The appointment will not be approved by the Senate and the Clerk may be removed at any time by the ASUA Supreme Court.

### Section 6.02 Conduct of the ASUA Supreme Court Clerk

1. The clerk of the ASUA Supreme Court shall have no affiliation with an ASUA candidate's campaign. Violation of this section shall result in the immediate removal of the clerk.
2. During the term of the ASUA Supreme Court clerk they are prohibited from running for an ASUA elected office or from simultaneously holding an elected ASUA position.

### Section 6.03 Responsibilities to the ASUA Supreme Court

1. The ASUA Supreme Court Clerk shall be available to all ASUA Supreme Court justices upon request.
2. The ASUA Supreme Court Clerk shall attend any meeting at which their presence is requested by the Chief Justice or a majority of the ASUA Supreme Court.
3. The ASUA Supreme Court Clerk shall serve as the sole communication liaison between the ASUA Supreme Court and all parties involved in a dispute.
4. The ASUA Supreme Court Clerk shall keep accurate notes of any brief that is filed with the ASUA Supreme Court and file such records with the ASUA Chief Justice.
5. The ASUA Supreme Court Clerk shall be available to any party involved in a dispute to:
  - (a) Serve a copy of the complaint or answer to the opposing party.
  - (b) Serve copies of such documents to the ASUA Supreme Court Justices before any hearing.
  - (c) Communicate administrative items between the parties and the ASUA Supreme Court.
6. The ASUA Supreme Court Clerk shall be responsible for publishing the court's findings after the justices have written their opinions of the case and the ASUA Supreme Court Chief Justice has approved such opinions.
7. The ASUA Supreme Court Clerk shall fulfill any duties deemed necessary by the ASUA Supreme Court Justice that are not defined here.
8. The ASUA Supreme Court by a majority vote shall have the right to withhold the clerk's stipend or excuse the clerk of the court for failure to fulfill any duties either stated here or later necessary by the Chief Justice.

## **Article VII. ASUA Marketing Directors (3)**

### Section 7.01 Mission

1. **The Marketing Directors, herein MD's** shall promote all ASUA events and projects to ensure general awareness among the Student Body of ASUA and its services.

### Section 7.02 Job Description for the Marketing Team

1.
  1. The Marketing Team shall be comprised of five stipend directors. Two (2) Design and Production Directors, two (2) Public Relations Directors and one (1) Web Designer.

2. The Design and Production Directors shall be responsible for the creative and graphic design of ASUA marketing. They will be responsible for collaboration with ASUA directors, as well as creation and production of materials. They shall be responsible for fifteen (15) office hours and attendance of Presidential Cabinet meetings

3. The Public Relations Directors shall be responsible for all media and communications relating to the ASUA office. They will be responsible for collaboration with ASUA directors, production and distribution of press releases, articles, outreach to campus and the great Tucson Community, and coordination of interviews for all members of ASUA.

4. The Web Design Director shall be responsible for all electronic marketing mediums. This includes but is not limited to general up-keep of the ASUA website, creation and managing of online events to marketing ASUA activities, and aiding directors in the creation and management of specific websites. They shall be responsible for fifteen (15) office hours and attendance of Presidential Cabinet Meetings

## **Article VIII. ASUA Treasurer**

1. The ASUA Treasurer shall maintain a secure office in space provided by the Student Body President.
2. The ASUA Treasurer shall review the bookkeeping decisions of the ASUA Accounting Office and insure that accurate records are kept. The ASUA Treasurer may establish and maintain an internal accounting system to verify the accuracy of the system used by the ASUA Accounting Office.
3. The ASUA Treasurer must notify the President and Senate and immediately freeze the account of any ASUA department or area that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw any department or area's approved budget.
4. The ASUA Treasurer shall ensure historical documentation of ASUA financial records.
5. The ASUA Treasurer may implement policies and procedures that are not in violation of these Bylaws or the ASUA Constitution, and the rules of the University of Arizona. These policies and procedures must be approved by the Senate and approved by the President.
6. The ASUA Treasurer shall insure that monthly activity reports from the accounting office are distributed to the appropriate department or area for verification of account activity.
7. The ASUA Treasurer shall report to the ASUA President directly, but can be called at any time to make reports, answer questions, or testimony to the ASUA Legislative Branch.
8. The Treasurer shall assist the Outreach and Development Director with ASUA scholarships, fundraising, sponsorships, Alumni relations, and donor financial record keeping.
9. The ASUA Treasurer shall sit on any committee deemed necessary by the ASUA President which deals with financial matters pertinent to ASUA and students at large.

## Article IX. ASUA Finances

1. All monies appropriated by the ASUA legislative branch must be requisitioned through the ASUA accounting process and approved by the appropriate ASUA area director (Executive Vice President, Administrative Vice President, ASUA President, Senate Vice Chair and budget committee) and the ASUA Treasurer. All requisitions exceeding \$500.00 must be approved by the appropriate ASUA area director, one of the Vice - Presidents, the ASUA President and the ASUA Treasurer, except when the President is out of town for more that five working days, in which case the approval of the appropriate area director and the ASUA Treasurer is allowable. The absence of the President must be noted on the requisition under comments section. In the case where the ASUA Treasurer is out of town for more than one working day, the approval of the ASUA President, Executive Vice President and Administrative Vice President is allowable. In either case, it must be noted in the requisition under the comments section.
2. The ASUA Advisor may approve a requisition of funds in place of (an) executive (s) who may be out of town, provided that (a) at least one appropriate student authorizes the requisition, (b) a copy of the requisition is provided to all executives for whom the ASUA Advisor has signed for upon their return to town, and (c) that it is noted on the requisition that the signature of the ASUA advisor is appropriate under this bylaw.
  - (a) Emergency vehicle repair for the ASUA Safe Ride program may be exempted from the usual requisition signature requirements provided the ASUA Safe Ride director receives verbal permission to access the funds from the ASUA Treasurer, the Administrative Vice President, ASUA President or an ASUA advisor. Repairs due to an accident, breakdown or anything which may compromise passenger safety are considered "emergency" repairs; routine vehicle maintenance does not constitute an "emergency." A requisition form should be filled out and submitted with a brief explanation of the emergency in the comments section; this form will require the customary signatures post-funding.
3. An area director cannot approve a requisition for a purpose other than those previously approved by the ASUA legislative branch pursuant to the ASUA Constitution.
4. Only those individuals (elected or appointed) with a corresponding budget, including designated members of clubs/organizations, shall have the authority to initiate the requisition process. All requisition not having the ASUA Treasurer (or designees in Section A, above) signature can not be processed. Note this check-off may only be denied for financial reasons.
5. All receipts, including university purchases and check stubs, shall be turned into the ASUA Treasurer within a designated time line.
6. It is per view of the ASUA Executive Body and the ASUA Treasurer to create and/or consolidate homogenous spending accounts for the purpose of efficiency and cost reduction.

7. All ASUA units with revenues must have separate revenue and expenditure accounts.
8. No vendor bill will be honored unless the requester has a vendor request form, requisition form or receipt form.

## **Article X. ASUA Club and Organization Funding Guidelines**

1. ASUA 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 ASUA Constitution and Bylaws or otherwise prohibited by applicable law or policy. Funding shall be rendered in amounts deemed appropriate and necessary by the ASUA Appropriations Board and approved by the ASUA Senate.
2. ASUA's Appropriations Board, Club Advocates, Executive Vice President, and Appropriations Board Senator will handle the entire club funding for University of Arizona clubs and organizations. The following outlines the funding guidelines and role of the Appropriations Board, Club Advocates Recess Governance, and Appropriations Board Senator.
  - (a) Allocated funds may NOT be transferred from one budget category to another. Allocated funds must be used for the purpose outlined in the club funding budget proposal.
  - (b) As per the Arizona Board of Regents (ABOR) policy, UA Printing and Publishing has the first right of refusal for all large print jobs done by any club or organization at the University of Arizona, excluding jobs done through the approved list of printing companies.
  - (c) Travel expenses (airline tickets, conference fees, hotel reservations, etc.) will be reimbursed after return from the event once all necessary materials are provided to the ASUA Business Manager. NO TRAVEL ADVANCES WILL BE ISSUED.
  - (d) ASUA will fund sports clubs and clubs proposing sporting events through the Campus Recreation Center. Please refer to Sports Club Allocations (section XI).
  - (e) No recognized club will receive or be denied funding based upon its viewpoint. ASUA will only fund activities when they do not have the primary effect of advancing or inhibiting religion. ASUA shall not fund student club or organizations' events that do not relate to the educational, research or outreach mission of the University.

*The following activities do not relate to the mission of the University;*

- i) Events not open to the University community;
- ii) Religious Activities\*
- iii) Social entertainment;
- iv) Philanthropic donations or contributions;
- v) Political Activities\*\*

- vi) Commercial activities, unrelated to the stated mission of the club or the organization's tax exempt status.

**Definitions for this section:**

**\*Religious Activities** - (1) the organized worship of a deity, divine power, or supernatural entity, whether or not such activity is consistent with the precepts of an organized religion or denomination; and (2) proselytizing, which means direct exhortations to religious observance or inducement to convert to one's faith. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature.

**\*\*Political Activities** - activities related to: (1) lobbying the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf of or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engages in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates. (1/23/08)

- (f) ASUA may host nonpartisan issue forums and public candidate debates for the purpose of educating voters about issues or candidates at which speakers and/or members of the public discuss the pros and cons of a ballot measure or particular candidates and their platforms. However, for contested candidate debates, there must be at least two candidates invited; the debate must not be structured to promote or advance one candidate over the other(s); and ASUA must use pre-established viewpoint neutral objective criteria to determine which candidates may participate. ASUA may use its own funds to help defray costs incurred in staging such candidate debates. (9/12/07)

**(g) The ASUA Senate by a 2/3 majority vote, may revoke previously allocated funds.**

3. ASUA will base funding 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 U of A 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 efforts to seek and obtain alternative funding.
  - (d) Whether the item or event duplicates services or activities presently available on campus.
  
4. ASUA will not fund clubs and organizations for:
  - (a) Contributions, gifts, or donations to any individual, association, or corporation.
  - (b) Academic materials to be used for tutorial purposes.
  - (c) Mailings for organizational minutes.
  - (d) Any part of any event at which alcoholic beverages will be served.
  - (e) Awards and trophies.
  - (f) Entertainment and events not open to the entire student population.
  - (g) Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, etc.) except for travel costs.
  - (h) ASUA will not fund clubs for the purchase of Capital Equipment. (computers, electronics, etc) Capital equipment consists of items costing \$500.00 or more.
  - (i) ASUA will NOT fund non University of Arizona students.
  
5. When considering special funding ASUA will not fund clubs and organizations that regularly receive annual financial support from a University Department, University College, and University Service. In addition, ASUA will not fund clubs and organizations that require dues or membership fees exceeding \$500.00 per member.
  - (a) For this section, "financial support" is defined as having received more than \$500.00 in funds during the fiscal year.

- (b) All clubs and organizations are required to submit an accurate record of funding sources regardless of affiliation. Any club or organization that misrepresents the amount of funding they receive from a University Department, University Colleges or University Services will have the funding allocated to them by the Appropriations Board revoked.
- 6. The ASUA Treasurer must notify the ASUA Executive Vice President and immediately freeze the account of any club that exceeds its ASUA approved budget. No requisitions will be honored that will overdraw the organization's ASUA Senate approved budget. If the business manager/treasurer determines that the club is in violation of overspending the club will not receive funding from ASUA for the remaining school year. If the club in question repays its debt, then the club's eligibility will be reinstated.
- 7. All funding appropriated for events and not used within 30 business days of the scheduled event will be returned to the general club funding account.
- 8. During the Summer Sessions the Summer Governance Board shall consider funding requests provided that funds are available.

## **Article XI. ASUA Executive Vice Presidential Branch**

### **Section 11.01 ASUA Appropriations Board and Club Advocates**

- 1. Mission
  - (a) The ASUA Appropriations Board shall act as a non-political, funding advisory body to the ASUA Senate for all ASUA recognized clubs and organizations. All of its procedures shall strive to ensure just and proper allocation of funds in accordance with the ASUA Constitution. All Appropriation Board decisions shall be subject to approval by the ASUA Senate.
- 2. Funding Criteria
  - (a) The primary criterion to be considered when appropriating funds shall be defined as, but not restricted to the following:
    - i) Enrichment and growth of the campus community.
    - ii) Level of the organizations fundraising activities.
    - iii) Size of the organizations membership.
    - iv) Community and campus service.
    - v) All funding requests shall be reviewed objectively, on a case by case basis.
    - vi) The amount of funding received by a University Department, College, Service, or Association will also be taken into account when reviewing a funding request.

### 3. Initial Funding

- (a) The Appropriations Board shall be responsible for allocating initial funding.
- (b) All clubs and organizations receiving initial funding need only be recognized through the **Center for Student Involvement and Leadership (CSIL)**.

### 4. Special Funding

- (a) Organization representatives must contact a Club Advocate for special funding a minimum of two weeks prior to the date of the event for which funds are being requested. Requests initiated fewer than 2 weeks prior to an event shall not be considered. The club or organization must also have been recognized under **The Center for Student Involvement and Leadership (CSIL)**.
- (b) The Appropriations Board shall submit recommendations to the Senate for special funding in the form of a detailed consent agenda, itemizing initial and current levels and voting ratios, no less than 24 hours before the Senate meeting following the Appropriations Board meeting at which the action was taken.
- (c) If an Appropriations Board Director is also the member of the organization requesting special funding, that Director is ineligible to take part in the discussion or vote except as a member of the audience in the capacity of a club member.

### 5. Appeals

- (a) All Appeals shall be submitted in writing to the ASUA Executive Vice President within 5 working days (excluding university holidays) of an Appropriations Board decision. The Executive Vice President shall forward appeal requests to an Appeals committee consisting of the Executive Vice President, the Appropriations Board Senator, and one other member of the Senate. The Appeals committee shall review requests for appeals and grant them pursuant to Section E (2). Forwarding an appeal to the Senate shall require a 2/3 vote of the Appeals committee. Decisions shall be rendered within 5 working days of receiving the appeal request.
- (b) The Senate and the ASUA Supreme court shall only grant appeals on the basis of one of the following two criteria:
  - i) Due process was violated.
  - ii) The issue deals with ambiguity in the ASUA bylaws or with an issue of legality.
- (c) New information or a change/alteration of the original funding proposal shall not be considered grounds for an appeal. Altered or changed funding requests should be resubmitted to the Appropriations Board for reconsideration.
- (d) All appeals must be initiated by an organization representative and a representative of the organization must be present at the ASUA Senate meeting where the appeal shall be heard.

- (e) Once an appeal request has been granted by the Appeals Council, a designated member of said committee shall sponsor the appeal during the next regularly scheduled Senate meeting.
- (f) The Senate shall review and evaluate all Appropriations Board recommendations and shall have the authority to alter individual items within the Appropriations Board Consent Agenda according to the following process:
  - i) The Senate shall return the item along with a memo to the Appropriations Board detailing the reason(s) the item is being sent back.
  - ii) The Appropriations Board will reconsider the item sent back, taking into account the Senate memo explaining the reason it was returned, and attach it to the next Appropriations Board Consent Agenda.
  - iii) If the Senate is still in disagreement with the details concerning the item, it will send the item back to the Appropriations Board to reconsider for a second time.

The Senator(s) still in disagreement with the details concerning the item with the Consent Agenda will attend the following Appropriations Board Meeting.

The Appropriations Board will, at this point, provide the whole Senate with copies of the club funding request, and once again reconsider the returned item.

- iv) If the Senate is still in disagreement with the details concerning the item, it can now alter the item with a majority vote.
- (g) If a campus organization has been granted an appeal and is dissatisfied with a decision of the Senate or was not granted an appeal by the Appropriations Appeals Committee, the organization may file an Appeal with the ASUA Supreme Court within 10 working days (excluding all university holidays) of a Senate appeal decision. The ASUA Supreme court will consider an appeal only if the criteria out lined under Section E (2) of the ASUA Appropriations Board Bylaws is met.

#### 6. Transferring funds

- (a) The Appropriations Board shall have the power to transfer monies allocated to an organization from one spending category to another.

#### 7. Duties of the seven (7) Appropriations Board members

- (a) Shall serve as the voting body of the Appropriations Board.

- (b) Shall be appointed by the ASUA Executive Vice President and confirmed by the ASUA Senate.
- (c) Selection shall be made through an application and interview process, where the selections committee shall, at least, consist of the Executive Vice President, the Appropriations Board Senator and one other member of the Senate. For legislative approval, the legislative bodies will use a “best qualified” criterion.
- (d) Selections shall be made annually.
- (e) No Appropriations Board Director shall serve on the board for more than two years.
- (f) Shall be subject to give testimony to the ASUA Senate on issues pertaining to club funding.
- (g) Shall attend all scheduled Appropriation Board meetings, attend all mandatory events, and participate in the initial funding process.
- (h) Shall hold at least three (3) office hour per week in order to be accessible to the ASUA Senate, Clubs and Organizations, and other parties that may have questions regarding the Appropriations Board.

8. Officers on the ASUA Appropriations Board

- (a) The Board shall be run by the Appropriations Board Senators, pursuant to section 5.04 c of the Senate bylaws
- (b) The Board shall elect the Alternate Vice-Chair of the Board. The Alternate Vice Chair will assume the chair in case of it's surrender by both the Appropriations Board Senators. The AVC shall be responsible for composing the Consent Agenda summarizing Board Decisions for the Senate's consideration.

9. Quorum of the ASUA Appropriations Board

- (a) Four (4) regular voting members must be present in order to reach quorum.

10. Recognition of Clubs and Organizations

- i) All clubs and organizations requesting special funding shall be recognized by **The Center of Student Involvement and Leadership (CSIL)** and must have turned in a signed ASUA Club Funding form before special funding can be utilized.

11. Club Advocates

- (a) Seven (7) stipend individuals shall be appointed by the Executive Vice President and approved by the ASUA legislative branch as appointments to serve as club advocates.
- (b) Members shall hold office hours and make themselves available to club and organization members ten (10) hours per week. Club Advocates shall serve (5) five in office hours per week in which they shall be available to assist club representatives, the Executive Vice President, Club Advocates shall serve (5) five out of office hours a week outside the office to assist clubs in activities such as planning and coordinating club events, club fund raising, and increasing club membership.
- (c) Club advocates shall have a working knowledge of all ASUA and university funding guide lines and shall be able to articulate funding guidelines to club members who require assistance.
- (d) Club advocates shall assist clubs in preparing and presenting funding requests.
- (e) Club advocates shall work with the ASUA Treasurer in accounting for monies allocated to and spent by campus clubs and organizations.
- (f) Club advocates shall help clubs and organizations through all funding requests.
- (g) Club advocates shall proactively visit clubs and organizations, meet with Presidents and club officers and serve as liaisons for ASUA for all clubs and organizations.
- (h) Club advocates shall assist the Appropriations Board Senator as necessary and appropriate as directed by the Executive Vice President.
- (i) Club advocates shall work to staff, develop and enhance the Club Resource Center as directed by the Executive Vice President.
- (j) Club advocates will act as ex-officio, non voting members of the Appropriations Board.
- (k) Club advocates shall assist the Executive Vice President in coordinating club events.
- (l) Club advocates shall attend all mandatory meetings.

- (m) Club advocates shall select the recipient of the ASUA Edgar Goyette Award.
- (n) Club advocates shall publish a process report for each semester to be published by the Executive Vice President.

## Section 11.02 Chief of Staff to the Executive Vice President

1.
  - (a) The Executive Chief of Staff will be a stipend position appointed by the Executive Vice President, and shall serve the Executive Vice President. Appointment to the position of Executive Chief of Staff does not require approval by the Senate.
  - (b) The Executive Chief of Staff shall be required to serve for at least (20) twenty hours per week, (15) fifteen hours of which shall be spent in the office, and (5) five hours of which shall be spent at the discretion of the Executive Chief of Staff for club visits, committee meetings, additional office time, and other activities deemed appropriate by the Executive Vice President.
  - (c) The Executive Chief of Staff shall assist with the coordination of all CRC efforts in tandem with the Executive Vice President.
  - (d) The Executive Chief of Staff shall assist with for the management and cohesion of CRC personnel, programs, events and efforts in the Executive Vice President.
  - (e) The Executive Chief of Staff shall assist with all efforts at outreach, advocacy, and assistance to and for clubs, organizations , and causes in tandem with the Executive Vice President..
  - (f) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Senate and take accurate, unbiased minutes of the business discussed.
  - (g) The Executive Chief of Staff shall attend all regularly scheduled and special meetings of the ASUA Appropriations Board and take accurate, unbiased minutes of the business discussed.
  - (h) The Executive Chief of Staff shall work with the ASUA Senate and the Executive Vice President to proactively visit clubs and organizations.
  - (i) Failure to fulfill any of the previously stated responsibilities may result in withholding the position's stipend or removal from the position.

## Section 11.03 Sport Club Allocations Board

1. Pursuant to ASUA agreements with the Campus Recreation Center and binding referendum, ASUA shall not allocate funds to the Sports Club Allocations Board.
2. Sports clubs that come to ASUA seeking funding should be referred to the Campus Recreation Center.
3. The status of being a sports club with funding opportunities available from the Campus Recreation Center shall not preclude Sports Clubs from receiving ASUA club funding.

4. The status of being a sports club with funding opportunities available from the Campus Recreation Center will be considered as a factor by the Appropriations Board and Senate in the Club Funding allocation process.

## **Article XII. President's Cabinet**

### **Section 12.01 Name and Structure**

1. ASUA lobbying efforts shall be carried on by the President's Cabinet, a group consisting of the Arizona Students Association Executive Directors, Academic Affairs Executive Director, the Election's Commissioner, Diversity Executive Director, Outreach and Development Executive Director, Zona Zoo Directors, Special Events Executive Director, **the Graduate and Professional Relations Executive Director**, Chief of Staff and Deputy Chief of Staff.
2. All members of the President's Cabinet shall be appointed by and report directly and exclusively to the ASUA President.

### **Section 12.02 Responsibilities of the Cabinet**

1. All Cabinet positions are full time positions.
2. All Cabinet positions require a year-long commitment, with the same attendance requirements as an executive office.
3. All Cabinet members shall attend all meetings of the ASUA Cabinet , or any other meetings and events deemed necessary by the President or any other meetings and events deemed necessary by the President.

### **Section 12.03 Cabinet mission**

1. As highlighted in their individual bylaws, all advocacy positions have specific areas of expertise as they affect ASUA. No other group within ASUA can attempt to either make policy on or act independently of the Cabinet on advocacy issues as defined by the bylaws of the individual components of the Cabinet. Any issue that is brought before the Senate, which infringes upon the areas already designated to members of the Cabinet must be deferred to that advocacy group. Should a legislative body determine that action may be necessary on an issue, then they must give the proper Cabinet official ten (10) working days notice. Otherwise, all actions taken by that legislative body shall be null and void.
2. No member of the President's Cabinet may refer to a position on an issue as "official ASUA policy" unless it has been deemed as such by the ASUA legislative branch.
3. The President's Cabinet, as directed by the Student Body President, will use active and creative means to exchange information with the legislative branch concerning Cabinet issues.



4. All Cabinet directors will be allotted one official non-stipend chairperson. Chairs shall be appointed by the President during the regular interviews or separate interviews if needed, and then approved by the senate. Chairs shall serve a minimum of five (5) hours per week and will report directly to both their respective director and to the President. Chairs shall be treated the same as any other ASUA employee. Chairs shall be held to the same accountability as any other director position in ASUA and can be terminated at any given time under the same requirements as all ASUA employees. Chairs shall attend at least one cabinet meeting a month as dictated by the President. Chairs shall assist on director's projects or work on separate projects if deemed necessary by the President.

## Section 12.04 ASUA Academic Affairs Director

### 1. Mission

- (a) The ASUA Academic Affairs Executive Director, herein AAED, shall serve as ASUA's official university analysis, lobbying, and case-worker for non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws.

### 2. Job Description

- (a) The AAED position requires a minimum of fifteen (15) hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.
- (b) The AAED shall coordinate efforts with all other ASUA efforts in order to affect change on matters and/or be consulted with relating to non-budget issues at the University of Arizona not delineated in other sections of the ASUA Cabinet or Program and Service Bylaws, including but not limited to, academic advising, academic grade appeals, registration, class availability, the Code of Conduct, university fines and fees). These efforts include, but are not limited to, promotions, improvements, and revisions of the aforementioned matters.
- (b) The AAED shall work in conjunction with the other members of the ASUA Cabinet.
- (c) The AAED shall have membership as determined by the Student Body President to include but not limited to:
  - i) Full voting privileges on the following university committees:
    - Faculty Senate
    - Instruction and Curriculum Policy Committee
    - CORE Group
    - Undergraduate Council
    - Academic Advising Task Force (AATF)

Any other committees dealing with academic or curriculum matters, as dictated by the ASUA President

- (d) The AAED shall become well-versed in the policies of the Dean of Students Office, Registrar's Office, Enrollment Services and CCIT.
- (e) The AAED shall coordinate and facilitate in conjunction with other facets of ASUA the application and awards processes of ASUA Scholarships and academic recognition activities.

## Section 12.05 ASUA Delegation to the Arizona Students' Association

### 1. Name

- (a) The official name of this organization is the Arizona Students' Association at the University of Arizona, herein referred to as "ASA UA."

### 2. Mission

- (a) ASA UA serves as the student lobbying force on state higher educational issues. ASA UA is part of the Arizona Students' Association Board of Directors and must abide by the Arizona Students' Associations Bylaws. ASA researches and lobbies the Arizona Board of Regents and the Arizona State Legislature on primarily state higher educational issues. ASA will also interact with University of Arizona administrators on parochial issues that have direct relevance on state educational issues.

### 3. Structure

- (a) ASA UA shall consist of six (6) Directors, (1) Director shall be the Graduate and or the Student Council President. The ASUA President shall appoint four directors, one of which shall be a graduate or professional student. The graduate student or professional student must be confirmed by the GPSC in addition to the ASUA Senate before taking office.
- (b) The ASA Directors shall be appointed by and report directly and exclusively to the ASUA President. The Directors will serve as members of the President's cabinet.

### 4. Job Description

- (a) The ASA Director position requires a minimum of twenty five (25) hours per week.
- (b) The ASA Directors shall be responsible for researching all state issues that relate directly to students at the University of Arizona and conducting financial policy analysis. Specifically, the ASA Director shall be ASUA's expert in state government issues and shall understand the state University system as well as possible. ASA shall also disseminate this information to ASUA in any manner deemed appropriate.

- (c) The ASA Directors shall have direct oversight over all ASUA interaction, official or unofficial, with any state organization, unless otherwise stated in the ASUA Bylaws.
- (d) The ASA Directors will work with other student governments statewide to coordinate ASA efforts.
- (e) The ASA Directors shall be appointed by and report directly and exclusively to the ASUA President.
- (f) ASA Directors shall serve as members and attend all meetings, as directed by the Student Body President, of the President's Cabinet.
- (g) The ASA Director position is year round and will have the same vacation allowance as the ASUA executive officers.
- (h) The ASA Director position requires attendance at all ASA Board events. These include, but are not limited to ASA Board meetings, ASA Conference Calls, ASA Legislative Luncheon, Arizona Board of Regents Meeting, ASA Leadership Conference and Board of Regent Tuition Hearings.
- (i) The Graduate or Professional appointee to ASA UA shall hold conference with and serve as a liaison to the student leadership of the College of Law and the College of Medicine on a bimonthly basis, representing and advocating their concerns directly to the President.
- (j) All ASA Directors shall remain in Tucson for at least 2/3 of the summer session.

## Section 12.06 Special Events

### 1. Mission

- (a) The ASUA Special Events Director, herein SEE Director, shall organize and oversee all special campus wide events that are approved by the ASUA President.

### 2. Job Description

- (a) The SEE Director position requires a minimum of fifteen (15) offices per week and out of the office hours shall be determined as deemed necessary by the ASUA President.
- (b) The SEE Director shall coordinate with other ASUA units and campus groups when organizing any special events deemed necessary by the ASUA President.
- (c) The SEE Director shall organize all administrative forums involving special setup, annual Catfest, various entertainment such as large scale concerts, comedy shows, etc (if approved by the President), and all other Presidential requites.
- (d) The SEE Director shall remain in Tucson for at least 2/3of the summer session.

## Section 12.07 **ASUA Presidential Chief of Staff**

### 1. Mission

- (a) The ASUA Chief of Staff, herein CS, shall assist the ASUA President and serve as a member of the President's Cabinet. The CS reports directly and exclusively to the ASUA President.

### 2. Job Description

- (a) The CS position requires a minimum of twenty-five (25) office hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.
- (b) The position does not have to be approved by the Senate and the CS may be removed at any time by the ASUA President.
- (c) The CS position shall assist all members of the cabinet if deemed necessary by the President.
- (d) The CS position shall attend various meetings and organize committees under the direction of the ASUA President.
- (e) The CS shall be the only individual allowed to speak on behalf of the President, but will not speak on behalf of the ASUA.
- (f) The CS shall attend any events or meetings on the behalf of the President if needed.
- (g) The CS shall work with the other two Chief of Staff's from the other branches on a regular basis and serve as the communication line between the two branches.
- (h) The CS shall send on regular press releases on behalf of the cabinet.
- (i) The CS will serve as manager position to the cabinet and will oversee the cabinet in its endeavors as deemed necessary by the President.
- (j) The CS shall remain in Tucson for at least 2/3 of the summer session.

## Section 12.08 ASUA Deputy Chief of Staff

### 1. Mission

- (a) The Deputy Chief of Staff, herein the DCS, shall assist both the Chief of Staff and the ASUA President and serve as a member of the Cabinet.

### 2. Job Description

- (a) The DCS position requires a minimum of fifteen (15) office hours per week and out of the office hours shall be determined as deemed necessary by the ASUA President.

- (b) The DCS position shall attend all meetings of the ASUA Cabinet unless excused by the President.
- (c) The DCS shall assist the Chief of Staff with their duties.
- (d) The DCS shall keep track of the cabinet office hours.
- (e) The DCS shall keep the cabinet organized and on track as deemed necessary by the President.
- (f) The DCS shall be in charge of the annual ASUA Gala.
- (g)** The DCS shall take over Chief of Staff duties when necessary

## Section 12.09 ASUA Outreach and Development Executive Director

### 1. Mission

- (a) The ASUA Outreach and Development Executive Director shall coordinate and supervise all efforts of ASUA to broaden and further strengthen the foundation of support for ASUA and its constituency, and better connect with and communicate with the student body.

### 2. Job Description

- (a) The ODED position requires a minimum of fifteen (15) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.
- (b) The ODED shall secure and organize donors for all ASUA Annual Fund and Scholarship.
- (c) The ODED shall serve as ASUA's liaison to the Alumni Association, UA Foundation and UASF.
- (d) The ODED shall lead and organize efforts of an ASUA campaign in coordination with the Dean of Students Office.
- (e) The ODED shall be responsible for planning ASUA Homecoming functions and any other alumni events.
- (f) The ODED will coordinate with the ASUA Treasurer, and any committees pertaining to outside funding.
- (g) The ODED will work to secure funding for any needed projects for ASUA
- (h) The ODED shall attend all cabinet meetings.
- (i) The ODED shall remain in Tucson for at least 2/3 of the summer session.

## Section 12.10 ASUA Zona Zoo Program and Leadership

### 1. Name

- (a) The official name of the student section program shall be Zona Zoo.

### 2. Mission

- (a) The mission of the Zona Zoo program is to act as the official spirit program of the University of Arizona.
- (b) The Zona Zoo Sports Membership shall grant students an opportunity for admission to all University of Arizona Intercollegiate Athletic Events, as well as admission to the exclusive Zona Zoo student sections available at determined home football games and at men's basketball home games. The Zona Zoo pass is available for purchase to the entire student body.

- (c) The Zona Zoo Leadership is responsible for enhancing current spirit and athletic traditions as well as creating new spirit and athletic traditions.

### 3. Membership

- (a) Any enrolled student of the University of Arizona is eligible to be a part of the Zona Zoo Program.

### 4. Leadership Structure

- (a) All members working as part of the ASUA Leadership for the Zona Zoo Program shall be referred to as members of the Zona Zoo Crew here in referred to as ZZC.

- (b) Executive Director

- 1. The student leadership of Zona Zoo shall be part of the Associated Students of the University of Arizona.

- 2. There shall be a Zona Zoo Executive Director who shall be appointed by the ASUA President to serve as a member of the President's Cabinet.

- 3. The Zona Zoo Executive Director shall serve as a liaison between Arizona Athletic Department and ASUA.

- 4. The Zona Zoo Executive Director shall be responsible for the operations of the Zona Zoo Program, including distribution of Zona Zoo materials.

- 5. The Zona Zoo Executive Director shall complete twenty- five (25) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.

- 6. The Zona Zoo Executive Director shall be responsible for establishing and chairing the Zona Zoo Committee, which shall include representatives from Arizona Athletics, ZZC, and other Athletic/Spirit related clubs on campus. This committee shall meet regularly to discuss potential projects, events, issues, and policy pertaining to the Zona Zoo Program.

- 7. The Zona Zoo Executive Director shall work to create new athletic traditions and enhance current athletic traditions.

- 8. The Zona Zoo Executive Director, along with the members of the Zona Zoo Crew, will organize all events pertaining to athletics or Zona Zoo program, and will serve as an advocate for such programming and events.

11. The Zona Zoo Executive Director along with the ASUA President shall be responsible for the management and motivation of the members of the Zona Zoo Crew.

12. The Zona Zoo Executive Director will oversee and approve the student newsletter called the "Zona Screw" which will be distributed at home athletic games, including, but not limited to, men's football and basketball games.

13. The Zona Zoo Executive Director will be responsible for writing the policy and revenue contract with the ASUA President and Arizona Athletics.

(c) Zona Zoo Directors

Within the ZZC shall be the following directors who shall be appointed by the ASUA President to serve in the President's Cabinet and to work directly with the Zona Zoo Executive Director.

Directors of the ASUA Zona Zoo crew shall hold on minimum of fifteen (15) hours per week. Out of office hours shall be determined as deemed necessary by the ASUA President.

**A. Programming Director**

- i) The Programming Director shall work to plan, research, and execute effective Zona Zoo events and programs
- ii) The Programming Director shall be responsible for motivating, recruiting, and coordinating with the Zona Zoo members working on Spirit and Traditions events and programs including but not limited to Bear Down Fridays, tailgates, road trips, and viewing parties.

**B. Liaison Director**

- i) The Liaison Director shall work to include all members of the Arizona Athletics and Spirit Community in Zona Zoo Programming, Events and Policy
- ii) The Liaison Director shall be responsible for motivation, recruiting, coordinating with, and keeping in contact with ZZC members serving as representatives from athletic and spirit groups and clubs as well as the greater Tucson community , and U of A alumni.

**C. Development Director**

- i) The Development Director shall be responsible for policy and financing for the Zona Zoo program
- ii) The Development Director shall be responsible for fundraising Zona Zoo program
- iii) The Development Director shall be responsible for the motivation, recruiting, and coordinating with Zona Zoo crew members working on Development projects.

**D. Marketing Director**

- i) The Marketing Director shall work to market the Zona Zoo program to the UA Community through different media outlets.
- ii) The Marketing Director shall be responsible for the motivation, recruiting, and coordinating with Zona Zoo crew members working on marketing projects

- iii) The Marketing Director shall be responsible for the upkeep of the Zona Zoo Website

**E. Merchandise Director**

- i) The Merchandise Director shall act as a direct liaison with the UA Bookstore, Arizona Athletics, and any other necessary parties to plan, maintain, and execute the Zona Zoo Merchandise line
- ii) The Merchandise Director shall be responsible for the motivation, recruiting, and coordination of Zona Zoo crew members working on the merchandise line

**F. Zona Zoo Chairs**

- i) Also within the Zona Zoo Crew shall be Area Chairs who shall be appointed by the ASUA President, Zona Zoo Executive Director, and Zona Zoo Directors
- ii) Area Chairs shall work on specific projects or tasks within the Zona Zoo Program.

**(d) Zona Screw**

1. The Zona Zoo Executive Director shall appoint, in conjunction with the ASUA President, a Chairman of the Zona Screw that will have the following duties:

- A. The Chairman will be primary spokesperson for the Zona Screw. The Chairman shall recruit new members to the Zona Screw. The Chairman shall recruit new members to the Zona Screw and help with any membership and orientation.
- B. The Chairman shall be the Editor-in-Chief of the Zona Screw.
- C. The Chairman shall have access to all home football and basketball games for the purpose of disturbing the Zona Screw.
- D. The Chairman shall, with the help of the Zona Screw staff, submit a formal recommendation for the next year's Zona Screw Chairman to the Zona Zoo Executive Director. This candidate shall apply through the presidential appointment process.

## Section 12.11 ASUA Diversity Executive Director

### 1. Mission

- (a) The ASUA Diversity Executive Director shall advocate on behalf of diverse groups and students of the University of Arizona, which includes but is not limited to ethnic minorities, international students, and disabled students.

### 2. Job Description

- (a) The Diversity Executive Director position requires a minimum of fifteen (15) hours
- (b) The Diversity Executive Director shall act as a liaison for diverse populations on campus to the ASUA president.
- (c) The Diversity Executive Director shall organize a student government for the New Start program held every summer.**
- (d) The Diversity Executive Director shall communicate with the resource centers, which include:
  - i) African American Student Affairs
  - ii) Asian Pacific American Students Affairs
  - iii) Chicano Hispano Student Affairs
  - iv) Native American Student Affairs
  - v) Disability Resource Center
- (e) The Diversity Committee Executive Director shall coordinate an ASUA Presidential candidate diversity debate with the Elections Commission during the ASUA elections with panelists from the resource centers.
- (f) The Diversity Committee Executive Director shall advocate on behalf of the University:
  - i) International student population
  - ii) Disabled student population
  - iii) Ethnic minority population
  - iv) Any other diverse or minority population

### 3. Structure

- (a) The Diversity Committee shall consist of a director and an undetermined number of members including, but not limited to a:
  - i) African American Student Affairs Liaison
  - ii) Asian Pacific American Student Affairs Liaison

- iii) Chicano/Hispano Student Affairs Liaison
- iv) Native American Student Affairs Liaison
- (b) The members of the Diversity Committee (excluding the Director) shall be appointed by the Diversity Committee Director in conjunction with the ASUA President. Each resource center in conjuncture with associated student organizations may recommend up to three candidates to fill the associated liaison role which the Diversity Committee Director and ASUA President shall consider.
- (c) Student Affairs Liaison shall:
  - i) Complete a minimum of (5) hours per week.
  - ii) Seek input from the associated resource center and student organizations on issues of campus policy.
  - iii) Regularly attend meetings and relevant events hosted by the associated resource center and student organization.
  - iv) Research the impact of current University and State of Arizona policies on the associated minority group under the direction of the Diversity Committee Director.
  - v) Propose recommendations for changes in ASUA, University, and/or State of Arizona policy.
  - vi) Attend bi-weekly Diversity Committee meetings and when appropriate, Senate and Cabinet meetings.
- (d) Diversity Committee members may be appointed to Diversity Committee positions and subcommittees as deemed by the Diversity Committee Director.
- (e) The Diversity Committee will meet on a regular basis to discuss various Diversity issues and work to ensure equal representation and access to resource for all students.

**Article XIII. Section 12.12 ASUA Safety Executive Director**

1. Mission

- (a) The ASUA Safety Executive Director shall advocate and lobby on behalf of all current and future safety needs of the students of the University of Arizona.

2. Job Description

- (a) The Safety Executive Director position requires a minimum of fifteen (15) office hours per week.
- (b) The Safety Executive Director shall act as a liaison for the safety needs of students on campus to the ASUA president.
- (c) The Safety Executive Director shall organize safety programming events including but not limited to the Fall Safety Fair and the Happy Hour Spring Break Safety Fair with the Dean of Students and UAPD.
- (d) The Safety Executive Director shall communicate with the other safety coalitions, which include but are not limited to:

- i) UAPD Crime Prevention
  - ii) Dean of Students Office
  - iii) Residence Hall Association
  - iv) UA CERT
  - v) Campus Health
- (e) The Safety Executive Director shall communicate with the other safety coalitions within ASUA which include but are not limited to:
- i) Women's Resource Center
  - ii) Safe Ride
  - iii) CatsRidde
  - iv) Student Health Advisory Committee
- (f) The Safety Executive Director shall present a semester safety report at a designated ASUA Senate meeting based on their conducted research and safety analysis of the campus as well as future plans for campus safety.
- (g) The Safety Executive Director shall conduct yearly safety survey's, focus groups and town halls in order to better assess students' concerns having to do with safety on campus.
- (h) The Safety Executive Director shall advocate on behalf of all students at the University of Arizona.

### 3. Structure

- (a) The Safety Committee shall consist of a director and an undetermined number of members including, but not limited to a:
- i) UAPD Crime Prevention Liaison
  - ii) Residence Hall Liaison
  - iii) Dean of Students Liaison
- (b) The members of the Safety Committee (excluding the Director) shall be appointed by the Safety Executive Director in conjunction with the ASUA President. Each resource center in conjuncture with associated student organizations may recommend up to three candidates to fill the associated liaison role which the Safety Executive Director and ASUA President shall consider.
- (c) Safety Liaison shall:
- i) Complete a minimum of (5) hours per week.
  - ii) Seek input from various student organizations on issues of campus safety.
  - iii) Attend regularly scheduled meetings and relevant events hosted by the safety organizations.
  - iv) Research the impact of current University and State of Arizona policies on the safety initiatives under the direction of the Safety Director.
  - v) Propose recommendations for changes in order to improve campus safety in ASUA, University, and/or State of Arizona policy.
  - vi) Attend bi-weekly Safety Committee meetings and weekly Cabinet meetings.
- (d) Safety Committee members shall be appointed to Safety Committee positions and subcommittees as deemed appropriate and necessary by the Safety Executive Director.
- (e) The Safety Committee will meet on a regular basis to discuss various safety issues and work to ensure equal representation and access to safety resources for all students on the University of Arizona campus.

## **Article XIV. Administrative Programs and Service Directors**

### **Section 14.01 Selection of Directors**

1. All ASUA Program and Service Directors shall be selected by the ASUA Administrative Vice President. All selections shall be confirmed by the ASUA Senate.

### **Section 14.02 Directors Council**

1. Directors' Council shall be the official meeting of the ASUA Program and Service Directors.
2. Directors' Council must be held at least twice a month.
3. Directors' Council shall be chaired by the ASUA Administrative Vice President or designate.
4. Directors' Council shall not be policy making body; it shall be an information sharing body for the Programs and Services Directors.

### **Section 14.03 Director Requirements**

1. Directors are required to hold their individual office hours unless otherwise specified herein.
2. Directors must submit bi-monthly summary reports to the ASUA Administrative Vice President in order to keep records of programs and services activities.
3. Directors must attend Directors' Council meetings.
4. Directors are required to attend an ASUA Senate meeting at least once per semester in order to provide a Program or Service update.
5. Directors must also follow the guidelines for their Programs or Service as described in Program and Services Bylaws.
6. Directors will meet at least monthly one on one with the Administrative Vice President or designate.
7. Directors are required to participate in the Annual Programs & Services Fall Fair, organized by the ASUA Marketing Directors and held early in the fall semester.
8. If a director fails to fulfill their duties, the director may be subject to the withholding of stipends and removal from office.

### **Section 14.04 Director Notification of Action Affecting Programs and Services.**

1. Program and Service Directors need to be notified if the following situations occur within ASUA:

2. If an issue is brought before the ASUA Legislative Bodies that directly affects a program or service the director of that program as well as the ASUA Administrative Vice President needs to be notified in writing of the planned action seven (7) days in advance.
3. If the action is intended to eliminate a program or service or decrease it's budget to in operation the appropriate director as well as the ASUA Administrative Vice President must be notified in writing a minimum of ten (10) days prior to the action.
4. The Director's Council and the ASUA Administrative Vice President and the Student Body President must be notified before any Programs or Services can be added to ASUA.

## **Article XV. ASUA Programs and Services**

### Section 15.01 ASUA Pride Alliance

1. Name
  - (a) The official name of this organization is the "Pride Alliance", herein referred to as "Pride Alliance" or "The Center".
2. Mission
  - (a) The ASUA Pride Alliance works toward the maintenance of a resource center dedicated to a safe and inclusive environment that fosters social and educational support or members of the Lesbian, Gay, Bisexual, Transgender and questioning community and our (A)llies along with working to educate the campus and greater community on issues of diversity and acceptance of all people.
3. Membership
  - (a) Membership shall be open to any member of the campus community who wishes to participate in Pride Alliance events and/or partake in the resources offered by the Center.
4. Structure
  - (a) Pride Alliance shall have two co-directors.
  - (b) **A director must be an University of Arizona student with a minimum of seven (7) units per semester (undergraduate) or six (6) units per semester (graduate)**
  - (c) **The Co- Directors shall be appointed via an application process conducted by the Administrative Vice President/ Elect.**
  - (d) **Executive Board will consist of two (2) discussion group coordinators, 1 web manager, 1 high school outreach coordinator, and 1 speaker panel coordinator.**



- (e) The Executive Board will be chosen by the co-directors in consultation with the Administrative Vice President via an application and interview process outlined below:

Applications for Executive Board positions shall be available for no less than two (2) weeks.

The co-directors will interview all applicants.

All applicants shall be notified in writing of the result of the interview process.

#### 5. **Duties of the Co-Directors**

- (a) Each Co-Directors shall be the primary spokesperson and representative for Pride Alliance.
- (b) Executive board must commit a minimum of five (5) office hours per week to Pride Alliance., and must fulfill ten (10) office hours a week. Any out of the office hours shall be determined as deemed necessary by the Administrative Vice President.
- (c) The Co- Directors shall appoint Chairs to Executive board positions as outlined in Section D.
- (d) The Co-Directors shall act as the supervisors of the Executive Board members and may sit in on any and all Pride Alliance meetings.
- (e) The Co-Directors, in consultation with the Administrative Vice President, shall carry out any Disciplinary action relating to any Executive Board member.
- (f) The Co- Directors shall attend and facilitate Executive Board Meetings and General Membership Meetings.
- (g) The Co-Directors shall be responsible for mediating conflicts between members of Pride Alliance.
- (h) The Co-Directors shall promote involvement, participation, and interaction with other ASUA components.
- (i) The Co-Directors shall work to foster cooperative relationships with other organizations of common interest.
- (j) The Co-Directors shall execute any and all duties and campaigns promulgated by the General Membership and/or the Executive Board. The directors shall each complete at least ten (10) office hours per week. The stipend for the directors shall be in accordance with the stipend section of these bylaws.

### Section 15.02 ASUA Safe Ride

#### 1. Name

- (a) The official name of this ASUA Service is the "ASUA Safe Ride."

2. Mission

- (a) The ASUA Safe Ride serves the needs of the University community by providing a free, safe ride for students when traveling alone on campus at night and by providing educational workshops and programs on campus safety.

3. Employment

- (a) Employees of the ASUA Safe Ride must meet the basic requirements set forth by the university's student employment policies and any additional requirements as specified by ASUA.

4. Structure

- (a) The ASUA Safe Ride has two stipend directors: an Operations Director and Administrative Director.
- (b) The ASUA Safe Ride director may appoint other officials as needed.

5. Duties of the Directors:

- (a) The ASUA Safe Ride Operations Director:
  - i) Shall be the primary spokesperson for the ASUA Safe Ride service and shall be responsible for the financial expenditures of the service.
  - ii) The Operations Director shall facilitate all general meetings of the ASUA Safe Ride service.
  - iii) The Operations Director, in conjunction with the Administrative Director, shall be responsible for the hiring and if deemed necessary, the termination of all service personnel.
  - iv) The Operations Director shall be responsible for employee relations, establishing service policies and procedures, general service operations and administrative scheduling.
  - v) The Operations Director shall initiate and be responsible for interaction with other ASUA components.
  - vi) The Operations Director shall be required to hold a minimum of fifteen (15) office hours per week during ASUA normal business hours and attend the ASUA Director's Council meetings. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.
  - vii) The Operations Director shall be responsible for assigning the duties of the service.
- (b) The Administrative Director:
  - i) The Administrative Director shall be required to a minimum of fifteen (15) office hours per week during ASUA normal business hours.

- ii) The Administrative Director shall be responsible for administrative duties of the service.
- iii) The Administrative Director will be responsible for the service in the absence of the Director.
- iv) The Administrative Director shall be held responsible for educational safety programming including the fall Safety Fair and a minimum of one program to address rape prevention.

## Section 15.03 Freshman Class Council

### 1. Name

- (a) The official name of this program will be "Freshman Class Council", referred to herein as FCC.

### 2. Mission

- (a) To create a freshman-based leadership program, within ASUA, designed to develop Arizona's future leaders of tomorrow by enhancing their integrity, motivation, and confidence by fostering a positive environment for the cultivation of leadership, social skills; as well as learning all facets of ASUA and becoming an integral part of the association.

### 3. General Membership

- (a) A member is anyone who meets the following requirements:
  - i) Is in their first year academic coursework at the University.
  - ii) They fill out an application and are selected by the director.
  - iii) The selection process is based on a point system created for both the application and the interview and not based on the subjective opinions of the director.
  - iv) Applications for general membership shall be available for no less than 2 weeks.

### 4. Structure

- (a) FCC shall have on stipend Director appointed via an application process conducted by the ASUA Administrative Vice President.
- (b) Duties of the Director
  - i) The Director shall be the primary spokesperson and representative for the FCC. The Director shall recruit new members to the FCC and help with any membership orientation/training.

- ii) The Director shall complete ten (10) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.
  - iii) The Director shall be responsible for overseeing the placement of the general body members into various leadership committees.
  - iv) The Director shall oversee the budget and financial status of FCC.
  - v) The Director shall be responsible for completing and submitting all requisitions forms to ASUA and budget assessment for the council's upcoming activities and programs.
  - vi) The Director shall submit a biweekly process report to the Administrative Vice President. The stipend for the Director shall be in accordance with the stipend of the bylaws.
  - vii) The Director shall plan an Open House in ASUA (along with the Administrative Vice President) for recruiting freshmen to Programs and Services with the purpose of introducing ASUA to new students.
- (c) Duties of FCC Members:
- i) FCC members are expected to complete two (2) office hours a week. One of these hours is to be shadowing or assisting members of other ASUA branches. FCC members are expected to attend at least 60% of the organized functions.
  - ii) FCC members are expected to construct the ASUA Homecoming Float representing ASUA.
  - iii) FCC members are expected to design at least two universal ASUA apparel items to help unify and market the organization.
  - iv) FCC members are expected to organize at least one program per semester targeted toward benefiting and/ or representing the UA Freshman class.

## Section 15.04 ASUA Speakers Board

1. Name
  - (a) The official name of this organization is "ASUA Speakers Board" referred to as Speakers Board.
2. Mission
  - (a) Speakers Board brings nationally or locally recognized speakers to the University of Arizona who present lectures on student concerns and/or entertainment.
3. Membership
  - (a) Any student who is enrolled at the University of Arizona is eligible for membership in Speakers Board.

#### 4. Structure

- (a) ASUA Speakers board has one stipend Director appointed via an application process conducted by the ASUA Administrative Vice President.
- (b) Duties of the Director:
  - i) The Director shall be responsible for the appointment and training of assistants.
  - ii) The Director shall complete a minimum of ten (10) in office hours per week. Out of office hours shall be determined as deemed necessary by the Administrative Vice President.
  - iii) The Director shall facilitate general meetings in Speakers Board and promote interaction and involvement with other ASUA components.
  - iv) The stipend for this director shall be in accordance with the stipend section of these bylaws.
  - v) The Director shall survey the student body to gauge current interest in possible speakers.

### Section 15.05 ASUA Student Health Advisory Committee

#### 1. Name

- (a) The official name of this organization is "The Student Health Advisory Committee", referred to as SHAC.

#### 2. **Mission**

- (a) The ASUA Student Health Advisory Committee, SHAC, is a service organization in conjunction with the Associated Students of the University of Arizona. SHAC seeks to act as a liaison between the students at the University of Arizona and The University of Arizona Campus Health Service. SHAC serves as an advisory committee to Campus Health in order to represent the needs and concerns of the student body. Additionally, SHAC strives to increase health and well-being awareness among the University population. Several of the many issues that SHAC seeks to address concern sexual education, alcohol and drug education, preventive medicine, diet, and exercise.

#### 3. Composition of the Committee:

- (a) The Student Health Advisory Committee is dedicated to serving students from a wide range of backgrounds. Student members are selected for the committee in the beginning of the fall semester and are committed to serving SHAC for a full academic year. Membership does not carry over and students must reapply to continue their involvement through an application process. The Committee aims to recruit members representative of the vast student population and does not discriminate bases on race, sex, age, or area of study.

- (b) Membership:
  - i) Membership on the Committee is open to undergraduate, graduate, and professional part-time or full-time students enrolled at The University of Arizona. All meetings and all SHAC sponsored events are mandatory unless extenuating circumstance exist that have been reported to the Director. The Director reserves the right to remove members from the Committee because of lack of participation.
- (c) Structure
  - i) SHAC shall have two stipend co-directors
  - ii) The Directors shall be appointed via an application process conducted by the ASUA Administrative Vice President.
  - iii) General Membership shall be appointed via an application process conducted by the Director.
  - iv) General member structure shall be organized as deemed necessary by the Director.

#### 4. Duties of the Directors

- (a) SHAC shall have two stipend co-directors.
- (b) The Directors shall be appointed via an application process conducted by the ASUA Administrative Vice President.
- (c) General membership shall be appointed via an application process conducted by the Directors.
- (d) General Membership structure shall be organized as deemed necessary by the Director.
- (e) As SHAC is a continually evolving organization, the co-directors reserve the right to structure the committee to best fulfill the programs for the year. The co-directors reserve the right to appoint members to represent SHAC on faculty committees. In previous years, Finance and Insurance, Quality Assurance, Marketing, and Health Promotion and Education committees included SHAC representatives.
- (f) The co-directors will oversee all activities of the committee, as well as oversee the positions within the committee to ensure the highest standards and quality for events and activities.
- (g) The co-directors will hold responsibility and make all final executive decisions.
- (h) The co-directors will be responsible for updating Campus Health Advisors on SHAC activities each week.
- (i) The co-directors shall track member involvement and contact individuals when members do not fulfill their commitments.

- (j) The SHAC directors shall complete a minimum of ten (10) in office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

5. Programs

SHAC programs are dictated by the needs of the students. While no required programs exist, SHAC must host at least two events per month that achieve the goals within the SHAC mission statement. The SHAC director and the SHAC co-Director, and Administrative Vice President, in conjunction with the Campus Health Advisors shall determine the year's programs.

## Section 15.06 ASUA Spring Fling

1. Name

- (a) The official name of this program is ASUA Spring Fling.

2. Mission

- (a) The mission of ASUA Spring Fling is to provide a mechanism for funding of UA clubs and organizations through an annual student-run carnival.

3. Membership

- (a) Any enrolled UA student is eligible to be a part of Spring Fling.

4. **Structure**

- (a) There shall be one Executive Director of Spring Fling appointed by the ASUA Administrative Vice President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution.
- (b) There shall be a Director for each of the following areas: Business, Club Relations, Corporate Relations, Field Operations, Marketing, Physical Resources, Procurements, and Public Relations:
  - i) These Directors are to be appointed by the Executive Director. The stipend for these directors shall be in accordance with the stipend section of these bylaws.

5. Duties of the Executive Director

- (a) The Executive Director shall be the primary spokesperson for Spring Fling and shall be in charge of all Spring Fling directors and personnel.
- (b) The director shall complete at least thirty (30) office hours per week.
- (c) This director shall have supervisory authority and shall have budget oversight authority.
- (d) The stipend for this director shall be in accordance with the stipend section of these bylaws.

6. Role of the ASUA Advisor

- (a) The ASUA advisor acts as a resource to the Spring Fling Directors and staff.

Section 15.07 ASUA Women's Resource Center

1. Name

- (a) The official name of this organization is the "Women's Resource Center", herein referred to as the "Center" or "WRC."

2. Mission

- (a) The Women's Resource Center (WRC) is a non-discriminatory service for everyone at the University of Arizona, which provides education, support and information on issues concerning women both on and off campus and throughout the world. The WRC provides information on and referrals to community and campus services as requested by their clients. The WRC also assesses attitudes on campus towards women and when necessary, promotes changes. The WRC will strive to partner with the surrounding community and other similar campus organizations for the overall betterment of the treatment of women.

3. Membership

- (a) Volunteers are encouraged to be available for at least two hours per week in the WRC office to serve as a resource to the community.
- (b) Attends a minimum of one general membership meeting per month.
- (c) A Voting member is a University of Arizona student who meets the University of Arizona co-curricular guidelines.

4. Structure

- (a) WRC has a Board of Directors consisting of one (1) stipend Director and two (2) non-stipend Assistant Directors: A Programs and Educational Services Assistant Director, and a Special Events Assistant Director.
- (b) The Board of Directors shall be appointed by the ASUA Administrative Vice President with confirmation by the ASUA Senate in accordance with the ASUA Constitution. Appointment of the WRC Board of Directors shall take place following the ASUA General Election.

5. Duties of Director

- (a) The Director shall be the primary spokesperson and representative for the WRC.
- (b) The Director shall oversee a subcommittee consisting of WRC volunteers and/or interns. Duties will include directing the publicity of events and promotion of available services to the University and Tucson community.

- (c) The Director shall supervise liaisons to the campus and city organizations in order to improve communication with those groups considered to offer valuable resources and support. It shall also be the responsibility of the Director to organize, maintain, and distribute a monthly newsletter informing readers of the WRC's activities, programs, and services.
- (d) Duties of the Director shall also include completing and submitting all requisitions forms to ASUA and budget assessment for the centers up coming activities and programs. It shall also be the responsibility of the Executive Director to seek and obtain outside moneys via grants and donation proposal.
- (e) The Programs and Educational Services Assistant Director shall oversee a subcommittee consisting of WRC volunteers and/or interns. Duties will include organizing and directing program and services that offer educational information to the University and Tucson Community. Such programs will include self defense classes, prejudice awareness/deterrence classes, sex, education, rape and sexual assault awareness for men and women, sexual harassment information sessions, and seminars on women's health issues. It shall be the responsibility of programs and educational services to supervise the WRC's facilitation of support groups and discussion session on various topics concerning women.
- (f) The Special Events Assistant Director shall oversee a subcommittee consisting of WRC volunteers and/ or interns. Duties will include organizing and directing special events that fall outside the definition of programs and educational services. Such events will include activities for Domestic Violence Awareness Week, Women's History Month, Women's Awareness Week, Take Back the Night, speakers, bands and WRC semester retreats.
- (g) Each Board member shall recruit volunteers and/or interns to the WRC and to their respective subcommittees. Members of the Board shall also be responsible for providing cooperative leadership training for WRC volunteers and interns. The Executive Director shall be responsible for mediating conflicts between members of the WRC. Board members shall attend General Membership and WRC Directors meetings. Board members shall also assist their respective subcommittees, the other two (2) subcommittees, and the other two (2) Board members in any of their needs. Each Board member shall promote participation and interaction with other ASUA components. Each Board member shall complete at least ten (10) office hours per week. As with WRC General Members, volunteers, and interns, it shall also remain a duty of each Board Member to assist WRC clients with requests for information and referral. The stipends for Executive and Assistant Directors shall be in accordance with the stipend section of the bylaws.
- (h) If a Board Member should miss a required meeting they must search out information regarding that meeting, including but not limited to the reading of minutes from that meeting. The Board of Directors should keep a journal of contacts and also pros and cons of attempted programming to aid the WRC membership in following years.

- (i) The Director shall complete a minimum of ten (10) in office hours. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.

## Section 15.08 Community Development

### 1. Name

- (a) The official name of this ASUA program is ASUA Community Development.

### 2. Mission

- (a) To provide the campus community with opportunities and knowledge of community service involvement. Community Development is a resource, promoter and creator of service events, including the basketball league. Community Development constantly explores new means and ideas to expand upon the opportunity for student involvement in philanthropy.

### 3. Membership

- (a) Any enrolled student is eligible to be a part of Community Development.

### 4. Structure

- (a) CD has two officers: a stipend director and the Chair of the Basketball League.
- (b) The Director shall be appointed by the ASUA Legislative Bodies in accordance with confirmation from the ASUA Legislative Bodies in accordance with the ASUA Constitution.
- (c) Chairs shall be chosen by the Director, after s/he takes applications for the positions for and interviews all the candidates. Any of the (2) Chair positions may be split into two (2) Co-Chair positions at the discretion of the membership or the Director with approval from the Administrative Vice President.

### 5. Duties of Officers

- (a) The Director shall be the primary spokesperson and representative for CD. The Director shall appoint Chairs to the committees as outlined in Section D. The Director shall oversee all committees and may sit in on any and all CD Committees. The Director shall promote community service on the whole and provide information concerning community service involvement to students. The Director shall set and keep office hours every week during regular sessions. The stipend for this director shall be in accordance with the stipend section of these bylaws.

- (b) The Chairs shall execute responsibilities of their respective committees. The Chairs shall recruit members to their respective Committees. The Chairs shall set and keep office hours every week during regular sessions. The Chair of the basketball League shall serve as the President of a Board of Directors of the annual basketball league. The board shall include a President, a Vice President, a Coaches Liaison, a Funding Chair, a Publicity and Special Events Chair, and Procurements Director.
- (c) The duties of the Basketball Board positions will be as follows:
  - i) The President of the Board shall be responsible for general oversight of all that pertains to the Basketball League.
  - ii) The Vice-President shall assist the President and each chair in all necessary instances.
  - iii) The Fundraising chair shall be responsible for contacting local business to obtain funds necessary to subsidize the costs of the league.
  - iv) The Publicity and Special Events Chair shall be responsible for organizations of the coaches' clinic, All Star Day and Championship Day.
  - v) The Procurements Director shall design and purchase the T-shirts for the league, contract a photographer to produce team photos, as well as handle the acquisition of trophies and design the league program.

## Section 15.09 ASUA Bear Down Camp

### 1. Name

- (a) The official name of this program is "Bear Down Camp," herein referred to as BDC.

### 2. Mission

- (a) The mission of ASUA BDC is to provide a supplemental introduction to the University of Arizona for incoming freshmen to improve retention and overall success rates.. BDC will provide necessary survival tools, but also give the students an opportunity to cultivate relationships with other students and faculty early in there college career. Additionally, contact will be kept with the freshmen campers to evaluate their progress and success during their first year at the university.

### 3. Membership

- (a) Any enrolled current or incoming UA student is eligible to be a part of BDC.

### 4. Structure

- (a) There shall be one Executive Director of BDC, appointed by the Administrative Vice President, in November, and will serve as one year term, to expire in November of the following year.

- (b) There shall be one Assistant Director of BDC appointed by the Executive Director and confirmed by the Administrative Vice President.
  - (c) There shall be one Head Counselor appointed by the BDC Director to oversee all counselor operations.
5. Role of the ASUA Advisor
- (a) The ASUA Advisor acts as a resource to the BDC Directors and staff.
6. Duties of the Directors and Executive Board:
- (a) The Executive Director shall be the primary spokesperson for BDC and shall be in charge of all BDC directors, counselors, and personnel overseeing Programming, Counselor Relations, and Camper Relations. The Executive Director also coordinates fundraising efforts, writes grants, and organizes the BDC requisition process. Coordinates a positive camp experience for the counselors and participants. The director shall complete at least ten (10) office hours per week. This director shall have supervisory authority and shall have budget oversight authority.
  - (b) The Assistant Director shall complete at least ten (10) office hours per week. The Assistant Director shall coordinate all elements along with the Executive Director and shall assist in overseeing Programming, Counselor Relations, and Camper Relations and assist the Executive Director in creating a positive camp experience for the counselors and participants.

## Section 15.10 Administrative Chief of Staff

1. Mission
- (a) The Administrative Chief of Staff shall assist the ASUA Administrative Vice President with the daily functioning of Programs and Services.
2. Structure
- (a) The Administrative Chief of Staff shall report directly to the Administrative Vice President. The Administrative Chief of Staff position requires a minimum of ten (10) office hours per week. Out of the office hours shall be determined as deemed necessary by the Administrative Vice President.
  - (b) The Administrative Chief of Staff position requires a minimum of 10 in office hours per week.
  - (c) The Administrative Chief of Staff position is not a mandatory appointment of the Administrative Vice President. This position may be filled or left vacant at the discretion of the Administrative Vice President.
  - (d) The Administrative Chief of Staff shall attend all Programs and Services directors meetings unless excused by the Administrative Vice President and will serve as the chair in the Administrative Vice President's absence.

- (e) The Administrative Chief of Staff position is appointed by the Administrative Vice President and does not have to be approved by the Senate.
- (f) The Administrative Chief of Staff may be removed at any time by the Administrative Vice President.
- (g) The Administrative Chief of Staff shall assist all areas of Programs and Services if deemed necessary by the Administrative Vice President.
- (h) The primary duties of the Administrative Chief of Staff will be to assist in the organization and effectiveness of the Administrative Vice President and to assist with the day to day operations of ASUA Programs and Services as deemed necessary.
- (i) The Secondary duties of the Administrative Chief of Staff will be to assist in the cohesion of all ASUA Members through internal programming.
- (j) The stipend for Administrative Chief of Staff position shall be set by the Senate in accordance with the ASUA bylaws, and will be appropriated from the Administrative Vice President's operating budget.

## Section 15.11 ASUA Cats RIDDE

### 1. Name

- (a) The official name of this ASUA service is "Cats Realizing the Importance of a Designated Driving Escort" herein referred to as Cats RIDDE.

### 2. Mission

- (a) The mission of Cats RIDDE is to provide a safe and reliable commuting environment on Saturday nights around the University of Arizona area by providing a non-judgmental ride home to any student rendered incapable of doing so by their means.

### 3. Membership

- (a) A member is anyone who meets the following requirements:
  - i) Works a minimum of four nights per semester.
  - ii) Regularly attends meetings.
  - iii) University of Arizona student carrying at least 7 units (undergraduate) or 6 units (graduate).
  - iv) A club or organization may be considered a team if it volunteers any of its members for at least four times per semester. These volunteers must fulfill requirements 1-3 of Section C.

### 4. Structure

- (a) Cats RIDDE has one stipend Director of interviewed and appointed by the ASUA Administrative Vice President, and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution.
- (b) The Cats RIDDE director of operations may recommend the appointment of one non- stipend Vice Director of Business to be approved by the Administrative Vice President of ASUA, and any other members at the discretion of the Director.
- (c) Directly beneath the Director of Operations there shall be three Chairs: the Chair of Team Leaders, the Chair of Risk Management and Efficiency, and the Chair of Administration.
- (d) Directly beneath the Vice Director of Business will be three Chairs: the Chair of Finance, the Chair of Fundraising, and the Chair of Public Relations.
- (e) Cats RIDDE may appoint other officials as needed.
- (f) All directors and chairs must meet the membership requirements of section C.

#### 5. Duties of Directors

- (a) The Cats RIDDE Director of Operations shall:
  - i) Complete a minimum of ten (10) office hours per week.
  - ii) Attend, lead, and coordinate all meetings (regular member meetings, and Chair meetings).
  - iii) Attend, lead, and coordinate Executive Staff Training.
  - iv) Organize the application and interview process for members in both fall and spring and the rest of the committee in the spring.
  - v) Work once a weekend (with two optional nights off).
  - vi) Oversee all operations of the Chairs of: Team Leaders, Risk Management and Efficiency, and Administration.
  - vii) Deal with all issues pertaining to general membership.
- (b) The Cats RIDDE Vice Director of Business shall:
  - i) Assist the Director of Operations in all of his/her duties pertaining subsections a-d of section E.
  - ii) Oversee all operations of the Chairs of: Finance, Fundraising, and Public Relations.
- (c) Duties of Chairs: The Cats RIDDE Chair of Team Leaders shall:
  - i) Keep track of all team events and keep each Chair informed of these events.
  - ii) Keep track of the Chair attendance at team events ensuring that each Chair attends one event of each team per semester.

- iii) Create and administer evaluations twice a semester allowing members to evaluate their Team Leaders.
    - iv) Work with the Team Leaders to plan all Cats RIDDE socials.
  - (d) The Cats RIDDE Chair of Risk Management and Efficiency shall:
    - i) Organize and facilitate two risk management meetings per semester.
    - ii) Maintain and apply the Risk Management Manual.
    - iii) Keep Cats RIDDE members and executives well informed of all changes in risk management policies and alcohol and drug education.
    - iv) Keep Cats RIDDE up to date with all University Risk Management policies and procedures.
  - (e) The Cats RIDDE Chair of Administration shall:
    - i) Update points and nights every other week and present this information on the Cats RIDDE website in a manner easily accessible to all members.
    - ii) Maintain the point and meeting absences system.
    - iii) Maintain current statistics of Cats RIDDE's nightly operations.
    - iv) Research and maintain statistics of Cats RIDDE's impact on the community by working with such entities as UAPD, and TPD to gather information on alcohol related accidents or altercations in the Tucson community.
    - v) Keep minutes for all meetings.
    - vi) Keep track of all member information including Personal Information Sheets and current copies of driver's licenses.
    - vii) Inform any member that he/she is removed from Cats RIDDE if he/she does not meet the membership requirements each semester.
  - (f) The Cats RIDDE Chair of Finance shall:
    - i) Create and maintain the Cats RIDDE Budget.
    - ii) Deals with any and all transactions pertaining to Cats RIDDE.
  - (g) The Cats RIDDE Chair of Fundraising shall:
    - i) Organize and facilitate all fundraising.
  - (h) The Cats RIDDE Chair of Public Relations shall:
    - i) Maintain sponsor relations by creating and maintaining sponsorship agreements and publicity packets.

- ii) Build and maintain relationships between Cats RIDDE and all other entities related to Cats RIDDE.
- iii) Develop and implement all of Cats RIDDE's advertising.
- iv) Pursue and archive all Cats RIDDE's media coverage.

## Section 15.12 ASUA Wildcat World Fair

1. Name:
  - (a) The official name of this program is ASUA Wildcat World Fair herein referred to as "Wildcat World Fair" or "WWF".
2. Mission:
  - (a) The Mission of ASUA Wildcat World Fair is to provide a mechanism that promotes an understanding of various cultures on campus through an annual student-run fair in collaboration with campus and community organizations. Wildcat World Fair will also work to continuously promote diverse, cultural, and international issues throughout the year.
3. Membership
  - (a) Any enrolled UA student is eligible to participate in Wildcat World Fair.
4. Structure
  - (a) There shall be one Director of ASUA Wildcat World Fair appointed by the ASUA President and confirmed by the ASUA Legislative Bodies in accordance with the ASUA Constitution. The stipend for this director shall be in accordance with the stipend section of these bylaws.
5. Duties of the Director
  - (a) The Director shall complete ten (10) in office hours per week. Out of office hours shall be determined as deemed necessary by the Administrative Vice President.
  - (b) The Director shall be the primary organizer, spokesperson and representative for the Wildcat World Fair.
  - (c) The Director shall have Wildcat World Fair budget oversight authority, and as such will assess budget status, coordinate all fundraising efforts and organize the requisition process. It shall be the responsibility of the Director to seek and obtain outside moneys via grants and donation proposals.
  - (d) The Director shall recruit members to delegate responsibilities as the Director sees fit and shall have supervisory and firing authority of its own members.
  - (e) The Director shall initiate and be responsible for interaction with other ASUA components.

- (f) The Director shall continue diversity awareness endeavors during the year through various programming and collaborating with other cultural organizations within the community.

## Section 14.13 A-TOWN

### 6. Name:

- (a) The official name of the University of Arizona's collegiate Anytown Arizona, Inc. conference is "A-TOWN," herein referred to as "A-TOWN."

### 7. Mission:

- (a) The ASUA Administrative Director of A-TOWN will work with the campus community and the Board to bring Anytown Arizona, Inc.'s A-TOWN program to the University of Arizona to provide University of Arizona students a quality social justice and leadership conference at least once a year.

### 8. Membership:

- (a) Each of the A-TOWN standing committees will have a minimum of five members. Any University of Arizona student is eligible to apply for any position within the following A-TOWN standing committees:
  - i) Fundraising
  - ii) Recruitment
  - iii) Delegate Selection
  - iv) Scholarships
- (b) Any University of Arizona student is eligible to apply to be a delegate at the A-TOWN conferences.

### 9. Structure:

- (a) There shall be one Administrative Director of A-TOWN appointed by the Administrative Vice President, in January, and will serve a one year term, to expire in January of the following year. This position shall be a stipend position.
- (b) A-TOWN Conference Staff:
  - i) A-TOWN will have two directors selected by Anytown Arizona, Inc.
  - ii) A-TOWN will have ten advisors selected from the University of Arizona community to the extent possible. The A-TOWN directors will select the A-TOWN advisors.
  - iii) A-TOWN will have ten counselors selected by the A-TOWN directors from the University of Arizona community to the extent possible. The A-TOWN directors will select the A-TOWN counselors.
  - iv) A-TOWN will have two counselors-in-training selected from the University of Arizona community to the extent possible. The A-TOWN directors will select the A-TOWN counselors-in-training.

10. Duties of Administrative Director of A-TOWN:

- (a) The Administrative Director of A-TOWN shall complete ten (10) in office hours per week. Out of office hours shall be determined as deemed necessary by the Administrative Vice President.
- (b) The Chair of Diversity Initiatives from the Board and the Administrative Director of A-Town shall be the coordinators, spokespersons, and representatives for A-Town.
- (c) The Administrative Director of A-TOWN shall recruit members to serve on the four A-TOWN standing committees.
- (d) The Administrative Director of A-TOWN, along with the Chair of Diversity Initiatives from the Board, will be the chief party responsible for fundraising, delegate recruitment, and management of the four A-TOWN committees.