

University of Arkansas Associated Student Government



Introduction

On April 19, 2004, the University of Arkansas Board of Trustees conferred upon the chancellor of each campus the responsibility and authority to approve and establish a structure of student government.

In accordance with those actions, a new Associated Student Government Constitution, written to serve the students of the University of Arkansas, is promulgated on this date, April 30, 2004.

This Constitution reflects many hours of thoughtful deliberation on the part of a number of students, faculty, and staff. The new Constitution is designed to foster responsible, inclusive governance representative of the diverse population that comprises the U of A student body.

Updated July, 2014

**ASG Constitution and Code
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University of Arkansas Associated Student Government

ASG Constitution

Preamble

Vision

To represent the common interests and voice of all students, the Associated Student Government provides an educational experience of shared governance in the University's decision and policy making process.

Purpose

The Associated Student Government shall act as an organized voice for all students at the University of Arkansas, to effectively represent students in the University's decision and policy making process and to provide a broad educational experience for students, while promoting citizenship on campus and in the greater community. In doing so, ASG knowingly and responsibly recognizes the students' roles in the shared governance at the University of Arkansas.

Article I – Executive Branch

Section 1 – Offices

The Executive powers of the Associated Student Government (ASG) shall be vested in the Offices of President, Vice President, Treasurer, and Secretary.

Section 2 – Election and Term of Office

- A. Executive Officers shall be elected in the spring general election by a popular vote of the student body administered no earlier than the first (1st) of March and no later than the fifteenth (15th) of April.
- B. Executive Officers shall be sworn in by the Chancellor, or the Chancellor's designee, no earlier than five (5) business days prior to, and no later than Dead Day of the spring semester.
- C. The term of the Executive Officers shall be from their swearing in until the swearing in of their properly elected successor.

Section 3 – Eligibility

- A. Candidates for Executive Office shall be required to have attended the University of Arkansas for a minimum of one (1) semester.
- B. Candidates for an Executive Office must meet requirements established by the University, outlined in the Student Handbook, for participation in co-curricular activities.

Section 4 – Vacancies

- A. In the case of a vacancy in the Office of President, the Vice President shall assume the Office of President for the duration of the term.
- B. In the case of vacancies in the Office of Vice President, or Secretary, those positions shall be filled by an emergency general election by a popular vote of the student body. This election shall meet all of the requirements for elections as outlined in this Constitution and the ASG Code. This election shall be held no later than twenty-five (25) school days after the seat is vacated when class is in session in the fall or spring semesters, if at least twenty-five (25) days remain in the academic year.
- C. In the case of the vacancy of the Office of Vice President, Treasurer, or Secretary, the President shall appoint an interim officer until a properly elected officer can take office.
- D. In the case of the vacancy of the Office of Treasurer, the Secretary to the Treasurer shall assume the duties of the Treasurer until a properly elected officer can take office.
- E. Emergency elections are coordinated by the ASGJ as outlined in this Constitution in conjunction with the Office of Student Activities (OSA). No emergency elections shall be held within two (2) weeks of spring general election.

Section 5 – Incompatibilities

- A. No person shall serve in more than one (1) ASG Executive Office simultaneously.
- B. No person shall simultaneously serve as an Executive Officer of the ASG and hold an officer position in any Registered Student Organization (RSO) or other campus governance body.
- C. No person shall simultaneously serve as an Executive Officer and as a Senator.

Section 6 – The Office of President

- A. The President shall be the official representative of the student body.
- B. The President shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.
- C. The President shall have the authority to call the ASG Senate into a special session, provided that a minimum of twenty-four (24) hours notice is given.
- D. The President shall have the power to veto any legislative action of the ASG Senate (except resolutions that call for a Student Referenda or summon the ASGJ) provided that the Chair of the Senate is notified of said veto within six (6) calendar days after the legislative action is taken by the ASG Senate. The President or other Executive Officer shall attend the following ASG Senate meeting to report and answer questions on the veto. The President shall have a line-item veto on any Appropriations Bill or RSO Funding legislation passed by the ASG Senate.
- E. The President shall convene all meetings of the Executive Committee.
- F. The President shall give a State of the Students address before the Senate at least once per semester.
- G. The President shall be required to deliver a report at each ASG Senate meeting for which he or she is in attendance. This report must include updates on legislative action taken by the ASG Senate, but may not contain any comments about submitted or pending

legislation. The ASG President, in consultation with the Chair of the Senate and Legislative Clerk, shall track the progress of any legislation passed by the Senate.

- H. The President shall have the power to issue Presidential Proclamations which shall be the opinion of the ASG President concerning any issue.
- I. The President shall have the power to issue Executive Orders pertaining to the structure and operation of the Executive Branch. These Executive Orders shall not contradict this Constitution or the ASG Code.
- J. The President shall appoint the members of the ASGJ, for the two-thirds (2/3) approval of both legislative bodies, as outlined in Article II Section 1 of this Constitution
- K. The President shall compile an End of the Year Report made available to campus governance groups and the OSA.
- L. The President shall have any other authority or powers specified by Senate legislation, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.
- M. The President shall be a member of the Campus Council.
- N. The President must notify the Chair of the Senate and the GSC Secretary within forty-eight (48) hours upon signing all legislative bills and resolutions.

Section 7 – The Office of Vice President

- A. The Vice President shall perform the duties of the President should the President be temporarily unable to perform his or her duties.
- B. The Vice President shall be required to submit to both legislative bodies for approval nominations for student representatives to any non-ASG committee as outlined in the ASG Code and in Article II, Section 1 of this Constitution. Approved nominations will then be submitted to the Vice Chancellor of Student Affairs.
- C. The Vice President shall be required to attend the meetings of the Executive Committee, except in circumstances excused by the President.
- D. The Vice President shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.
- E. The Vice President shall have any other authority or powers specified by Senate legislation, the ASG President, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

Section 8 – The Office of Treasurer

- A. The Treasurer shall ultimately be responsible for the financial affairs of ASG.
- B. The Treasurer shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.
- C. The Treasurer shall present a Financial Report as well as a complete budget for the remaining fiscal year no later than one (1) month after the first meeting of the fall and spring semesters.
- D. The Treasurer shall be the Chair of the Appropriations Committee.
- E. The Treasurer shall be the Director of RSO Financial Affairs.
- F. The Treasurer shall be responsible for the reconciliation of all ASG financial records and affairs.

- G. The Treasurer shall be required to attend the meetings of the Executive Committee, except in circumstances excused by the President.
- H. The Treasurer shall have any other authority or powers specified by Senate legislation, the ASG President, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

Section 9 – The Office of Secretary

- A. The Secretary shall be responsible for the external correspondence of ASG as well as for any other public relations duties outlined in the ASG Code, as well as coordinating with any public relations activities of the ASG Senate.
- B. The Secretary shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.
- C. The Secretary shall be required to attend the meetings of the Executive Committee, except in circumstances excused by the President.
- D. The Secretary shall keep and publish minutes of the Executive Committee meetings.
- E. The Secretary shall be required to maintain records of the minutes of all Senate meetings, all Executive Committee meetings, and all ASGJ meetings, as well as copies of all legislation as passed, amended, or failed. The Secretary shall, before the expiration of his or her term, compile all of this information into one (1) volume for the reference of future members of ASG. This volume shall also be submitted to the ASG Webmaster, the Vice Chancellor of Student Affairs, the ASG Advisor, the Staff Senate, the Faculty Senate, and the Campus Council.
- F. The Secretary shall be required to request minutes from all other campus governance bodies and collect this information into one (1) volume for the reference of members of ASG and submit said volume to the ASG Webmaster.
- G. The Secretary shall be required to coordinate all orientation training for Senators of ASG in consultation with the ASG Advisor, Vice President, and Chair of the Senate.
- H. The Secretary shall be required to coordinate Senate elections and all referendums, in conjunction with the OSA.
- I. The Secretary shall have any other authority or powers specified by Senate legislation, the ASG President, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

Section 10 – Executive Committee

- A. The Executive Committee shall consist of the President, the Vice President, the Treasurer, the Secretary, and the Chair of the Senate.
- B. The Executive Committee shall utilize monies as provided by the Executive Budget outlined in Article IV of this Constitution.
- C. The Executive Committee shall meet a minimum of twelve (12) times per semester.
- D. The Secretary shall keep minutes of the Executive Committee meetings.
- E. The minutes of these meetings shall be submitted to the ASG Webmaster to be published on the ASG Website in no less than five (5) business days following the meetings.
- F. The President may invite the Speaker of the GSC to executive committee meetings at their discretion.

Section 11 – Executive Cabinet

- A. The President shall appoint an Executive Cabinet within one (1) month of the first Senate meeting in the fall semester. These Cabinet positions shall consist of the following:
 - a. Chief of Staff;
 - b. Director of Academic Affairs;
 - c. Director of Athletic Relations;
 - d. Director of Campus Life, Safety, and Parking;
 - e. Director of Philanthropy;
 - f. Director of Special Events;
 - g. Liaison to the Faculty and Staff Senates; and
 - h. Director of Diversity.
- B. Additional Cabinet positions may be created and appointed or abolished by the President as needed for a particular academic year.
- C. No person shall simultaneously hold a Cabinet position and a Senate seat.
- D. The duties of the members of the Cabinet shall be defined by an Executive Order issued by the President.
- E. Cabinet members shall be required to attend the meetings of the Executive Committee as requested by the President.
- F. The Treasurer shall appoint a Secretary to the Treasurer within one (1) month of being sworn into office.
- G. The Secretary shall appoint an Assistant to the Secretary within one (1) month of the first Senate meeting in the fall semester.

Section 12 – Misconduct

- A. Should any Executive Officer engage in conduct unbecoming of his or her office, he or she shall be subject to removal from his or her office through the processes outlined in Article III of this Constitution.
- B. Unbecoming conduct shall include conduct which under the policies of the University of Arkansas as outlined in the Student Handbook could result in expulsion as a student or other sanctions under applicable University Policies and Procedures, as well as failure to comply with this Constitution and the ASG Code.

Article II – Legislative Branch

Section 1 – Composition of the Legislative Branch

- A. The Legislative powers of the ASG shall be vested in the ASG Senate and ~~the~~ Graduate Student Congress.
- B. The Senate shall represent the interests of undergraduate and law students.
- C. The GSC shall represent the interests of graduate students
- D. The Senate and the GSC shall independently write and pass by a simple majority bills and resolutions as outline in this constitution, unless they fall under the special rules outlined in Section 1, G

- E. The Senate shall pass no bill or resolution that infringes on the rights and operation of the GSC, and its members.
- F. The GSC shall pass no bill or resolution that infringes on the rights and operation of the Senate, and its members,
- G. The ASG Budget, ASG Constitutional amendments, ASG Code changes, executive appointments, and ASGJ appointments shall be passed by the vote thresholds as stated in this constitution by both legislative bodies, using a procedure heretofore referred to as 'Proportional Voting,' which shall use the following process:
 - a. The Senate and the Graduate Student Congress shall each receive a proportion of votes, rounded to the nearest 10th of a percent, for all ASG items listed in Article II, Section 1, G of this constitution
 - b. The proportion each legislative body receives shall be based on the official University enrollment on record with the Registrar's Office on the eleventh (11th) day of classes in the spring semester, as defined in Article II, Section 2, B, e.
 - c. The following formula, using the official University enrollment as outlined in this constitution, shall be enacted for determining the proportion of votes by the Senate and GSC:
 - i. Graduate student enrollment shall be divided by the total University enrollment. This shall represent the proportion of the vote determined by the GSC, heretofore referred to as the 'GSC Proportion.'
 - ii. Undergraduate and Law student enrollment shall be divided by the total University enrollment. This shall represent the proportion of the vote determined by the Senate, heretofore referred to as the 'Senate Proportion.'
 - d. The following formula shall be used to determine the weighted value of the votes of each Senator and Congress member present at the time of Proportional 'Voting:'
 - i. The Senate Proportion shall be divided by the number of Senators present at the time of voting, and then multiplied by 100. This is the 'Senate Weighted Value' of each vote.
 - ii. The GSC Proportion shall be divided by the number of Congress members present at the time of voting, and then multiplied by 100. This is the 'GSC Weighted Value' of each vote.
 - iii. The total value of all Weighted Votes must equal 100.
 - iv. The Official Formula shall be kept and calculated in the ASG Advisor's Office. Both legislative chairs shall, in conjunction with the ASG Advisor compute the legislation using said formula.
- H. The GSC and the Senate may request an Arbitration Hearing from ASGJ to determine whether a bill, resolution, or an amendment to the ASG Constitution and Code infringes on the "rights and operation" of either legislative body as outlined in Section 1, E & F of this constitution.
 - a. The process by which each legislative body elects to request an Arbitration Hearing is found in Title II of the ASG Code.
 - b. The GSC and the Senate must request an Arbitration Hearing no later than each respective legislative body's next scheduled meeting after:

- i. A resolution or bill has been signed by the ASG President
 - ii. A legislative body has drafted and voted on an amendment by the process outlined in Article II, Section 1 G of this constitution
- I. ASGJ shall derive the power to hold an Arbitration Hearing from their power to interpret this Constitution and ASG Code as outlined in Article III, Section 8 of this constitution.
- J. Arbitration Hearings shall follow the procedures outline in Title III of the ASG Code.
- K. If ASGJ rules that the “rights and operation” of a legislative body has been infringed, the infringed upon legislative body may either nullify the bill, resolution, or amendment to this Constitution or Code in question, or pass it by the following rules:
 - a. A simple majority for all bills and resolutions;
 - b. A two-thirds 2/3 majority for all amendments to this Constitution or Code.
 - i. If the infringed upon legislative body passes an amendment after it has gone to Arbitration, the body that originated that amendment must also pass it by a two-thirds (2/3) margin.
 - 1. If the originating body has already done so, no new vote is required.

Section 2 – Composition of the Senate

Seats in the Senate shall be apportioned as follows:

- A. The Senate shall have exactly fifty-one (51) Senate seats including the Chair of the Senate.
- B. Seats in the ASG Senate shall be apportioned according to a college-based model outlined below:
 - a. Senate seats are apportioned from the following undergraduate colleges: Dale Bumpers College of Agricultural, Food and Life Sciences; Fay Jones School of Architecture; J. William Fulbright College of Arts and Sciences; Sam M. Walton College of Business; College of Education and Health Professions; and College of Engineering; as well as the Law School;
 - b. Each of the seven (7) enrollment groups listed in (a) above shall be entitled to one (1) Senate seat. The Chair of the Senate shall constitute an eighth (8th) Senate seat;
 - c. The class of newly admitted undergraduate or law students shall be entitled to five (5) Senate seats to be filled no later than the end of the fourth (4th) week of classes. The definition of a newly admitted student for both elections and voting qualifications shall be that they are either newly admitted or re-admitted for the fall semester based on the student’s status with the Registrar’s Office;
 - d. The remaining thirty-eight (38) Senate seats shall be allocated proportionally by population between the enrollment groups each year. That is, each enrollment group will receive its whole percentage (excluding fractional remainders) of the total University student population in Senate seats. If the number of Senate seats distributed based on whole percents does not add to thirty-eight (38) seats, the remaining seats shall be allocated to those enrollment groups with the largest fractional remainders until thirty-eight (38) seats are allocated. Students enrolled

- in more than one (1) college shall be required to designate the enrollment group in which they will vote; and
- e. The University population shall be based on the official University enrollment on record with the Registrar's Office on the eleventh (11th) day of classes in the spring semester.
- C. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administrated by the OSA in conjunction with ASGJ or appointed through the process outlined in Title V, Section 5 of the ASG Code. The initial Senate election shall be held in conjunction with the Executive Officer election in the spring semester
 - D. Quorum for ASG Senate meetings shall be one-half (1/2) of Senators on roll (excluding fractional remainders).

Section 3 – Definition of a Member

A member of ASG shall be any student enrolled in at least one (1) credit hour at the University of Arkansas, Fayetteville, excluding students enrolled in correspondence courses, online courses, and continuing education courses.

Section 4 – Retention of Senate Seats

In order to maintain his or her seat, Senators must:

- A. Be a member of ASG;
- B. Meet the University's requirements for participating in co-curricular activities as outlined in the Student Handbook; and
- C. Adhere to the attendance policy as set forth:
 - a. Senators are encouraged to attend all Senate meetings; however, Senators will be removed from the Senate roll after accumulating more than two (2) absences in a single semester;
 - b. Absences from regularly scheduled committee meetings shall count as an absence from a Senate meeting except in circumstances approved by the Chair of the committee;
 - c. Proxies must be members of ASG. Attendance of a proxy shall count as one-half (1/2) of an absence. Proxies must submit a signed letter of written consent from the Senator for which he or she is a proxy to the Legislative Clerk or chair of the committee prior to roll call at the beginning of the respective Senate or committee meeting;
 - d. No member may proxy for more than one (1) Senator simultaneously;
 - e. No Senator may proxy for another Senator; and
 - f. Proxies shall have the full duties and powers of a Senator for the duration of the meeting.

Section 5 – Term of Office

- A. The term of office of a Senator shall be the same as the Executive Officers.

- B. Members of ASG filling vacancies in the Senate shall serve until the end of that academic year.

Section 6 – Vacancies within the Senate

Vacant Senate seats are to be filled by members of ASG via an at-large election in October or through the appointment process outlined in Title V, Section 5 of the ASG Code. Elections should be coordinated by ASGJ in conjunction with the Office of Student Activities as follows:

- A. Vacant Senate seats are to be filled via an at-large election held no later than the end of the fourth (4th) week of fall semester classes and the appointment process outlined in Title V, Section 5 of the ASG Code.
- B. Elections shall adhere to the ASG Election Code.

Section 7 – Duties and Powers of the Senate

The duties and powers of the Senate shall be:

- A. To address the academic and non-academic concerns of members by acting as representatives of undergraduate and law students;
- B. To establish and modify as necessary a set of bylaws that dictate ASG operation known as the ASG Code. If changes are made to the ASG Code, corrections must be made and the current document must be made public within five (5) calendar days;
- C. To establish honoraria for officers provided that such honoraria are not changed for the current term of office and are in accordance with University Policy;
- D. To elect delegates (12) delegates to the Campus Council by the third (3rd) meeting of the fall semester; by a plurality vote of the ASG Senate;
- E. To pass bills by a majority vote. A legislative bill is a form of action that carries with it the power to sanction, establish permanent structures, dictate the appropriation of funds, or modify the ASG Code:
 - a. A bill stands in effect until it is repealed or replaced; and
 - b. A bill may not supersede nor contradict this Constitution.
- F. To pass resolutions by a majority vote. A resolution is a formal request of action. A resolution may set aside funds for a specific project or budget area, make a specific policy request to the University Administration, establish temporary government structures, or request specific action by ASG officers or committees:
 - a. A resolution shall terminate at the end of each academic year unless it specifies another term of effectiveness;
 - b. A resolution may establish standing or ad-hoc committees. The resolution must state the manner in which the committee members will be selected, as well as the specific charge and duties of the committee. The established committee must adhere to all stipulations stated in Article II, Section 14 of this Constitution; and
 - c. A resolution may not supersede nor contradict this Constitution.
- G. To amend any clause of a piece of legislation being considered on the legislative floor;
- H. To send Constitutional Amendments to a referendum of the general ASG membership by as outlined in Article II, Section 1 of this Constitution;
- I. To refer to the students any question it deems necessary by a majority vote via referendum with the exception of Constitutional Amendments;

- J. To override a Presidential veto of Senate legislation by a two-thirds (2/3) vote of Senators on roll;
- K. For Senate, To meet regularly throughout the year and at least twelve (12) times each semester;
- L. To approve by a majority vote Senate Standing Rules submitted by the Chair of the Senate in the form of a Senate resolution no later than the second meeting of the Senate each fall semester governing:
 - a. Author's report, questioning, and debate time limits for legislation;
 - b. Legislation submission time lines;
 - c. Placement and time limits for Special Order agenda items (including guest speakers); and
 - d. Friendly amendment processes.
- M. The Standing Rules shall be published on the ASG Website within five (5) calendar days of their passage;
- N. To suspend or modify Senate Standing Rules by a two-thirds (2/3) vote;
- O. To abide by Parliamentary Procedures in the order outlined below:
 - a. The Legislative Branch shall abide by Parliamentary law outlined in this Constitution and the ASG Code; and
 - b. The latest edition of *Robert's Rules of Order* shall govern all parliamentary procedure not delineated in this Constitution or the ASG Code.

Section 8 – Duties and Powers of Legislators

- A. To work on behalf of the entire student body by addressing the academic and non-academic concerns of the University of Arkansas campus.
- B. To act in accordance with this Constitution and the ASG Code. Legislators shall have any other authority or powers specified by ASG legislation, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.
- C. To submit any legislation for consideration by the chair of their legislative body.
- D. To adhere to attendance policies as set forth in this Constitution.
- E. To serve on at least one (1) standing committee.
- F. To maintain office hours as specified in the ASG Code.
- G. To vote or abstain on all pieces of legislation officially submitted to the chair of their respective legislative body.
- H. To yield the floor during the debate time on any piece of legislation to any member of the University of Arkansas community subject to time constraints established by Legislative standing rules, excluding ASG Executive Officers who may only be yielded the floor to answer points of information or to give an authorship report on a piece of legislation of which the Executive is the author.

Section 9 – Special Senate Offices

- A. The Senate shall elect, from amongst the Senators, via a simple majority, a presiding officer for its meetings who shall be known as the Chair of the Senate. This election shall occur in the spring semester as outlined in Article II, Section 11 of this Constitution.

- B. The Senate shall elect, from amongst the Senators, via a simple majority, a Parliamentarian.
- C. The Senate shall elect, from amongst the Senators, via a simple majority, a Legislative Clerk.
- D. The Senate shall elect, from amongst the Senators, via a simple majority, a Sergeant at Arms.
- E. The Senate shall elect, from amongst the general ASG membership, via a simple majority, committee chairs.
- F. The Senate shall elect, from amongst the general ASG membership, via a simple majority, chairs for any additional committees created via Senate resolution.
- G. Election for the special senate offices shall occur no later than the end of the third (3rd) meeting of the fall semester with the exception of the Chair of the Senate.
- H. Any non-Senator holding the position of chair for any ASG committee shall not have the powers of a Senator.

Section 10 – Terms of Office

- A. All holders of special senate offices shall serve for the academic year in which they are elected with the exception of the Chair of the Senate.
- B. Should any vacancy occur for any special senate office, that vacancy shall be filled in the same manner in which the position was to be originally filled, as stipulated in Article II, Section 9 of this Constitution.

Section 11 – The Office of Chair of the Senate

- A. The Chair of the Senate shall be responsible for arranging, publicizing, and convening all meetings of the Senate in a room on campus.
- B. The Chair of the Senate shall interpret and enforce the rules of the Senate during Senate meetings.
- C. The Chair of the Senate shall hold a seat in the Senate and shall vote only to break or cause a tie after the official Senate vote has been taken except when voting by secret ballot.
- D. The Senate may overturn the Chair of the Senate's interpretation on any rule by a majority vote.
- E. The Chair of the Senate shall be responsible for updating this Constitution and the ASG Code to reflect the legislative actions of the Senate, the general ASG membership, or the Chancellor.
- F. The Chair of the Senate shall set the agenda for the meetings of the Senate and shall publish each meeting's agenda no later than twelve (12) hours before the start of the said meeting. After the agenda is published, the order outlined may only be changed by a two-thirds (2/3) vote of the Senate.
- G. The Chair of the Senate shall present a signed copy of all legislation passed to the ASG President within forty-eight (48) hours of its passage. The Chair of the Senate, in consultation with the ASG President and Legislative Clerk, shall track the progress of any legislation passed by Senate.

- H. The Chair of the Senate may remove any Senator who is being disruptive from a meeting of Senate subject to majority consent of the Senate.
- I. The Chair of the Senate shall be required to attend all meetings of the Executive Committee, except circumstances excused by the ASG President.
- J. The Chair of the Senate shall assist the ASG Secretary is coordinating the new Senator orientation.
- K. The Chair of the Senate shall not simultaneously hold an officer position in any RSO or other campus governance body.
- L. The Chair of the Senate shall be sworn in by the Chancellor, or the Chancellor's designee, no earlier than five (5) business days prior to, and no later than Dead Day of the Spring semester.
- M. The Chair of the Senate shall be elected in the spring semester according to the following procedure:
 - a. The Chair of the Senate shall be elected from amongst the Senators via a simple majority. The election shall occur during the regularly scheduled Senate meeting of the week where Executive Officer elections are scheduled, unless an alternative date is agreed upon by the ASG Advisor and ASGJ; and
 - b. The term of the Chair of the Senate shall be from his or her swearing in until the swearing in of his or her properly elected successor.
- N. The Chair of the Senate shall be a member of the Campus Council.

Section 12 – 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 and drafting and submitting legislation.
- C. The Parliamentarian 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 Parliamentarian, another Senator shall preside.
- D. 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 13 – 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 14 – Senate Committees

- A. The committees, as outlined in the ASG Code, shall consist of three (3) or more members from Senate and/or the general ASG membership.
- B. Senators shall sign-up for membership in at least one (1) Senate standing committee by the fourth (4th) Senate meeting.
- C. Absences from regularly scheduled committee meetings shall count as an absence from a Senate meeting except in circumstances approved by the chair of the committee. Proxies can attend committee meetings in place of a Senator; these absences shall only count as one-half (1/2) of an absence.
- D. Each committee shall be guaranteed placement on the Senate agenda to speak on matters concerning the committee upon simple notification to the Chair of the Senate twenty-four (24) hours before any given Senate meeting.
- E. Each committee shall be required to report to Senate on matters relevant to the committee at every general legislative session of the Senate.
- F. If a committee receives referred legislation, the committee must make a recommendation to the Senate (or request more time for consideration) within two (2) Senate meetings of receiving legislation.
- G. After hearing a committee's recommendation, the Senate shall debate and vote on the legislation. Each committee must give a written majority report on the committee's recommendation. If the committee's recommendation was not unanimous, a written minority report must also be presented to the Senate.

Section 15 – The Appropriations Committee

- A. The purpose of the Appropriations Committee shall be to deliberate on all financial matters within the authority of ASG Senate, and to make recommendations to the Senate concerning the same.
- B. The ASG Treasurer shall serve as the Appropriations Committee Chair and shall be the presiding officer of the committee and shall coordinate the committee's meetings.
- C. Senators shall elect, from amongst the Senators, by a plurality, members of the Appropriations Committee.
- D. Members of the Appropriations Committee shall be elected by the fourth (4th) meeting of the Senate in the fall semester.

Section 16 – Composition of the Graduate Student Congress

- A. The GSC shall internally elect the following officers, as outlined in the ASG Code: a Speaker, a Vice Speaker, a Treasurer, and a Secretary.

- B. The Graduate Student Congress shall be composed and apportioned as outline in the ASG Code.

Section 17 – Duties and Powers of the Graduate Student Congress

The duties and powers of the Senate shall be:

- A. To address the academic and non-academic concerns of graduate students;
- B. To establish and modify as necessary a set of bylaws that dictate ASG operation known as the ASG Code. If changes are made to the ASG Code, corrections must be made and the current document must be made public within five (5) calendar days;
- C. To establish honoraria for officers provided that such honoraria are not changed for the current term of office and are in accordance with University Policy;
- D. To elect four (4) delegates to the Campus Council by the third (3rd) meeting of the fall semester by a plurality vote of the ASG GSC;
- E. To pass bills by a majority vote. A legislative bill is a form of action that carries with it the power to sanction, establish permanent structures, dictate the appropriation of funds, or modify the ASG Code:
 - a. A bill stands in effect until it is repealed or replaced; and
 - b. A bill may not supersede nor contradict this Constitution.
- F. To pass resolutions by a majority vote. A resolution is a formal request of action. A resolution may set aside funds for a specific project or budget area, make a specific policy request to the University Administration, establish temporary government structures, or request specific action by ASG officers or committees:
 - a. A resolution shall terminate at the end of each academic year unless it specifies another term of effectiveness;
 - b. A resolution may establish standing or ad-hoc committees. The resolution must state the manner in which the committee members will be selected, as well as the specific charge and duties of the committee.
 - c. A resolution may not supersede nor contradict this Constitution.
- G. To amend any clause of a piece of legislation being considered before the GSC;
- H. To send Constitutional Amendments to a referendum of the general ASG membership as outlined in Article II, Section 1 of this Constitution;
- I. To refer to the students any question it deems necessary by a majority vote via referendum with the exception of Constitutional Amendments;
- J. To override a Presidential veto of GSC legislation by a two-thirds (2/3) vote of Congress members on roll;
- K. The GSC Standing Rules shall be published on the ASG Website within five (5) calendar days of their passage;
- L. To abide by Parliamentary Procedures in the order outlined below:
 - a. The Legislative Branch shall abide by Parliamentary law outlined in this Constitution and the ASG Code; and
 - b. The latest edition of *Robert's Rules of Order* shall govern all parliamentary procedure not delineated in this Constitution or the ASG Code.

Article III – Judicial Branch

Section 1 - Name

The Judicial Branch of ASG shall be named the Associated Student Government Judiciary (ASGJ).

Section 2 – Composition and Terms of Office

- A. The agents of the ASGJ shall be nine (9) Justices.
- B. The ASG Advisor shall serve as an ex-officio, non-voting member of the ASGJ.
- C. Two (2) Judicial Proxies shall serve as ex-officio, non-voting members of the ASGJ.
- D. The ASGJ shall have the power to appoint any additional ex-officio, non-voting members deemed necessary to maintain adequate facilitation of the judicial process.
- E. Each Justice will serve a term for the duration of three (3) academic years from the beginning of the academic year in which he or she was sworn in or until his or her eligibility expires.
- F. Judicial Proxies will serve a term for the duration of one (1) academic year from the beginning of the academic year in which he or she was sworn in or until his or her eligibility expires.
- G. No Justice or Judicial Proxy may serve simultaneously on any aspect of the Executive or Legislative Branches during his or her term.
- H. After a Justice or a Judicial Proxy is confirmed, he or she must undergo a mandatory training process before serving as a Justice.

Section 3 – Vacancies and Appointment Process

- A. A vacant seat shall be defined for a Justice as removal from office, resignation, or graduation.
- B. A leave of absence shall be granted to a Justice if he or she submits a leave of absence request and is approved by the ASG President.
- C. Any vacancies of the ASGJ shall be filled as soon as practicable through appointment by the ASG President with the advice and consent of the Senate.
- D. If a Judicial Proxy's seat is vacated, the ASG President shall appoint a new Judicial Proxy with the advice and consent of the Senate as soon as practicable.

Section 4 – Judicial Proxies

- A. A Judicial Proxy, even if serving as a Justice, shall serve until his or her replacement is confirmed at the beginning of the academic year, unless a case is currently being heard.
- B. In the case of a vacancy or a leave of absence, the ASG President shall select one (1) Judicial Proxy to serve as a Justice until that vacancy is filled or the leave or absence expires.
- C. While serving as a Justice, a Judicial Proxy will have full power as a Justice.

Section 5 – Leadership of the Body

- A. A Chief Justice shall be selected from the body of Justices by a majority vote of all Justices on the ASGJ.
- B. The Chief Justice shall have full voting rights as a Justice.
- C. If the Chief Justice cannot be present at a meeting of the ASGJ, the Chief Justice shall designate another Justice to chair the meeting.
- D. In the case that the Chief Justice must abstain from a particular issue, an interim Chief Justice shall be selected via a majority vote of the remaining Justices for the duration of that particular issue.

Section 6 – Meetings of the ASGJ

- A. A quorum of the ASGJ shall consist of five (5) Justices.
- B. The ASGJ shall only convene:
 - a. In the case of ASGJ membership issues;
 - b. After being summoned for interpretation of this Constitution or the ASG Code;
 - c. To conduct Senate Seat and Executive Officer Elections; or
 - d. To hear an allegation filed with the Chief Justice as specified in Article III, Section 10 of this Constitution.
- C. No member of the ASGJ shall allow personal interest to influence a vote. Any member who has a conflict of interest personal affiliation to a matter to be considered shall recuse himself or herself from that particular case.

Section 7 – ASGJ Membership Issues

- A. After a Justice acquires three (3) absences, he or she may be removed from the ASGJ by a three-fourths (3/4) vote of the remaining Justices.
- B. The ASGJ shall meet for membership issues only if one (1) or more Justice has acquired at least three (3) absences.

Section 8 – Interpretation

- A. The ASGJ has the power to interpret this Constitution and the ASG Code by a majority vote of the Justices when summoned by any ASG member.
- B. The Justices must submit a written majority report on the interpretation to the ASG Secretary, Chair of the Senate, and the GSC Secretary. If the Justices' decision is not unanimous, a written minority report must also be submitted.

Section 9 – Senate Seat & Executive Officer Elections

- A. The ASGJ has the power to conduct Senate Seat and Executive Officer Elections. These elections shall be administered by the OSA.

Section 10 – Investigation of an Elected or Appointed ASG Agent

- A. When a breach of the Standards of Ethics occurs, any ASG member may file allegations specifying a charge against another elected or appointed agent of the body. These allegations should be filed with the Chief Justice. In the case of absence or vacancy of the Chief Justice, allegations may be submitted to any other Justice. Suspicion of intentionally filing false charges may result in referral to the All University Judicial Board (AUJ).
- B. If an allegation is brought against a member of the ASGJ, it shall be immediately sent to AUJ.
- C. After an appropriate allegation has been filed, an investigative committee shall be formed to research and investigate the allegation.
- D. The ASGJ shall determine if a hearing is necessary based upon the findings of the investigative committee.
- E. The hearing shall be conducted in an impartial manner. The defendant shall have the following rights:
 - a. The right to a written notice of the charges against him or her;
 - b. The right to a pre-hearing interview;
 - c. The right to a written notice of the date, time, and location of any ASGJ hearing in regards to the case;
 - d. The right to speak in his or her defense;
 - e. The right to submit evidence in his or her defense;
 - f. The right to call and question witnesses; and
 - g. The right to attend or not attend his or her pre-hearing interview and/or hearing.
- F. The complainant shall have the following rights:
 - a. The right to speak at the ASGJ hearing;
 - b. The right to submit evidence to support the complaint;
 - c. The right to call and question witnesses; and
 - d. The right to attend or not attend the hearing.
- G. An appointed or elected ASG member may be reprimanded or dismissed by a supermajority of the ASGJ.

Section 11 – Appeals of the ASGJ

- A. All ASGJ decisions are final and may not be appealed.

Article IV – Finances

Section 1 – ASG Budget

The ASG shall receive revenue as apportioned by the ASG Fee assessed to students which shall be allocated, collected, accounted for, and expended in accordance with University Policy.

Section 2 – ASG Executive Operating Budget

- A. Sixteen percent (16.%) of ASG Budget shall be apportioned to serve as the Executive Operating Budget.

- B. The Executive Operating Budget of the ASG shall be administered by the ASG Treasurer. All expenditures from the ASG Executive Operating Budget must be approved by the ASG Executive Committee and the ASG Advisor.
- C. The ASG Executive Operating Budget shall be used to fund the following:
 - a. Annual honoraria of the ASG Executive Officers;
 - b. Programming administered by the ASG Executive Officers;
 - c. Copying expenses for the ASG Executive Officers; and
 - d. Administrative expenses of the ASG Executive Officers.
- D. The ASG Treasurer shall submit the Executive Operating Budget to the Senate as a part of his or her duties as outlined in Article I, Section 8, Subsection C in this Constitution.

Section 3 – ASG Senate Operating Budget

- A. Five percent (5%) of the ASG Budget shall be apportioned to serve as the ASG Senate Operating Budget.
- B. The Senate Operating Budget of the ASG shall be administered by the ASG Chair of the Senate and the Legislative Clerk in conjunction with the ASG Executive Committee and approved by the ASG Advisor.
- C. The ASG Senate Operating Budget shall be used to fund the following:
 - a. Annual honoraria of the special senate offices;
 - b. Copying expenses for the Senate including agendas, minutes, legislation;
 - c. All new Senator orientation materials; and
 - d. Administrative expenses of the ASG Senate.
- D. The ASG Treasurer shall submit the ASG Senate Operating Budget to the Senate as a part of his or her duties as outlined in Article I, Section 8, Subsection C in this Constitution.

Section 4 – GSC Operational Budget

Five percent (5%) of the ASG Budget shall be apportioned to serve as the GSC Operating Budget.

Section 5 – Judicial Operating Budget

- A. One percent (1%) of the ASG Budget shall be apportioned to serve as the Judicial Operating Budget.
- B. This percentage shall be apportioned from the ASG Budget prior to the allocation of the ASG Executive Operating Budget, ASG Senate Operating Budget, and ASG Allocations Budget.
- C. The Judicial Operating Budget of the ASG shall be administered by the ASGJ Chief Justice. All expenditures from the Judicial Operating Budget must be approved by the ASG Executive Committee and the ASG Advisor.
- D. The ASG Judicial Operating Budget shall be used to fund the following:
 - a. Annual training of the ASG Justices;
 - b. Copying expenses for the ASG Justices; and
 - c. Administrative expenses of the ASG Justices.

- E. The ASG Chief Justice shall submit the ASG Judicial Operating Budget to the Senate as a part of his or her duties as outlined in Article I, Section 8, Subsection C in this Constitution.

Section 6 – ASG Allocations Budget

- A. Seventy percent (70%) of the ASG Budget shall be apportioned to serve as the ASG Allocations Budget. In addition, any funds allocated by the ASG Fee rolling over from the previous academic years shall be added to the ASG Allocations Budget.
- B. The ASG Allocations Budget shall be used to fund the following:
 - a. RSOs Funding as outlined in the ASG Code; and
 - b. Any other purpose as specified and appropriately approved by an Appropriations Bill or Resolution.
- C. Expenditures from the ASG Allocations Budget shall be in accordance with University Policy.

Section 7- Fresh HOGS Budget

- A. One percent (1.0%) of ASG Budget shall be appropriated to serve as the Fresh HOGS Operating Budget
- B. The Fresh HOGS Operating Budget shall be administered by the Fresh HOGS Coordinator in consultation with the Deputy Coordinators. The Fresh HOGS Coordinator shall submit the ASG Fresh HOGS Operating Budget to the Senate and Executive Committee.

Section 8 - RSO Financial Affairs

- A. The Office of RSO Financial Affairs shall be responsible for the allocation of RSO Allocations portion of the ASG Budget for use by RSOs.
- B. The Office of RSO Financial Affairs shall be comprised of the following positions:
 - a. ASG Treasurer;
 - b. Secretary to the Treasurer;
 - c. Nine RSO Financial Affairs Officers;
 - d. Adjunct Financial Affairs Officers; and
 - e. GSC Treasurer.
- E. Changes can only be made to the Standing Rules through the following process:
 - a. Approval through a two-thirds 2/3 vote by the Financial Affairs Officers; then
 - b. Approval through a majority vote by both legislative bodies as outlined in Article II, Section 1 of this Constitution.
- F. The Treasurer must notify the Senate and the GSC Executive Committee of any changes to the Standing Rules by the next Senate meeting to allow both legislative bodies to approve the changes.

Section 9 – ASG Capital Improvements

- A. Two percent (2%) of the ASG Budget shall be apportioned to serve as the ASG Capital Improvements Budget.

Article V – Elections

Section 1 – Executive Officer Elections

- A. Executive Officers shall be elected in the spring general election by a popular vote of the student body administered no earlier than the first (1st) of March and no later than the fifteenth (15th) of April.
- B. Registration for Executive Officer candidacy shall be a week-long process starting no more than five (5) weeks before and concluding no less than three (3) weeks prior to the spring general election.
- C. The ASGJ shall be responsible for conducting the Executive Officer elections in conjunction with the OSA.
- D. Executive Officers shall be sworn in by the Chancellor or the Chancellor's designee no earlier than five (5) business days prior to, and no later than the day before Dead Day of the spring semester.
- E. In the case of vacancies in the Office of Vice President, Treasurer, or Secretary, those positions shall be filled by an emergency general election by a popular vote of the student body. This election shall be held no later than twenty-five (25) business days after the seat is vacated and coordinated by the ASGJ in conjunction with the OSA. Registration for candidacy in an emergency election shall be a week-long process concluding no more than two (2) weeks before the emergency general election. No emergency election shall be held within two (2) weeks of the spring general election.

Section 2 – Senate Elections

- A. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with ASGJ. Registration for Senate candidacy shall follow the same timeline as the Executive Officer election.
- B. The initial Senate election shall be held in conjunction with the Executive Officer election.
- C. Vacant Senate seats are to be filled via an at-large election held no later than the end of the fourth (4th) week of fall semester classes and an at-large election held no later than the end of the fourth (4th) week of spring semester classes.
- D. The Senate may hold additional Senate vacancy elections provided that at least five (5) vacancies exist. A majority vote of Senate shall be required to call these additional vacancy elections.
- E. The at-large vacancy election shall be a general election in which all empty seats are opened up to candidates from any college. Senators will be elected by a plurality vote of the student body.
- F. Elections shall adhere to the ASG Election Code.

Section 3 – Chair of the Senate Elections

- A. The Senate shall elect, from amongst the Senators, via a majority of Senators present, a presiding officer for its meetings who shall be known as the Chair of the Senate. This election shall occur in the spring semester as outlined in Article II, Section 11 of this Constitution and be coordinated by the Ethics Committee.
- B. The Chair of the Senate shall be elected in the spring according to the following procedure:
 - a. The Chair of the Senate shall be elected from amongst the Senators, via a simple majority. The election shall occur during the regularly scheduled Senate meeting of the week where Executive Officer elections are scheduled, unless an alternative date is agreed upon by the ASG Advisor and ASGJ. Nominations for the Chair of the Senate shall be taken at the two (2) meetings prior to the election.
- C. The Chair of the Senate shall be sworn in by the Chancellor, or the Chancellor's designee, no earlier than five (5) business days prior to, and no later than the day before, Dead Day of the spring semester, in conjunction with the swearing in of the Executive Officers.

Section 4 – Appropriations Committee Member Elections

The ASG Treasurer shall serve as the Appropriations Committee Chair, with the members of the Appropriations Committee elected as follows:

- A. Senators shall elect, from amongst the Senators, by a plurality vote, members of the Appropriations Committee by the fourth (4th) meeting of the Senate in the fall semester. The Chair of the Senate will administer the nominations and election process in conjunction with the Ethics Committee.
- B. Nominations for Appropriations Committee membership shall be taken at two (2) Senate meetings prior to the fourth (4th) meeting of the Senate.

Section 5 – Other Internal Senate Elections

- A. The Senate shall follow the following procedure for all elections within the Senate for special senate offices, committee chairs, and/or committee members required to be elected as prescribed in Article II of this Constitution or by Senate legislation creating additional committees.
- B. Nominations for special senate offices, committee chairs, and/or committee members shall occur over at least one (1) week nomination process including at least two (2) meetings of the Senate.

Section 6 – Calendar Restriction

Referenda and general elections may only take place on a school day in the fall or spring semester as further outlined in this Constitution and the ASG Code.

Section 7 – GSC Elections

- A. All GSC members shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the CLCE in conjunction with ASGJ.

Registration for GSC candidacy shall follow the same timeline as the Executive Officer and Senate Elections.

- B. The initial GSC election shall be held in conjunction with the Executive Officer election.
- C. Vacant GSC seats are to be filled via an at-large election held no later than the end of the fourth (4th) week of fall semester classes and an at-large election held no later than the end of the fourth (4th) week of spring semester classes.
- D. The GSC may hold additional GSC vacancy elections provided that at least five (5) vacancies exist. A majority vote of GSC shall be required to call these additional vacancy elections.
- E. The at-large vacancy election shall be a general election in which all empty seats are opened up to candidates from any college. Congress members will be elected by a plurality vote of the graduate student body.
- F. Elections shall adhere to the ASG Election Code.

Article VI – Approval and Amendment

Section 1 – Approval

This Constitution is established by approval of the Chancellor as authorized by the Board of Trustees of the University of Arkansas.

Section 2 – Amendments

- A. This Constitution shall be amended by a two-thirds ($2/3$) margin, following the rules for proportional voting as outlined in Article II, Section 1 of this Constitution (unless initiated as outlined in Article VI, Section 3 of this Constitution), by a majority of votes cast in a referendum of the general ASG membership, and by approval of the Chancellor.
- B. Both legislative bodies may establish transitional regulations for amendments made to this Constitution via a resolution passed by a two-thirds ($2/3$) margin, following the rules for proportional voting as outlined in Article II, Section 1 of this Constitution if necessary, subject to approval of the Chancellor.

Section 3 – Initiative

- A. The general ASG membership shall have the authority to initiate the amendment process. In order to initiate the amendment process, the general ASG membership must gather a number of valid signatures of general ASG members, with the required threshold set at thirty-five percent (35%) of the number of students which voted in the last regular ASG Executive Election as determined by the OSA. All initiated amendments shall be required to have the amendment title and a short statement of purpose attached to any circulated petition. Initiated amendments must pass by a three-fifths ($3/5$) majority of students voting on the amendment to be considered valid.
- B. The general ASG membership shall have the authority to initiate a referendum regarding any issue upon attaining a number of valid signatures of general ASG members, with the threshold set at thirty-five (35%) of the number of students which voted in the last

regular ASG Executive Election as determined by the OSA. All circulated petitions proposing referenda shall include a title and short statement of purpose.

- C. The OSA shall review each signature for authenticity on all petitions. The ASGJ, in conjunction with the OSA, shall administer the referendum.
- D. The short title and purpose of every initiated amendment or referendum shall be reviewed by the ASGJ in order to determine the constitutionality of the initiative and to ensure the short title and purpose serve the same ends.
- E. The specific process for valid initiatives shall follow the process as outline in Title VII of the ASG Code.

Section 4 – Publicity Requirements

- A. All referendum issues shall be publicized at least twice in the official student newspaper within two (2) weeks of the referendum.
- B. If the referendum is a proposed constitutional amendment, the publication must include the article, section, and subsection of this Constitution being amended.

Article VII – Standards of Ethics

Section 1 – Statement of Intent

It is the intent of this article to uphold the integrity and honor of ASG and to inspire the confidence, respect, and trust of the student body by prescribing restrictions against conflicts of interest and unethical practices that could undermine the organization. It is meant to set a standard of conduct to be followed by all ASG agents. Removal proceedings for not following this Statement of Ethical Conduct should be made only in extreme cases of unethical behavior that could greatly hamper the effectiveness and integrity of the organization.

Section 2 – Definitions

- A. Conflict of Interest – A situation in which regard for a private interest tends to lead to a disregard of a public duty or interest.
- B. Violation in Office – A violation of any provision of this Constitution or the ASG Code or validly enacted legislation.
- C. ASG Agent – Anyone holding a position in any branch of ASG.

Section 3 – General Statement of Ethical Conduct

- A. ASG agents shall think in terms of “students first,” always determining actions and situations in the light of how they affect university students in their education and training.
- B. The ASG shall uphold and enforce the consistent application of all parliamentary rules and procedures during all Senate meetings.
- C. ASG agents shall adhere to basic notions of civility and respect at all ASG meetings, events, or other interactions.
- D. ASG agents shall not seek to further their own political or personal goals at the expense of the organization and/or its members.

- E. ASG agents shall not intentionally deceive members of ASG in such a way that could influence how decisions are made or to the degradation of any of its members.
- F. ASG agents shall not participate in any ASG activity which would place them in a position where there is or may be the likelihood of a conflict between a private interest and an interest of ASG.
- G. ASG agents shall not use, authorize use, or condone in any way the wrongful use of ASG property or funds.
- H. ASG agents shall not solicit or accept direct or indirect payment for the performance or nonperformance of any act not specifically allowed for in this Constitution and the ASG Code.
- I. Any ASG agent who aids, advises, condones, or in any way induces another to act in violation of any provision of this Constitution or the ASG Code or validly enacted legislation is thereby directly violating the respective rule.
- J. ASG agents shall not cover up evidence or misrepresent a fact pertaining to a violation in office. Agents of ASG must disclose all knowledge of an ASG violation in office.
- K. Consistent with university policies on nondiscrimination, ASG agents are to choose the most qualified and capable applicants to ASG regardless of race, color, sex, religion, national origin, age, marital status, political views, or sexual orientation.

Section 4 – Conduct Reviews

- A. ASG agents will continuously review their own conduct to ensure that they act within an ethical manner as defined by this Constitution and the ASG Code.
- B. When there is a reasonable cause to believe that a breach of the Standards of Ethics has occurred, any agent of the ASG may file allegations against an elected officer of the body. These allegations shall be filed with the ASGJ.
- C. Any ASG agent who violates the Standards of Ethics, and in turn, violates the Code of Student Conduct, may also be referred to AUJ.
- D. Any Executive Officer of the ASG is required to submit to the Senate the reasons for the dismissal and/or replacement of any cabinet member, subject to the right of privacy of such student.

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 Directors of Academic Affairs, Athletic Relations, and Campus Life, Safety, and Parking. These 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 shall chair the Safe Ride Committee.
- I. The President shall be a member of the following University Committees: Arkansas Union Advisory Committee, Campus Climate Committee, and the Committee on Committees.
- J. The ASG President shall chair the ASG Program Allocations Board (ASG-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 GSC provisional appointments of student representatives to all University, Faculty, Administrative, or other non-ASG committees as allocated by the respective committee by September 14. These appointments will be provisional pending the approval of the ASG Senate and Congress as outlined in this Code.
- B. 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.
- C. The following University Committees shall have student representatives appointed through this process:
 - a. Administrative Boards, Committees, and Councils;
 - i. Arkansas Union Advisory Committee
 - ii. Building Facilities Committee
 - iii. Computing Activities Council
 - iv. Emergency Preparedness Council
 - v. Health and Occupational Safety Council
 - vi. HPER Building Advisory Committee
 - vii. Landscape and Grounds Committee
 - viii. Public Safety Council
 - ix. Registration and Class Scheduling Systems Coordinating Committee
 - x. Student Media Board
 - xi. Technology Fee Review Committee
 - xii. Toxic Substances Committee
 - xiii. Traffic Appeals Court
 - xiv. Transit, Parking, and Traffic Committee
 - xv. University Health Center Advisory Committee
 - b. Campus Council Committees;
 - i. Artists and Concerts Committee
 - ii. Campus Climate Committee
 - iii. Student Financial Aid Committee
 - iv. Student Honors, Awards, and Convocations Committee
 - v. Student Relations Committee
 - vi. University Distinguished Lecturers Committee
 - c. Faculty Senate Committees;
 - i. Academic Standards Committee
 - ii. Admissions and Transfer of Credit Committee
 - iii. Athletics Committee

- iv. Calendar Committee
 - v. Continuing Education Committee
 - vi. English as a Second Language Committee
 - vii. General Education Core Curriculum Committee
 - viii. Honorary Degrees Committee
 - ix. Library Committee
 - x. Research Council
 - xi. University Course and Programs Committee
- d. 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. 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;
- e. 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
- f. 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
- g. ASG members may not proxy for student representatives appointed to University, Faculty, Administrative, or other non-ASG committees.
- D. The Vice President, or the Vice President's designee, shall be required to attend the new Senator orientation.
- E. The Vice President shall submit for the President's approval the duties of the Directors of Philanthropy, Special Events, and the Liaison to Faculty and Staff Senates in accordance with the duties outlined in this Code. These Cabinet members shall report to the Vice President and the Chief of Staff or another Executive Officer as jointly agreed upon by the Vice President, the President, and that officer.
- F. The Vice President shall have the authority to remove from office the Directors of Philanthropy, Special Events, and the Liaison to Faculty and Staff Senates at will and

without cause. The Vice President shall inform the President of any vacancy in these offices within three (3) business days.

- G. The Vice President shall be responsible for coordinating the ASG Honorary Family program in conjunction with the University's Family Weekend.
- H. The Vice President shall be responsible for coordinating the selection of the Homecoming Court and shall serve as the chair for the selection committee.
- I. The Vice President shall be responsible for coordinating the selection of the Teacher of the Year in conjunction with the Student Alumni Board.
- J. The ASG Vice-President shall be a voting member of the ASG Program Allocations Board (ASG-PAB).

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 Title IV of 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 Article II, Section 8, Subsection C of 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 in Article IV 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 (ASG-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 Webmaster 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 coordinating lunches between key University Administrators and members of ASG.
- F. The Secretary, in conjunction with the OSA, shall coordinate the Senate Elections. This responsibility includes any duties expressly defined in Title V of this Code.
- G. The Secretary, in conjunction with the OSA, shall adequately advertise Senate Election registration and elections according to the timelines established in the ASG Constitution and Title V of this Code. The Secretary shall be required to hold new Senator orientation no later than seven (7) calendar days following Senate Elections.
- H. The Secretary, in conjunction with the OSA, shall coordinate a new Senator orientation for every newly elected Senator. 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.
- I. The Secretary shall submit for President's approval the duties of the Assistant to the Secretary. The Assistant to the Secretary shall report directly to the Secretary and shall have a liaison relationship to the Chief of Staff.
- J. The Secretary shall have the authority to remove the Assistant to the Secretary 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.
- K. Student Referendum shall be conducted as follows:
 - a. After the passage of ASG Senate legislation for Student Referendum, the Student Referendum Election shall take place no sooner than ten (10) University business days after the passage of the legislation. The Student Referendum must take place within a year of the original passage of the legislation. Furthermore, resolutions concerning referendums must state which election the referendum must occur on, or if it should be held as a vote separate from a set election;

- b. If a general ASG Election or ASG Vacancy Election falls within the timeline mentioned above, the Student Referendum shall take place at the same time as that election;
 - c. The ASG Secretary, in conjunction with the OSA, shall coordinate any Student Referendum;
 - d. All referenda shall occur between Monday and Thursday; and
 - e. The passage of a referendum requires a total vote threshold set at thirty-five (35%) of the number of students which voted in the last regular ASG Executive Election as determined by the OSA. This total shall be the total combined amount of votes for and against the referendum. If the amount is not reached in a given election, the referendum will be voted on again in the next election until thirty-five (35%) vote total is reached or until a year has passed, when the referendum will fail due to limits set in Title I, Section 5, Subsection K, Part a of this Code.
- L. The ASGJ shall work in conjunction with Computing Services and the OSA to set up an official polling station(s) during Executive Elections and Senate Elections.

Section 6 – Executive Office Hours

- 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 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.
- 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.
- C. 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 of 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 or Vice President 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 Committee, 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 to appoint the Executive Cabinet.
- J. The Chief of Staff shall be required to plan the annual Legislative and Cabinet Induction Ceremony in conjunction with the Chair of Senate and Vice Speaker of the GSC.
- K. The Chief of Staff shall be required to be present at a minimum of (8) meetings of the Senate per semester.

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, which will be required to author four (4) pieces of legislation per 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. Failure to complete the legislative requirements will result in 1/2 an absence per piece of legislation not completed for the entire committee membership.

Section 4 – The Chair of the Senate

- C. 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.
- D. The Chair of the Senate shall keep an accurate public journal of all legislation and shall submit this journal to the ASG Webmaster for posting in the ASG Website.
- E. 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.
- F. 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.
- G. 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, 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.
- H. The Chair of the Senate shall publish each Senate meeting's agenda in accordance with the ASG Constitution by submitting the agenda to the ASG Webmaster for posting on the ASG Website and by posting said agenda in the ASG Office. The Chair of the Senate shall make a good faith effort to submit each agenda for posting by the Thursday prior to each ASG Senate meeting.

- I. The Chair of the Senate shall be responsible for convening no fewer than 2 conferences between University Administrators and 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 format for each Administrative Conference.

Section 5 – The Parliamentarian

- A. The Parliamentarian shall bring with him or her to each Senate meeting an updated copy of this Code and the ASG Constitution and the most recent version of *Robert's Rules of Order* to be purchased from the Senate Operating Budget.
- B. If the Chair of the Senate is unable to serve at the beginning of the fall semester of his or her term of office and a Parliamentarian has not yet been appointed, the ASG Advisor shall appoint an acting Parliamentarian from the general ASG membership.
 - a. The acting Parliamentarian shall immediately begin a process to fill the vacancy of the Chair of the Senate (if the Chair of the Senate has vacated his or her office) or the Office of Parliamentarian (if the Chair of the Senate is only temporarily unable to fulfill his or her office).
 - b. If the position of the Chair of the Senate is vacant at the time when the Senate is seated in the fall semester, a new Chair of the Senate shall be elected from the newly seated Senate.
 - c. The Parliamentarian shall be responsible for leading the Senate body in an optional recitation of the Pledge of Allegiance at each meeting. If the Parliamentarian is unable or unwilling to execute this duty, he or she shall appoint someone to perform them.

Section 6 – 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.
- B. General ASG members who do not hold an elected or appointed position within ASG may serve, provided there is space available, on ASG Senate Committees.
- C. General ASG members who serve on one (1) of these committees shall have the same rights and responsibilities as Senators serving on these committees, including attendance requirements to committee meetings.

Section 7 – 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. The Chair of the Senate shall take applications for ASG committee assignments from the general ASG membership. General ASG members shall apply for committee

assignments by the second (2nd) ASG Senate meeting of the fall semester. Each general ASG member shall indicate his or her desired committee assignments by order of preference.

- C. In the event that more Senators apply for an ASG committee than there are positions available, Senators for that committee shall be selected by a lottery coordinated by the Chair of the Senate.
- D. 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.
- E. Following the Senator committee assignments and the election of committee chairs, general ASG members (who are not Senators) shall receive their first (1st) preference of committee assignment, provided there is space available.
- F. In the event that more general ASG members (who are not Senators) apply for a committee than there are remaining positions available, general ASG members for the committee shall be selected by a lottery coordinated by the Chair of the Senate.
- G. Following the placement of general ASG members (who are not 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.
- H. 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 8 – ASG Committee Chairs

- A. Committee chairs shall be elected from the general ASG membership.
 - a. The Chair of the Senate shall coordinate the elections of the ASG committee chairs.
 - b. Senators and/or general ASG members 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 general ASG membership, including Senators.
- B. The chairs of all ASG 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, consistent committee meeting times, and coordinate and announce meeting locations.
 - a. Once established by the committee chair, a committee's regularly scheduled meeting time shall not be changed for one whole semester, unless otherwise approved by both a majority of the voting members of that committee, and the Chair of the Senate.
 - b. 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.
 - c. 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 9 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 10 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. The Internal Affairs Committee shall conduct internal Senate Elections by the rules provided in this Constitution and the ASG Code.
- C. The Internal Affairs Committee, in conjunction with the GC, shall have the right to question Justice Candidates and report to Senate prior to their confirmation.
- D. Members of the Internal Affairs Committee shall not serve with conflicts of interest.
- E. 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.
- F. 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 only 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.
- G. The Internal Affairs Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.

Section 11 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 12 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 13 – 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 ASG Webmaster.
- 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 14 – Chair of the Senate Summer Compensation

- A. 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 his or her term.
- B. The Chair of the Senate shall be compensated for hours served during the fourteen (14) week summer with an hourly rate of six dollars (\$6.00).
- C. Chair of the Senate Compensation shall be taken from the ASG Senate Operating Budget as outlined in this Code and the ASG Constitution.
- D. The Chair of the Senate serving summer office hours shall also receive an extended garage parking permit to be paid out of the ASG Senate Operating Budget.

Title III. Graduate Student Congress Code

Section 1 – Composition of the Graduate Student Congress

Seats in the Graduate Student Congress shall be apportioned as follows:

- A. The Graduate Student Congress shall have exactly thirty-five (35) seats.
- B. Seats in the ASG Graduate Student Congress shall be apportioned according to a college-based model outlined below:
 - a. Graduate Student Congress seats are apportioned from the following colleges: Dale Bumpers College of Agricultural, Food and Life Sciences; Graduate School Interdisciplinary Programs; J. William Fulbright College of Arts and Sciences; Sam M. Walton College of Business; College of Education and Health Professions; and the College of Engineering;
 - b. The thirty-five (35) Congress seats shall be allocated proportionally by population of on campus students, as defined by the Eleventh Day Report, between the enrollment groups each year. That is, each enrollment group will receive its whole percentage (excluding fractional remainders) of the total University graduate student population in Congress seats. If the number of Congress seats distributed based on whole percents does not add to thirty-five (35) seats, the remaining seats shall be allocated to those enrollment groups with the largest fractional

remainders until thirty-five (35) seats are allocated. Students whose program is listed in more than one (1) college shall be required to designate the enrollment group in which they will vote; and

- c. The University population shall be based on the official University enrollment on record with the Registrar's Office on the eleventh (11th) day of classes in the spring semester.
- C. All Congress Members shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administrated by the OSA in conjunction with ASGJ.

Section 2 – Special Graduate Student Congress Offices

- A. The Graduate Student Congress shall elect, from amongst the members of Congress, via a simple majority, a presiding officer for its meetings who shall be known as the Speaker of the Graduate Student Congress.
- B. The Graduate Student Congress shall elect, from amongst the members of Congress, via a simple majority, a Vice Speaker of the Graduate Student Congress.
- C. The Graduate Student Congress shall elect, from amongst the members of Congress, via a simple majority, a Treasurer of the Graduate Student Congress.
- D. The Graduate Student Congress shall elect, from amongst the members of Congress, via a simple majority, a Secretary of the Graduate Student Congress.
- E. Election for the special Congress offices shall occur no later than the end of the third (3rd) meeting of the fall semester.

Title IV. 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. In accordance with Article III, Section 2 of the ASG Constitution, the term of the Justices of the ASGJ shall be from the completion of their training and shall not exceed three (3) academic years or until the student's expiration of eligibility.
- B. 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.
- C. All Justices and Judicial Proxies must meet the requirements for participation in co-curricular activities established by the University and outlined in the Student Handbook throughout their entire term of office.
- D. Leaves of absence shall be included in a Justice's term of office.

- E. 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.
- F. 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.
- G. A Judicial Proxy serving as a Justice shall still count as one (1) of the two (2) Judicial Proxies.

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.
- B. The ASG President shall choose no fewer than fifteen (15) applicants to participate in interviews provided that at least fifteen (15) applicants exist. Interviews shall be conducted by the Executive Committee and the ASG Advisor.
 - a. If fewer than fifteen (15) applicants exist, all shall be interviewed.
- C. By the third (3rd) meeting of the ASG Senate, the President shall appoint two (2) Judicial Proxies 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 and GSC 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 or GSC, 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.
- f. The GSC 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 GSC meeting.
- g. Justice Candidates shall be given five (5) business days' notice by the GSC Secretary announcing the date, time, and location of the GSC meeting at which their appointments will be considered.

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 OSA or its designee in consultation with the Dean of Student's Office, ASG President, Chair of the Senate, Parliamentarian and GSC Speaker for this process. Failure to complete training within one (1) month of 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 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 announce the date, time, and location of each ASGJ meeting no later than five (5) business days prior to the meeting.
- G. 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, GSC Speaker, ASG Advisor, and ASG Webmaster.
- H. 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.
- D. The ASGJ Judicial Clerk shall be appointed as follows:
 - a. The ASGJ Clerk shall be appointed from one (1) of the Judicial Proxies;
 - b. The ASGJ Clerk shall take minutes during all ASGJ meetings, serve as a court reporter during ASGJ cases, and keep an official roll of the Justices;
 - c. The ASGJ Clerk shall be required to attend all ASGJ meetings, unless expressly excused by the ASGJ Chief Justice;
 - d. After the ASGJ Clerk 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; and
 - e. In the case of absence, the ASGJ Chief Justice shall temporarily assign an ASGJ member to fulfill the duties of the ASGJ Clerk.
- E. The ASGJ Elections Commissioner shall be appointed as follows:
 - a. The ASGJ Elections Commissioner shall be appointed from the general membership of ASG;
 - b. The ASGJ Elections Commissioner shall serve as the presiding officer for all and only matters relating to Senate and Executive Officer Elections;

- c. The ASGJ Elections Commissioner shall be required to attend all ASGJ meetings where the agenda includes items pertaining to Senate and Executive Officer Elections;
- d. After the ASGJ Elections Commission acquires three (3) absences of in the case of a vacancy in the position of ASGJ Elections Commissioner, the ASGJ Chief Justice shall fill the vacancy by appointment as soon as reasonably possible.

Section 10 – Meetings of the ASGJ

- A. The latest edition of *Robert's Rules of Order* shall be used as the parliamentary authority of the ASGJ.
- B. The ASGJ Chief Justice shall arrange a meeting place on campus for all ASGJ meetings.
- C. Every meeting of the ASGJ and its agenda shall be announced to the ASG Executive Officers and the ASG Senate at least five (5) business days in advance.
- D. Justices may not send Proxies to any meeting of the ASGJ.
- E. 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 carry 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, GSC 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 meeting. 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, and the GSC Secretary 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.
- L. Upon receipt of a request from a legislative body for an Arbitration Hearing, the ASG Chief Justice must notify the other legislative body within 48 hours.
- M. Both legislative bodies will have no less than ten (10) business days that school is in session upon notification of an Arbitration Hearing request to write a report outlining their reasoning why or why not a particular bill, resolution or amendment infringes on “the rights and operation” of a legislative body, as outlined in Article II Section 1 of the ASG Constitution.
 - a. The Arbitration Hearing request, as well as the reports from both legislative bodies, must be published on the ASG website no later than three (3) business days that school is in session after receipt of these articles by ASGJ.
 - b. The ASGJ shall meet no later than ten (10) business days that school is in session after the legislative bodies have prepared their reports to hold their Arbitration Hearing.
 - i. No ASG agents other than members of the ASGJ shall be present
 - ii. Deliberations of the ASGJ to discuss Arbitration Hearings shall occur in closed meeting. A majority vote of those Justices present shall be sufficient to determine whether Article II, Section 1, Subsections E & F have been violated by legislative action.
 - iii. ASGJ must notify both legislative bodies immediately after they have reached a decision.

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

- A. The Chair of the ASGJ, 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 Chair of the ASGJ 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. The ASGJ shall convene and briefly discuss the allegation. If the allegation is determined to be appropriate for the ASGJ to consider, the Justices may, by a majority vote, continue with the proceedings on said issue.
- D. 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. One (1) 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.
 - e. One (1) ASG member appointed by the ASG GSC;
- E. Upon the completion of the investigative committee's findings, each member of the investigative committee shall present his or her findings to the ASGJ and submit all data. At this time, the ASGJ may determine by a majority vote to proceed with a hearing on the issue. If a hearing is determined to be necessary, the ASGJ Chief Justice shall set a date, time, and location for the hearing to be held in no sooner than five (5) business days.
- F. The ASGJ Chief Justice shall conduct the pre-hearing interview in the presence of the ASG Advisor.
- a. The pre-hearing interview shall consist of an explanation of the charges and an explanation of the ASGJ hearing procedures.
 - b. At the pre-hearing interview, the defendant shall be allowed to view any and all documentation regarding the allegations against him or her.

- G. The hearing shall be closed and chaired by the ASGJ Chief Justice. Equal time will be allotted so that both sides of the issue can be clearly explained. Both the complainant and the defendant may seek representation during the hearing.
- H. Upon conclusion of the hearing, the ASGJ shall vote, in a closed meeting, on the status of the ASG agent. The officer may be reprimanded or dismissed by a two-thirds (2/3) vote of the ASGJ.
- I. 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, the ASGJ Chief Justice must convey the decision of the ASGJ in writing to the ASG President, the Chair of the Senate, the GSC Speaker, 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.
- J. Any position vacated by dismissal shall be filled in accordance with this Code and the ASG Constitution.

Title V. Financial Code

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. This estimation will not include the expense of the ASG Office Manager's salary and fringe benefits. The ASG Office Manager's salary and fringe benefits will be deducted from the ASG fee by the OSA at the beginning of each fiscal year.
- 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 and the GSC Treasurer.
 - 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.
 - g. Upon submission of the ASG Executive Operating Budget to the ASG GSC Treasurer, the GSC Treasurer shall present the ASG Executive Operating Budget to the ASG GSC.
- 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 and the GSC.
 - 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 and the GSC. The Treasurer shall submit an expenditure report detailing the expense at the ASG Senate meeting immediately following the expenditure. The ASG

Treasurer shall submit an electronic expenditure report detailing the expense to the GSC President 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 one hundred and sixty dollars (\$4160.00) for his or her term.
- D. The ASG Vice President shall be remunerated three thousand six hundred dollars (\$3600.00) for his or her term.
- E. The ASG Treasurer shall be remunerated two thousand eight hundred and eighty dollars (\$2880.00) for his or her term.
- F. The ASG Secretary shall be remunerated two thousand eight hundred and eighty dollars (\$2880.00) 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.

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 compensated for office hours served at an hourly rate of six dollars (\$6.00).
- F. In order to receive compensation, the ASG Chief of Staff must be approved by a unanimous vote of the Executive Committee.
- G. The ASG Chief of Staff must sign in and out with the ASG Advisor or designee for office hours served and to be compensated.
- H. 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 – 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 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 6 – Special Senate Offices Honoraria

- A. Special senate offices shall include Parliamentarian, Legislative Clerk, Sergeant at Arms, 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 be remunerated two thousand eight hundred and eighty dollars (\$2880.00) for his or her term in office. Remuneration shall begin in August and end in May of the academic year during service.
- F. The Chair of the Senate shall receive a reserved garage parking permit to be paid out of the ASG Senate Operating Budget.

Section 7 – RSO 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 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. RSOs that purchase equipment or property must store the equipment or property in the OSA Office or other OSA approved on campus location. The ASG Treasurer, or his or her designee, shall inventory all equipment or property purchases by April 30th to ensure their availability for the following year. Missing equipment or property should be addressed with the RSO membership and advisor, the ASG Advisor, and, if necessary, UAPD.
- H. 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 conferences except transportation expenses and administrative or programming expenses. Requests for conference appropriations must include current conference registration forms and conference information or brochures.
- I. 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.
- J. 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.
- K. 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 8 – 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. This money shall be placed back into the ASG Allocations Budget.
- 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. This money will be placed back into the ASG Allocations Budget.
- C. Any RSO that receives funding from ASG shall not receive funding from any other student fee. Any RSO that is determined by the Appropriations Committee and the OSA for receiving both ASG funds and funds from another student fee shall have their remaining ASG allocation suspended. This money will be placed back into the general ASG Budget.
- D. 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 9 – Additional Functions of the ASG Allocations Budget

- A. RSO office space rent and phone charges shall be paid for offices in the RSO Office Space rented to RSOs eligible for ASG funding. The costs shall come directly out of the RSO Allocations Budget in an amount no greater than seven thousand five hundred dollars (\$7500.00). The rent and phone charges will not be requested in RSO budgets nor taken out as administrative costs for those RSOs which are granted space in the RSO office space.
- B. 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. Examples of prohibited items include palm pilots or hand held computers.
- 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 10 – 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 11 - 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 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).
- B. 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.
- C. 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.
- D. 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.
- E. Projects shall be fully transcribed and published at by the 11th Day of Classes of each Fall Semester.
- F. 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.
- G. 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.
- H. 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.

Title VI. Fresh HOGS Code

Section 1 – Coordinators

- A. Coordinator
 - a. The Coordinator shall be responsible for updating the bi-monthly report templates for the upcoming academic year and standing rules by June 1, which shall require unanimous approval by the President, the Chair of the Senate, and the Chief Justice by July 1.
- B. Deputy Coordinators
 - a. The Deputy Coordinators (DCs) shall be appointed by and report to the Coordinator.
 - b. Duties of DC of Administration
 - i. The DC of Administration shall create agendas and take minutes at Fresh HOGS meetings.
 - ii. The DC of Administration shall be responsible for maintaining the program budget and calendar.
 - iii. The DC of Administration shall create and manage the office hour schedule for Fresh HOGS members.
 - iv. The DC of Administration shall track all attendance for Fresh HOGS members.
 - c. Duties of DC of Membership
 - i. The DC of Membership shall create the marketing and recruitment plan for Fresh HOGS.
 - ii. The DC of Membership shall manage the application and interview process for Fresh HOGS.
 - iii. The DC of Membership shall appoint Fresh HOGS members to committees in the Executive, Legislative, and Judicial branches of ASG.
- C. Assistant Coordinators:
 - a. There shall be four Assistant Coordinators appointed by the Coordinator.
 - b. These Coordinators will be responsible for assisting the Coordinator by:
 - i. Assisting and planning programs
 - ii. Serving as a group leader.
 - iii. Any other duties the office may require or Coordinator assigns.

Section 2 – Summer Compensation for Coordinator

- A. The Fresh HOGS 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 Fresh HOGS Coordinator shall be compensated for hours served during the fourteen (14) week summer with the following hourly rate: six dollars (\$6.00).

- C. Summer Compensation shall be taken from the Fresh HOGS Operating Budget as outlined in this Code and the ASG Constitution.

Section 3 – Office Hours

- A. The Fresh HOGS Coordinator shall serve six (6) office hours per week, four (4) in the office and two (2) outside the office.
- B. The Fresh HOGS Coordinator shall sign in and out with the ASG Advisor or designee for office hours served.
- C. 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 4—Fresh HOGS Operating Budget

- I. The Fresh HOGS Operating Budget may be used to fund programming administered by the Fresh HOGS Coordinator, Deputy Coordinators, or Assistant Coordinators as outlined in the ASG Constitution.
- J. The Budget must be submitted to the ASG Senate no later than one month after the first scheduled Senate meeting.
- K. Programming expenditures in the Fresh HOGS Operating Budget may be amended by the Fresh HOGS 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 and Graduate Congress.
 - 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 VII. 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 Election Rules, 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.

- D. Campaign rules and regulations are defined as follows:
- a. Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election;
 - b. 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. 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 co-curricular 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;
 - d. 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;
 - e. During the official time when the election is being conducted, no campaigning shall occur within fifty (50) feet of any computer lab on campus, including the general access labs, any departmental labs, or any labs in residence halls, or Greek living units. Additionally, campaigning shall not occur within one hundred (100) feet of the official ASG sponsored polling stations. Polling station locations shall be announced no later than the candidate orientation session. The fifty (50) feet rule shall only apply to computer labs on the same building floor or level that the candidate is campaigning on; it does not apply to the vertical plane;
 - f. All candidates and campaign paraphernalia must comply with this Code and the ASG Constitution, the Standards of Ethics, the Election Rules, and University Policy;
 - g. Candidates and members of campaign staffs are prohibited from setting up computers or laptops for the purpose of establishing a polling station. ASGJ shall be allowed to sponsor official polling stations. No candidate or campaign staff member shall work the official polling station. A polling station shall be defined as any computer that accesses the University network for the purpose of casting a vote and/or submitting a ballot;
 - h. An elector cannot be asked or required to cast a vote for a candidate in exchange for any item or service of value;
 - i. No state or student fee monies, including ASG monies, shall be used to support or oppose any candidate;
 - j. 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;
 - k. No candidate or campaign staffer shall interfere with the campaigning or campaign materials of an opponent;

- l. 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;
 - m. The use of the University mail system for campaigning is strictly prohibited;
 - n. 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;
 - o. 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;
 - p. All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election;
 - q. Candidates are responsible for any litter that is created due to campaign activities;
 - r. Only University of Arkansas students may serve as members of a campaign staff;
 - s. 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;
 - t. The use of electronic media by a candidate or agent of a candidate to campaign before the campaigning period begins is strictly prohibited;
 - u. Candidates must follow all University Policies concerning use of buildings and sidewalks for campaigning; and
 - v. All electorate staff shall remove campaign paraphernalia before entering an official polling station.
- E. Guidelines for sitting Executive Officers shall be as followed:
- a. No Associated Student Government Executive member, currently in office, may publically 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.

Section 2 – The ASGJ and the Elections Commissioner

- 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 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.
- D. No ASGJ member shall endorse or campaign in any manner for any ASG candidate other than himself or herself.
- E. The ASGJ shall have the authority to organize and staff an official ASG Polling Station for the ASG Executive Elections, ASG Senate Elections, and ASG Sponsored Referenda. The ASGJ shall work in conjunction with Computing Services and the OSA to ensure the polling station is run in a fair and efficient manner.

Section 3 – Executive Officer Election Registration

- A. All candidates for Executive Office must turn in with the filing application a fifty (50) 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.
 - 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 law.
 - d. The ASGJ shall be responsible for certifying the petitions.

Section 4 – Executive Officer Elections

- A. Executive Officer Elections shall be administered by the OSA and facilitated by the ASGJ in conjunction with the ASG Advisor.
- 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 OSA.
- D. Registration packets shall be made available at least five (5) weeks prior to the beginning of the Executive Officer Elections in the OSA and shall list the date, time, and location of any and all candidate orientation sessions.
- E.
 - 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 OSA 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 in conjunction with the OSA 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 run-off 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.
- J. 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. The Senate Elections shall be as follows:
- B. Senate Elections shall be administered by the OSA and facilitated by the ASGJ.
- C. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with the ASGJ.

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, to the OSA within the given timeframes published by the OSA. The OSA may choose to accept these forms in person or online;
 - 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; and
 - d. All Senate candidates shall be verified by the Office of Student Activities for participation in co-curricular activities as outlined in the Student Handbook. Candidates not meeting these requirements will be removed from the ballot.
- D. In lieu of a vacated seat in the Associated Student Government Senate, the Chair of the Senate has the power to appoint an At-Large Senator from the pool of general election and first vacancy election candidates to fill the empty seat in order to maintain a full Senate body. The appointee will be a full and legitimate Senator, pending approval as determined by a vote of confidence within the Senate body five (5) senate meetings following his or her appointment and hold office for the duration of the academic year.
- 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 Article II, Section 2 of 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.
 - c. The number of Senate seats allotted to each college shall be based on enrollment within that college, based on formulas in the ASG Constitution.
 - d. 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 Article V, Section 2 of the ASG Constitution.

Section 6 – Internal Senate Elections

- A. Internal Senate Elections shall be secret ballot elections coordinated by the Chair of the Senate. The Ethics Committee shall create and distribute the ballots, count the votes, and provide the results to the Chair of the Senate and the ASG Webmaster.
- 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. In order 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 in conjunction with the OSA. The orientation session should include expectations of the office in addition to the election timeline and guidelines.

Section 7 – Election Expenditures

- A. No Presidential-Vice Presidential official ticket campaign may spend more than five thousand dollars (\$5,000.00) total, including donations, for the general election. No Treasurer or Secretary candidate's campaign may spend more than two thousand five hundred dollars (\$2,500.00) total, including donations, for the general election. In the case of a run-off election, each Presidential-Vice Presidential ticket will be allowed a total of one thousand dollars (\$1,000.00) in campaign expenses per run-off campaign, while each Treasurer and Secretary candidate will be allowed a total of five hundred dollars (\$500.00) in campaign expenses per run-off campaign.
- B. No Senate candidate's campaign may spend more than five hundred dollars (\$500.00) total, including donations for the general election. In the case of a run-off, each candidate will be allowed a total of two hundred and fifty dollars (\$250.00) in campaign expenses per run-off campaign.
- C. A full, itemized report of all income and expenditures must be presented to the OSA as a matter of public record by 12:00 p.m. on the day after the general election. 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. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.
- 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.

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 do so in person with the OSA 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 OSA.
- 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. The ASGJ Elections Commissioner shall notify all parties in the complaint of the time and location of the meeting no less than twenty-four (24) hours preceding the meeting;
 - c. 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;
 - d. The ASGJ shall, after hearing relevant testimony, determine whether a violation of the Elections Rules has taken place;
 - e. The ASGJ shall, after establishing the validity of a complaint, determine any action to take on the violation, as provided by the Statement on Elections and Title V, Section 9 of this Code;
 - f. 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;
 - g. 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
 - h. Appeals of an ASGJ decision on the elections violation shall be heard by the ASG Elections Commissioner and two (2) members of the OSA selected by the Director of the OSA; and
 - i. 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;
 - j. The ASGJ Elections Commissioner shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
 - k. All decisions of the ASGJ Elections Commissioner and the OSA are final and may not be appealed;
 - l. 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 the ASGJ Elections Commissioner

- A. The ASGJ shall be chaired by the ASGJ Elections Commissioner, as a non-voting member, regarding all matters relating to Senate and Executive Elections.
- B. The ASGJ shall have the power to convene to hear complaints filed concerning elections.
- C. The ASGJ shall have the power to determine whether a complaint is a valid violation.
- D. The ASGJ shall have the power to determine a penalty for elections violations.
- E. 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.
- F. All elections decisions of the ASGJ can be appealed to the ASGJ Elections Commissioner and the OSA.
- G. The ASGJ shall have the power to set up official polling stations during the Executive Elections, the Senate Elections, and ASG sponsored referenda.

Section 11 – Graduate Student Congress Elections

- A. The GSC Elections shall be as follows:
- B. GSC Elections shall be administered by the OSA and facilitated by the ASGJ.
- C. All GSC Congress members shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with the ASGJ. Candidates shall be required to accomplish the following tasks in order to qualify for the ballot:
 - d. All GSC candidates shall be verified by the Office of Student Activities for participation in co-curricular activities as outlined in the Student Handbook. Candidates not meeting these requirements will be removed from the ballot.
- D. The initial GSC election will be held in conjunction with the Executive Officer election.

Title VIII. 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 IX. Initiative

Section 1 – Student Initiative Process

- A. In order to begin the process of initiative, a general ASG member must first submit the amendment or referendum title and a short statement of purpose to the ASGJ.
- B. The ASGJ has five (5) business days to review the amendment or referendum title and statement of purpose to check for constitutionality and to ensure the title and purpose are not in conflict. Should the ASGJ determine either of these two (2) conditions are not satisfied, the author of the title and statement purpose is to be notified of the discrepancy and will have the opportunity to submit the title and statement of purpose again.
- C. After the title and statement of purpose have been approved, the author of the initiative has until three (3) weeks prior to the final ASG Election to gather the required number of signatures and to submit the petitions to the OSA to determine the validity of each signature.
- D. Valid petitions must include the title 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 only valid in the academic semester which the title and statement of purpose are submitted to and approved by the ASGJ.