



ASBSU

Associated Students of Boise State University
Governing Code

CHAPTERS get caps and underlined

I. **Titles are in bold.**

Definitions: Underlined with colon, always end with a period.

I. Code Overview

II. Ethics Code

III. Financial Code

IV. Executive Council Code

V. Assembly Code

VI. Election Code

CHAPTER 1: CODE OVERVIEW

I. ASBSU Purpose

- A. The core purpose of the Associated Students of Boise State University is to advocate for students, empowering them with a voice on campus, and to facilitate direct student engagement in the campus experience, especially through student organizations.

II. Definitions

- A. ASBSU Body: Includes the Executive Council, Assembly, Student Funding Board, all ASBSU Committees and Executive Committees. This does not include Student Organizations.
- B. ASBSU Committee: Any subordinate body established by the Executive Council. ASBSU Committees may include phrases such as “task force” or “advisory board” in their titles and may be standing or temporary in nature.
- C. ASBSU Executive Personnel or Executive Personnel: Any elected, hired, or appointed student who works for ASBSU and is not an Assembly Member. This definition includes the Assembly Speaker. Delegates to the Executive Council are also included in this definition.
- D. ASBSU Officer or Officer: Any student holding elected office in ASBSU, or any student appointed to a position usually filled by election.
- E. ASBSU Personnel or Personnel: Any elected, hired, or appointed University student who works for ASBSU. Delegates to the Executive Council are included in this definition.
- F. ASBSU Paid Personnel or Paid Personnel: Refers specifically to ASBSU Personnel who receive compensation for their services.
- G. Assembly: The ASBSU Student Assembly. A body comprised of one member from every academic department on campus.
- H. Chapter: A portion of Code relating to one overarching theme (i.e. Financial Code, Assembly Code, etc.).
- I. Club Officer: A student that formally holds a leadership position in a Student Organization. Club Officers for each Student Organization are on file with the Student Involvement and Leadership Center.
- J. Code: Governs and specifies the actions of any ASBSU Personnel or Body on a consistent or long-term basis. For example, Ethics Code II specifies the guiding principles that ASBSU will always follow. Code is always subordinate to the Constitution.
- K. Complaint: A formal accusation filed against any ASBSU Personnel for violating Code or not fulfilling hir job description.
- L. Elections: Inclusive of both Assembly Elections and Executive Elections.
- M. Executive Council: The ASBSU Executive Council, or Executive Council. The legislative body of ASBSU comprised of the President, Vice President, Secretaries, Directors, Delegates and Assembly Speaker.
- N. Ethics Committee: The ASBSU Committee that exists to aid the Student Ethics Officer in the fulfillment of hir duties.

- O. Gallery: Attendees at a given meeting other than the members of the body which is meeting.
- P. Student Funding Board (SFB): The SFB is the standing body of ASBSU that is responsible for hearing and deciding on Grant Requests.
- Q. Student Involvement and Leadership Center (Student Involvement): Student Involvement is the University department responsible for supporting and formally recognizing Student Organizations. Student Involvement also helps and encourages individual students to get involved.
- R. Student Organization or Club: A student group that is officially recognized by the University through the Student Involvement and Leadership Center.
- S. University: Refers to Boise State University. When used as a descriptor immediately preceding another word or phrase, it refers to the official body, department, officer, process, policy, or other attribute of Boise State University. Example: University Committee.
- T. University Committee: Any body (task force, board of governors, advisory board, etc.) established by Boise State University policy or administrators.

III. Gender Neutral Pronouns

- A. In order to make the language more inclusive and concise, this Code uses the gender neutral pronoun ze instead of he/she and the pronoun hir instead of him/his/her.

IV. ASBSU and Other Organizations

A. The Idaho State Board of Education

1. Because ASBSU is part of a public university, its governance ultimately falls under the Idaho State Board of Education (SBOE). ASBSU officers are able and encouraged, both by University administrators and members of the SBOE, to attend SBOE meetings.
2. State Board of Education Policy III.P.7.a.i. states that: "For tuition and fee purposes, the president, vice president, and senators of the associated student body government are considered full-time students when carrying at least the following credit loads: (a) president, three (3) credits and (b) vice president and senators, six (6) credits."
3. The legislative body for the Associated Students of Boise State University is defined as the Executive Council, which consists of the ASBSU President, Vice President, Secretaries, Directors, and Delegates, where Delegates have a substantially lesser workload than other members. The intent of the State Board of Education in Policy III.P.7.a.i. is to govern the legislative branch of the student government, therefore ASBSU interprets the SBOE policy to apply to the Executive Council in the following way:
 - a. For tuition and fee purposes, the president, vice president, secretaries, and directors of ASBSU are considered full-time students when carrying at least the following credit loads: (a) president, three (3) credits and (b) vice president, secretaries, and directors, six (6) credits.
 - b. Delegates are not eligible for credit load adjustment.

CHAPTER 2: ETHICS CODE

I. Chapter Overview

- A. Students are entitled to have complete confidence in the effectiveness and integrity of ASBSU, and in every elected or appointed student in ASBSU working to serve the student body. This Chapter exists to ensure ASBSU is ethical and accountable to the students of the University.

II. Guiding Principles

- A. ASBSU exists to promote educational, social, and cultural engagement; finance student activities and initiatives; facilitate student involvement; and act as the official voice of University students.
- B. In fulfilling these duties, ASBSU and all Personnel will follow the Student Code of Conduct and the University Statement of Shared Values.
- C. In every action and decision, ASBSU will strive to fulfill its core purpose and do what it believes is best for the students of the University.

III. Student Ethics Officer

A. Duties and Responsibilities

1. Hold all ASBSU Personnel accountable to both this Chapter and their job descriptions. The Student Ethics Officer can request, up to three (3) times per year per person, that any ASBSU Personnel provide a report that briefly explains how ze is fulfilling hir position description.
2. Serve as a voting member on Student Funding Board
3. Chair a Constitutional Review Committee including four (4) Assembly Members to review and interpret the ASBSU Constitution, Code, and Regulations, when requested by any University student, faculty member, or staff member.
4. Chair and serve as a voting member of an Ethics Committee as specified in Executive Code IV.D.
5. Attend all Executive Council and Student Assembly meetings, as well as some meetings of the SFB and other ASBSU bodies.
6. Receive and respond to any Complaint regarding a violation of the ASBSU Constitution or ASBSU Code through the appropriate action with the Ethics Committee.
7. It is acceptable and expected that the Student Ethics Officer will file appropriate Complaints and play a proactive role in ensuring ASBSU Personnel.

IV. Ethics Committee

- A. Composition of the Ethics Committee is outlined in Executive Code IV.D.
- B. Responsibilities**
 1. Provide a formal hearing process for Complaints received, as outlined below.
 2. Promote the transparency of ASBSU to the University by providing suggestions to ASBSU personnel.
- C. Filing Complaints**

1. University students, staff members and administrators can file Complaints against any ASBSU Personnel for violating ASBSU Code, the ASBSU Constitution, hir job description, or other governing documents.
2. A standard form will be available online. Complainants must specify the Defendant and the violation. Complaints should be filed as soon as possible and cannot be submitted anonymously.

D. Handling Complaints

1. The Ethics Committee will hold a hearing involving the Defendant(s) against whom the Complaint was filed and the Complainant(s) within 10 business days.
2. All parties are permitted and encouraged to submit evidence, including statements from third parties. Complainants must submit evidence at the same time they submit a Complaint. Defendants will submit evidence at the time of the hearing.
3. The Defendant must receive a copy of the Complaint, including all evidence submitted by the Complainant, at least 72 hours prior to the hearing.
4. The Ethics Committee, led by the Student Ethics Officer, will convene prior to the arrival of the Defendant(s) and Complainant(s) to discuss the case and prepare questions for both parties.
5. The professional staff advisor to the Student Ethics Officer, or hir designee, must be present at the hearing.
6. The Ethics Committee (and advisor) will hear a brief argument from each party, and then ask questions. When all its questions have been answered, the Ethics Committee will deliberate and decide in private. Decisions will be made by a simple majority vote. The Ethics Committee must deliver a written result to all parties within 24 hours.
7. For all hearings, including appellate hearings, Defendants and Complainants are permitted to have a personal advisor present. This advisor may not directly present the case of the party ze is supporting.

E. Miscellaneous Issues

1. Complaints regarding elections will be handled according to the standard process, with Candidates being held accountable only to Election Code and Ethics Code.
2. If a Complaint is filed against the Student Ethics Officer, the Assembly Speaker will chair the Ethics Committee in all affairs related to the Complaint.
3. If a member of the Ethics Committee feels ze will have an unfair bias in a hearing, ze may recuse hirsself from the hearing. If this reduces the total number of members attending a hearing to less than three (3), including the Student Ethics Officer, the Assembly Speaker will appoint an Assembly Member to serve as a temporary member of the Ethics Committee.

F. Sanctions

1. Sanctions are determined by the Ethics Committee and, in general, are limited to the following options:
 - a. Requiring weekly reports on work

- b. Initiating impeachment charges
 - c. Restitution for damages
 - d. Imposing additional office hours
 - e. Suspension of service awards for up to two (2) pay periods, to be effected at the end of the Defendant's term of employment
 - f. Other appropriate sanctions only if the Student Ethics Officer first consults with hir advisor and/or the Director of the Office of Student Rights and Responsibilities.
2. If the Ethics Committee determines the offenses of an Officer merit impeachment as a consequence, the Student Ethics Officer will bring impeachment charges against the Officer in the Student Assembly. The Student Assembly will then hold a hearing in which the Student Ethics Officer serves as the Complainant, with the Assembly Speaker presiding over the hearing. Assembly Members can ask questions of the Officer against whom impeachment charges are brought and of the Student Ethics Officer. After the hearing, the Assembly Members will vote by silent ballot, with a $\frac{2}{3}$ majority required to impeach the Officer.
 3. An impeached Officer is removed from office, and all associated payments, privileges, and responsibilities are terminated immediately.
 4. If impeachment is recommended by the Ethics Committee, but not confirmed by the Assembly, the Ethics Committee may still impose other consequences on the Defendant, subject to the constraints in Ethics Code IV.H.

G. Appeals

1. Any Defendant or Complainant may appeal a decision made by the Ethics Committee. An Appeals Committee will handle all appeals proceedings.
2. The Appeals Committee is temporary in nature and includes a member from each branch: the Student Ethics Officer, the Vice President or hir delegate, and the Assembly Speaker or hir delegate that does not sit on the Ethics Committee.
3. The Appeals Committee will meet in private with an advisor within 72 hours of receiving an appeal to determine by majority vote whether or not the appeal merits a hearing. The advisor does not vote.
4. The Appeals Committee will notify the Appellant and Respondent parties within 24 hours of the decision as to whether a hearing will be held.
5. The Appeals Committee will hold a hearing at the earliest convenience of all parties, with an advisor present. The Appellant will present hir case, followed by the Respondent, followed by questions from the Appeals Committee.
6. The Appeals Committee will deliberate in private immediately following the hearing and deliver a decision to both parties within 24 hours of the hearing.
7. The Appeals Committee can decide to affirm an original decision, overturn an original decision, or remand an original decision to the Ethics Committee for further consideration.
8. Impeachment cannot be appealed.

H. When the Student Ethics Officer requests a personnel report, that report will be reviewed by the Ethics Committee. If any member of the Ethics Committee is dissatisfied with the work of the Personnel, ze may file a Complaint, which will follow the standard procedure outlined above in Ethics Code IV.C and IV.D.

V. Accountability

A. All Personnel will be required to follow the ASBSU Constitution, Code, and Regulations. They will affirm this commitment by signing an accountability statement before starting work for ASBSU.

CHAPTER 3: FINANCIAL CODE

I. Chapter Overview

A. Purpose and Fiscal Philosophy

1. The Associated Students of Boise State University (ASBSU) receives a designated Student Activity Fee from all fee-paying students and uses these funds to further the core purpose identified in Ethics Code II.A. This Chapter contains the local policies and procedures that govern the use of these funds.
2. ASBSU and all its Personnel will ensure that all financial decisions are fiscally sound. To create the greatest benefit for the students, ASBSU will further ensure that Student Activity Fee monies are efficiently used in the fiscal year they are collected and strive to maximize the availability of funding for Student Organizations and individual students. All funds will be allocated through a decision-making process that is transparent, fair, and equitable for the students of ASBSU.

B. Definitions

1. Account: Whenever the word Account appears with a capital "A", it represents an internal accounting designation used for control purposes. Each Account carries a different Department ID that is used in the Boise State University purchasing process. Accounts are not separate from the perspective of the financial institution, and this allows them to can carry deficit balances without external repercussions. ASBSU Accounts actually refer to budget divisions in the ASBSU Annual Budget--different pools of money allocated to fulfill different purposes. The term Account is used to simplify this Chapter and make it more readily understandable to its audience.
2. Financial Support Staff: Staff members of or designated by the Student Involvement and Leadership Center for the purpose of assisting in the planning, administration, and execution of the financial needs of ASBSU. This term encompasses the Senior Accountant for Student Life, the Financial Technician, and others who serve this purpose as a part of their duties.
3. Funding Decision: A decision by the Student Funding Board regarding a request for funding allocation of ASBSU funds to a Student Organization or individual student through any and all available funding sources.
4. Grant Applicant: This is the Student Organization or individual student that requests funding from ASBSU.
5. Grant Recipient: This is a Student Organization or individual student that successfully requests funding from ASBSU. This term applies to all Student Organizations and students after a Funding Decision allocates funds for their Grant Request, regardless of whether or not the allocated funds have been spent yet.
6. Grant Request: This is a formal application submitted to the Student Funding Board to request funding from ASBSU for a specific purpose. Grant requests can be submitted by Student Organizations or individual students.

7. SFB Chair: The student responsible for leading and directing the Student Funding Board. This term refers to whatever student is acting as the Chair, regardless of whether they formally hold the title or normally serve as the Chair.
8. SFB Officer: Students serving in an official capacity on the Student Funding Board. This term encompasses all appointed SFB Officer(s), the ASBSU Budget Director, and any other ASBSU Officers serving on the Student Funding Board on an interim basis. This term does not include the SFB Chair, however, as ze has distinct responsibilities.

II. Budget

A. Student Activity Fee Revenue

1. The funding for ASBSU is collected from the students of Boise State University as a designated Student Activity Fee. A large portion of this funding will be available to fund Student Organizations and individual students and the rest will be used to support the operations of ASBSU.

B. Annual Budget Procedure

1. The President, Vice President, and Budget Director will collaborate with the Business Manager for Student Life to create the annual budget. This process will include a review of past year's utilization rates, and it will determine if and how much the funding eligibility limit for Student Organizations needs to be adjusted.
2. The Budget proposal will be presented to Executive Council by the President and must be approved by a two-thirds majority.

C. All funds collected by ASBSU that were not accounted for or assigned in the approved budget will be automatically added to the Direct Club Grants Account.

D. Budget revisions will be presented as Legislation to the Executive Council, as defined in Executive Code II.C. Budget revisions must be approved by a two-thirds majority of the Executive Council.

III. Funding Model

A. Eligibility

1. Any Student Organization that meets the following requirements will be eligible to receive funding through the SFB.
 - a. The organization must be recognized as an official Boise State Student Organization by Student Involvement and hold "active" status as defined by Student Involvement.
 - b. The organization must have a current constitution on file with Student Involvement that includes a nondiscrimination clause consistent with that of the University.
 - c. The organization must not receive regular annual funding from other departments receiving Student Activity Fees, such as Student Involvement. Student Organizations may receive one-time grants or prizes from these departments provided that these funding sources are available to multiple Student Organizations on a competitive basis.

- d. One student is not allowed to apply for funding on behalf of multiple funding eligible Student Organizations. Students must declare all Club Officer positions they hold when applying for a grant. The intent of this requirement is to ensure equitable distribution of funding to all students. This requirement does not limit the right of students to free association. They can hold multiple Club Officer positions.
2. Any student seeking grant funding from ASBSU on an individual basis will be considered funding eligible if ze fulfills all of the following requirements:
 - a. The individual must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale. If a Boise State GPA is unavailable, then this requirement will be evaluated based on the cumulative GPA of the last college/university attended, as determined by the Boise State Registrar's office. If no college GPA is available, the individual's high school GPA will be used to fulfill this requirement.
 - b. The individual must be a fee-paying student.
 - c. The individual must be in good standing with the University. Ze must not be on academic probation and must not have lost the privilege of being funding eligible through sanctions from the Office of Student Rights and Responsibilities.

B. Characteristics of Funding

1. **Grant Funds Are Allocated:** When a grant is awarded, the funds will be earmarked for the recipient but will remain in the applicable ASBSU Account. Money will only be transferred into the Grant Recipient's on-campus account as a reimbursement when the funds are utilized for their intended purpose.
2. **Sponsorship Policy:** All grant funds ultimately come from ASBSU's budget, and Grant Recipients must recognize ASBSU as a sponsor accordingly. ASBSU does not want to claim ownership over Student Organization activities; thus, sponsorship recognition can and should be subtle. For example, it is sufficient for ASBSU's logo to featured at the bottom of promotional materials and/or briefly mentioned if and when sponsors are thanked.
3. **Spending Grant Funds:** Student Organization Grant Recipients will spend money by filling out an expense or travel request form and using their own account as the Department ID. Their Account will be reimbursed by the allocated ASBSU grant funds once the expenditure is completed, provided the money was used for the intended purpose. There will be no negative consequences for the Student Organization if their account balance temporarily goes negative as a result of this process.
4. Individual student Grant Recipients will spend money by filling out an expense or travel request form and using the applicable ASBSU Account as the Department ID. This enables expenses to be paid directly out of the ASBSU Account.
5. **Expiration Dates:** Awarded grant funds will expire two (2) calendar weeks after the occurrence date that was included in the grant request. Upon

expiration, the funds will become available to other grant applicants of the same variety, and the original grant recipient will no longer be able to use those funds without reapplying. Passage of the expiration date will not affect funds that are already encumbered by outstanding expense requests, purchase orders, contracts, reimbursements, or similar claims.

6. **Extending Expiration Dates:** If a grant recipient needs more time to use the funds, a Club Officer from that organization may submit a request to the SFB Chair to have the expiration date extended. This extension request will state the new expiration date desired and the reason for postponing expiration. Extensions may be voted on electronically. Approval requires a simple majority vote.
7. If the request is denied in the electronic vote, the SFB will issue a brief explanation of its decision to the grant recipient, and the grant recipient may then revise and resubmit the request after clarifying the rationale and needs. If the extension request is denied a second time for the same grant, the decision can only be appealed to the Student Ethics Officer.
8. **Funding Limits:** There is a limit to the amount of funding a Student Organization or individual may receive from ASBSU. These limits are reviewed on an annual basis during the budget process and approved by the Executive Council. Funding eligibility is tracked cumulatively over the course of the fiscal year. Full funding eligibility is restored on July 1 each year.
9. Clarifying example: If the total funding limit is \$3,500 and a Student Organization receives and uses a Direct Club Grant in the amount \$600, the same Student Organization could only apply for a \$2,900 in Direct Grant funds during that academic year.
10. **Retention of Funds:** If allocated funds are not used for the express purpose of the Approved Grant Request, ASBSU will retain control of these funds. If allocated funds are spent and the express purpose of the Approved Grant Request is not fulfilled, ASBSU may decide to reclaim these funds, depending on the individual circumstances of the Grant in question.

C. **Direct Club Grants**

1. Defined: A grant that can be used by a single Student Organization to fund an event or activity that benefits the University community.
2. Total funding eligibility from this source is capped at \$3,500 per Student Organization. Eligibility can be used in a single Approved Grant Request or through multiple Approved Grant Requests.
3. Direct Club Grants are the primary source of funding for Student Organizations. This funding is readily available so that Student Organizations can focus on achieving their mission instead of fundraising.
4. Funds will be allocated and spent from the ASBSU Direct Club Grants account.

D. **Joint Club Grants**

1. Defined: A grant of up to 7,500 that is available to two (2) or more Student Organizations that want to co-sponsor an event or activity together that benefits the University community.
2. Joint Club Grants give Student Organizations the opportunity to plan larger events and activities and encourages Student Organizations to work together.
3. Funds will be allocated and spent from the ASBSU Joint Club Grants Account.
4. The event or activity must promote or support the mission of all Student Organizations involved.
5. Joint Club Grants do not use up a Student Organization's funding eligibility; however, each Student Organization may only participate in one (1) approved Joint Club Grant Request per year.
6. In rare cases, the spending limit per Joint Club Grant may be raised for a specific grant if it is requested by the Grant Applicants and approved by a $\frac{2}{3}$ majority of the Executive Council.

E. Individual Student Grants:

7. Defined: A grant that can be used by an individual student to finance events or activities that enrich hir educational experience and provide a benefit to the University community.
8. Total funding eligibility from this source is capped at \$350 per student per year. Eligibility can be used in a single Approved Grant Request or through multiple Approved Grant Requests.
9. Individual Student Grants provide funding for events and activities that may not be directly related to any current Student Organization. These grants may also be used to finance unique opportunities for individual students, provided that the individual's experience is expected to bring a residual benefit to the University community.
10. Funds will be allocated and spent from the ASBSU Grants Fund Account.

E. Sustainability Grants

1. Defined: A grant that is only limited by the amount of funding available. It can be used by a Student Organization(s) or an individual student to finance projects and initiatives that make the University more sustainable and thus benefit the University community.
2. Sustainability Grants provide funding for large and long-term conservation projects and initiatives that may or may not generate significant or direct benefits in the short run. Short-term and temporary projects may be financed with these grants as well, but preference will be given to projects that provide perennial benefits to the University community.
3. This is not the only or even necessarily the primary funding source for Student Organizations and individual students focused on sustainability. Sustainable events, activities, and projects can and should receive funding from the other grant funds provided all the other criteria are met by a given Grant Request. Sustainability Grants are a supplement, not a replacement.

4. Funds received from Sustainability Grants do not count towards a Student Organization's funding eligibility limit.
 5. Funds will be allocated and spent from the Conservation Account.
- F. **Incentivized Grant Funds:** ASBSU may establish other incentivized grant funds through Regulations in order to achieve special purposes that may or may not occur annually.

IV. **Student Funding Board**

A. **Funding Process**

1. A Student Organization or individual will submit a Grant Request to the SFB. Requests should be submitted as early as possible because the length of time consumed by the full award and expenditure process varies greatly depending on the complexity of the request and the purpose of the funds.
2. If the Grant Applicant is a Student Organization(s), the Grant Request must be completed by a Club Officer(s) of said Organization(s). At a minimum, the Grant Request must contain a purpose for the funds being requested, a connection to the mission of the Student Organization, and a line-item budget.
3. If the Grant Applicant is an individual student, the Grant Request must be completed by hir. At the minimum, the Grant Request must contain a purpose for the funds being requested, an explanation of how the request will enhance the individual's education, a description of how the request will benefit the University community at large, and a line-item budget.
4. Once a Grant Request has been submitted, the SFB Chair will assign the Grant Request to an SFB Officer. The assigned SFB Officer will serve as an advisor to the Grant Applicant(s) and help them make the Grant Request as complete and clear as possible. The SFB Officer will also inform them of any additional steps they will need to take outside of the funding process and any resources that may be available to help make the activity or event successful.
5. Once the Grant Request has been refined, and the date of the activity or event is within eight (8) weeks, the SFB Chair will schedule a hearing with the Grant Applicant(s). In certain cases where funds need to be allocated and spent well in advance, Grant Requests can be heard more than eight (8) weeks in advance. The SFB Chair will decide when early hearings are necessary based on the nature of the Grant Request and consulting the Grant Applicant(s).
6. The Grant Applicant(s) must attend a hearing to defend their request to the SFB. The hearing gives the SFB the opportunity to ask questions of the Grant Applicant(s) and allows the Applicant(s) to defend the Grant Request in its entirety. If the Grant Applicant(s) misses its hearing date, a new hearing will be scheduled.
7. If two (2) hearings are missed without extenuating circumstances the SFB Chair may choose not to schedule another hearing for the same Grant Request.

8. The hearing requirement may be waived by the SFB Chair for Grant Requests relating to routine and inexpensive activities of Student Organizations (for example, snacks for biweekly meetings). The SFB may vote on these Grant Requests electronically or at a regular meeting of the SFB. If the electronic vote disapproves the Grant Request, the Student Organization will then be given a hearing and go through the regular process.
9. The hearing requirement will not be waived for individual student Grant Applicants because of the necessarily unique nature of their Grant Requests.
10. Funding Decisions will not be made during the hearing, but will be discussed immediately afterwards. The Funding Decision will be made and communicated to the Grant Applicant within 72 hours of the hearing. If the SFB reduces the award amount or denies the request, it will provide a written explanation to the Grant Applicant(s) when informing them of the Decision.
11. All Funding Decisions may be appealed by filing a Complaint, on either procedural grounds or violation of viewpoint neutrality, to the Ethics Committee following the process in Ethics Code IV.C.

B. Internal Policies and Procedures

1. During the fall and spring semesters, the SFB will have 6 Members: the ASBSU Budget Director, four (3) SFB Officers, and the SFB Chair (Secretary of Student Organization Affairs), and the Ethics officer. In accordance with Article V, Section 3 of the ASBSU Constitution, the SFB Officers will be originally appointed by the ASBSU President. The ASBSU Budget Director is not eligible to serve as the SFB Chair.
2. The SFB Chair is the Secretary of Student Organization Affairs, and stated in the ASBSU Constitution (site source)
3. There must be at least four (4) SFB members present for the SFB to hear Grant Requests or make Funding Decisions. The SFB Chair counts as a member for the purposes of this requirement. Quorum for the SFB is established in Article V, Section 3, Paragraph 2 of the ASBSU Constitution.
4. All SFB Officers present at a hearing are entitled to one (1) vote per round on the related Grant Request. The SFB Chair does not vote, but ze will cast the deciding vote in the event of a tie.
5. Once chosen, the SFB Chair will select an SFB Officer to serve as the Vice Chair. The SFB Vice Chair will assume the role of the SFB Chair strictly during hearings and deliberations in which the standing SFB Chair cannot participate. The regular SFB Chair is expected to continue serving as the liaison between Grant Applicants and the SFB regardless of whether ze can join in the hearings and deliberations.
6. In normal circumstances where the regular SFB Chair is present, the SFB Vice Chair serves in the exact same capacity as the other SFB Officers and has no additional authority whatsoever.
7. **Meeting Time:** The SFB will meet 1 time per week to be determined by the SFB Chair at the beginning of each semester. If there are no pending Grant Requests that need to be heard or discussed, the SFB Chair may cancel a

meeting. If there is a surplus of urgent and pending Grant Requests, the SFB Chair may schedule a special meeting for the SFB.

8. For regularly scheduled meetings, absence and tardiness will be excused if they are related to a death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period.
9. For special meetings of the SFB, absence and tardiness will be excused for any preexisting obligations as long as the SFB Chair is notified when or shortly after ze schedules the meeting. Absences and tardiness will also be excused if they are related to a death in the family, personal illness, University events, or emergencies.
10. The Student Ethics Officer will determine what specific circumstances are acceptable reasons for absence and tardiness on a case-by-case basis, if ze is asked to do so.
11. The SFB will not allocate more than 65% of money budgeted for Direct Club Grants, Joint Club Grants, or Individual Student Grants for activities and events that occur during the fall semester. This restriction applies to each fund separately. Funds that were allocated by the SFB in the Fall to be used in the Spring Semester would not count toward the 65% restriction. This 65% restriction should not be interpreted as an ideal allocation goal for the SFB, but rather an extreme upper limit to ensure Grant Applicants have equitable access to funding throughout the year.
12. Clarifying example: The Direct Club Grants Account could not be fully allocated (100%) to Fall activities and events just because no money was allocated to Fall from the Joint Club Grants budget division.
13. This restriction does not apply to other funds that are allocated to Grant Applicants by the SFB, nor does it apply to the individual eligibility of a club.
14. The SFB will consider the following characteristics of each Grant Request when making Funding Decisions:
 - a. Number of students that will benefit from the activity or event
 - b. Uniqueness of the activity or event
 - c. Economical use of funds
 - d. Amount of funding already received from ASBSU
 - e. Other sources of funding pursued and received.
15. Fundraising is not a requirement for receiving grant funding from ASBSU. To ensure limited resources are used as efficiently as possible, Grant Applicants are encouraged to pursue other sources of funding that may be readily available, especially for larger requests.
16. Clarifying example: some conferences offer scholarships or subsidies to encourage attendance; in such a case, the SFB would look more favorably upon a Grant Applicant(s) who applied for the scholarship than one who did not. Conversely, Grant Applicants would not be expected to hold an arbitrary fundraising event like a bake sale or car wash in order to provide snacks at their meetings.

17. The SFB can decide to approve a Grant Request as is and award the full amount of funds; approve it with modifications and award a reduced amount of funds; return the Grant Request to the Grant Applicant due to incomplete information and ask them to revise the request and reapply; or deny the Grant Request entirely. Formally, these actions are Approve, Approve with Reductions, Return for Revision, and Deny, respectively. The SFB must make a decision within 24 hours.
18. The SFB will follow Robert's Rules of Order when making Funding Decisions. An SFB Officer will move to take one of the actions described above in 6 on a particular Grant Request. The motion must be approved by a simple majority. If the motion is approved, then the action becomes the official Funding Decision on the Grant Request in question. If the motion is denied, the SFB will return to deliberations until a new motion is proposed.
19. The SFB Chair does not vote except to break a tie.
20. If the final Funding Decision is anything other than complete Approval, the SFB must provide a brief written explanation to the Grant Applicant when informing the Applicant of the Decision.
21. All SFB hearings will be recorded and be made available to the public upon request for at least one (1) calendar year following the date of the hearing.

C. Viewpoint Neutrality

1. Grant applicants will not receive favorable or unfavorable treatment in the funding process because they advocate a particular opinion. Further, Grant Applicants will not be discriminated against on the basis of age, race, ethnicity, religion, sex, national origin, ancestry, disability, veteran status, political affiliation, sexual orientation, gender, or gender expression. All grant requests will be evaluated using the criteria in Financial Code IV.B.11 and follow the procedural requirements outlined in IV.A. Funding Decisions that meet these requirements are considered viewpoint neutral.
2. All ASBSU Personnel responsible for making Funding Decisions will receive viewpoint neutrality training before hearing or evaluating any Grant Request. This training is considered sufficient only until the end of the current fiscal year. If an ASBSU Personnel is reappointed or reelected in a later year, they must receive viewpoint neutrality training again.
3. All Funding Decisions must be made in a viewpoint neutral manner as defined above. If a Grant Applicant believes that his Funding Decision violated viewpoint neutrality, he can appeal the decision to the Ethics Committee by filing a Complaint. If it is determined that the decision was not made in a viewpoint neutral manner, that decision and all actions taken to execute that decision are null and void.
4. If an SFB Officer or the SFB Chair is affiliated with a Student Organization Grant Applicant, he must remove himself from the hearing and deliberations about the related Grant Request. The conflicted individual will continue to serve in their normal capacity for all other Grant Requests. If the recusal(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint

neutrality-trained ASBSU Personnel to serve on the SFB solely to make this Funding Decision.

5. Serving as an advisor to a Grant Applicant during the application process does not create a conflict of interest. The advising SFB Officer is required to remain impartial throughout the process.
 6. If the acting Student Funding Board (SFB) Chair recognizes or is informed that an individual SFB Officer(s) may be violating viewpoint neutrality, ze will make reasonable efforts to ensure that the decision of the full SFB is made in a viewpoint neutral manner. These efforts may include temporarily suspending the potentially offending Officer(s) from the SFB until the Funding Decision in question has been made. If the temporary suspension(s) deprives the SFB of quorum, the SFB Chair may appoint another viewpoint neutrality-trained ASBSU Officer(s) to serve on the SFB solely to make this Funding Decision.
 7. Temporary suspensions are not an indication of wrongdoing, and there are no other immediate or automatic consequences for the suspended SFB Officer. Temporary suspensions serve as a precautionary measure to ensure Grant Applicants receive equitable treatment. At the option of the SFB Chair, the alleged violation may be referred to the Student Ethics Officer for a judgment. The Student Ethics Officer will not consider the temporary suspension in making this judgment.
 8. If an SFB Officer or Chair believes the SFB as a whole or an individual SFB Officer(s) is violating viewpoint neutrality, it is hir responsibility to express their concerns during the SFB deliberations so that all SFB Members are aware of the situation and proactive measures can be taken. If this action appears insufficient to prevent an unfair Funding Decision, or if an unfair decision has already been made, the SFB Officer or Chair must file a Complaint with the Student Ethics Officer within 48 hours of the decision.
 9. If the Student Ethics Officer determines that the SFB Officer or Chair did in fact violate viewpoint neutrality, the offending individual may be impeached and removed from any and all offices and positions held in ASBSU, including appointments on University committees. The offending SFB Officer or Chair may also lose the right to compensation due from ASBSU. Limited by these constraints, the Student Ethics Officer will determine the appropriate punishment(s) based on the facts of the case.
- D. Acceptable Uses of ASBSU Funding include, but are not limited to, the following examples:
1. Operational Expenses such as printing, postage, equipment rental, office supplies, or general advertising and promotion
 2. Event and Programming Expenses such as honoraria and fees, travel, lodging, printing, advertising for an event, space and equipment rental, or program supplies
 3. Travel Expenses such as registration fees, travel expenses, or lodging

E. Prohibited Uses of ASBSU Funding: The SFB will not provide funding for any of the following:

1. Illegal activities, tobacco, firearms and weapons, alcoholic beverages
2. Educational expenses related to classroom or instructional expenses including books
3. Cash awards, or cash gifts to any individual or institution outside the University
4. Organizational members not currently enrolled in the University
5. Local events that are not freely open to all University students
6. Donations to outside organizations
7. Purchases of durable decorative pieces such as: candles, vases, ornaments, decorative art, etc. Decorations may be rented but not purchased.
8. Gift Certificates
9. Publications with hateful or discriminatory opinions that target any of the groups identified in Financial Code IV.C.1.
10. Office equipment or furniture such as chairs, tables, lamps, telephones, adding machines, cash registers, copying machines, etc.
11. Items for personal use such as parking permits, equipment to be used outside of the Student Organization, off-campus phone-related charges, consulting services, etc.
12. Organization expenses such as member dues, officer compensation, scholarships, activities or events whose primary purpose is satisfying course requirements, items for resale, long-term rentals of helium tanks

F. Duties and Responsibilities of the SFB Chair

1. Coordinate and conduct SFB meetings up to two (2) times a week to hear and review Grant Requests. The SFB Chair may only have three (3) unexcused absences. Excused absences are defined in Financial Code IV.B.7.
2. Serve as the initial point of contact and liaison between Grant Applicants and the SFB.
3. Assign newly received Grant Requests to a specific SFB Officer for advising purposes.
4. Decide if a Grant Request is small and routine enough that it can be voted on without a hearing. The Chair will inform the Grant Applicant(s) if the hearing is waived.
5. Receive appropriate viewpoint neutrality training and adhere to the policy.
6. Temporarily suspend SFB Officers who may be violating viewpoint neutrality and take other proactive steps as needed.
7. Oversee SFB Officers and ensure they are fulfilling their duties. If an SFB Officer misses more than 4 meetings, it is the responsibility of the SFB Chair to file a Complaint with the Student Ethics Officer.
8. Upon being chosen as the SFB Chair, select a Vice Chair to serve in his absence.
9. Vote only when it is necessary to break a tie.

10. Approve all brief written explanations submitted in defense of all Funding Decisions other than complete Approvals.
11. Inform Grant Applicants of the Funding Decision within 72 hours. Provide the Grant Applicants with a written explanation if appropriate.

G. Duties and Responsibilities of all SFB Officers

1. Attend all meetings of the SFB. Only four (4) unexcused absences are allowed per semester. Excused absences are defined in Financial Code IV.B.7.
2. If the SFB Chair has more than three (3) unexcused absences in a semester, the SFB Officers must communicate with each other and ensure that a Complaint is filed with the Student Ethics Officer.
3. Receive appropriate viewpoint neutrality training and adhere to the policy.
4. Review and evaluate all Grant Requests where there is not a conflict of interest.
5. Serve as an advisor to individual Grant Applicants that are assigned to hir by the SFB Chair. This advisory role has three (3) separate responsibilities: helping the Grant Applicant make the grant request as complete and clear as possible, informing the Grant Applicant of any additional steps they will need to take outside of the funding process and any resources that may be available to help make the activity or event successful, and being consistently available as a resource to answer any funding questions the Grant Applicant may have.
6. Listen to all Grant Applicants explain their Grant Request in a hearing.
7. Deliberate and cast one (1) vote on SFB motions.
8. Create a brief written explanation for each Grant Applicant ze advises if the ultimate Funding Decision not complete Approval. The explanation will be approved by the Chair.
9. .

V. Internal Financial Procedures

A. Financial Support Staff and Reporting

1. Student Involvement provides Financial Support Staff to assist ASBSU. This staff consists of University employees that are supervised by the Director of Student Involvement, or hir designee. The Financial Support Staff helps ASBSU by approving expense and travel requests, disbursing funds, and completing other tasks related to the financial operations of ASBSU and Student Organizations. ASBSU may transfer funds for the cost of this support as part of the Annual Budget.
2. The Financial Support Staff will issue and deliver a financial statement for each funding eligible Student Organization to each organization on a regular basis. These statements will be made available to ASBSU Officers upon request. The financial statement is a current report showing a starting balance, deposits, payments, and the account ending balances for the organization's account. Additionally, this statement includes the amount of approved and outstanding grant allocations, and the remaining amount of

annual funding eligibility that they may apply for. These last two items will be provided to the Financial Support Staff by the ASBSU Budget Director.

3. The ASBSU Budget Director will work with the Financial Support Staff to develop and maintain a reporting format and methodology that efficiently conveys clear, relevant and accurate financial information to Student Organizations and the students of the University.
4. The Financial Support Staff will provide reports to the ASBSU Executive Council, Student Funding Board, Budget Director, or other Officer on the financial status of ASBSU within a reasonable amount of time upon request.

B. Compensation for ASBSU Personnel

1. Service Awards: An ASBSU Service Award is a biweekly stipend given as compensation to eligible students working for ASBSU.
2. ASBSU Personnel may be required to work sporadically during periods when they are not receiving Service Awards.
3. To receive an ASBSU Service Award, an individual must be a current fee-paying student of the University. Both part-time and full-time students are eligible.
4. Students cannot receive multiple ASBSU Service Awards simultaneously.

C. The ASBSU Executive Council will set the amount of each Service Award during the Annual Budget process prior to the beginning of the fiscal year. The amount of each service award is as follows:

1. ASBSU President and Vice President – \$350
2. ASBSU Secretaries – \$250
3. ASBSU Budget Directors – \$225
4. ASBSU Assembly Speaker – \$300
5. ASBSU Student Ethics Officer – \$125
6. ASBSU SFB Officers – \$125
7. Other ASBSU Personnel – varies

D. Changing ASBSU Service Award Amounts

1. Changes in the amount of ASBSU Service Awards for elected positions will not take effect until the next regular term of office or the next fiscal year, whichever is later.
2. Changes in the amount of ASBSU Service Awards must be made through Legislation. Any changes in service awards proposed after the Annual Budget is approved must include budget revisions in their legislation.
3. Changes in the pay must be signed by the ASBSU President before Annual Budget is approved to be effective for the next fiscal period.

E. Hourly ASBSU Personnel

1. Any and all hourly ASBSU Personnel will be paid \$8.00 per hour. Any variance from this rate for specific ASBSU Personnel must be approved by a simple majority of the Executive Council before the different pay rate becomes effective

2. The ASBSU President, or hir designee, will verify the hours worked each pay period. Student Involvement is responsible for formally authorizing the disbursement of compensation.

F. Refusing Service Awards

1. ASBSU Personnel are permitted, though in no way expected, to refuse compensation if their individual financial position is sufficiently secure. Each individual will be held to the same standards of performance and accountability regardless of whether ze receives compensation for hir services.

G. Disbursement of Service Awards

1. ASBSU Service Award recipients are responsible for providing the Financial Support Staff with all necessary documentation related to Service Awards. Disbursement of Service Awards will be handled by the Financial Support Staff.
2. The total amount of ASBSU Service Awards disbursed may not exceed the total amount set forth for ASBSU Personnel in the Annual Budget.

VI. Financial Compliance and Authorization

A. Executing the Annual Budget

1. The contact person listed on each line of the Annual Budget has the sole authority to spend those funds. If no contact person is listed, the ASBSU President, or hir designee, has the sole authority to spend funds indicated on that line.
2. When the authorized individual initiates expenditure, ze must notify the Budget Director. Some sort of exception related to SFB Chair and the grant funds.
3. To spend money from the ASBSU Sponsored Projects Account, a bill must be passed by the Executive Council. The bill will describe how the proposed use furthers the purpose of ASBSU and will contain a line-item budget of the specific expenses.

B. Financial Compliance

1. All expenditures of ASBSU funds must comply with University and State of Idaho policies and processes and policies set forth in this Code. All transactions will be approved by Student Involvement.
2. All ASBSU expenditures will be initiated by the individual responsible for the event or purchase and submitted to the Financial Support Staff. The Financial Support Staff will check each request for compliance. If the requested expenditure is permissible, the Financial Support Staff will follow University policies and procedures for authorization and processing.
3. The individuals initiating ASBSU expenditures are solely responsible for providing all necessary paperwork and documentation required.

- C. All ASBSU contracts must comply with University and State of Idaho policies and procedures. ASBSU contracts must be signed by the Vice President for Student Affairs, or hir assigned designee.

CHAPTER 4: EXECUTIVE CODE

I. Chapter Overview

A. Purpose

1. This Chapter elaborates upon the guidelines in Article II of the ASBSU Constitution to provide operational procedures and policies for the Executive Council.

B. Definitions

1. Bill: The written form in which Legislation is proposed to and considered by the Executive Council.
2. By-laws and Regulations: Govern and specify the actions of any ASBSU officer or body on a temporary or short-term basis. For example, specific Regulations for elections may only be relevant during one election period, and might be titled "Regulations for Fall 2011 Elections". By-laws and Regulations are considered synonyms. They are titled and referred to as "Regulations." Regulations supersede Code but not the Constitution.
3. Delegate: Refers to the Delegates to the Executive Council that were established by the Constitution. Delegates are voting members but do not count toward the determination of Executive Council quorum.
4. Executive Committee: Any subordinate body established by the ASBSU President to ensure the functionality of ASBSU.
5. Executive Council Opinion: A public statement representing the majority view of the Executive Council on a certain topic. Opinions have neither financial impact nor provisions.
6. Internal and Operating Rules: Govern and specify the actions of ASBSU. They do not represent a distinct category from Code or Regulations and may only be legislated in the form of Code and Regulations.
7. Law: A rule of conduct or an action prescribed by ASBSU that has a binding force, or is subject to sanctions. Laws are the result of legislation that is passed by the Executive Council by a simple majority, and approved by the ASBSU President, or that is vetoed by the ASBSU President and overruled by a $\frac{2}{3}$ majority of the Executive Council. Successful Legislation becomes Law.
8. Legislation: Any proposed rule of conduct or action prescribed by ASBSU that, if passed, would have a binding force or be subject to sanctions. This includes the ASBSU budget, By-laws, Regulations, Code, and Internal and Operating Rules.
9. Member: In this Chapter, a Member is anyone who has the ability to vote in Executive Council meetings.
10. Officer Opinion: The opinion of an Executive Council Member on a certain topic. Officer Opinions are at the request of the ASBSU President. They are presented in the form of a Report.

11. Referendum: When ASBSU presents an issue to the student body for a vote. Issues may include but are not limited to changes to the ASBSU Constitution, pressing University or community matters, etc.
12. Report or Written Report: A formal opinion from an ASBSU Officer(s) that is requested by the ASBSU President. Reports in verbal form are an account of something an Officer has observed, heard, done, or investigated, and are not capitalized in this Chapter.

II. Rules of Procedure

A. Attendance

1. Prompt attendance at Executive Council meetings is required of all Members receiving a Service Award from ASBSU.
2. Acceptable reasons for absence and tardiness are limited to death in the family, personal illness, University events, or other extenuating circumstances. Extenuating circumstances do not include work, classwork, or a regularly scheduled class period. The Student Ethics Officer will determine what specific circumstances are acceptable reasons for absence on a case-by-case basis, if ze is asked to do so.
3. If an ASBSU Officer on the Executive Council plans to be tardy or absent, ze will announce this during the Announcements portion of a meeting at least one week in advance. Ze will also submit a note in writing or electronically to the Student Ethics Officer at least one week in advance.
4. Prompt attendance and notification of expected absences and tardiness is also expected of the Delegates to the Executive Council.
5. Quorum is determined by the attendance at the beginning of a meeting. Quorum is defined as more than one half (50%+1) of Members receiving a service award from ASBSU.

B. General Rules of Meetings

1. All Members will maintain proper decorum at meetings. If a Member behaves disruptively, another Member may ask the Chair of the meeting to call for a vote to censure the disruptive Member. Censuring requires a two-thirds majority and voting is conducted through anonymous paper ballot.
2. Regular meetings will be held on Wednesdays at 3:30 P.M. during the regular academic fall and spring semester, not including days on which classes are cancelled by the University. Special meetings of the Executive Council may be called to ensure the effective functionality of ASBSU.
3. Meetings will be run in a manner loosely aligned with Robert's Rules of Order. An agenda will be created for each meeting and must be publicly posted by 9:00 A.M. on the day of the regularly scheduled meeting. Agendas must be publicly posted as soon as possible for special meetings.
4. The President serves as the Chair of the Executive Council. In hir absence, the Vice President will serve as the Chair.
5. If the Rules of Procedure are violated, it is the right and responsibility of any Member, and of the Student Ethics Officer, to point out the error. Minor errors will be corrected as quickly as possible without unduly interfering with the

business of the Executive Council. More significant errors will be corrected as quickly as possible as well, but the Member who points out the error will also be expected to file a Complaint with the Student Ethics Officer. The individual Member will decide whether or not it is appropriate to file a Complaint.

6. The Chair of the meeting is responsible for ensuring that the meeting agenda and Legislation are available for the Gallery. Members are responsible for using a computer or bringing their own copies.

C. Business of the Executive Council

1. Executive Council business refers to Legislation and to any other item that requires a vote.
2. To get business on the agenda, a Member must submit the request in writing by 5:00 P.M. the night before a regular meeting. Ze then introduces the business during “New Business” of a meeting.
3. Bills must contain a heading with the identifying number, which includes the fiscal year, title, date of introduction, and the name and position of the Member who introduces the Bill. The content of the Bill must include the purpose, rationale, provisions and when they go into effect, and the fiscal impact. Bills may include attached documents (e.g., a budget or contract).
4. When a Bill is presented for the first time, it will be read aloud in its entirety (not including attached documents). The Bill will be debated and discussed unless members unanimously feel the Bill does not require discussion during the first reading. The Bill will not be voted on unless it is put on the Fast Track.
5. During the debate and discussion of a Bill, a Member may move to put the Bill on the Fast Track. The Chair will immediately call for a vote, without discussion, and a $\frac{2}{3}$ majority is needed to pass the motion. If a Bill is moved to the Fast Track, it will be voted on during that same meeting of the Executive Council.
6. When a Bill is not on the Fast Track, it is presented for the second time during “Open Business” of the next regular meeting. It will be read aloud in its entirety only at the request of two (2) Members; otherwise, only the Title and Purpose will be read. The Bill can be debated and discussed and will then be voted on unless a motion to table the Bill is made and passed by a simple majority vote.
7. Tabling is a motion to suspend debate, discussion, and voting on a Bill. Tabling will only be used when Members feel that more information is necessary to make a proper decision voting on the Bill. A motion to table a Bill can be passed by a simple majority.
8. If a Bill is tabled, a motion must be made and seconded during the “Open Business” of a meeting to re-open discussion of the Bill. The Bill is then treated as if it is its second presentation.
9. Bills will be made publicly available within 24 hours of being introduced to the Executive Council.
10. Executive Council Opinions will be handled in the same manner as Bills.

11. Referendum proposals will be written as Bills and require a $\frac{2}{3}$ majority vote to pass. Any Bill involving a Referendum must specify when and how the Referendum proposal is to be voted on, and must adhere to Election Code. If a Constitutional Convention proposes changes to the Constitution, those changes will automatically be presented to the students as a Referendum without needing additional Executive Council Legislation.
12. Members may make other motions unrelated to Legislation for the purpose of having debate and discussion on other issues. For example, a Member could move to confirm an appointment by the ASBSU President. All motions require a simple majority to be passed unless explicitly stated elsewhere. These motions do not require consideration at a second meeting.
13. When the Chair calls for a vote on a motion, ze will ask Members to raise their hands in favor of the Bill, ask Members to raise their hands in opposition to the bill, and inquire if any Members choose to abstain from voting. Each Member may only vote once, and the Chair of the meeting may not vote except to break a tie. At the request of two (2) Members, a roll call vote will be taken in which each Member's vote is recorded individually with hir name.
14. Members who need to leave a meeting early for an acceptable reason (see Financial Code IV.B.7.) may vote by proxy. To do so, the Member must handwrite the motion (it does not need to be exact), indicate hir vote in favor or opposition, print and sign hir name, date the note, and hand it to the Chair prior to leaving the meeting. A Member must be present for the first part of the meeting in order to vote by proxy.
15. The Executive Council will not vote in any way other than explicitly stated in this Chapter. In case of emergency where holding a vote is crucial to maintaining the functionality of ASBSU, the President may call for a vote via email. Ze will be personally accountable to the Student Ethics Officer for this decision.
16. The number voting in favor, voting in opposition, and abstaining will be recorded in the minutes of the meeting.
17. Any Bill or motion that involves Code or Regulations will be presented to the Chair of the body it affects, though it does not need approval outside the Executive Council.
18. Bills that make changes to Code cannot be put on the Fast Track.
19. Formatting and other substantive changes may be made without Legislation.
20. A first draft of the annual budget will be introduced to the Executive Council as a Bill prior to spring break.

D. Order of Business at Meetings

1. Quorum must be met to call a meeting to order.
2. Approval of Minutes
3. Members will have the opportunity to give reports in the following order: President, Vice President, Assembly Speaker, Secretary of Academic Affairs, Secretary of Clubs and Organizations, Secretary of External Communications, Budget Director, other directors (if applicable), and

Delegates (in any order). It is not necessary for a Member to give a report at every meeting. Members should report on all committees at this time.

4. Open Business
5. New Business
6. The Chair will announce the next scheduled meeting of the Executive Council and then open the floor for announcements from Members, followed by announcements from the Gallery.

E. Records

1. Minutes will be recorded at every regular and special meeting of the Executive Council. Minutes will accurately reflect issues discussed at the meeting and will be publicly available within 48 hours of an Executive Council meeting.
2. If correspondence is directed to the Executive Council it will be the responsibility of the President, or his designee, to review the correspondence. The President will report on correspondence during Executive Council meetings.

III. Members of the Executive Council

A. General Provisions

1. All Executive Council Officers must fulfill all of their specific responsibilities as outlined in the ASBSU Constitution. This section describes these responsibilities in detail and establishes additional responsibilities in some cases.
2. Service awards for Executive Council Officers are defined in Financial Code V.C.
3. All Members will maintain proper decorum whenever representing ASBSU.
4. If the University provides a scheduling/calendar management tool, ASBSU Officers will use this tool to maintain an accurate personal calendar including class schedule, work schedule, ASBSU office hours, meetings, etc. This allows meetings to be scheduled easier.
4. Office hours are defined as publicly announced availability that takes place on the University campus. Office hours may change each week as long as they are always publicly announced.
5. More than three (3) unexcused absences will be considered grounds for impeachment for any Executive Council Personnel.

B. Duties and Responsibilities of the ASBSU President

1. Serve at least five (5) office hours per regular school week.
2. Ensure the SFB has enough members to meet quorum at all times, including for the Interim SFB in the summer.
3. Appoint ASBSU Personnel as necessary to ensure the functionality of ASBSU.
4. Serve as the supervisor for all hired ASBSU Personnel, including the Budget Director and Election Manager.
5. Ensure that student seats on University Committees are filled with active student representatives.
6. Verify hours worked by hourly ASBSU Personnel.

C. Duties and Responsibilities of the ASBSU Vice President

1. Serve at least five (5) office hours per regular school week.

D. Duties and Responsibilities of the ASBSU Assembly Speaker

1. Serve at least five (5) office hours per regular school week.
2. Perform all things necessary to ensure the effective operation of the Assembly.

E. Duties and Responsibilities of all ASBSU Secretaries

1. Serve at least four (4) office hours per regular school week.

F. Duties and Responsibilities of the ASBSU Budget Director

1. Work with Financial Support Staff to develop and maintain a reporting format and methodology that efficiently conveys clear, relevant, and accurate financial information to Student Organizations and the students of the University.
2. Prepare a monthly report for each Student Organization showing the amount of any approved and unused grant allocations they may have and the remaining amount of funding eligibility they may apply for.
3. Develop the annual budget in collaboration with the President, Vice President and Student Involvement Business Manager.
4. Serve as a voting member on the SFB during the academic year, and fulfill all responsibilities outlined in Financial Code IV.G.
5. Prepare a defense of the ASBSU Student Fee for the Student Tuition & Fee Hearings that occur each spring.

G. Duties and Responsibilities of the ASBSU Delegates

1. Come to the Executive Council with an official appointment from their delegating body.
2. Gather opinion within their delegating body and present this perspective to the Executive Council.
3. Serve on University or ASBSU Committees as appointed by the President.

H. Duties and Responsibilities of other ASBSU Personnel

1. An Election Manager will be appointed by the ASBSU President at least two weeks prior to the distribution of any Election Packets. The Election Manager is responsible for executing of ASBSU Election Code.
2. Assistants may be appointed by the ASBSU President to fulfill additional duties as needed and must be confirmed by a majority of the Executive Council. The responsibilities of an Assistant will be specified in a job description that will be submitted at the time of the appointment confirmation.

IV. ASBSU Committees

A. Student Academic Advisory Board (SAAB)

1. The purpose of SAAB is for student's representatives of the entire University to contribute to Academic Affairs by serving on committees and communicating on updates within their areas.
2. The Secretary of Academic Affairs will chair SAAB.

3. Each Caucus Leader from the Student Assembly is a member of SAAB. Membership will also include the Graduate Delegate and a Freshman Representative, appointed by the Secretary of Academic Affairs.
4. SAAB will have regular, announced meetings at least once per month during the fall and spring semesters.

B. Student Clubs & Organizations Discussion Group

1. The Secretary of Clubs and Organizations will chair this group.
2. The Secretary of Clubs and Organizations will collaborate with Student Involvement to determine how this group can best serve Student Organizations and will propose Legislation to modify this Code when any details are decided upon.

C. Constitutional Review Committee

1. The purpose of the Constitutional Review Committee is to review and interpret the ASBSU Constitution, Code, and Regulations, when requested by any University student, faculty member, or staff member.
2. The Student Ethics Officer will chair the Constitutional Review Committee.
3. Membership includes the Student Ethics Officer and four (4) Assembly Members that are appointed by the Assembly Speaker.
4. This committee meets as needed.

D. Ethics Committee

1. The purpose of the Ethics Committee is to aid the Student Ethics Officer in fulfilling his duties, including but not limited to fielding and responding to Complaints.
2. The Student Ethics Officer will chair the Ethics Committee.
3. Membership will include four (4) Assembly Members representing at least three different academic colleges, appointed by the Assembly Speaker.
4. Internal operations of the Ethics Committee are defined in Ethics Code IV.

E. Election Committee

1. The sole purpose of the Election Committee is to aid the Election Manager in fulfilling his duties.
2. The Election Manager will chair the Election Committee.
3. Committee members are appointed on a temporary, as-needed basis by the Election Manager. Any fee-paying student who is not a candidate for election is eligible to be a member of the committee. Committee members are appointed to serve for one election, but may be reappointed as long as they are continuing University students.
4. The committee will meet on an as-needed basis. Meetings need not be publicly announced or recorded.

F. Establishing an ASBSU Committee

1. An ASBSU Committee can be created by a simple majority vote of the Executive Council. If the committee is temporary (lasting less than one year), no Legislation is necessary. If the committee is standing (lasting more than one year), Legislation amending this Code must be passed by the Executive Council.

2.If the ASBSU Student Assembly publishes a Recommendation with a Majority Opinion requesting the creation of a certain ASBSU Committee, the Executive Council must comply with the request or else provide a written explanation to the Assembly why the ASBSU Committee was not created.

G. Executive Committees

1.Executive Committees are created at the discretion of the ASBSU President and will not be included in Code. Executive Committees report directly to the ASBSU President and expire at the end of each term unless the next President chooses to keep the committee. The President will report on Executive Committees and their activities during the regular meetings of the Executive Council.

CHAPTER 5: ASSEMBLY CODE

I. **Chapter Overview**

A. **Purpose**

1. It is the role of the ASBSU Student Assembly to provide student representation of all academic departments, disseminate information important to students, deliver student opinion, and provide an access point to involvement in University student life.
2. These things will be achieved through the passage of formal resolutions, collaborating with and representing student needs to the academic departments, by confirming impeachment, and approving some constitutional amendments and revisions, as necessary.

B. **Definitions**

1. Academic Department: Any department a student can major in as an undergraduate.
2. Assembly Chair: The person running an Assembly meeting.
3. Assembly Member: A student who has been elected to represent an Academic Department that ze is in by the students in that department.
4. Caucus Leader: The head of each College Caucus.
5. College Caucus: Consists of the Assembly Members who represent departments in the same college.
6. Majority Opinion: The Opinion that gets the most votes when the Assembly is voting on a Recommendation.
7. Minority Opinion: Any Opinion included in a Recommendation that is not the Majority Opinion.
8. Opinion Form: A Request for Opinion Form that may be filled out by University staff, faculty, or students to request the opinion of the Assembly regarding a certain Subject.
9. Recommendation: This word is used to encompass a majority and minority opinion; it is submitted to the Executive Council by the Assembly on any Subject.
10. Sponsor: The person who submits the Opinion Form and introduces the Subject. The Sponsor may be a University student, staff member, or administrator.
11. Subject: Any issue or topic which is requested through an Opinion Form.

C. **Recognized University Academic Departments**

1. A list of all Academic Departments will be kept up to date by the Assembly Speaker (see attachment).
2. Every Academic Department on this list will be represented by its own Assembly Member.

II. **Rules of Procedure**

A. **Attendance**

1. All Assembly Members are required to attend all Assembly meetings.

2. Quorum is a simple majority (50% + 1) of the total membership of the Assembly, and it is required to conduct business. Quorum will be determined at the beginning of the meeting by the Assembly Chair.
3. Assembly Members will be excused for extenuating circumstances, at the discretion of the Assembly Speaker. The Assembly Member must notify the Assembly Speaker at least two (2) days prior to the absence. If an Assembly Member is absent due to unforeseen circumstances, ze must inform the Assembly Speaker within 24 hours of the absence, or as soon as possible.
4. Two (2) unexcused absences per year will be grounds for impeachment.

B. General Rules of Meetings

1. The Assembly Chair will preserve decorum at all Assembly meetings. The Chair may request that any observer leave a meeting of the Assembly if the observer is disruptive to the Assembly proceedings.
2. The Assembly Speaker will serve as the Assembly Chair. In the absence of the Assembly Speaker, the ASBSU Vice President will serve as the Assembly Chair.
3. In the rare case that the Assembly Speaker and the ASBSU Vice President are not available to preside over an Assembly meeting the Assembly Speaker may appoint a Caucus Leader to serve as temporary Assembly Chair.
4. Any Assembly Member who transgresses these Rules of Procedure will be called to order by the Chair.
5. The Chair, or any Assembly Member, may request a censure of any individual for disruptive behavior. The Assembly Speaker will ultimately decide whether or not to censure the disruptive individual.
6. The first Assembly meeting of any school year will be held the Monday of the fourth week of the Fall Semester. Subsequent meetings for the year will be held approximately every two (2) weeks. Meetings will not be held during student breaks or University holidays.
7. At the second meeting of the Fall Semester, one Caucus Leader from each College Caucus will be chosen by the members of that College Caucus.
8. Assembly meetings will be held on Mondays at three o'clock (3:00) pm.

C. Subjects, Opinions and Recommendations

1. **Subjects**
 - a. Subjects will be presented if a majority of Caucus Leaders vote to present it to the Assembly. Subjects submitted by the Executive Council will always be presented to the Assembly.
 - b. An Opinion Form must be filled out and presented to the Assembly during New Business at an Assembly meeting. The Opinion Form must include the Subject and as much pertinent information as possible.
 - c. The person presenting the Opinion Form, or Sponsor, will stand for questions from the Assembly Members.
2. **Recommendations**

- a. The Recommendation will be comprised of a Majority Opinion and one (1) or more Minority Opinions.
- b. The Recommendation will detail the names of the Assembly Members supporting each Opinion and the total number voting for each Opinion.
- c. Each Recommendation will be verified by the Assembly Chair of the given meeting.
- d. After a Subject is presented, the Assembly Members will be expected to gather student opinion from their respective departments and formulate a position. Assembly Members are encouraged to collaborate in writing formal Opinions which will be voted on by the Assembly.
- e. Individual Opinions will be presented in Old Business at the meeting directly following the meeting that the Subject was introduced.
- f. After Opinions have been heard, Assembly Members will have the opportunity to combine and/or edit Opinions during Discussion.
- g. When the Assembly Members have concluded Discussion and refined their Opinions, each Assembly Member will vote for one (1) Opinion that represents the interests of the department that ze represents.
- h. The Assembly Speaker will label the Opinions appropriately as Majority and Minority Opinions and will present the Recommendation at the next Executive Council meeting.

3. **Writing an Opinion**

- a. The Assembly Speaker must be informed of an Assembly Member's intention to write a formal Opinion to be included in the Recommendation.
- b. Assembly Members that wish to write similar Opinions will be asked to collaborate and write one Opinion.

4. **Discussion**

- a. Definition: The time which questions may be asked of the Sponsor, any and all relevant and present University administrators and where cross discussion between Assembly Members will take place.
- b. Discussion will be held during both New Business and Old Business.
- c. When an Assembly Member wishes to be recognized, ze will raise hir hand and will be recognized by the Assembly Chair in the order that each sought recognition.
- d. No Assembly Member will be allowed to speak for more than three (3) minutes at a time.
- e. No Assembly Member will be recognized by the Chair for a second time while there are Assembly Members who wish to be recognized and have not yet spoken.
- f. Any Assembly Member may move to end Discussion so long as there are no Assembly Members who object.

- g. The Chair will make no comments for or against any Opinion or about a Subject. The Chair can pose questions to the Sponsor or any relevant attendee solely for clarity's sake and to enhance the quality of information that the Assembly Members receive.
- h. At any time during Discussion, any person in the Gallery will have a chance to speak regarding the Subject, at the recognition and discretion of the Chair.

5. Voting

- a. All Assembly Members must be aware of which Subject is being considered prior to voting on the Opinions associated with that Subject.
- b. All Assembly Members have the right to abstain from any vote. Abstaining should only be used when an Assembly Member has a conflict of interest. It is acceptable for an Assembly Member to declare a conflict of interest and still vote so as not to silence an entire academic department's voice.
- c. The Chair may request, but cannot require, that an Assembly Member abstain from a vote.
- d. Each Assembly Member will vote based on the interests of his Academic Department.

D. Order of Business

- 1. After the meeting has been called to order, the Chair will follow an agenda including but not limited to the following items:
 - a. Determination of Quorum
 - b. Amendments to the Agenda
 - c. Approval of Minutes
 - d. Caucus Chair Reports
 - e. Old Business
 - f. New Business
 - g. Announcements
 - h. Adjournment

E. Other Functions of the Assembly

1. Impeachment

- a. In cases of impeachment charges, the Assembly will hold a hearing and render a judgment.
- b. The Assembly Speaker will preside over impeachment hearings unless he is being impeached. In that case the ASBSU Vice President will serve as the presiding officer over impeachment hearings.
- c. Confirmation of impeachment by the Assembly will also serve as a conviction and the officer in question will be removed from office.

2. Vacancies

- a. In the event of a vacancy of the President, after the Vice President assumes the role of President, it is the duty of the Assembly to appoint and confirm a new Vice President.

- b. In the event of a vacancy of an Assembly Member, the President will appoint an eligible student, and the members of the Academic Department's corresponding College Caucus will confirm the appointee.
- c. The President may request names of eligible students from the Chair of the Academic Department with the vacancy.
- d. Any appointees to the Assembly must schedule a meeting with the Assembly Speaker within two (2) weeks of being appointed.

3. Constitutional Amendments

- a. Following the process outlined in the ASBSU Constitution, the Assembly may enact amendments and revisions to the ASBSU Constitution.
- b. If a constitutional amendment or revision is submitted to the Assembly, a paper vote will take place and each Assembly Member must present a signed ballot to the Assembly Chair.
- c. Constitutional revisions must be approved by an eighty percent majority of the total of the Assembly.

III. Assembly Responsibilities

- A. All Assembly Members are subject to removal by impeachment.
- B. A Caucus Leader may be removed from his position without being impeached, meaning that he would continue to serve as an Assembly Member. The Ethics Committee, if it receives a Complaint against the Caucus Leader, has the sole power to remove the Caucus Leader status from an Assembly Member. If this occurs, the College Caucus will select a new Caucus Leader.

C. Duties and Responsibilities of the Assembly Speaker:

- 1. Serve as the primary liaison between the Executive Council and the Assembly.
- 2. Be the primary diplomat and develop and maintain relations with the University administration, the local, state, and federal governments, other student associations and all other entities which may affect the general welfare of the Assembly.
- 3. Call special meetings of the Assembly when necessary to protect and maintain the general welfare of the Assembly.
- 4. Preside over the Assembly and may require the opinion, in writing, of any Assembly Member upon any Subject before the Assembly.
- 5. Appoint Assembly Members to serve on any committees that require Assembly participation.
- 6. Perform or delegate all other necessary duties.
- 7. Submit names of Assembly Members who wish to be on University Committees to the President.
- 8. Swear in each Assembly Member
- 9. Appoint Assembly Members when an election is not held due to under 50% turnout of uncontested positions

D. Duties and Responsibilities of the Assembly Members:

1. Strive to meet with their Academic Department chairs at least one (1) time per month.
2. Gather and disseminate student opinion on a frequent basis.
3. Prepare formal Opinions in collaboration with other Assembly Members.
4. Vote based on the desires of the Academic Department that ze represents.

E. Duties and Responsibilities of Caucus Leaders:

1. Fulfill all duties and responsibilities of Assembly Members.
2. Strive to meet with their College Deans at least two (2) times per semester.
3. Work a minimum of five (5) hours a week connecting with the Assembly Speaker and with the Assembly Members within hir College Caucus.

CHAPTER 6: ELECTION CODE

I. Chapter Overview

A. Purpose

1. This Chapter seeks to establish and regulate Elections for ASBSU. It outlines the procedures for conducting Elections, and it also provides the rules that all Candidates must follow to ensure Elections are fair.

B. Definitions

1. Assembly Elections: These occur during the fall semester and elect an Assembly Member from each department on campus.
2. Campaign Materials: any physical or electronic item that is publicly available or distributed to promote a Candidate or Team, especially to people who are unfamiliar with the Candidate(s)
3. Campaigning: Any public action that promotes a Candidate or Team, especially to people who are unfamiliar with the Candidate(s).
4. Candidate: Any qualified student who seeks election to a position in ASBSU.
5. Election Packet: Distributed to interested Candidates. Includes the application for Candidacy, Elections Code, important dates, and a job description of the position, all relevant regulations, and any other documents chosen by the Elections Manager.
6. Executive Ticket: Any two qualified students who seek election to the position of ASBSU President and Vice President.
7. Executive Elections: These occur during the spring semester and elect the ASBSU President and Vice President, the Assembly Speaker, and all Secretaries.
8. Polling Area: Any kiosk set up by ASBSU and all University computer labs and computers.
9. Qualified Voter: Any fee-paying student currently enrolled in the University at the time of the Elections is qualified to vote.
10. Team: A group of two or more Candidates choosing to Campaign together. This does not include the President & Vice President.
11. Term of Office: Each elected member of ASBSU will serve from the date ze is sworn in until hir successor assumes office, approximately one (1) year later.
12. Violation: Any action taken by a Candidate which violates or goes against this Code.
13. Voting Facility: Any place where Qualified Voters can vote, or device which they can use to vote.

II. Election Manager

- A. The Election Manager is appointed by the ASBSU President to see that Elections are publicized, efficient, and effective under the guidelines of this Code. Per Executive Code IV.E., ze may appoint students to an Elections Committee to help fulfill hir duties, as defined below.
- B. The Election Manager is responsible for:
 1. Preparing and distributing Candidate packets

2. Making any and all necessary reservations
3. Holding information sessions at least once per weekday while packets are available.
4. Formally recognizing Candidates and Teams
5. Maintaining Candidate information online during the campaigning period
6. Providing Campaign Materials for Candidates as defined in this Code
7. Taking necessary measures to ensure Elections adhere to this Code

III. Qualifications and Declaration of Candidacy

A. **Qualifications:** To be included on the ballot and to qualify for election, a Candidate must be a full-time fee-paying student at the University. A Candidate must be in good standing with the University. A Candidate must have a cumulative GPA of 2.5 or higher.

B. Declaration

1. Election Packets

- a. Candidates will be required to turn in complete Election Packets by a certain date, as specified by the Election Manager and the packet itself, in order to be placed on the ballot.
 - b. These packets include an application for candidacy, which requires a minimum the name, student ID number, contact info, and expected graduation date of a potential Candidate.
 - c. For Assembly Elections, all qualified students are deemed eligible Candidates and may receive Write-In votes on election day(s). Candidates in the Assembly Elections are still required to turn in a completed Election Packet in order to be on the ballot and Campaign, as explained in III.B.1.a. and IV.C.4 of this chapter, respectively.
 - d. For Executive Elections, Candidates who do not meet this deadline may still turn in a packet (which will not require petition signatures) and campaign as a Write-In Candidate.
2. Candidates are encouraged, but not required, to attend an informational meeting. Candidates are responsible for the content of informational meetings even if they do not attend.
 3. All Candidates declare their candidacy individually, with the exception of Candidates for President and Vice President who declare candidacy jointly as an Executive Ticket.
 4. To prove ze is a serious and viable Candidate, each Candidate will ask Qualified Voters for a signature showing support for the Candidate. This process is referred to as Petitioning. All signatures will be verified by student ID number by professional staff. The amount of signatures required for each elected position is as follows:
 - a. President & Vice President: 100 signatures (total)
 - b. Assembly Speaker: 100 signatures
 - c. Secretaries: 50 signatures
 - d. Assembly Members will not be required to petition.

IV. Campaign Guidelines

A. Additional guidelines can be provided by the Election Manager as long as they are not in violation of this Code.

B. All Candidates must adhere to the ASBSU Ethics Code.

C. Campaigning

1. Personal conversations, in any form, are not considered Campaigning and cannot be regulated by ASBSU.

2. Campaign Materials are required to be submitted to the Election Manager only when the materials use ASBSU supplies or funds. ASBSU-funded Campaign Materials may be censored if they are discriminatory in nature based on Financial Code IV.C.1.

3. No items of significant value may be distributed for the purpose of Campaigning. Clarifying example: A t-shirt which promotes a Candidate or Team does not have significant value; a computer with a sticker that promotes a Candidate or Team does have significant value.

4. A Candidate may begin Campaigning once ze has submitted a completed Election Packet to the Election Manager.

D. Where to Campaign?

1. Academic buildings: Campaigning is acceptable in buildings, but not in the classroom during instruction times. Campaign Materials may be posted only on public bulletin boards and in department offices with proper approval by the department. Campaign Materials may not be publicly distributed inside academic buildings.

2. Policies regarding the Student Union Building, Recreation Center, and University Housing will be determined by the respective departments. Documentation of these policies will be provided to Candidates in Election Packets.

3. Computer labs: No Campaigning. University computers may be used to prepare and print Campaign Materials.

4. ASBSU Meetings: Candidates will not announce or promote their candidacy or their intent to pursue candidacy during a meeting of any ASBSU Body.

5. Student Organizations: Candidates are encouraged to contact Student Organizations and get permission from them to Campaign at a Student Organization meeting. Student Organizations do not have to grant permission to any Candidate.

6. Additional guidelines from Facilities Operations & Management will be provided to Candidates.

7. Candidates cannot campaign within 10 feet of a Polling Area. Candidates may still use University computers to prepare and print Campaign Materials and for any other purpose permitted by University policy.

8. Candidates will not create or advertise any specific on-campus Voting Facilities other than designated Polling Areas.

E. Communication

1. All elections communication must abide by the relevant University policy.

2. Candidates are permitted to contact the officers of Student Organizations.

3. Social media communication must follow the same guidelines as any other form of Campaigning.

F. Campaign Endorsements

1. Candidates will not falsify endorsements.
2. Candidates will report all financial endorsements.
3. ASBSU will not endorse any Candidate.
4. ASBSU Personnel on the Executive Council will not publicly endorse any Candidate.
5. Current ASBSU Officers are allowed to be Candidates and are allowed to Campaign for themselves or their Team. However, their Campaigning must not interfere with their official duties in ASBSU.

G. Campaign Finances

1. Candidates must report all campaign finance information twice: first, one week prior to the first day of voting and for the second time the day before the first day of voting.
2. The campaign finance report must include the following:
 - a. Amount of money spent, by the Candidate or by others, on Campaign Materials or for the purpose of Campaigning, and the specific expenditure (i.e. posters, candy).
 - b. Amount of money donated and the name(s) of the donors. In-kind donations must be described, but the value does not need to be estimated.

V. Election Procedures

- A. All elections will be held online. Provisions may be made for paper ballots in the case of an emergency. All on-campus computer labs or University computers are considered polling areas.
- B. Polling Areas may be provided by ASBSU.
- C. An Assembly Election can be cancelled, voted upon by the current executive council; if there is less than 50% of the open seats have opposing opponent.
- D. The position will then be appointment by the Assembly Speaker and confirmed by the Executive Council

E. Ballots

1. The Election Manager is responsible for administering the online voting process, and is permitted to hire/utilize computer experts.
2. The order of candidates' names on the ballot will be random for each voter.

F. Voting

1. Qualified Voters may cast one (1) vote for each position and each Referendum on the ballot. For Assembly Elections, each Qualified Voter will only be able to vote for the Candidate(s) associated with hir academic department(s).
2. Voters will be able to view everything on the ballot without having to vote at that time.
3. Online voting will follow an Instant Runoff Voting (IRV) system if available.

4. Any proposed Constitutional revision or amendment will be clearly indicated on the ballot. It is at the discretion of the Constitutional Convention members to decide whether each change will appear as an independent voting issue or if changes will appear as one voting issue.
5. Any effort to falsify voting is subject to disciplinary procedures through the Student Ethics Officer and the Ethics Committee.
6. Qualified Voters may not allow someone else to vote for them by proxy. Any Candidate encouraging such behavior is in violation of this Code.
7. If it is discovered that online voting has been altered or tampered with, the Election Manager or ASBSU President will take immediate action to correct the problem. If election results have been compromised, new dates for the Election will be set by the Executive Council
8. If any Candidate is disqualified or resigns from office within one month of the conclusion of an Election, the Candidate with the next highest number of votes will assume office. If one member of an Executive Ticket is disqualified or resigns in this time frame, the entire Executive Ticket is removed from office and the Executive Ticket with the next highest number of votes will assume office.

G. Tabulation of Votes

1. Online votes will be tabulated by noon the day following the last day of polling and announced as soon as possible unless prevented by extenuating circumstances.
2. The Candidate (or Executive Ticket) receiving a majority of votes in an Instant Runoff Vote for that office is elected to said office.
3. Requests for recounts must be filed within two (2) school days of the announcements of unofficial results. Any associated cost will be paid by the petitioner(s) unless otherwise authorized by a two-thirds (2/3) vote of the Executive Council, or unless the recount proves to be in favor of the petitioner(s). Recounts will occur within three (3) school days of the authorization of the request.
4. Recounts will be conducted and paid for by ASBSU when the margin of victory is less than one (1) percent of the total number of votes cast.
5. Election results will be unofficial until certified by the ASBSU President, Election Manager, and Student Ethics Officer.

H. Notification of Results

1. Unofficial results will be announced by noon the day following elections.
2. Official results, once certified, will be publicly posted online and sent to the University President, all Vice Presidents, Deans, and the University News Service. Assembly Election results will also be sent to all Department Chairs.

VI. Handling Violations

- A. All violations will be handled by filing a Complaint with the Ethics Committee
- B. Any University student, faculty or staff member may file a Complaint when ze believes a Candidate or Team has violated this Code, the Student Code of Conduct, or the Statement of Shared Values.

- C. The following punishments are available when the Ethics Committee determines a Candidate has violated this Code:
 - 1. Disqualification
 - 2. Revoking the use of any available ASBSU resources
 - 3. Requiring the removal of posted campaign materials, including the deletion of web content
 - 4. Fining the Candidate or Team only if ASBSU had to pay for the Violation.
- D. Any Candidate or Team who receives a punishment may file an appeal.
 - 1. Outline the process
- E. Any Candidate or Team may also file a Complaint against current ASBSU Personnel for violating this Chapter.