# University of Arkansas
# Associated Student Government

## ASG Code

### Title I. Executive Code

Section 1 – Executive Oath of Office

A. Prior to being empowered as an Executive Officer, the President-Elect, Vice President-Elect, Treasurer-Elect, and Secretary-Elect shall take the following Oath of Office:

a. "I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to represent the common interests and voice of all students, and to faithfully execute my duties as (President, Vice President, Treasurer, or Secretary)."

Section 2 – Duties of the President

A. The President shall be required to submit a written explanation of every veto of legislation to the Chair of the Senate and the Speaker of the GSC within six (6) calendar days after the legislative action is taken by the Senate.

B. The President, or President's designee, shall be required to attend all new student orientations, as well as the new Senator orientation.

C. The President shall be responsible for outlining the duties of the Chief of Staff. The Chief of Staff shall report directly to the President.

D. The President shall be responsible for outlining the duties of the Executive Cabinet with the Chief of Staff. Cabinet members shall report to the Chief of Staff and the President or other Executive Officer as jointly agreed upon by the President and that officer.

E. The President, in consultation with the Chief of Staff, shall have the authority to remove any Cabinet member that reports directly to the President at will and without cause.

F. The President shall approve the duties for all other Cabinet level positions as submitted by the Vice President, Treasurer, and Secretary.

G. Should a Cabinet member whose position is specifically outlined in the ASG Constitution be removed or resign from office, the position shall be refilled within two (2) weeks of the removal.

H. The President or the President's designee shall chair the Safe Ride Committee. I. The President or the President's designee shall be a member of the following University Committees: the Committee on Committees, Headliner's Committee, Safe Ride, and Fayetteville Town and Gown Committee

J. The ASG President shall chair the Program Allocations Board (PAB).

Section 3 – Duties of the Vice President

A. The Vice President shall submit to the Chair of the Senate and the Speaker of the GSCT provisional appointments of student representatives to all University, Faculty, Administrative, or other non-ASG committees as allocated by the respective committee. These appointments will be provisional pending the approval of the ASG Senate as outlined in this Code.

B. The Vice President shall appoint a Cabinet position to oversee the University Committees application process and serve as a liaison to University Administration in addition to the Vice President.

C. The application process for University Committee assignments made by the ASG Vice President shall be administered by the OSA as follows:

   a. Applications shall be made available beginning the first (1st) day of classes in the fall semester for ten (10) business days;

   b. Applications shall be turned in to the OSA. The OSA shall conduct checks to assure that each applicant meets the requirements for co-curricular activities; and

   c. Applications of those applicants that meet the requirements for co-curricular activities shall be forwarded to the ASG Vice President for consideration.

   d. The Vice President will work with members of the Graduate and Professional Student Congress, in accordance with the Memorandum of Understanding, to appoint Graduate and Professional Students for positions on University Committees.

D. The following University Committees shall have student representatives

E. appointed through this process:

   a. Administrative Boards, Committees, and Councils;

   b. Campus Council Committees

   c. Faculty Senate Committees

   d. Financial Affairs Committee

   e. Student Affairs Committee

   f. At the request of the Vice Chancellor of Student Affairs, the nominations of the Vice President can be provisionally appointed by the Vice Chancellor of Student Affairs without the Legislative Branch's approval if and only if the University, Faculty, Administrative, or other non-ASG committee requests student representation before both legislative bodies are able to approve the nominations. After both legislative bodies have come to session, however, both legislative bodies must approve or reject the nominations and provisional appointments as outlined in Article II Section 1 of the ASG Constitution before the Vice Chancellor of Student Affairs officially appoints those students to the committees. Students may be allowed to attend committee meetings after the Vice President nominates and before the Senate approves or rejects nominations. If the legislative branch rejects any provisional appointments, the Vice President must nominate different students for those positions, and the original, provisional appointments will be replaced;

g. University, Faculty, Administrative, or other non-ASG committee chairs may petition the ASG Vice President, through the Vice Chancellor of Student Affairs, to appoint student committee members at other points in time throughout the year as needed. These appointments must be approved or rejected by the ASG legislative bodies as outlined in this Code and as outlined in Article II Section 1 of the ASG Constitution; and

h. University, Faculty, Administrative, or other non-ASG committee chairs may petition the ASG Vice President, through the Vice Chancellor of Student Affairs, to appoint student committee members at other points in time throughout the year as needed. These appointments must be approved or rejected by the ASG Senate as outlined in this Code; and

i. If the Vice Chancellor of Student Affairs requires certain qualifications of committee positions, and ASG member may not proxy for student representatives appointed to University, Faculty, Administrative, or other non-ASG committees if that ASG member does not also fit the specified qualifications. If the Vice Chancellor of Student Affairs requires a specified student to sit on a committee, such as the Cabinet's liaison to Faculty and Staff, the Vice President shall be responsible for informing that student of their committee position prior to submitting any University Committee appointments to the Senate for approval. F. The Vice President shall submit for the President's approval the duties of the Assistant to the Vice President, a Director of Special Events, and, a Director of University Committees in accordance with the duties outlined in this Code. These Cabinet members shall report to the Vice President, Chief of Staff or another Executive Officer as jointly agreed upon by the Vice President, the President, and that officer.

G. The Vice President shall have the authority to remove from office the Assistant to the Vice President, Special Events, and the Director of University Committees at will and without cause. The Vice President shall inform the President of any vacancy in these offices within three (3) business days.

H. The Vice President shall be responsible for coordinating the ASG Honorary Family program in conjunction with the University's Family Weekend.

I. The Vice President shall plan an event to honor Dr. Martin Luther King Jr.

J. The Vice President shall be responsible for coordinating the selection of the Faculty Member of the Year with the Student Alumni Board.

K. The ASG Vice-President shall be a voting member of the ASG Program Allocations Board (-PAB). The Vice President shall serve as the Secretary of the PAB, and shall be responsible for taking minutes during all PAB meetings. The Vice President must send the minutes to the ASG President within one business day after the PAB meeting.

Section 4 – Duties of the Treasurer

A. The Treasurer shall ultimately be responsible for maintaining records of all financial dealings of ASG. This responsibility includes any and all duties expressly defined in this Code.

B. The Treasurer shall reconcile all ASG financial records and affairs by the end of his or her term. This shall include a line item detail of the funding allocation for each RSO that applied for funds. The Treasurer shall notify each RSO and RSO Advisor of the line item detail of the funds allocated to that RSO.

C. The Treasurer, or Treasurer's designee, shall be required to attend the new Senator orientation.

D. The Treasurer shall submit accurate and detailed financial records of ASG upon request by any individual as outlined by Arkansas State Law and the ASG Constitution.

E. The Treasurer shall be responsible for the distribution of monies to RSOs that receive funding from ASG.

F. The Treasurer, in accordance with the ASG Constitution, shall submit to the ASG Senate an operating budget.

a. This operating budget shall be based upon the estimated amount of student fee money that will be collected during the upcoming academic year. This estimation will be determined in August of each academic year.

b. The submitted budget shall give the figure amount for the percentages outlined of the ASG Constitution.

c. The submitted budgets for the ASG Executive Committee and ASG Senate shall detail expenditures for administrative costs, programming, officer honoraria, and other expenses.

d. The submitted budget for RSO Allocations shall include the amount of money available for allocations in the upcoming academic year.

G. The Treasurer shall submit for the President's approval the duties of the Assistant to the Treasurer. The Assistant to the Treasurer shall report directly to the Treasurer and shall have a liaison relationship to the Chief of Staff.

H. The Treasurer shall have the authority to remove the Assistant to the Treasurer at will and without cause. The Treasurer shall inform the President of any vacancy in the Office of the Assistant to the Treasurer within three (3) business days. I. The ASG Treasurer shall be a voting member of the ASG Program Allocations Board (PAB).

Section 5 – Duties of the Secretary

A. The Secretary shall serve as the liaison between ASG and any campus or other media groups.

B. The Secretary shall be responsible for the content of the ASG Website.

C. The Secretary shall be responsible for submitting minutes of the Executive Committee meetings to the website no later than seven (7) calendar days following said meeting.

D. The Secretary shall be responsible for informing the ASG Advisor of the date, time, and location of the Executive Committee meetings no later than twenty-four (24) hours prior to those meetings.

E. The secretary shall be responsible for submitting the minutes and attendance for Cabinet, OFA, FLF, and Associate Member Program to the website no later than seven calendar days following said meeting.

F. The Secretary shall update the ASG Listserv as new members are added and removed from the ASG roster.

G. The ASG Secretary shall be responsible for sending out a weekly email to the ASG Listserv informing members of events occurring throughout the coming weeks.

H. The ASG Secretary shall manage all different ASG social media accounts and is responsible for coordinating posts about the organization and its events.

I. The Secretary, in conjunction with the OSA, shall adequately advertise Senate and Executive Election registration and elections according to the timelines established in the ASG Constitution and Title V of this Code.

J. The Secretary, in conjunction with the Chief of Staff and Chair of Senate shall coordinate an All Call orientation at least once a semester. If the Secretary is unable to attend due to extenuating circumstances, he or she shall appoint another Executive Officer to serve in his or her place for the orientation process.

K. The Secretary shall submit for President's approval the duties of the Deputy to the Secretary, Director of Communication, and Director of Multimedia. . The Assistant to the Secretary shall report directly to the Secretary and shall have a liaison relationship to the Chief of Staff.

L. The Secretary shall have the authority to remove the Deputy to the Secretary, Director of Communication, and Director of Multimedia at will and without cause. The Secretary shall inform the President of any vacancy in the Office of the Assistant to the Secretary within three (3) business days.

M. The Secretary must request an ASG demographic fact sheet and/or report that includes the overall makeup of ASG members by submitting their names and UARK email address to the Office of Student Activities who will then submit to the Director of Assessment in the Division of Student Affairs at the University of Arkansas. This fact sheet will mirror the University of Arkansas common data set reported from the Office of Institutional Research.

<u>Section 6 – Executive Office Hours</u>

A. The President shall serve a minimum of twenty (20) hours per week in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG Office during regular University business hours.

B. The Vice President shall serve a minimum of eighteen (18) hours per week in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG Office during regular University business hours.

C. The Treasurer shall serve a minimum of eighteen (18) hours per week in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG Office during regular University business hours.

D. The Secretary shall serve a minimum of fifteen (15) hours per week in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG Office during regular University business hours.

E. All required office hours shall occur during regular University business hours.

F. Regularly scheduled office hours shall be distributed over at least three (3) business days per week.

Section 7 – Office Hour Accountability

A. Each ASG agent required to serve office hours shall sign in and out with the ASG Advisor or designee for office hours served.

B. Each ASG agent receiving honoraria for hours served shall submit a complete accounting of their hours, both inside and outside of the office for each pay period.

The OSA shall compile reported office hours and provide office hour data to the ASG President, Chair of the Senate, ASGJ Chief Justice, and the ASG Webmaster at the first (1st) of every month.

Section 8 – Executive Office Honoraria

A. Each of the Executive Officers shall be remunerated an honoraria for their service during their terms as outlined in Title IV of this Code.

B. Executive and special senate office honoraria shall be distributed in equal increments bimonthly over the academic year.

C. If an ASG Executive Officer or the Chair of the Senate fails to completely serve his or her term, the days served shall function to prorate the allocated honoraria from the established honoraria.

D. If an ASG Executive Officer or the Chair of the Senate fails to fulfill their office hours, pay shall be prorated or withheld from the established honoraria.

Section 9 – Duties of the Chief of Staff

A. The Chief of Staff shall, in conjunction with the President and Vice President, coordinate the activities of the members of the Cabinet.

B. The Chief of Staff shall organize and administer bi-weekly Executive Cabinet meetings.

The Chief of Staff shall be required to maintain communication with each Cabinet member individually.

C. The Chief of Staff may recommend to the President, Vice President, Treasurer, and Secretary that a Cabinet member be removed from office.

D. The Chief of Staff shall assist the President with other duties as assigned. The Chief of Staff will be required to meet a minimum of once per week with the President.

E. The Chief of Staff shall be required to attend the meetings of the Executive Council, except in circumstances excused by the President.

F. The Chief of Staff shall be required to construct the Executive Cabinet Responsibilities Document complete with initiatives which include duties as outlined by Executive Cabinet's faculty, staff, and administrative counterparts, the current President's and Vice President's platform, and input from Executive Cabinet members.

G. The Chief of Staff shall be required to plan the annual All-ASG Retreat in conjunction with the Chair of Senate.

H. The Chief of Staff shall be responsible for allocating initial programming budgets to fund the initiatives of all Executive Cabinet members. The Chief of Staff must present this budget to the President and Treasurer for consideration in the Executive programming budget.

I. The Chief of Staff shall be responsible for assisting the President, Vice President, Treasurer, and Secretary to appoint the Executive Cabinet.

J. The Chief of Staff shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.

K. The Chief of Staff, or their designee, shall be responsible for overseeing the development, administration, and maintenance of the Student Access to Value and Engagement (SAVE) Program.

Section 10 – Duties of the Executive Cabinet

A. Executive Cabinet members shall have the full authority to conduct business on behalf of ASG as long as such business falls within the scope of their position description and duties as prescribed by Presidential Executive Order.

B. Executive Cabinet members can, in consultation with the Chief of Staff, suggest additional duties for their positions to the President for consideration.

Section 11 – Executive Officer Summer Compensation

A. Executive Officers shall have the option to serve a maximum of twenty (20) office hours per week and one hundred and forty (140) office hours per summer during the fourteen (14) weeks of summer prior to their term.

B. Executive Officers shall be compensated for hours served during the fourteen (14) week summer with hourly rates as follows: President = six dollars and fifty cents ($6.50); Vice

President = six dollars and twenty-five cents ($6.25); Treasurer = six dollars ($6.00); Secretary = six dollars ($6.00), and Chief of Staff = six dollars ($6.00).

C. Executive Officer Summer Compensation shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution.

D. Executive Officers serving summer office hours shall also receive an extended garage parking permit to be paid out of the Executive Operating Budget.

## Title II. The Senate Code

Section 1 – Senatorial Oath of Office

A. Prior to being empowered as a Senator, a Senator-Elect shall take the following Oath of Office:

a. "I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to represent the common interests and voice of all students, and to faithfully execute my duties as Senator."

Section 2 – Induction of Senators

A. Each Senator shall be responsible to attend one (1) new Senator orientation session per term of office.

B. Failure to attend a new Senator orientation session within one (1) month of a Senator's election shall result in forfeiture of his or her seat unless the absence is approved by the Chair of the Senate, the ASG Secretary, and the ASG Advisor.

C. All Senators shall attend any mandatory retreat or training initiated by the ASG Advisor for which at least three (3) weeks notice is given. Failure to attend such a retreat or training session shall result in one (1) unexcused absence just as if the Senator had missed a Senate meeting without a proxy. ASG members may not proxy for Senators at these events.

Section 3 – Senator Expectations

A. Senators shall be expected to serve as active members of ASG and participate in the following ways:
   a. Serve on at least one (1) standing ASG committee, and attend committee meetings;
   b. Research student concerns and author legislation;
   c. Participate in discussion on items of business on the Senate floor through asking questions of speakers and formal debate;
   d. Collaborate with members of the ASG Executive Cabinet, administration, faculty, staff, and other campus governing bodies to address student issues.

B. Prior to any hearing conducted by the ASG Senate, all present senators shall take the following Oath: a. "I, (insert name), do solemnly swear (affirm) to uphold the

Constitution and Code of the Associated Student Government, to exercise my office without prejudice or predisposition, and to faithfully execute my duties as a Senator of the ASG Senate.

C. Senators shall not discuss any matter relating to an accusation of a violation of the Standards of Ethics with any person outside of the established hearing process with the following exceptions: a. The ASG agents may discuss allegations of a breach of the Standards of Ethics with Senators, members of the investigative committee, and the ASG Advisor.
D. Senators shall have the authority to call the ASG senate into a special session, provided that a petition signed by two-thirds (2/3) of the senate body with a minimum of 24 hour notice given.

Section 4 – The Chair of the Senate

A. The Chair of the Senate shall serve a minimum of fifteen (15) hours per week in ASG related business. Ten (10) of those weekly hours shall consist or regularly scheduled office hours in the ASG Office.
B. The Chair of the Senate shall keep an accurate public journal of all legislation and shall submit this journal to the Legislative Clerk for posting on the ASG Website.
C. The Chair of the Senate shall arrange for a meeting place on campus for all Senate meetings in conjunction with the OSA. Said meeting place shall have an operating computer and projector, so that all documents can be electronically displayed and edited for the viewing of the entire assembly. If such a meeting room is not available, the Chair of the Senate shall provide paper copies of all materials germane to the subjects of the meeting in sufficient quantities to serve both Senators and guests.
D. The Chair of the Senate shall be responsible for updating the ASG Constitution to reflect the legislative changes to the ASG Constitution passed by the Senate, the general ASG membership, and the Chancellor. The Chair of the Senate shall make the altered documents available to the Senate immediately after the legislation has completed the approval process via paper or the ASG Website.
E. The Chair of the Senate shall be responsible for updating this Code to reflect the legislative changes to this Code passed by the Senate, the general ASG membership, or the Chancellor. The Chair of the Senate shall make the altered documents available to the Senate immediately after the legislation has completed the approval process via paper or the ASG Website.
F. The Chair of the Senate shall be responsible for convening no fewer than 2 presentations by University Administrators or other stakeholders in the campus community to the ASG Senate body in the Fall Semester and no fewer than 3 in the Spring Semester.
    a. The Chair of the Senate shall coordinate an appropriate topic for each Presentation.

G. The Chair of Senate shall have the authority to call the ASG Senate into a special session, provided that a minimum of twenty-four (24) hours' notice by at least two (2) forms of communication is given.

Section 5 – Electing the Chair of the Senate

A. A Senator shall be considered a candidate for chair following a nomination by another Senator and full attendance of an orientation session at a time and place determined by the chair.
B. Excused absences may be granted by the Chair in a manner like that of a general Senate meeting. If an excused absence is granted, the candidate must make up the absence in a manner determined by the Chair of Senate.
C. The Chair of Senate Election consists of two rounds of nominations, nominator speeches, candidate speeches, and soft campaigning.
    a. Campaigning for Chair of Senate shall be defined as attempting to influence the decision or opinion of a Senator regarding the election.
    b. Soft campaigning shall begin immediately following the meeting in which the first round of nominations is held.
    c. Soft campaigning shall be defined as word of mouth and peer-to-peer direct
    d. Candidates for Chair of Senate are prohibited from campaigning via publicized, mass-communication such as mass-emailing, listservs, or any ASG GroupMe.
D. Candidates for Chair of Senate may campaign amongst sitting Senators, as well as students who have served as proxies prior to the first round of nominations.
E. Candidates for Chair of Senate may not campaign among members of the Senate Ethics Committee or Senators who are running for executive office outside of nominator and candidate speeches during meetings.

Section 6 – The Office of Chair Pro Tempore

A. The Chair Pro Tempore shall, in good faith effort, publish each Senate meeting's agenda in accordance with the ASG Constitution by submitting the agenda for Senator review by the Friday prior to each ASG senate meeting.
B. The Chair Pro Tempore shall serve as a general resource to senators and general ASG members on issues of drafting and submitting legislation.
C. The Chair Pro Tempore shall preside over Senate meetings should the Chair of the Senate be absent or need to temporarily step down due to instances of conflict of interest or motions to appeal the decision of the chair. In the case of the absence of the Chair Pro Tempore, the Parliamentarian shall preside.
D. The Chair Pro Tempore shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

Section 7 – The Office of Parliamentarian

A. The Parliamentarian shall make recommendations on questions of parliamentary procedure when referred to by the Chair of the Senate during Senate meetings.
B. The Parliamentarian shall serve as a general resource to Senators and general ASG members on issues of parliamentary procedure.
C. The Parliamentarian shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

Section 8 – The Office of Legislative Clerk

A. The Legislative Clerk shall take minutes of all meetings of Senate.
B. The Legislative Clerk shall be responsible for maintaining an accurate roll and attendance record of Senators.
C. The Legislative Clerk shall be responsible for notifying the ASG Secretary of any vacancies within the Senate.
D. The Legislative Clerk shall assist the Chair of the Senate in the maintenance of all Senate documentation, as directed by the Chair of the Senate. The Legislative Clerk, in consultation with the ASG President and the Chair of the Senate, shall track the progress of any legislation passed by the Senate.
E. The Legislative Clerk shall submit the minutes of all Senate meetings to the ASG Webmaster and ASG Secretary within forty-eight (48) hours.
F. The Legislative Clerk shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution of University Policy.

Section 9 – The Office of Senate Ambassador

A. The Ambassador shall, at the direction of the Chair of the Senate, advocate on behalf of the outcomes of passed legislation by the ASG Senate.
B. The Ambassador shall represent the Senate to other branches of the Associated Student Government.
C. The Ambassador shall regularly attempt to act as a formal liaison between the ASG Senate and the Faculty Senate of the University of Arkansas. D. The Ambassador shall attend meetings of other Associated Student Government branches, and if unable to attend, make every effort to find another member of Senate Leadership Council to attend in their place.
E. The Ambassador may offer a report on the meetings of other branches of the ASG tot he Senate when business at that meeting is related to or could have an impact on the ASG Senate.
F. The Ambassador shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that does not conflict with the Constitution or University Policy.

Section 10 – ASG Senate Committee Membership

A. The total membership of ASG committees shall be no more than fifteen (15) members and no less than three (3) members.

Section 11 – Committee Sign-Up and Assignment Process

A. By the second (2nd) ASG Senate meeting of the fall semester, each Senator shall indicate his or her desired committee assignments by order of preference: first (1st) choice, second (2nd) choice, and third (3rd) choice. This shall be done on a committee sign-up sheet provided by the Chair of the Senate and available in the ASG Office.
B. In the event that more Senators apply for an ASG Senate committee than there are positions available, Senators for that committee shall be selected by a lottery coordinated

   by the Chair of the Senate.
C. Senators who do not receive their first (1st) preference of committee assignment shall be placed in a pool of applicants for their second (2nd) preference of committee assignment.
D. Following the placement of general ASG Senators in the Senate standing committees, Senators who wish to serve on more than one (1) committee shall receive appointments to those committees, provided there is space available. E. Committee vacancies shall be filled in the following manner:

a. Should a committee member absent-out of a Senate standing committee, his or her position shall be filled in accordance with this Code and the ASG Constitution;

b. Should a committee member absent-out of a Senate standing committee, his or her position shall not be filled unless members of the committee decide by a majority vote that the position should be filled; and

c. Should the committee decide to fill the vacant position, the application and selection process shall be coordinated by the Chair of the Senate and shall be conducted in accordance with the procedures outlined in this Code.

Section 12 – ASG Committee Chairs

A. Committee chairs shall be elected from the ASG senate membership.

   a. The Chair of the Senate shall coordinate the elections of the ASG committee chairs.

   b. Senators shall sign-up for ASG committees in accordance with Title II, Section 8 of this Code.

   c. Following the assignment of ASG Senators to the committees outlined in Title II, Section 7, Subsection A, Parts a-f of this Code, the ASG Senate shall elect committee chairs for these committees from the ASG Senate membership.

B. The chairs of all ASG Senate committees officially established in this Code or the ASG Constitution shall serve as the presiding officer for his or her respective committee and shall be responsible for coordinating the committee's meetings, taking attendance, submitting minutes or a meeting report for each meeting held in accordance with the ASG Constitution.

C. Committee chairs shall establish regular committee meeting times, and coordinate and announce meeting locations.

a. Emergency meetings may be called by the committee chair, who shall announce the date, time and location of said emergency meeting no later than 48 hours prior to the called meeting.

b. If an individual, regularly scheduled committee meeting should need to be rescheduled or postponed due to conflicts or other extenuating circumstances, the committee chair shall inform his or her fellow committee members of the postponement no later than 2 hours prior to the regularly scheduled meeting and shall further announce the time, date, and location of the rescheduled meeting no later than 48 hours prior to said meeting.

Section 13 - The Infrastructure Committee

A. The Infrastructure Committee shall be responsible for addressing, to the fullest extent of its authority, issues of infrastructure, including parking and transit and sustainability as they relate to the student body, and address issues concerning the purpose of its establishment in conjunction with, the University of Arkansas Administration, Facilities Management, the Department of Parking and Transit, and the Office of Sustainability.

B. The Infrastructure Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.

C. The Infrastructure Committee Chair shall regularly correspond with University Administration, Facilities Management, the Department of Parking and Transit, and the Office of Sustainability.

Section 14 - The Internal Affairs Committee

A. The Internal Affairs Committee shall examine legislation that proposes changes to this Constitution and/or the ASG Code, make recommendations to the Senate concerning such legislation, and indicate any apparent conflicts, contradictions, and/or incongruence between proposed legislation and this Code and the ASG Constitution

B. Members of the Internal Affairs Committee shall not serve with conflicts of interest. C. The Internal Affairs Committee Chair in conjunction with the Chair of the Senate, along with at least three (3) other members of the Internal Affairs Committee selected by the Internal Affairs Committee Chair, shall enforce Senate election standards.

D. Should a breach of Senate election standards occur, one (1) of two (2) actions must be taken:

a. The Chair of the Senate may call a special session of the Senate for the

purpose
of retaking the vote; or

b. A re-vote shall immediately be administered as soon as the roll is called at the next regular session of the Senate.

E. The Internal Affairs Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.

Section 15 - The Academics Committee

A. The Academics Committee shall be responsible for addressing, to the fullest extent of its authority, issues of academic matter at the University of Arkansas.

B. The Academics Committee Chair shall work closely with all college caucuses to enhance academics across campus.

C. The Academics Committee chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.

Section 16 - The Campus Life Committee

A. The Campus Life Committee shall be responsible for addressing, to the fullest extent of its authority, issues pertaining to the betterment of campus life and the promotion of citizenship, including diversity, and safety that will potentially affect the livelihood of students at the University of Arkansas.

B. The Campus Life Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.

Section 17 - Senate Research Committee

A. The Research Committee of the Senate will be established as a Standing Committee of the Senate. Members will be appointed to committees in accordance with the methods used for other committee assignments by the Chair of Senate.
B. The Research Committee, as a Standing Committee of the Senate, will have powers to investigate issues pressing to the student body, fulfilling the role of the Senate to represent the "common interests" of the student body, as outlined by the Senatorial Oath.
C. The Senate Chair Pro Tempore will serve as the Chair of Research Committee and will be accountable to the Chair of Senate for its operations, including the orderly and punctual submissions of committee reports.
D. The Chair of Research Committee will convene the committee to meet at the regularly appointed time for committees on the day of the last Senate meeting of each month, except January, and May, for the purposes of deciding the topic for Research Committee for the following month.
E. The Chair of Research Committee will report to the Senate, on the last meeting of each month, the topic for the following month, as well as the questions which will be included in the survey for that month.

F. The Chair of Research Committee, along with two general committee members, will author a report of the feedback from that month's tabling and present it to the research committee for approval during the next month's meeting. Upon approval by a simple majority, the Chair of Research Committee will deliver the report to the Chair of Senate who will distribute it to the whole body of the Senate.
G. The Chair of Research Committee may, at their discretion, choose a member of the committee to take the lead on the month's activities should they feel that they themselves are less qualified to lead on that topic. This member would be in charge of formulating the questions for the tabling survey, though the Chair still administrate for the committee during the month.
H. Each member of the research committee will fulfill a singular hour of tabling at a time and place agreed upon by the Research Committee I. and approved by the Chair of Senate each month.
J. If a member of the research committee has an unavoidable conflict with the times scheduled for tabling, that member may discuss an appropriate task, such as assisting in the authorship of the monthly report, that will replace it.
K. Failure of a member of the research committee to complete either the mandatory required tabling or office hour, or a failure to be present at a committee meeting without an excuse being presented to the Chair of Senate, will result in a half absence, in line with similar penalties for other committees. A member may only be penalized one half absence from the required research committee duties per month. This does not apply to an unexcused absence from a committee meeting, which will always result in a half absence.
L. Any Senator will have the ability to ask the Chair of Research Committee to table alongside committee members for any given month but will not be held accountable to the same office hour and tabling requirement. Additionally, any Senator can propose any question to be considered as part of the monthly tabling survey.

## Section 18 - Senate Mentorship Program

A. The Senate Mentorship Program shall be administered by the Sergeant at Arms
B. The Sergeant at Arms must provide a Senate mentorship program signup form no later than the sixth ($6^{th}$) meeting of the fall semester.
    a. This form should include a field for Senators to indicate their status as a mentor/mentee.
    b. Senate mentors shall be all second, third, or fourth term Senators and all Senate Leadership Council members.
    c. All first-term Senators are required to sign up for a mentor.
    d. This form should include questions for matching senators such as classification, interests, committee assignment, extracurricular affiliations, etc.
    e. Mentors may be matched with more than one (1) mentee.
C. Mentors shall make themselves available to their mentee(s) for consultation on legislation and issues facing the student body, etc. and should meet with their mentees at least once per semester, though they shall not be required to meet.

D. From time to time, the Chair of Senate shall supplement Senate meetings with time for mentors to lead discussions with their mentees in a small group setting about issues facing the student body.

Section 19 – Senate Programming Committee

A. Programming Committee shall meet once per month to discuss and plan events including but not limited to:
    a. Recommending administrative/student stakeholders to the Chair of the Senate to invite to speak to the ASG Senate.
    b. Events promoting purposeful collaboration between Senators on specific campus issues.
    c. On-campus community outreach opportunities such as tabling.
    d. Off-campus community outreach opportunities such as service projects.
    e. Organizing volunteer opportunities for Senators.
B. Senators serving on another Standing Committee may also serve on the Programming Committee.
C. The Programming Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.
D. The Programming Committee Chair shall report to the Senate on what sort of events the committee is holding and when, which shall be subject to advisory vote of the Senate.
E. The Programming Committee Chair shall give Senators the opportunity to serve at tabling or other community outreach events.
F. The Programming Committee Chair shall be tasked with planning and coordinating events during the spring semester that promote Senate recruitment for the spring election.

Section 20 – Legislation

A. The ASG Senate shall have the authority to pass bills and resolutions as outlined in Article II, Section 7 of the ASG Constitution.

B. All Senate legislation shall be formatted in accordance with *Robert's Rules of Order* and shall have enumerated lines.

C. All Senate legislation shall be posted on the ASG Website no later than the Thursday prior to the next ASG Senate meeting.

D. All Senate legislation shall be referred to the appropriate Senate committee(s) established by the ASG Constitution or created by the Chair of the Senate for the purpose of reviewing the legislation and making recommendations to the Senate at the Second (2nd) Reading of the legislation in accordance with Article II, Section 15 of the ASG Constitution.

a. The committee recommendation(s) shall indicate whether the committee approves, disapproves, is neutral, or is divided concerning the proposed legislation.

b. The committee report(s) shall include the rationale for the committee recommendation(s).

E. All Senate legislation shall be subject to at least two (2) readings in Senate prior to final consideration of the legislation. The Senate may, only in extraordinary circumstances, suspend the First (1st) Reading of a piece of legislation by two-thirds (2/3) vote and proceed to its immediate final consideration.

F. The Chair of the Senate shall establish Standing Rules regarding the legislative process as outlined in the ASG Constitution.

G. Final votes on all legislation shall be taken via a roll call vote unless the legislation is approved by a unanimous consent request.

H. All votes on legislation shall be posted on the ASG Website within six (6) days of the vote in the section deemed appropriate by the Legislative Clerk.

I. Any material referenced in any part of the legislation from a source other than the original work of the legislation's author(s) shall be formally cited using in-text APA citations.

Section 21 – Presidential Vetoes

A. In the event of the ASG President vetoing a legislative action of the ASG Senate, the legislative action vetoed will be placed on the agenda of the next regular Senate meeting as a special order.
    a. If the next regular Senate meeting is more than eleven (11) school days after the Chair of the Senate is notified of the veto, then the Chair of the ASG Senate shall call the Senate into a special session, as outlined in Title II Section 4 Subsection G, to reevaluate the vetoed legislation within eleven (11) school days, or before the inauguration of the next Senate class, whichever occurs first.
B. When the time in the meeting to discuss the veto is reached, the President or other Executive Officer shall be recognized to report and answer questions on the veto. This period of reporting and answering questions shall have no time limit. After this report, the ASG Senate may begin the reevaluation of the vetoed legislation.
    a. In the event that the President or other Executive Officer is unable to report and answer questions on the veto, the Senate may choose to postpone discussion of the veto until the next regular meeting or special session by a majority vote.
    b. If the Senate does not choose to postpone discussion of the veto, reevaluation of the vetoed legislation may begin without the period of reporting and answering questions.

Section 22 – Senate Ethics Committee

A. The Ethics Committee shall be responsible for addressing, to the fullest extent of its authority, including Senate internal elections and internal Senate ethics complaints.

B. The Ethics Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.
C. The Ethics Committee shall meet when called upon to deliberate ethics concerns
    a. Any sitting ASG Senator may summon the Ethics Committee to meet
D. The Ethics Committee shall be responsible for ruling on behaviors, acts, or conduct of a current ASG Senator occurring while acting in their ASG capacity.
    a. The committee's powers are limited to reprimanding, not to exceed suspension of more than one (1) meeting. All cases considered by the Senate Ethics Committee are subject to referral to ASGJ if deemed necessary.
E. The Ethics Committee may, by simple majority vote, issue binding rulings on questions or grievances brought by candidates for Chair of Senate or by sitting ASG Senators regarding the Chair of Senate Election. Acting in conflict with these recommendations shall be considered a violation.
    a. The Ethics Committee may, by a 2/3 majority vote, disqualify a candidate from the Chair's Election for violating a binding ruling. The Ethics Committee may also issue vote deductions in an amount determined by the committee and agreed upon by a 2/3 majority vote.
F. The Ethics Committee shall have sole discretion over matters of election rules not otherwise stated in the code/constitution.
G. Interpretation requests can be filed by any Senator by submitting a general complaint form to the Chair of Senate, who will relay the request to the Ethics Committee.
    a. The Ethics Committee may convene virtually or in person at the earliest convenient time to address interpretation requests or complaints. Any interpretation or ruling resulting from meetings shall be communicated promptly to the Senate via email and at the beginning of the next Senate meeting.

Section 23 – Approval Process

A. The approval process shall be defined as passage by the ASG Senate and signing by the ASG Chair of Senate and ASG President.

## Title III. Judicial Code

Section 1 – Judicial Oath of Office

A. Prior to being empowered as an ASGJ Justice, each Justice-appointee shall take the following Oath of Office at the completion of his or her training:
    a. "I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to exercise my office without prejudice or predisposition, and to faithfully execute my duties as a Justice of the ASGJ."

Section 2 – Terms of Office

A. Each Justice and Judicial Proxy shall serve the entirety of his or her term unless he or she resigns, graduates, or is removed from office.

B. All Justices and Judicial Proxies must meet the requirements for participation in cocurricular activities established by the University and outlined in the Student Handbook throughout their entire term of office.

C. Leaves of absence shall be included in a Justice's term of office.

D. If a Judicial Proxy is serving as a Justice while a case is currently being heard and his or her term expires, the Judicial Proxy shall continue to serve for the remainder of the case.

E. Once a Judicial Proxy has been sworn in to serve for a particular vacancy or leave of absence, the ASG President cannot withdraw his or her selection of the Judicial Proxy.

Section 3 – Jurisdiction of the ASGJ

A. The ASGJ has the authority to convene for the reasons delineated in Article III, Section 6, Subsection B and Article II, Section 1 of the ASG Constitution.

B. The proceedings of the ASGJ are secondary to those of the University of Arkansas as well as local, state, and federal legal systems.

C. The ASGJ shall not have the jurisdiction to block funding that has been passed by the ASG Senate, and approved by the ASG President.

D. The ASGJ shall have the jurisdiction to issue final rulings on questions of interpretation, including Arbitration Hearings, which shall be binding on the executive and legislative branches of ASG.

Section 4 – Justice Appointment Process

A. The application process for ASGJ shall be administered by the OSA.
    a. Applications shall be made available the first (1st) day of classes in the fall semester for ten (10) University business days.
    b. Applications shall be turned in to the OSA. The OSA shall conduct checks to assure that each applicant meets the requirements for co-curricular activities.
    c. Applications for candidates that meet the requirements for co-curricular activities shall be forwarded to the ASG President for consideration.
    d. Judicial proxies, having served one full year, are eligible for exemption from the application process, and are eligible for automatic consideration for Associate Justice alongside the pool of other applicants.

B. The ASG President shall decide how many interviews will be conducted. The ASG President may allow the Chief Justice to participate in the interview process.

C. By the third (3rd) meeting of the ASG Senate, the from the general ASG membership with the advice and consent of the Senate.

D. The ASG President shall submit appointments to the ASG Senate in accordance with Article III, Section 3 of the ASG Constitution.

a. The Senate shall have the right to question the Justice Candidates in person prior to the vote to affirm or deny the appointment. This shall occur during a regularly scheduled Senate meeting.
b. Justice Candidates shall be given five (5) business days' notice by the Chair of the Senate announcing the date, time, and location of the Senate meeting at which their appointments will be considered.
c. Appointed Justices and Judicial Proxies shall be confirmed by a two-thirds (2/3) vote of the Legislative Branch as outline in Article II, Section 1 of the ASG Constitution.
d. The Senate shall vote only once in regards to each Justice or Judicial Proxy Candidate. Any Justice or Judicial Proxy not confirmed by a two-thirds (2/3) required vote shall not be appointed.
e. If any appointments are rejected by the Senate, the ASG President shall continue to appoint members of ASG to be confirmed by the same process, until the nine (9) Justices and two (2) Judicial Proxies are confirmed.

Section 5 – Leaves of Absence

A. A leave of absence request must be submitted to the ASG President no later than forty five (45) business days before departure, unless prevented by extreme circumstances.
B. A leave of absence will only be granted in extreme circumstances or in the case that a Justice wishes to pursue educational endeavors that would conflict with his or her term of office.

Section 6 – Duties of Justices

A. Justices shall act in a fair and impartial manner in regards to any matter that is considered by the ASGJ.

B. Justices shall attend training sessions facilitated by the Chief Justice. Failure to complete training within one (1) month of confirmation appointment shall result in the forfeiture of his or her judicial appointment unless the absence is approved by the ASG Advisor.

C. Justices shall inform the ASGJ Chief Justice and the ASG Advisor of any conflict of interest or personal affiliation regarding any matter that is considered by the ASGJ and shall recuse themselves from any decision in these instances.

D. Justices shall immediately inform the ASGJ Chief Justice and the ASG Advisor if any party attempts to influence a judicial decision in regards to any matter pertaining to interpretation of this Code and the ASG Constitution and/or any matter pertaining to violations of the Standards of Ethics, this Code, and/or the ASG Constitution. This shall include any influence that occurs at any time after the Justice is officially appointed.

E. Justices shall not discuss a matter of interpretation of this Code or the ASG Constitution with any ASG agent, either directly or indirectly, outside of the established process with the following exceptions:

a. Justices may discuss interpretation of this Code or the ASG Constitution with other Justices and the ASG Advisor; and

b. Justices are free to discuss any decision that has already been rendered by the ASGJ.

F. Justices, members of the investigative committee, the complainant, and the defendant shall not discuss any matter relating to an accusation of a violation of the Standards of Ethics with any person outside of the established hearing process with the following exceptions:

a. The ASG agents may discuss allegations of a breach of the Standards of Ethics with Justices, members of the investigative committee, and the ASG Advisor.

G. Failure to maintain confidentiality in regards to any matter shall be grounds for removal from office. AUJ shall have the authority to determine if a breach of confidentiality has occurred and to determine whether to reprimand or remove from office the offending ASG agent.

## Section 7 – ASGJ Membership and Vacancies

A. After a Justice or Judicial Proxy acquires three (3) absences, he or she may be removed from the ASGJ by at least a three-fourths (3/4) majority of the remaining Justices.

B. The ASGJ shall meet for ASGJ membership issues only if one (1) or more Justices have acquired at least three (3) absences.

C. If the ASGJ Chief Justice has acquired at least three (3) absences, then the ASG Advisor shall set the date, time, and location of the meeting to address membership issues as outlined in Article III, Section 7 of the ASG Constitution.

a. The ASGJ shall elect from among them an interim ASGJ Chief Justice to chair the membership hearing.

D. If the ASGJ Chief Justice is removed from office, the ASGJ shall elect a new Chief Justice at that meeting by a two-thirds (2/3) vote of the Justices.

E. Vacancies shall be reported to the ASG President within two (2) business days.

## Section 8 – Appointment and Duties of the ASGJ Chief Justice

A. To be eligible for the position of ASGJ Chief Justice, a candidate must have served in the Associate Justice or Judicial Proxy capacity in a previous academic year.

B. If fewer than two (2) candidates for ASGJ Chief Justice meet the criteria for eligibility, then the body of Justices may nominate a candidate without previous judiciary experience.

C. If the ASGJ desires to alternate the chair, a new chair may be designated by a two-thirds (2/3) vote of the Justices.

a. If the ASGJ Chief Justice is temporarily incapacitated and cannot designate a Justice to chair a meeting, the ASGJ shall elect from among them an interim Chief Justice to chair the meeting.

D. In the case of the vacancy of the Office of ASGJ Chief Justice, a majority vote of the remaining Justices shall be sufficient to select a new ASGJ Chief Justice.

E. In the case of a vacancy during the summer period, an interim ASGJ Chief Justice may be elected via a majority vote of the Associate Justices to serve until the beginning of the following fall semester.

F. The ASGJ Chief Justice shall be responsible for compiling all documents of the court and making them readily available to the ASG President, Chair of the Senate, and ASG Advisor.

G. The ASGJ Chief Justice shall be responsible for submitting a set of Standing Rules to govern all meetings of the ASGJ.

a. The Standing Rules shall be approved and implemented by a two-thirds (2/3) vote of the Justices on roll and may not violate any section of this Code or the ASG Constitution.

b. The Standing Rules must adhere to University policy as well as local, state, and federal law.

Section 9 – ASGJ Appointed Members

A. All ASGJ appointed members shall be appointed by the ASGJ Chief Justice and confirmed by a two-thirds (2/3) vote of the Associate Justices.

B. All ASGJ appointed members must complete an application process and meet the requirements for participation in co-curricular activities established by the University and outlined in the Student Handbook throughout their term of office.

C. All ASGJ appointed members will serve a term for the duration of one (1) academic year from the beginning of the academic year in which they are sworn in or until their eligibility expires with the exception of the ASGJ Elections Commissioner who will serve a term of for the duration of one (1) calendar year from dead day of the Spring semester until the appointment of their successor.

a. (put in standing rules)

Section 10 – Meetings of the ASGJ

A. The ASGJ Chief Justice shall arrange a meeting place on campus for all ASGJ meetings.

B. Justices may not send Proxies to any meeting of the ASGJ.

C. Justices will not be permitted to abstain from voting on any issue, unless in the case of a conflict of interest as defined by the Standards of Ethics.

Section 11 – Interpretation

A. Requests for interpretation of this Code or the ASG Constitution shall reference the specific section(s) to be interpreted.

B. The ASG agents or ASG members who desire a particular interpretation of this Code or the ASG Constitution shall identify themselves and submit in writing their desired interpretation to the ASGJ Chief Justice.

   a. Prior to the swearing in of the ASGJ, written submissions requesting interpretation of this Code or the ASG Constitution shall be directed to the ASG Advisor and held until the ASGJ is seated. After the ASGJ is sworn in, the ASG Advisor shall immediately forward any requests for interpretation to the ASGJ Chief Justice.

   b. At the end of the academic year, any undecided requests for interpretation shall be carried over into the next academic year.

C. The ASGJ Chief Justice shall immediately submit this information to the ASG Webmaster for posting on the ASG Website. This information shall be posted on the ASG Website no later than ten (10) business days prior to any interpretation hearing.

D. Any ASG agents opposed to the particular interpretation submitted shall be allowed to submit, in writing, an alternative interpretation to the ASGJ no later than five (5) business days prior to any interpretation hearing.

E. The ASGJ Chief Justice shall announce the date, time, and location of the interpretation meeting to the Chair of the Senate, the ASG Secretary, and the ASG agents and/or ASG members who desire a particular interpretation no later five (5) business days prior to the meeting.

F. During the ASGJ interpretation meeting, the ASGJ Chief Justice shall apportion an equal amount of time to each party seeking interpretation to explain the reasons for their desired interpretation.

G. Deliberations of the ASGJ to discuss the particular interpretation shall occur in closed meetings. A majority vote of those Justices present shall be sufficient to adopt a particular interpretation.

H. The ASGJ Chief Justice shall appoint the author of the majority report as stipulated in Article III, Section 8 of the ASG Constitution. This report shall be written and submitted to the ASG Secretary, the Chair of the Senate within five (5) business days of the adoption of a particular interpretation.

I. If the ASGJ vote was not unanimous, the ASGJ Chief Justice shall appoint the author of the minority report to follow the same guidelines as the majority report.

J. If there are multiple dissenting views between the Justices, then multiple minority reports shall be authorized by the ASGJ Chief Justice.

K. The majority of the ASGJ on questions of interpretation is final and shall be enforceable on matters of legislation and executive action.

Section 12 – Hearings for an Alleged Breach of the Standards of Ethics

A. The Chief Justice, in consultation with the ASG Advisor, shall establish Standing Rules for ASGJ hearings for an alleged breach of the Standards of Ethics.
B. The Standing Rules for a hearing for a breach of the Standards of Ethics shall include the following elements:
    a. Presumption of innocence as defined in the Code of Student Life;
    b. The Chief Justice shall notify the complainant and defendant of the date, time, and location of any meeting of the ASGJ that they are requested to attend by University e-mail. It is the expectation of the ASGJ that the university community members, ASG agents, and general ASG members check their University e-mail on a regular basis. University e-mail notification shall be considered adequate notice in regards to ASGJ hearings, meetings, and requests;
    c. When the Chair of the ASGJ receives a complaint against any ASG agent, the chair shall determine the charges against the defendant. Charges shall include: 1) any violation of the Standards of Ethics in this Code or the ASG Constitution. The charges must delineate which of the Standards of Ethics, as described in the ASG Constitution, that has been violated; or 2) any violation of the ASG Election Rules;
    d. The defendant is defined as the student accused of the violation of the Standards of Ethics. In the event that the defendant chooses not to attend his or her hearing, a decision shall be rendered in their absence; and
    e. The complainant is defined as the general ASG member who has filed the complaint against any ASG agent as outlined in Article III, Section 10, Subsection E of the ASG Constitution. In the event that the complainant chooses not to attend the hearing, a decision shall be rendered in their absence.
C. If the allegation is deemed appropriate to investigate, the ASGJ shall form an investigative committee to research and investigate the allegation. The committee shall consist of:
    a. Two (2) ASG member appointed by the ASG Senate;
    b. One (1) ASG member appointed by the ASG President;
    c. Three (3) Justices of the ASGJ appointed by the ASGJ Chief Justice; and
    d. The ASG Advisor.
D. Following the investigation, the Investigations Committee member(s) shall report to the ASGJ and the Chair of Senate within a reasonable time limit when the investigation is finished. Following this report to both the ASG Chief Justice and Chair of Senate, the following will occur.
    a. The ASGJ shall have a hearing in regards to the matter, and upon conclusion of the hearing, the ASGJ shall vote, in a closed meeting, on the status of the ASG agent. The agent may be reprimanded or dismissed by a two-thirds (2/3) vote of both the ASGJ and Senate.

   b. The ASG Senate shall have a hearing in regards to the matter; and upon conclusion of the hearing, the Senate shall vote, in a closed meeting, on the status of the ASG agent. The agent may be reprimanded or dismissed by a two thirds (2/3) of both the Senate and ASGJ.

E. In order for an agent to be dismissed from ASG, both ASGJ and the Senate must vote by two-thirds to dismiss the agent.
   a. Should both groups fail to reach the same conclusion of dismissal of the ASG agent, the agent will not be removed from office.
   b. The decision to not remove an ASG agent from office does not bar them from further disciplinary action as deemed fit by both bodies.

F. Should the Chair of Senate or the Chief Justice find reasonable cause to appeal the decision of their counterpart's branch, they may do so within 48 hours.
   a. In order to appeal a decision the branch head must email their counterpart and the ASG advisor.
   b. Appeals of an ASGJ or Senate decision regarding agent removal shall be heard by the ASG Advisor and two (2) members of the Division of Student Affairs selected by the ASG Advisor;
      i. Appeals must be heard within seventy-two hours (72) of the request for appeal and the ASGJ Advisor must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
      ii. The ASG Advisor shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
      iii. All decisions of the ASG Advisor and the Division of Student Affairs are final and may not be appealed;
      iv. The ASG Advisor must report the actions of the ASGJ and the ASG Senate to the ASG Senate at the next viable Senate meeting.

G. After a decision to dismiss an ASG agent from office has been rendered, the defendant shall be afforded the opportunity to resign from office. If the ASG agent declines to resign, the decision shall be final. Following the decision of the ASGJ and the Senate, the ASGJ Chief Justice must convey the decision of the ASGJ in writing to the ASG President, the Chair of the Senate, the complainant, and the respondent within twenty-four (24) hours after the decision is rendered. The Chair of Senate must also convey the decision of the ASGJ in writing to the ASG President, the Chair of Senate, the complainant, and the respondent within twenty-four (24) hours after the decision is rendered. All these individuals shall be held to the same standard of confidentiality as described in Title III, Section 6, Subsections F-G of this Code.

H. Any position vacated by dismissal shall be filled in accordance with this Code and the ASG Constitution.

## Title IV. Financial Code

*Updated 4.13.26*

Section 1 – ASG Budget

A. The ASG Budget shall be defined as the estimated amount of student fee money that will be collected during the upcoming academic year. This estimation will be determined in August of each academic year.
B. This estimation will not include student fee money collected for the Chancellor's Scholarship or bad debt expense if applicable.
C. Pursuant to Article II, Section 2, Subsection C of the ASG Supreme Constitution, the ASG's budget shall be posted on the ASG website monthly for public viewing by the student body. Additionally, this budget must be accessible to non-ASG Agents, meaning that it must be clear and easy to understand without knowledge held only, or primarily, by ASG Agents.
D. The ASG Budget shall be allocated to each branch or committee of ASG as defined in the ASG Constitution.
    a. The Treasurer, in accordance with Article II, Section 8, Subsection C of the ASG Constitution, shall submit to the ASG Senate an operating budget.

b. This operating budget shall be based upon the estimated amount of student fee money that will be collected during the upcoming academic year. This estimation will be determined in August of each academic year.
c. The submitted budget shall give the figure amount for the percentages outlined in Article IV of the ASG Constitution.
d. The submitted budgets for the ASG Executive Committee and the ASG Senate shall detail expenditures for administrative costs, programming, officer honoraria, and other expenses.
e. The submitted budget for RSO allocations shall include the amount of money available for the upcoming academic year allocations.

Section 2 – ASG Executive Operating Budget

A. The ASG Executive Operating Budget may be used to fund programming administered by the ASG Executive Officers, Cabinet, or Executive Committee as outlined in the ASG Constitution.

B. Monies funding programming by the ASG Executive Officers, Cabinet, or Executive Committee must be accounted for in the Treasurer's Report outlined in Article I, Section 8, Subsection C of the ASG Constitution.

C. Copying and other administrative expenses for the ASG Executive Officers shall be paid for out of the ASG Executive Operating Budget.

D. All expenditures from the ASG Executive Operating Budget must be accounted for and reported to the ASG Senate in the Treasurer's Report outlined in Article I, Section 8, Subsection C of the ASG Constitution.

a. The ASG Treasurer shall author the ASG Executive Operating Budget.
b. Within one (1) month of the first (1st) ASG Senate meeting, the Treasurer will present to the ASG Executive Committee the proposed ASG Executive Operating Budget for their approval.
c. After Executive Committee approval, the ASG Executive Operating Budget shall be submitted to the ASG Chair of the Senate.
d. Upon submission of the ASG Executive Operating Budget to the ASG Chair of the Senate, the Chair of the Senate shall present the ASG Executive Operating Budget to the ASG Senate.
e. The ASG Senate shall approve or disapprove the ASG Executive Operating Budget by a majority vote
f. The ASG Legislative Branch shall approve or disapprove the ASG Executive Operating Budget by a majority vote, as outlined in Article II, Section 1 of the ASG Constitution.

E. Programming expenditures in the ASG Executive Operating Budget may be amended by the ASG Executive Committee.

a. Amended expenditures for programs costing greater than one thousand dollars ($1000) shall be subject to approval by a majority vote of the ASG Senate.
b. Amended expenditures for programs costing less than or equal to one thousand dollars ($1000) may occur without the express consent of the ASG Senate. The Treasurer shall submit an expenditure report detailing the expense at the ASG Senate meeting immediately following the expenditure.

Section 3 – Executive Officer Honoraria

A. Executive Officer honoraria shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution.

B. Executive Officer honoraria shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.

C. The ASG President shall be remunerated four thousand nine hundred and twenty dollars ($4920.00) for his or her term.

D. The ASG Vice President shall be remunerated four thousand and sixty dollars ($4060.00) for his or her term.

E. The ASG Treasurer shall be remunerated four thousand and sixty dollars ($4060.00) for his or her term.

F. The ASG Secretary shall be remunerated three thousand and one hundred dollars ($3100.00) for his or her term.

G. ASG Executive Officers shall receive a reserved garage parking permit to be paid for out of the ASG Executive Operating Budget.

H. Upon resignation, removal from office, or losing eligibility to hold office, the President, Vice President, Treasurer, Secretary, and/or Chief of Staff shall turn their parking permit over to their replacement.

Section 4 – Chief of Staff Compensation

A. Chief of Staff compensation shall be taken from the ASG Executive Operating Budget.

B. Chief of Staff compensation shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.

C. The ASG Chief of Staff shall serve a maximum of fifteen (15) office hours per week and two hundred and forty (240) office hours per semester in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG office during regular University business hours.

D. These office hours must be served during regular university business hours.

E. The ASG Chief of Staff shall be remunerated two thousand nine hundred and seventy-five dollars ($2975.00) for his or her term.

F. The ASG Chief of Staff must sign in and out with the ASG Advisor or designee for office hours served and to be compensated.

G. The ASG Chief of Staff shall receive a reserved garage parking permit to be paid for out of the ASG Executive Operating Budget.

Section 5 – ASGJ Chief Justice Compensation

A. ASGJ Chief Justice compensation shall be taken from the ASG Judicial Budget.

B. ASGJ Chief Justice compensation shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.

C. The ASGJ Chief Justice shall serve a maximum of six (6) office hours per week and ninety-six (96) office hours per semester in ASG related business. Two (2) of those weekly hours shall consist of regularly scheduled office hours in the ASG office during regular University business hours.

D. The ASGJ Chief Justice shall be remunerated one thousand one hundred and fifty dollars ($1150.00) for his or her term.

E. The ASGJ Chief Justice must sign in and out with the ASG Advisor or designee for office hours served and to be compensated.

Section 6 – ASG Senate Operating Budget

A. The ASG Senate Operating Budget may be used for copying, Senator handbook and orientation materials, programming, and other administrative expenses of the ASG Senate.

B. All expenditures from the ASG Senate Operating Budget must be accounted for and reported to the ASG Senate in the Treasurer's Report as outline in Article I, Section 8, Subsection C of the ASG Constitution.

   a. The Chair of the Senate shall author the ASG Senator Operating Budget.

   b. Within one (1) month of the first (1st) ASG Senate meeting, the Chair of the Senate shall submit the proposed ASG Senate Operating Budget to the ASG President and Treasurer of ASG for placement on the next Executive Committee meeting agenda. The Executive Committee shall consider this during the Executive Committee meeting immediately following the Treasurer's submission of the budget.

   c. The Executive Committee will make recommendations to the Chair of the Senate at the Executive Committee meeting in regards to the ASG Senate Operating Budget. The Chair of the Senate may approve or reject the recommendations of the Executive Committee to the Senate Operating Budget.

d. The ASG Senate shall approve or disapprove the ASG Senate Operating Budget by a majority vote.

e. Once an ASG Senate Operating Budget is approved, the Chair of the Senate will manage the disbursement of ASG Senate Operating Budget monies. The Legislative Clerk will keep records of all budget disbursements.

f. The Chair of the Senate will make monthly expenditure reports to the ASG Senate and the Executive Committee.

g. A resolution to amend the unspent portions of the ASG Senate Operating Budget may be approved by a majority vote of the ASG Senate.

Section 7 – Special Senate Offices Honoraria

A. Special senate offices shall include Pro Tempore, Parliamentarian, Legislative Clerk, Sergeant at Arms, Ambassador and the ASG Senate standing committee chairs with the exception of the Appropriations Committee Chair.

B. All special Senate office honoraria requests shall be submitted to the ASG Senate in the form of legislation and are subject to approval of the ASG Senate each year.

C. Special Senate office honoraria, if requested and approved, shall be taken from the ASG Senate Operating Budget as outlined in this Code and the ASG Constitution.

D. Special Senate office honoraria shall be remunerated bimonthly only when the officer is officially holding office.

E. The Chair of the Senate shall have the option to serve a maximum of twenty (20) office hours per week and one hundred and forty (140) office hours per summer during the fourteen (14) weeks of summer prior to their term.

F. The Chair of the Senate shall be compensated for hours served during the fourteen (14) week summer with the following hourly rate: eleven dollars ($11.00).

G. The Chair of the Senate shall serve a maximum of fifteen (15) office hours per week and two hundred and forty (240) office hours per academic semester in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG office during regular University business hours.

H. These office hours must be served during regular university business hours.

I. The ASG Chair of Senate shall be remunerated three thousand and three hundred dollars ($3300.00) for his or her term.

J. The Chair of the Senate shall receive a reserved garage parking permit to be paid out of the ASG Senate Operating Budget.

Section 8 – RSO Office of Financial Affairs Funding Process

A. RSOs shall be defined as those student organizations that register with the Office of Students Activities.

B. Monies appropriated to RSOs must be used to promote a diverse array of programs and events, facilitate intellectual engagement, encourage collaboration between students and student groups, and/or foster campus community.

C. RSOs must not be denied funding nor given preferential treatment in funding based upon the viewpoint of the RSO requesting funds as outlined in University Policy and local, state, and federal law.

D. RSOs shall request monies from ASG during an announced and defined RSO Appropriation Session as outlined in the RSO Office of Financial Affairs Standing Rules.

E. RSOs applying for funding shall complete a detailed budget and submit said budget in a manner consistent with the RSO Financial Affairs Standing Rules.

F. Monies will not be allocated to fund the following: repayment of debt, off campus rent, activities that make a direct contribution to a political campaign or church (including ASG Elections), student travel or lodging expenses, fundraising activities or expenses, gifts (excluding speaker honorarium), duplication of materials, supplies, or services that the University will provide for free, or beauty pageants or participation therein.

G. Monies shall be appropriated to RSOs under three (3) categories: administrative expenses, programming, and conferences.
    a. Programming appropriations include monies for any events or other social, recreational, or educational programs. Any programs paid for completely or in part by ASG funds must be open and free to all U of A students.
    b. Conference appropriations may be allocated for any costs associated with registration fees for conferences except transportation expenses and administrative or programming expenses. Requests for conference appropriations must include current conference registration forms via website and conference information from the organizer.

H. RSO Financial Affairs Officers who have a conflict of interest must completely remove themselves from the components of the RSO Funding process where the conflict exists.
    a. The funding process is defined as beginning when an officer of an RSO submits a budget online.
    b. An RSO Financial Affairs Officer should not submit a budget as a part of the RSO funding process on behalf of any RSO with which they are affiliated or hold an officer position.

I. All properly submitted RSO Funding applications shall subscribe to the following process:
    a. The ASG Treasurer, in conjunction with the ASG Advisor will verify that all requesting RSOs are properly registered, and that the use of monies requested does not violate this Code or the ASG Constitution, University Policy, or any statutes;
    b. The ASG Treasurer shall be the sole executor of approved allocations in conjunction with the ASG Office Manager;

c. The ASG Treasurer shall be responsible for seeing that the monies appropriated to each RSO are spent in accordance with the RSO's application; and

d. The ASG Treasurer, in conjunction with the ASG Advisor and the ASG Office Manager, shall establish financial protocol to effectively distribute appropriated monies.

J. All RSOs that spend money as allocated by ASG shall submit an evaluation and assessment reports for every event or program in which money allocated by ASG was used. These forms will be available from the ASG Office Manager and the OSA and must be completed within one (1) week of the event or program describing expenditures, advertising, attendance numbers, etc.

Section 9 – RSO Misuse of Funds

A. Any RSO which uses ASG allocated funds for any reason other than the purpose approved during time of funds allocation or specified on ASG Treasurer approved reallocation form shall have their remaining ASG allocation suspended.

B. RSOs that use ASG allocated funds for purposes that are not consistent with University Policy or local, state, or federal law shall have their remaining ASG allocation suspended.

C. Any RSO which continuously misuses funds in this manner may also be subject to suspension and/or loss of University privileges at the discretion of the Treasurer, ASG Advisor, and ASG Office Manager.

Section 10 – Additional Functions of the ASG Allocations Budget

A. The newly elected ASG Executives may spend up to three percent (3%) of the total ASG Budget in unspent end of the year allocations on new technology or promotional items.

a. Technology items must not be of a personal device nature, with the exception of personal computers for the ASG Offices and laptop computers for all of ASG.

b. Promotional items must be items that advertise for all of ASG. This should include items to be handed out at orientation and other ASG promotional events.

c. All expenditures must be approved unanimously by the ASG Executive Committee.

d. Funds must be spent after the swearing in of the Executive Officers and before June 30th of the same year.

Section 11 – The ASG Webmaster

A. The ASG Webmaster will be selected by the ASG Advisor via a completed employee application within the Office of Student Activities and receive a stipend as determined

and approved by the President and the Chair of the Senate to be equally shared (fifty percent each) between the Executive and Senate Operating Budgets with the budgetary item fully approved by the first day of classes;

B. The ASG Webmaster, in conjunction with the ASG Secretary, the Chair of the Senate, and the ASG Advisor, shall maintain and update an official ASG Website that shall contain at least the following documents:

   a. An updated copy of the this Code and the ASG Constitution;
   b. The minutes of all Senate and Executive Committee meetings;
   c. The agenda of the upcoming Senate meeting, published in cooperation with the Chair of the Senate in accordance with the ASG Constitution;
   d. Complete copies of all proposed legislation for the academic year and the status of all legislation as pending, tabled, passed, or failed;
   e. The list of all ASG Executive Officers, ASGJ Justices, and Senators currently on roll, committee chairs, the membership of each committee, the Executive Cabinet, the ASG Advisor, and the ASG Office Manager along with the corresponding contact information;
   f. All votes on legislation by ASG Senators;
   g. All current ASG public announcements and any other information submitted to the Webmaster by the ASG Secretary;

C. The ASG Webmaster shall post to the ASG Website all additional documents submitted by the ASG Executive Officers, special senate officers, the ASGJ Chief Justice, or the ASG Advisor.

Section 12 - The ASG Historian

A. The ASG Historian will be selected by the ASG Advisor via a completed employee application within the Office of Student Activities and receive a stipend of $250 per semester to be equally shared (fifty percent each) between the Executive and Senate Operating Budgets with the budgetary item fully approved by the first day of classes.

B. The ASG Historian will receive a stipend of $150 during the summer to be shared equally (fifty percent each) between Executive and Legislative Operating Budgets with the budgetary item being fully approved by the first day of classes.

C. The ASG Historian, in conjunction with the ASG Advisor, shall create and complete goals and deadlines that include: documenting ASG successes, failures, and other all other ASG business before 2009, including times when ASG was sanctioned or not present on our campus. Projects are to be documented shall further include, but are not limited to:

1. ASG Senate Legislation
2. Office of Financial Affairs Board Meeting Minutes
3. ASG Executive meeting minutes
4. ASG Judicial case facts, decisions, and meeting minutes
5. Program Allocations Board minutes, and
6. Reports concerning the successes and failures of things that were sponsored in part, or wholly by ASG including its current and former programs.
7. All other ASG meeting minutes (of branches, committees, and all other meetings resulting in student-led decision making; or sanctions).

D. The ASG Historian shall place significant focus on interviews with former ASG Executive officers, and professionals that are also alumni of ASG. Focus shall also be placed on themes including segregation, discrimination, and litigation concerning the organization.

E. Projects shall be completed at least two (2) weeks before Dead Day and the ASG Historian will give a report to the ASG President at the end of each academic year, at least one (1) day before Dead Day.

F. Projects will be transcribed, during the summer, into formal documents to include: one hardbound book that shall include: dialogue, pictures, and an attached audio component to be at least thirty (30) minutes long.

G. Projects shall be fully transcribed and published at by the 11th Day of Classes of each Fall Semester.

H. H. The ASG Historian shall be given a budget of $50 to be shared equally from legislative operating budget for the acquiring and burning of the audio CD and the publishing of the hardbound book that shall be published at PMCS at the University of Arkansas Fayetteville, unless a less expensive option is found.

A. Applicants shall apply at least two months before the end of each academic year. The previous year's historian shall train the upcoming historian, in conjunction with, the ASG Advisor. If there is no previous ASG historian, they shall be trained by the ASG Advisor.

B. For the 2013-2014 academic year only, the ASG Historian shall be hired in the Spring 2014 semester and be trained by the ASG Advisor. The ASG Historian shall be hired at no more than four (4) weeks after the beginning of the Spring 2014 semester, for the 2013-2014 school year only.

Section 13 - Appointment of Office of Financial Affairs Board Members

A. The Office of Financial Affairs Board shall be filled by appointment following an application and interview process taking place in the spring following the election of the ASG Treasurer.

B. The ASG Treasurer shall have the final authority to appoint members of the Office of Financial Affairs Board.
C. The Office of Financial Affairs must have a minimum of 4 proxy members, but the ASG Treasurer may appoint additional proxies at their discretion.
D. In the event of a vacancy on the OFA Board, the ASG Treasurer shall have prerogative to appoint one of the proxy members to fill the vacancy.
E. In the event of a vacancy among the proxies, the ASG Treasurer may appoint a replacement at their discretion.

## Title V. Freshman Leadership Forum Code

Section 1 – Coordinator

A. The Freshman Leadership Forum Coordinator shall be responsible for all duties of Freshman Leadership Forum as outlined below and shall report directly to the ASG Advisor or Advisor's designee. Staff

a. The Freshman Leadership Forum staff shall be appointed by and report to the Coordinator.
b. Responsibilities The Freshman Leadership Forum Coordinator, along with the Freshman Leadership Forum staff are responsible for the following objectives:

i. Recruit and appoint Freshman Leadership Forum members ii. Oversee the Freshman Leadership Forum budget iii. Create agendas for Freshman Leadership Forum meetings.

iv. Maintain attendance records for Freshman Leadership Forum.
v. Properly educate Freshman Leadership Forum members about the Associated Student Government.

Section 2 – Summer Compensation for Coordinator

A. The Freshman Leadership Forum coordinator shall have the option to serve a maximum of fifteen (15) office hours per week and one hundred and five (105) office hours per summer during the fourteen (14) weeks of summer prior to their term.
B. The Freshman Leadership Forum Coordinator shall be compensated for hours served during the fourteen (14) week summer with the following hourly rate: eleven dollars ($11.00).
C. Summer Compensation shall be taken from the Freshman Leadership Forum Operating Budget as outlined in this Code and the ASG Constitution.

D. The Freshman Leadership Forum Coordinator shall serve a maximum of six (6) office hours per week and ninety-six (96) office hours per academic semester in ASG related business. Two (2) of those weekly hours shall consist of regularly scheduled office hours in the ASG office during regular University business hours.

E. The Freshman Leadership Forum Coordinator shall sign in and out with the ASG Advisor or designee for office hours served.

F. The Freshman Leadership Forum Coordinator shall be remunerated two thousand one hundred and fifty dollars ($2150.00) for his or her term.

G. Freshman Leadership Forum Coordinator compensation shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution.

Section 3—Freshman Leadership Forum Operating Budget

A. The Freshman Leadership Forum Operating Budget may be used to fund programming administered by the Freshman Leadership Forum Coordinator, Deputy Coordinators, or Assistant Coordinators as outlined in the ASG Constitution.

B. The Budget must be submitted to the ASG Senate no later than one month after the first scheduled Senate meeting.

C. Programming expenditures in the Freshman Leadership Forum Operating Budget may be amended by the Freshman Leadership Forum Coordinator and Deputy Coordinators.

   a. Amended expenditures for programs costing greater than one thousand dollars ($1,000) shall be subject to approval by a majority vote of the ASG Senate.

   b. Amended expenditures for programs costing less than or equal to one thousand dollars ($1000) may occur without the expressed consent of the ASG Senate.

## Title VI. Election Code

Section 1 – General Guidelines for All Elections

A. General rules governing all elections are as follows:

B. Elections shall follow the specifications outlined in this Code and the ASG Constitution and shall be administered by the OSA.

C. General ASG members are eligible to vote.

D. Verification of an elector's identity must occur prior to their vote being counted. Electors must adhere to all policies outlined in the Code of Computing Practices, this Code and the ASG Constitution, the ASGJ Official Statement on Elections, and University Policy.

E. No candidate may run for more than one position in any election.

F. Write in candidates will not be accepted in any election.

G. The order of candidates on any ballot for any election shall be chosen and assigned randomly.

H. Campaign rules and regulations are defined as follows:

Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election;

All campaigning must comply with this Code and the ASG Constitution, the Standards of Ethics, University Policy, the Code of Student Life, the Election Rules, and the Code of Computing Practices;

c. Candidates must follow all University policies concerning the use of trademarks and licenses the University maintains;

i. Specific to ASG elections, the university prohibits the use of trademarks (words or logos), for political campaigns, including campus elections. University trademarks include images of Old Main as well as its silhouette since that building is incorporated into the academic/administrative logos of the university. This protection regarding the image and silhouette of Old Main extends to variations of the image as well. Other university trademarks can be found at in a presentation from the Licensing Office, available at https://osa.uark.edu/registered-student-organizations/forms.php

ii. Candidates may take pictures in front of Old Main, as it itself is not a trademark or silhouette;

iii. Candidates may use tents with the Razorback logo if purchased from an officially licensed vendor;

d. All candidates for any ASG election may not begin campaigning until they have completed the registration process. The registration process includes submitting an application, attending candidate orientation, meeting the requirements for cocurricular activities, and meeting any other requirements as outlined in University Policy. It is the responsibility of Senate candidates to be aware of their eligibility to run and/or campaign for ASG Senate;

e. Candidates for Executive Office may begin campaigning on a date specified by the ASGJ. This date shall be no sooner than the day after the Executive Officer candidate orientation session. Any campaigning prior to this date will be considered a campaign violation;

f. During the official time when the election is being conducted, no campaigning shall occur within any computer lab on campus, including the general access labs, any departmental labs, or any labs in residence halls, or Greek living units;

g. All candidates and campaign paraphernalia must comply with this Code and the ASG Constitution, the Standards of Ethics, ASGJ Official Statement on Elections, and University Policy;

h. An elector cannot be asked or required to cast a vote for a candidate in exchange for any item or service of value;

j. No state or student fee monies, including ASG monies, shall be used to support or oppose any candidate;

k. Candidates may not use any ASG, RSO, or departmental property such as, but not limited to, phones, computers, copy machines, office space, printers, and any other supplies or equipment purchased with University funds, for the purpose of campaigning;

l. No candidate or campaign staffer shall interfere with the campaigning or campaign materials of an opponent;

m. Campaigning via the use of mass, unsolicited e-mails on University networks is strictly prohibited. Candidates must adhere to the Code of Computing Practices at all times;

n. The use of the University mail system for campaigning is strictly prohibited;

o. Campaigning door to door in any Housing-operated building (residence halls, on campus apartments, etc.) or any off campus living unit (Greek houses, etc.) is strictly prohibited; Candidates may campaign within campus living units if given written permission from University Housing.

p. Candidates and campaigns must follow all University Policies and guidelines for posting and flyer distribution, including any policies which may exist within individual buildings and/or areas of campus;

q. All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election;

r. Candidates are responsible for any litter that is created due to campaign activities;

s. Only University of Arkansas students may serve as members of a campaign staff;

t. Candidates will be held responsible for the actions and conduct of their campaigns, including the actions of individuals whom the candidate asked to actively campaign on their behalf;

u. The use of electronic media by a candidate or agent of a candidate to campaign before the campaigning period begins is strictly prohibited;

v. Candidates must follow all University Policies concerning use of buildings and sidewalks for campaigning; and

I. Guidelines for sitting Executive Officers shall be as followed:

a. No Associated Student Government Executive member, currently in office, may publicly endorse one candidate/ticket election candidates with the exception of themselves. Executive members are able to give informed answers that are germane to the candidates and their positions, but under no circumstances shall they initiate/create such a conversation (on-campus, social networking sites, and email); and

b. The outgoing Associated Student Government Executive team can promote and advertise all the candidate(s)/ticket(s) running or the "vote.uark.edu" via on campus , social networks, and email; and
c. This prohibition will not be considered to include (providing the officer does so as an individual) conversations of a personal nature between groups of five people or less where an officer is merely expressing an opinion.

J. Ballots for a referendum question provide voters three options which are yes, no and prefer not to respond. Ballots are also required to have a skip option so voters are able to not cast a vote.
   a. By selecting "yes" from a referendum ballot, a voter is indicating a positive or affirming vote that counts as a vote casted and does factor into total votes casted.
   b. By selecting no from a referendum ballot, this is an indication of negative or dissenting opinion and does count towards total votes casted.
   c. By selecting Prefer Not to Respond, a voter is indicating they prefer to abstain from voting on the question. Selecting Prefer not to respond does count as a vote casted, and does factor in to total votes cast. PNR votes should be used when calculating if a majority of votes was received for the referendum question.
K. Ballots for executive elections must include all eligible candidates as well as a Prefer not to respond option. A skip option for voters is also required. Votes cast for Prefer not to respond are deemed votes and should be used when calculating total votes.

Section 2 – The ASGJ and Elections

A. The ASGJ shall only have jurisdiction over the elections outlined in Article II, Section 16 of the ASG Constitution.

B. The ASGJ shall be responsible for the enforcement of all rules and regulations contained in this Code and the ASG Constitution for all elections within Senate and during the Executive Officer Elections.

C. The ASGJ shall author an Official Statement on Elections with expanded guidelines established in this Code and the ASG Constitution. The ASG elections packet and all synthesized information must be in concurrence with the ASG Code and must not be in conflict with ASG Code. In any instance of conflict between ASG Elections Packet and ASG Code, the ASG Code supersedes the ASG Elections packets.

D. The ASGJ shall set the date for all elections within its jurisdiction within the timeframe established in this Code and the ASG Constitution.
   a. All Executive Officer Elections shall occur between Monday and Thursday of the week of the election as decided by the ASGJ.
   b. All Executive Office Elections shall be open for voting for at least forty-eight (48) consecutive hours and not more than ninety-six (96) consecutive hours.

E. No ASGJ member shall endorse or campaign in any manner for any ASG candidate other than himself or herself.

F. The ASGJ shall have the authority to set the official election timeline as established in this code and the ASG Constitution.

a. The Spring General Election will be comprised of periods of Soft Campaigning and Hard Campaigning.

i. Soft Campaigning will last no more than 2 weeks.

ii. Hard Campaigning will last no more than 1 week.

iii. Further description of Soft and Hard Campaigning shall be defined in the Official Statement on Elections.

G. The ASGJ shall establish a promotions committee to aide in promoting each ASG Election

a. The Promotions Committee shall be comprised of solely ASG Agents.

i. Campaign staffers and supporters of candidates are prohibited from serving as members of the promotions committee.

Section 3 – Executive Officer Election Registration

A. All candidates for Executive Office must turn in with the filing application a two hundred (200) signature petition provided by the ASGJ five (5) business days before the candidates are allowed to start filing.

a. Signatures, including ID numbers, must be from unique ASG members. ASG membership status is clarified in Article I, Section I of the ASG Constitution.

b. Petitions must have the office you are running for on the petition and must match the position on the filing application.

c. All petitions must follow all local, state, and federal laws.

d. The ASGJ shall be responsible for certifying the petitions.

B. Any candidate running for executive offices should not host an ASG tabling event, proxy in the Senate, or author legislation from the period of soft campaign to the close of voting, without written permission from ASGJ.

Section 4 – Executive Officer Elections

A. Executive Officer Elections shall be administered and facilitated by the ASGJ in conjunction with the ASG Advisor and Division of Student Affairs.

B. Prospective candidates for Executive Office must register with the OSA within the timeframes established by this Code and the ASG Constitution and the ASGJ.

C. When registering, candidates must submit a signed and dated registration packet to the ASGJ.

D. Registration packets shall be made available at least five (5) weeks prior to the beginning of the Executive Officer elections and shall list the date, time, and location of any and all candidate orientation sessions.

a. In order to be able to run for the office of ASG President, candidates must have served in an official elected or appointed ASG position at any point during one semester of the preceding year.

b. All Executive Officer candidates shall be verified by the Division of Student Affairs for participation in co-curricular activities as outlined in the Student Handbook. Requirements include minimum GPA and good-standing status with the Office for Community Standards and Student Ethics. Candidates not meeting these requirements will be removed from the ballot.

F. The ASGJ shall conduct an Executive Officer candidate orientation session. Executive Officer candidates shall not be allowed to begin campaigning until they have completed candidate orientation and the registration process.

G. Candidates for an Executive Office must receive a majority of votes cast in the corresponding election. If no candidate receives a majority vote, a run-off election shall occur as outlined below:

a. If no candidate for an Executive Office receives a majority of the votes cast in the election, there shall be a run-off election at a date and time to be determined by the ASGJ, no earlier than five (5) days but within ten (10) days, of the first (1st) election. The two (2) candidates receiving the most votes in the general election shall be the candidates in the first (1st) run-off election;

b. If there is a tie for second (2nd) for any Executive Office in the general election, the run-off shall be between the candidate receiving the most votes and all second (2nd) place candidates;

c. In the event that multiple candidates tie for first (1st) place, the candidates receiving the equal number of votes causing the tie shall be placed in the runoff election; and

d. All guidelines established by this Code and the ASG Constitution and University Policy shall be adhered to during the run-off election.

H. Vacancies occurring within an Executive Office shall be filled in accordance with this Code and Article I, Section 4 of the ASG Constitution. I. Executive Candidate Tickets

a. Candidates for President and Vice President shall run together on an official ticket to campaign, be voted upon, and be elected as one Presidential-Vice Presidential slate.

b. Any combination of candidates, including President, Vice President, Secretary, and Treasurer, may run together on an unofficial ticket to pool resources and garner support; however, only the Presidential and Vice Presidential candidates will be voted on and elected together as one slate.

I. The Executive Officer campaigns shall begin seven (7) days prior Election Day and shall last only this amount of time. No other period of campaigning shall be held in conjunction with or in place of the seven (7) day campaign.

Section 5 – Election of Senators

A. Senate Elections shall be administered by ASGJ in coordination with the Division of Student Affairs.

B. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by ASGJ in coordination with the Division of Student Affairs. Candidates shall be required to accomplish the following tasks in order to qualify for the ballot:
   a. Submit an official application packet, which must include the signed and dated application form;
   b. If a candidate is majoring in more than one (1) college or enrollment group, the candidate shall choose which enrollment group to run in as provided for on the application packet;
   c. Attend a mandatory candidate orientation meeting held as specified on the application packet.

C. The Chair of Senate has the power to appoint an at-large Senator from the pool of general election and first vacancy election candidates, as well as those who have proxied in Senate, to fill the empty seat in order to maintain a full Senate. The appointee will be a full and legitimate Senator.

D. The Chair of Senate's nominee to fill a vacated Senate seat will be subject to approval by a majority vote of the Senate.

E. The initial Senate election will be held in conjunction with the Executive Officer election.

F. Electors will vote by enrollment group as established in this Code and the ASG Constitution.
   a. Electors shall vote within their college or enrollment group according to the data on file with the Registrar's Office. If an elector is a member of multiple colleges or enrollment groups, he or she shall choose which college or enrollment group to vote in.
   b. Electors within each enrollment group shall have the same number of votes as the number of Senate seats apportioned to that enrollment group. Electors have the option to select no candidates. The number of Senate seats allotted to each college shall be based on enrollment within that college, based on formulas in the ASG Constitution.
   c. Electors may not cast multiple votes for the same candidate.

G. The ASGJ shall coordinate significant advertisement outlining Senator Election candidate registration processes and Senator Election voting processes.
H. Senators shall be elected by a plurality vote. In the case of a tie for the final open seat within an enrollment group, all candidates who tied shall be contacted and asked if they would like to participate in a run-off election in that enrollment group. If more than one (1) candidate still wishes to pursue the Senate seat, a run-off election between the tied candidates will occur within that enrollment group only. The run-off election shall occur at the earliest practicable time.
I. Vacancies occurring in the Senate may be filled in accordance with this Code and the ASG Constitution.

Section 6 – Internal Senate Elections

A. Internal Senate Elections shall be secret ballot elections coordinated by the Chair of the Senate.
B. Internal Senate Elections shall include:
    a. Chair of the Senate;
    b. Parliamentarian;
    c. Legislative Clerk;
    d. Sergeant at Arms; and
    e. Any other special senate offices created in addition to those in the ASG Constitution.
C. To be eligible to run for the office of ASG Chair of the Senate, candidates must attend a mandatory candidate orientation session to be conducted by the current Chair of the Senate. The orientation session should include expectations of the office in addition to the election timeline and guidelines.
D. All internal Senate elections must follow the following rules outlined in the ASG Constitution, this Code, the adopted Standing Rules of the ASG Senate, and any University Policy.
E. No candidate for any internal Senate election can spend any money on their campaign.

Section 7 – Election Expenditures

A. No Presidential-Vice Presidential official ticket's campaign may spend more than two thousand dollars ($2,000.00), including donations, for the general election. No Treasurer or Secretary candidate's campaign may spend more than five hundred dollars ($500.00) each, including donations, for the general election. In the case of a run-off election, the Presidential and Vice Presidential candidates will be allowed a total of two hundred and fifty dollars ($250.00) each in campaign expenses per run-off campaign, while each Treasurer and Secretary candidate will be allowed a total of one hundred and twenty-five dollars ($125.00) each in campaign expenses per run-off campaign.

B. No Senate candidate's campaign may spend more than three hundred and ten dollars ($310.00) total, including donations for the general election. In the case of a run-off, each candidate will be allowed a total of one hundred and fifty dollars ($150.00) in campaign expenses per run-off campaign.

C. A full, itemized report of all monetary contributions and expenses must be submitted to the ASGJ as a matter of public record by 12:00 p.m. on the day after the general election, and the report will be posted along with the results of the election on the ASG website as a PDF. In the case of a run-off, additional itemized spending reports will be required by 12:00 p.m. on the day after every run-off election and will be posted on the ASG website with the results of the corresponding run-off election. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.

a. Monetary Contributions and expenses are defined in Title VII, section 7.F.a and section 7.F.b below.

D. Campaigns for Executive Officer candidates and Senate candidates may not combine fundraising efforts and/or election expenditures for or with campaigns in another branch of the Associated Student Government in either the general election or in the case of a run-off election.

E. ASGJ shall provide candidates with an example of a completed election expenditure report.

F. Definitions of Financial Terms

a Monetary Contributions include the source and amount of any and all funds provided to a candidate, ticket affiliate(s), or the ticket itself for the use of furthering that candidate's campaign.

b Expenses are monetary contributions spent on any good or service for the purpose of furthering that candidate's campaign.

c Nonprofit political organizations are defined as any nonprofit group actively seeking to promote any political agenda through university policy.

G. No candidate for any Associated Student Government executive or senate campaign may accept and/or solicit a monetary donation from a nonprofit political organization not registered with the University of Arkansas;

Section 8 – Election Violations

A. Any member of the University community wishing to file a complaint against a candidate, an official ticket, a campaign, or multiple candidates, official tickets, or

campaigns must submit to the Chief Justice by the close of the first (1st) business day following the alleged violation.

B. All complaints must be submitted in writing. An official form for this purpose must be used and will be made available by the ASGJ.
C. No anonymous complaints will be accepted.

Section 9 – Elections Complaint Process

A. Violations of Elections Rules during any election will be processed as follows:
    a. The ASG Elections Commissioner shall convene the ASGJ no later than seventy-two (72) hours upon receipt of a complaint;
    b. Upon convening to discuss the complaint, ASGJ shall determine if the complaint is valid by a 2/3 Quorum Vote
    c. The ASGJ Elections Commissioner shall notify all parties in the complaint of the time and location of the hearing no less than twenty-four (24) hours preceding hearing ;
    d. The ASGJ Elections Commissioner must notify the accused party or parties of their right to state their case before the convened ASGJ, as per due process, no less than forty-eight (48) preceding the meeting;
    e. The ASGJ shall, after hearing relevant testimony, determine whether a violation of the Elections Rules has taken place;
    f. The ASGJ shall, determine any action to take on the violation, as provided by the Statement on Elections and Title V, Section 9 of this Code;
    g. After the ASGJ has made a decision regarding the complaint, the ASG Elections Commissioner must notify all parties involved within twenty-four (24) hours of the decision;
    h. Any party wishing to appeal the decision of the ASGJ must present the request to the ASGJ Elections Commissioner no later than seventy-two (72) hours after the meeting; and
    i. Appeals of an ASGJ decision on the elections violation shall be heard by the ASG Elections Commissioner and two (2) members of the Division of Student Affairs selected by the ASG Advisor; and
    j. Appeals must be heard within seventy-two hours (72) of the request for appeal and the ASGJ Elections Commissioner must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
    k. The ASGJ Elections Commissioner shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
    l. All decisions of the ASGJ Elections Commissioner and the Division of Student Affairs are final and may not be appealed;
    m. The ASGJ Elections Commissioner must report the actions of the ASGJ to the ASG Senate at the next viable Senate meeting.

B. Additional rules concerning the complaint process must be written in a Statement on Elections to be passed by the ASGJ and given to the ASG Senate for informational purposes no later than the day prior to the beginning of the registration for the Executive Officer Elections and the day before registration and/or nomination for all other elections.

Section 10 – Powers of the ASGJ and Elections

A. The ASGJ shall have the power to convene to hear complaints filed concerning elections.
B. The ASGJ shall have the power to determine whether a complaint is a valid violation.
C. The ASGJ shall have the power to determine a penalty for elections violations.
D. The ASGJ shall only be able to establish penalties that are provided for in the Statement on Elections and in accordance with all University Policies and local, state, and federal law.
E. All elections decisions of the ASGJ can be appealed to the ASGJ Elections Commissioner and the Division of Student Affairs.

## Title VII. Standards of Ethics

Section 1 – Conflicts of Interest

A. All ASG agents shall remove themselves from any decision in which they have a conflict of interest.
B. No elected or appointed official of ASG shall attempt to influence the decision of an ASGJ Justice in any way outside of the established process. Any attempt to influence the decision of an ASGJ Justice will be grounds for removal from office.

## Title VIII. Initiative

Section 1 – Student Initiative Process

A. To begin the process of initiative, a general ASG member must first submit the proposed amendment or referendum text, title and a short statement of purpose to the ASGJ.
B. The ASGJ has five (5) business days to review the amendment or referendum text, title and statement of purpose to check for constitutionality, to ensure the title and purpose are not in conflict, and to confirm the title and statement of purpose factually represent the proposed text of the amendment or referendum.
    a Should the ASGJ determine any of these conditions are not satisfied, the author is to be notified of the discrepancy and will have the opportunity to submit the text, title and statement of purpose again.
C. After the amendment or referendum has been approved, the author of the initiative has until three (3) weeks prior to any ASG Election to gather the required number of

signatures and to submit the petitions to the Division of Student Affairs to determine the validity of each signature.

   a Once a petition is approved for collecting signatures, a copy of the title, purpose statement, and full proposed text shall be made available on the ASG website to be viewed by the general ASG membership.

D. Valid petitions must include the title and short purpose statement at the top of each page, and valid signatures must include a student's printed name, college of enrollment, student ID number, and signed name.
E. Initiatives are valid for one calendar year after the title and statement of purpose are submitted to and approved by the ASGJ.