



ASSOCIATED STUDENTS OF SOUTHERN OREGON UNIVERSITY

BYLAWS

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Section 1: Branch Powers and Division of Duties

1.1 The ASSOU shall be composed of three branches:

1.1.1 Executive Branch

1.1.1.1 The Executive Branch shall consist of the Office of the ASSOU President, Vice-President, and staff.

1.1.1.2 The Executive Branch shall work to achieve its mission in cooperation with the ASSOU Legislative, the ASSOU Judicial Branch, and Student Body.

1.1.1.3 The ASSOU President and Vice President will select a cabinet, which consists of no more than eight Directors.

1.1.1.4 The Executive Branch shall have the liberty to spend funds allocated to the Executive Branch by the ASSOU Budget Committee to the benefit of students.

1.1.1.5 The Executive Branch shall work with the Senate and all committees to promote education, awareness, and advocacy on the behalf of the Student Body on the university, region, state, nation, and world levels.

1.1.2 Legislative Branch

1.1.2.1 The Legislative Branch will be composed of at least six and no more than twelve Senators who represent the diversity of SOU and shall be referred to as the Senate.

1.1.2.2 The Senate shall strive to achieve its mission in cooperation with the Executive and Judicial Branch of ASSOU.

1.1.2.3 The Senate shall have the liberty to spend funds allocated to the Senate through the ASSOU Budget Committee to the benefit of students.

1.1.3 Judicial Branch

1.1.3.1 The Judicial Branch shall be composed of the Chief Justice, and up to four Associate Justices

1.1.3.2 The Judiciary shall advise, interpret, and enforce the rules and regulations of ASSOU.

1.1.3.2.1. Opinions of the Judiciary, which are established by an official vote of the Judicial branch, which rule on a vote, action of an officer(s), or branch not in line with the rules of ASSOU are binding.

1.1.3.2.2 The Judiciary will oversee all branch and committee meetings to ensure rules and regulations of ASSOU are followed.

1.1.3.3 The Judiciary shall be involved in the activities of ASSOU.

1.1.3.4 The Judiciary shall review and enforce election rules.

1.1.3.5 The Judiciary shall certify all election results.

1.1.3.6 The Judiciary shall have the liberty to spend funds allocated to the Judiciary through the Budget Committee to the benefit of students.

Section 2: Code of Ethics

2.1 All members of ASSOU shall adhere to the Student Code of Conduct as well as the following obligations:

2.1.1 Safe space guidelines will be as follows:

2.1.1.1 Officers shall act in good faith in addressing their fellow officers with proper pronouns. Officers are not required to share their pronouns. If an officer's pronouns are unknown, or if they do not use pronouns, they may be referred to by their name or position.

2.1.1.2 Officers shall not use ableist, homophobic, transphobic, racist, or other language that otherwise dehumanizes or degrades their fellow students and student leaders.

2.1.1.3 Officers shall act in good faith, and work to avoid taking space away from their fellows in discussion.

2.1.1.4 Officers shall respect and honor the needs of their constituents, whether or not the officer is personally impacted by an issue.

2.1.2 Officers shall make themselves available for students and be on time for meetings, office hours, and events.

2.1.2.1 Officers are expected to respond to correspondence within 48 hours

2.1.3 When appropriate and not pertaining to a Bylaw, conflicts are expected to be resolved with the involved person(s) directly. If an officer is not comfortable doing so, they may seek assistance from their branch head or an advisor regarding personal issues.

2.1.4 Officers are expected to treat their colleagues, constituents, and the student body at large with respect, regardless of branch or personal point of view.

2.1.5 Officers represent ASSOU at all times, and as such must conduct themselves with tact and professionalism in accordance with their station.

2.1.6 Failure to Comply with this Code of Ethics, the SOU Student Code of Conduct, or the Oath of Office can result in termination.

2.2 Ethical Intent. High moral and ethical standards are required of ASSOU officers to ensure the trust, respect, and confidence of the Student Body. Imperative to a fair and open government; the ASSOU must conduct the public's business in a manner that preserves the democratic process and avoids conflicts of interest or the appearance of conflicts of interest.

2.2.1 Conflicts of interest. All members of ASSOU must not take any action, participate in any action, or approve any action or decision on behalf of ASSOU that will result in a direct personal benefit, or benefit any person or interest affiliated or connected with them. An ASSOU member shall avoid circumstances that reasonably imply that the ASSOU member acted for direct personal gain rather than for the best interest of the Student Body. An ASSOU member shall not knowingly engage in any activity on- or off-campus that would prevent ASSOU from fulfilling those obligations they fairly owe to the Student Body.

2.2.1.1 In the case of a conflict of interest, that member shall recuse themselves from voting, discussion, and comment related to the matter in question.

2.2.2 Benefits/Unlawful Compensation. No ASSOU member shall solicit or accept direct or indirect payment for the performance or nonperformance of any act.

2.2.3 Purchasing. ASSOU officers shall uphold all procedures, guidelines, and statutes pertaining to the requisition, use, and disbursement of the Southern Oregon University incidental fee, and maintain impartial and ethical conduct when administering the fee process. See "Misuse of Property". See "Benefits/Unlawful Compensation".

2.2.4 Inducing to Act. No ASSOU officer shall aid, advise, condone, be complicit in, or in any way induce another to act in violation of any provision in the ASSOU Governing Documents.

2.2.5 Recruitment. ASSOU members are hereby directed, under any recruitment campaign, drive, or effort; to make every reasonable effort to reach and include traditionally underrepresented student groups.

2.2.6 Misuse of Property. No ASSOU member shall use, authorize to use, or condone in any way the wrongful use of ASSOU property, including but not limited to, the use of ASSOU material, accounts, or Incidental Fee funds to aid ASSOU political campaigns or personal interests.

2.2.7 Meritocracy. ASSOU shall choose the most qualified and capable applicants for Student Government office regardless of their race, color, religion, sex, national origin, ethnicity, age, disability, marital status, veteran status, sexual orientation, gender identity, pregnancy, organizational affiliation, affiliation with a political party or candidate or class standing or for any other aspect of their identity.

2.2.8 Abuse of Position. No ASSOU member who is in a position of authority shall threaten, attempt to threaten, or condone threatening, either verbally or in writing, the current or future employment, funding, or position of a subordinate for any reason.

2.2.9 Slander and Libel. No ASSOU member shall; through written, spoken, or recorded testimony, assault the reputation of a member of the Student Body through force of their office.

2.2.10 Deception, Misrepresentation, and Concealment. No ASSOU member shall intentionally perjure themselves or misrepresent any material fact relating to the conduct of their duties, nor shall any ASSOU member conceal or cover up a material fact pertaining to a violation of this section. ASSOU members shall disclose any and all knowledge of any violation of this section.

2.3 The Heads of Government shall be responsible for facilitating training on the above requirements by a deadline determined at the beginning of the year.

2.3.1 Heads of Government shall be responsible for training new ASSOU officers respective to their branch within two weeks after they are sworn-into office.

Section 3: Meeting Procedures

3.1 ASSOU meetings shall follow Robert's Rules of Order.

3.1.1 If a Bylaw conflicts with Robert's Rules of Order, it supersedes Robert's Rules of Order.

3.2 Officers unable to physically attend a meeting may telecommute via phone or computer and make official votes over the course of the meeting.

3.2.1 Telecommuting must be approved by the meeting Chair and the Presiding Justice.

3.3 Officers unable to physically or electronically attend a meeting may assign a Proxy ASSOU Officer to stand in their place over the course of the meeting.

3.3.1 The Proxy Officer must be approved in writing by the meeting Chair and Chief Justice at least 48 hours prior to the meeting.

3.3.1.1 By assigning a Proxy ASSOU Officer, an ASSOU Officer acknowledges that they will be relinquishing their vote to their named chosen Proxy.

3.3 Official Meetings

3.3.1 Official votes may only be made at meetings that have published Agendas a minimum of 48 hours in advance, are open to the public, have a Presiding Justice present, and have met quorum.

3.3.1.1 All persons sitting on a committee or branch must be notified of the initial meeting time two weeks prior to the meeting.

3.3.1.1.2 Newly onboarded Officers or At-Large Members must be notified as soon as possible.

3.3.1.2 All committees and Branches must have their initial and recurring meetings scheduled by the end of the previous term.

3.3.1.2.1 To be granted an extension, the Chair must submit a written time extension request to Judicial.

3.3.2 In the case that a meeting must be called after the 48-hour notice has passed, an Emergency Meeting may be called.

3.3.2.1 Emergency Meetings must be approved in writing by the Chief Justice.

3.3.3 Any votes requiring anything more than quorum must be stipulated in the Branch Rules or Bylaws and must be stated on the agenda.

3.3.4 Any official meeting that takes place must have a Presiding Justice present during the entire length of the meeting.

3.3.4.1 If the Presiding Justice needs to leave the meeting, the meeting must be recessed until they return or a new Presiding Justice is present.

3.4 All ASSOU Meetings

3.4.1 All ASSOU is composed of all Officers of ASSOU.

3.4.2 An All ASSOU meeting shall be called with the approval of at least two of the three Branch Heads.

3.4.3 An All ASSOU meeting shall be co-chaired by the three Branch Heads.

3.4.4 The Heads of Government shall conduct at least one All ASSOU Meeting a term.

3.4.5 All ASSOU meetings are the only meetings in which the organization can create an All ASSOU Issue.

3.5 Agendas

3.5.1 Agendas must be publicized 48 hours in advance of the meeting in question. Any supporting documents for the meeting must be sent out along with the agenda.

3.5.1.1 All Agendas should follow the Agenda template which will be provided by a Head of Government.

3.5.1.2 It is the chair's responsibility to upload the recording of the meeting into the ASSOU drive into the appropriate folder, the administrative director is then responsible for completing the minutes and uploading those to the appropriate folder. Finally the officer responsible for the website will upload the completed minutes to the appropriate area on the ASSOU website.

3.5.2 Minutes

3.5.2.1 All meetings must have written minutes in adherence to Robert's Rules of Order.

3.5.2.2 Unapproved minutes must be sent to the Chair within a reasonable timeframe, to be defined and agreed upon by the Secretary and meeting Chair. If no timeframe is agreed upon, minutes shall be sent before the posting of the next meeting's agenda.

3.5.2.3 Meeting minutes must be approved by the Committee that created them before being published.

3.5.2.4 The meeting Chair shall send approved minutes to the Director of Public Relations within 48 hours following their approval. The Director of Public Relations shall publish approved minutes within one week of receiving them.

3.5 Publication Procedure

3.5.1 Any documents requiring publication for meetings must be outside the ASSOU offices and on the ASSOU website.

Section 4: Office Hours

4.1 Each ASSOU Officer must post 2 hours of in-person office hours per week by the end of the previous term, or two weeks after they are trained. The attendance policy also applies to office hours.

4.1.1 Office hours shall be set within reasonable hours, to be determined by the Heads of Government in a collaborative effort.

4.1.2 Exceptions will be made by the Heads of Government in a collaborative effort, if necessary.

4.2 Office hours and location thereof will be made public by the Director of Public Relations within one week of receiving them.

4.3 Office hours shall be accessible to all students.

4.4 Branch Heads shall hold their officers accountable to their hours with the assistance of the Judicial Branch if necessary.

Section 5: Appointments, Dismissals, and Resignations

5.1 Hiring and Appointments

5.1.1 All Executive appointed officer positions shall be filled through an open, ethical and transparent process conducted by the Executive branch and confirmed by the Senate.

5.1.2 The start of any hiring or appointment process shall be publicized to the student body.

5.1.3 All final hiring(s) and appointments must be confirmed by the Senate.

5.1.4 The Chief Justice shall be hired in an interview process conducted by the Senate, using questions submitted by officers from every branch up to 48 hours prior to the interview.

5.1.4.1 Appointment of an applicant for Chief Justice shall be made by a majority vote of the Senate.

5.1.4.2 The ASSOU President may veto the Senate's decision within 48 hours. The President must provide the Senate a detailed explanation of the reasons it they rejected the nomination.

5.1.4.2.1 The Executive is responsible for administering the Oath of Office for the Chief Justice.

5.1.4.2.2 The Senate may overturn the veto with a $\frac{2}{3}$ vote.

5.1.4.2.3 The Senate may also vote to appoint any candidate previously interviewed by the current ASSOU body or vote to reopen the application for Chief Justice.

5.1.4.3 If no candidate for Chief Justice is sworn in before the conclusion of the academic year, the Senate may opt to appoint any current ASSOU officer to be interim Chief Justice.

5.1.4.4 The Interim Chief Justice will serve in the position of Chief Justice, putting their other position on hold, until the Senate appoints a permanent Chief Justice, at which point the interim will return to their previous position.

5.1.4.4.1 The process for filling a vacancy in the Chief Justice position during the Academic year shall be outlined in the Judicial Rules.

5.1.4.5 Any interview for ASSOU must have a minimum of two Heads of Government present. Interviews must be recorded and thorough notes including how a decision was made must be available.

5.1.4.5.1 All interviewers and interview questions must be consistent per round of interviews.

5.1.4.6 If the ethicality or transparency of the process is questioned by any officer or candidate, the Judicial Branch shall review the recording and interview questions to determine whether the hiring process was in compliance with the Bylaws.

5.2 Resignation

5.2.1 Once submitted, all resignations are immediately valid.

5.2.2 Resignations must be in written form to the branch head and the appropriate ASSOU Advisor.

5.2.3 All three Heads of Government will notify their branch of any resignations within 48 hours through written notice.

5.3 Award Scholarship

5.3.1 Award Scholarships will be provided monthly.

5.3.1.1 Service for half a month will be given a half award.

5.3.1.2 Service for other fractions of a month will be awarded in increments at the discretion of SOU Raider Student Services.

5.3.2 Award scholarships will be directly deposited into the Officer's SOU student billing account.

5.3.2.1 If an Officer has an unpaid balance in their student account, their scholarship will go towards paying off that balance.

5.3.2.2 If an Officer does not have an unpaid balance in their student account, their scholarship will be deposited into their preferred bank account assigned to their SOU billing account.

5.4 Membership Changes

5.4.1 All ASSOU membership changes, both incoming and outgoing, must be filed with the appropriate SOU Administrator within 24 hours of Senate confirmation, resignation, or dismissal taking effect.

Section 6: Veto

6.1 Veto

6.1.1 The Senate shall have the ability to veto any official vote or action of the Executive Branch with a $\frac{2}{3}$ vote.

6.1.1.1 The Executive Branch may overturn a veto by the Senate with a $\frac{2}{3}$ vote.

6.1.2 The Executive Branch shall have the ability to veto any official vote or non-disciplinary action of the Senate.

6.1.2.1 The Senate may overturn an executive veto with a $\frac{2}{3}$ vote.

6.1.3 Every veto must include specific recommendations for changes.

Section 7: Grievances

7.1 Grievances

7.1.1 Any member of ASSOU may file a grievance, which is defined as a written complaint about a potential violation of ASSOU governing documents.

7.1.2 Grievances must contain the following information: name of complainant, name of the accused party (or parties), the relevant clause(s) of the governing documents that were allegedly violated, a description of the alleged violation, and names of any witnesses to the alleged violation.

7.1.3 Grievances must be sent to the Chief Justice through the Grievance form, who will acknowledge receipt of the grievance within 48 hours. If the complainant does not receive acknowledgement after this time, they shall send the grievance to the other Justices, who then have the responsibility to acknowledge the grievance.

7.1.3.1 Grievances against the Chief Justice, shall be sent to all Associate Justices.

7.1.3.2 The Grievance form shall be posted publicly and accessible to the student body.

7.1.4 The Chief Justice shall inform all relevant parties that the grievance has been filed. Relevant parties include all people named in the grievance, the heads of all three branches of ASSOU, all Justices, and the appropriate advisor of the ASSOU branch.

7.1.5 The Judiciary shall then initiate a Judicial Review as described in the Judicial Rules.

Section 8: Disciplinary Process

8.1 Formal Warning

8.1.1 Formal Warnings order officers to perform their duty and comply with any existing Bylaw or Branch Rule.

8.1.2 A formal warning may be issued by the Judiciary as the result of a Judicial Review.

8.1.2.1 When the Judiciary votes to issue a Formal Warning, the Chief Justice shall inform the officer(s) it is against, ASSOU heads of Government, and the ASSOU Advisor within 48 hours. The Formal Warning shall also be announced by a representative of the Judiciary at the next Senate meeting and Executive meeting.

8.1.3 If an officer doesn't correct the infractions stated in a Formal Warning the Judiciary may vote to take further action.

8.2 Probation

8.2.1 An officer on probation shall be required to conduct a weekly meeting with their Branch Head, Chief Justice, and the ASSOU Advisor, or as outlined by their probation.

8.2.2 Probation may be issued by the Judiciary for lack of compliance with a Formal Warning, or as the result of a Judicial Review.

8.2.2.1 When the Judiciary votes to issue probation, the Chief Justice shall inform the officer(s) it is against, ASSOU Heads of Government, and the ASSOU Advisor within 48 hours. The probation shall also be announced by the representative of the Judiciary at the next Senate meeting and Executive meeting.

8.2.3 If an officer doesn't correct the infractions stated while on probation, the Judiciary may vote to take further action.

8.3 Dismissal

8.3.2 A dismissal is a permanent and immediate removal from office.

8.3.3 When an officer is found through judicial review to have engaged in gross misconduct or dereliction of duty, the Judiciary may dismiss that officer.

8.3.3.4 After an officer is dismissed by the Judiciary, the Chief Justice shall announce a judicial review has concluded and the appropriate action has been taken.

8.4 Appeals

8.4.1 All officers have a right to appeal any decision within the disciplinary process within a week of the official decision.

8.4.2 The Appeals Committee shall address appeals using the process outlined in the Judicial Rules.

8.5 Grounds for Formal Warning, Probation, or Dismissal of Officers

8.5.1 Absence: If a member of ASSOU must miss a meeting that they are required to attend (e.g. a Senate meeting, Committee meeting, or meeting of another branch), they must give at least 24 hours' notice to the person who will be facilitating the meeting (e.g. the Chair of the committee, Chief Officer), except in the case of legitimate reason.

8.5.1.1 Legitimate reasons for missing meetings include: fulfilling other duties for ASSOU, having class, being ill or having a family emergency, and other reasons that a professor would generally accept for a student missing class.

8.5.1.1.1 If an officer's legitimate absences interfere with their ability to properly fulfill the needs of their position, their absences may be grounds for formal warning, probation, or dismissal from their position.

8.5.1.2 An "absence" from a meeting shall be defined as failure to arrive within a reasonable time from when the meeting is called to order, as determined by the committee Chair.

8.5.1.2.1 In the case that an officer leaves a branch meeting causing loss of quorum, that officer shall be considered to have been absent that meeting.

8.5.1.3 After each absence from a meeting the branch head shall, with all due diligence, attempt to contact the absent officer and inform them of the number of meetings they have missed.

8.5.1.3.1 If an Officer misses more than 3 meetings in a term without proper notice or with insufficient reason, that Officer shall be considered derelict in their duties, and the Judicial Branch shall conduct a judicial review.

8.5.1.3.2 If there is a question as to the legitimacy of an absence, the head of each branch shall determine whether the absence is excused

8.5.5 Failure to abide by SOU Student Code of Conduct or requirements of office shall be grounds for formal warning, probation, or dismissal of an officer.

Section 9: Elections

9.1 Elected Positions

9.1.1 The Student Body President, Student Body Vice President, and all Senators shall be elected by the student body.

9.2 Appointments

9.2.1 All other positions will be appointed.

9.3 Vacant Positions

9.3.1 Upon the vacating of a position by an officer the appropriate Head of Government will inform all other officers.

9.3.2 Upon receiving notice of a vacancy the appropriate Executive member will notify the student body of the vacancy and the process for applications.

9.3.3 Senate seats open during a non-election period shall be filled through a process outlined in the ASSOU Legislative Rules. .

9.3.3.1 Associate Justices shall be appointed by the Chief Justice through an ethical and transparent process and confirmed by Senate.

9.4 Principles of the Election.

9.4.1 The ASSOU Election Rules shall govern all elections of the Associated Students of Southern Oregon University. These rules shall ensure that all candidates, their campaigns, and all other related activities will be carried out according to the following principles:

9.4.1.1 The interests of the student body shall be protected.

9.4.1.2 Fairness among candidates shall be required.

9.4.1.3 The educational atmosphere of the University shall not be disrupted.

9.4.1.4 The integrity of ASSOU and confidence of the student body shall not be compromised.

9.4.1.5 The Election Rules will be composed by week 5 of every winter term by the Elections Committee who will, in conjunction with the Executive Branch, Administer all General and Special elections.

9.4.1.6 The Judiciary will monitor and validate all elections.

9.4.1.6.1 The Judiciary shall receive and process elections grievances and grievances against the committee.

9.4.1.6.2 Recount requests which meet the recount criteria as outlines in the Election Rules shall initiate a recount to be overseen by the Elections Committee.

9.4.1.7 The Elections Committee shall be a committee of ASSOU and be comprised of Senate, Executive, and At-Large members.

9.4.1.7.1 At-Large members will apply to Committee on Committees and be confirmed through Senate.

9.5 Ballot Measures

9.5.1 The student body shall have the power to make binding decisions by vote in a general election, through the process of a petitioned initiatives or referendums.

9.5.2 The proposed ballot measure must consist of two parts: a brief question and a separate statement. The statement shall provide any pertinent background information and an explanation of the effects of the measure. The statement may be omitted only when there is no pertinent background information and when the effects of the measure are clear from the question alone. Both the question and the statement are subject to all requirements of this review.

9.5.2.1 The proposed ballot measure must be worded in a clear and objective fashion.

9.5.2.2 The proposed ballot measure may contain no language inclined to influence voters.

9.5.2.3 The proposed ballot measure must be consistent with the ASSOU Constitution.

9.5.3 Ballot measure wording must be approved by the Elections Committee prior to any signatures being collected.

9.5.4 In order for a measure to qualify for placement on a ballot in a general election, a number of

signatures must be collected for that purpose equaling or exceeding five percent of the membership of ASSOU. Alternatively the ASSOU Senate shall vote to put measures on the ballot by a majority vote of members present.

9.5.5 Fees may be passed through the referendum process according to these guidelines.

9.5.5.1 The vote shall be certified with a majority vote of at least five percent of the entire student body.

9.5.5.2 Fee referendums may not be used to directly allocate fees in the next academic, only towards the following academic year so that the fee process may account for upcoming increases. (e.g.: If it is FY15, a fee may be allocated for FY17, but not FY16.)

9.5.5.3 Groups that submit fee referendums must adhere to the following guidelines:

9.5.5.3.1 Log at least 15 hours of advertising to inform students of the upcoming fee referendum, using acceptable methods as defined by the Elections Committee.

9.5.5.3.2 All campaign materials must be non-partisan.

9.5.5.3.3 Campaigns may not give out promotional materials in an effort to sway the vote.

9.5.5.3.4 Campaigns must provide to the student body graphics depicting what a no vote and a yes vote means. Provisions will be defined by the Elections Committee

9.5.6 Should a measure, voted upon in a general election, receive a majority of those votes cast on the measure, it shall be considered binding upon certification of the election.

9.6 Transitions

9.6.1 All ASSOU officers must organize transition material for their successor at the end of their term.

9.6.1.1 These must include but are not limited to the following:

9.6.1.1.1 Important contacts

9.6.1.1.2 A record of all finished and unfinished projects.

9.6.1.1.3 All important documents not already shared or saved in the ASSOU server.

9.6.1.1.4 The branch head may require further materials

9.6.2 Any officer leaving before a successor has been found must still compile the above

materials. This includes resignations. If transition materials are not completed this could result in a withheld stipend by an official vote by the Judicial Branch to recommend withholding to an assou advisor, President and Director of Finance.

9.6.3 All Officers must serve in all their duties until their successor has received the oath of office.

9.7 Minimum Qualifications to Hold Office

9.7.1 Officers must be in good academic standing, abide by the student code of conduct, and be a currently enrolled undergraduate or graduate student at Southern Oregon University.

9.7.1.2 If an officer fails to meet the above requirements their eligibility for office will be determined by the Heads of Gov committee in conjunction with the ASSOU Advisor(s). They will determine a course of action to either assist the student or remove them from office at their discretion.

Section 10: Committees

10.1 ASSOU Committees

10.1.1 Each committee shall have both Senate and Executive representation.

10.1.1.1 Executive and Senate members shall have equal voting power.

10.1.1.2 The Heads of Government shall determine the committee membership of ASSOU Officers

10.1.1.3 Officers with committees in their job description shall sit on those committees before other committees.

10.1.2 At-Large Membership

10.1.4.1 The Heads of Government shall be in charge of recruiting at-large students for committees.

10.1.4.1.1 The Heads of Government may also delegate this task to someone of their choosing by an official vote during a Heads of Government meeting.

10.1.2.1.2 The Heads of Government shall keep an updated committee list which is easily accessible to all ASSOU Officers.

10.1.2.1.3 It is the responsibility of each Committee chair to contact each member to schedule committee meetings.

10.1.3 Standing Committees

10.1.3.1 Standing committees shall meet on a regular basis to carry out the tasks they have been assigned.

10.1.3.2 For a standing committee to be formally recognized, it must be noted within Appendix C.

10.1.4 Ad-hoc and Special Committees

10.1.4.1 Ad-hoc and Special Committee shall be formed either by a vote of Senate or an Executive Order.

10.1.4.2 The purpose of these committees is to carry out special tasks and shall be disbanded when that task is complete

10.1.4.2.1 Should a need arise for an Ad-hoc committee to be in place long term, it shall be added into these bylaws as a standing committee.

10.1.5 Committee Functions

10.1.5.1 Each committee shall meet for the first time within two weeks of being filled or in the absence of at-large membership, within two weeks of receiving both Executive and Senate membership.

10.1.5.2 Each committee will elect a chair, vice chair, and secretary at their first meeting.

10.1.5.3 The chairs of all ASSOU committees, or a designee, shall be responsible for informing the rest of ASSOU of the projects or decisions of their committees.

10.2 Non-ASSOU Committees

10.2.1 The ASSOU President shall actively recruit students to apply for university and city of Ashland committee seats through the Committee on Committees.

10.2.1.1 Committee on Committees shall report to Senate with their suggestions for all appointments

10.2.1.1.1 Senate may overturn the decision of the Committee on Committees.

10.3 Confidentiality

10.3.1 All ASSOU officers, university committee, and city of Ashland committee representatives shall undergo training to handle confidential information.

10.3.2 All ASSOU officers, university committee and city of Ashland committee representatives shall sign the confidentiality agreement administered by Student Life.

11.3.3 Any violation in the confidentiality agreement may be reviewed by the Judiciary or Conduct Boards.

Section 11: Recordkeeping

11.1 Record Keeping

11.1.1 All ASSOU records shall be stored in the ASSOU Google Drive. Officers may not store or create ASSOU Documents in their personal drives.

11.1.1.1 The ASSOU Google Drive shall be owned by assoupresident@sou.edu and all ASSOU officers' and advisors' SOU emails shall be given content manager roles in the drive.

11.1.1.2 The Judicial branch shall store grievances and other sensitive information in the ASSOU Judicial Google Drive that shall be owned by assoujudicial@sou.edu.

11.1.1.2.1 All members of the judiciary and advisors' SOU emails shall be given content manager roles in the drive.

11.1.2 Officers must follow the existing organizational methods in the ASSOU Google Drive.

11.1.3 All files linked on the ASSOU website shall point to public folders in the ASSOU Google Drive.

Section 12: Travel

12.1 Funding and Reimbursement

12.1.1 All ASSOU Officers in need of funding for travel must complete a travel expense report to be proposed to and approved by the ASSOU Budget Committee ten business days prior to the trip.

12.1.1.1 Travel Expense Report can be found at the SOU Business Services website.

12.1.1.2 Travel Expense Report must include dates of departure and return, and the following expenses if applicable: transportation by flight, train, rental vehicle, bus, personal vehicle, lodging, per diem, and other miscellaneous spending in the interest of ASSOU.

12.1.1.3 The approved Travel Expense Report, signed by the Director of Finance and Administration and the travel requester, may be submitted to the Student Life Accountant for an advanced check.

12.1.1.4 All drivers must be cleared by the University via the Driver Clearance Form.

12.1.1.5 All participants must sign an Assumption of Risk Agreement.

12.1.1.6 Excess funds from travel allocation must be returned to the Budget Committee.

12.1.1.7 The Final Travel Expense Report must be submitted to the Budget Committee for reimbursement. In the event of under-allocation, travel will be automatically reimbursed given valid receipts for a complete and signed travel expense report if within \$100 of the approved Travel Expense Report.

12.1.1.7.1 In the event that the final travel expense report deviates more than

\$100 from the approved Travel Expense Report, reimbursement must be approved by the Budget Committee.

12.1.1.7.2 Without valid receipt(s), reimbursement for the value of the lost receipt(s) must be re-approved by the Budget Committee.

12.1.2 Emergency Travel

12.1.2.1 In cases where travel cannot be approved by the Budget Committee within ten business days, the Travel Expense Report must also be confirmed by the Heads of Government.

12.1.3 Conduct for Trips

12.1.3.1 ASSOU Officers shall be held to the same conduct standards while traveling as during normal ASSOU operations. Any questionable activity shall fall under the purview of the Judiciary to review.

12.1.3.1.1 Any and all traffic or parking violations shall be the responsibility of the student in question to pay.

12.1.3.2 Participants must be cleared through the Student Activities Office ten business days prior to the event.

Section 13: Amendments

13.1 Amendments

13.1.1 To amend the Constitution, a vote must be taken of the entire Student Body either through special vote or during the Spring Term elections process.

13.1.1.1 A vote to amend the Constitution must have five percent of the student body to be considered official and a majority vote to pass.

13.1.2 Bylaws amendments shall adhere to the procedure outlined in the Bylaws Committee section of the Bylaws.

13.1.2.1 If an Amendment of the Bylaws conflicts with a Branch Rule, the Bylaw Amendment takes precedence over the Branch rule, and the respective Branch must update their rules to absolve the conflict.

13.1.3 Branch rules may be amended through the process outlined in the respective branch rules.

13.1.3.1 All amendments to a branch's rules will be reviewed by the Judiciary to ensure they will not cause other conflicts within the bylaws or other branch rules.

13.1.3.2.1 If an amendment to a branch's rules conflict with the Bylaws, the Judiciary will inform the branch that the change has been overruled.

Index A: ASSOU Committee List and Description

ASSOU formally recognizes the following committees:

A.1 Advisory Council

A.1.1 Advisory Council shall be Chaired by the ASSOU President, and composed of five (5) voting members: the Speaker of the Senate, the Chief Justice, ASSOU's Director of Finance and Administration, the President of the Residence Hall Association, the Chair of the Black and Red Crew of SOU, and one non-voting, ex-officio member, the Director of Student Life.

A.1.1.1 Any member listed above may choose a designee to fill the committee.

A.1.2 The Advisory Council shall have the power to speak for the student government when the student government is not in session.

A.1.3 The Advisory Council shall have the power to act as the Student Government in the case of emergency, or when the three branches of ASSOU are not in session or are unable to convene.

A.1.3.1 Actions taken through the emergency powers of the Advisory Council must be communicated to the three branches of ASSOU upon regular session of those bodies.

A.1.3.2 Actions taken through the emergency powers of the Advisory Council may be overturned by a vote of the Judiciary.

A.2 Heads of Government Committee

A.2.1 The Heads of Government Committee shall be Chaired by the ASSOU President, and be composed of four (4) additional voting members: the ASSOU Vice President, the Speaker of the Senate, the Vice Speaker of Senate, and the Chief Justice. Additionally, the Presiding Justice shall serve as an ex-officio judicial member.

A.2.2 The Heads of Government shall meet a minimum of three times per academic term.

A.3 Stevenson Union Steering Committee

A.3.1 The Stevenson Union Steering Committee shall be Chaired by the Gender, Equity, and Sexual Diversity Senator, and composed of at least four (4) additional voting members: one (1) Senator, one (1) Director, and at least two (2) At-Large members, to be seated by the Chair.

A.3.2 The purpose of the Stevenson Union Steering Committee is to advise and be responsible for general policies, plans, and procedures for the operation of the Stevenson Union. The committee shall act as a board to carry out the student body's vision for the Stevenson Union including, but not limited to: providing a forum to address the needs and issues of the SU, developing immediate and long-term plans for maximizing building usage, increase the experiences and services offered through the SU, and create positive development opportunities for students, staff, and faculty.

A.4 Budget Committee

A.4.1 The Budget Committee shall be Co-Chaired by the ASSOU President and the ASSOU Director of Finance and Administration, and shall be composed of four (4) additional voting members: the Chief Justice, the Speaker of the Senate, and two (2) other ASSOU officers.

A.4.2 The purpose of the Budget Committee is to create ASSOU's yearly budget and to address budgetary issues brought to ASSOU.

A.4.2.1 The yearly budget must be approved by the Student Fee Committee, and confirmed by the Senate.

A.4.2.2 Changes to the yearly budget must be approved by the Budget Committee and the Senate.

A.4.2.3 ASSOU Budget must be communicated to the SOU Financial Department to ensure budgetary guidelines are met and that the budget is distributed within department guidelines.

A.4.3 Budget Committee may be scheduled on an as needed basis if budgetary requests arise.

A.4.3.1 All clubs and organizations under the budgetary guidelines of SFBC may request a meeting at any time.

A.5 Multicultural Affairs Committee

A.5.1 The Multicultural Affairs Committee shall be Chaired by the Multicultural Affairs Senator, and shall consist of at least six (6) additional voting members: two (2) Senators, two (2) Directors, and at least two (2) At-Large Members, to be seated by the Chair.

A.5.2 The purpose of the Multicultural Affairs Committee is to: work on campaigns that affect underrepresented SOU students, assist in the integration of culturally focused university groups, clubs, and resource centers with the rest of the university community, to propose suggestions for improving ASSOU's relationship with culturally focused university groups, clubs, and resource centers, and to collaborate with Government Affairs Committee regarding any extra-university issues that affect multiculturalism on campus.

A.6 Judicial Appeals Committee

A.6.1 Appeals Committee shall be Chaired by an ASSOU officer who is appointed by the ASSOU Senate, and composed of five (5) voting members: two (2) representatives of the ASSOU Senate, two (2) representatives of the ASSOU cabinet, and one (1) representative of the ASSOU Judiciary (who did not vote in the original hearing).

A.6.2 The purpose of the Appeals Committee is to review appeals from an outcome of a Judicial Review.

A.6.2.1 An appeal request must be submitted to the Judicial Appeals Committee within two weeks from the date of the decision outcome.

A.6.2.2 An appeal must meet one or more of the following criteria to be considered:

- The Judicial Review process was not conducted fairly.
- The sanctions were not appropriate or proportionate to the violations.
- Preponderance of evidence was not met where findings of responsibility were made.
- New relevant information was uncovered which would be sufficient to alter a decision.

A.6.3 Any officer assigned to the Judicial Appeals Committee must receive additional Student Conduct training through the Office of the Dean of Students before participating in the appeals process.

A.6.3.1 This training shall be completed within two weeks of the officer being seated on the Judicial Appeals Committee.

A.7 Elections Committee

A.7.1 The Elections Committee shall be Chaired by the ASSOU Vice President, and be composed of four (4) additional voting members: two (2) ASSOU Officers, and two (2) at-large students.

A.7.1.1 No member of the Elections Committee shall be eligible to be a candidate in any election on campus, nor may any member have a vested interest in supporting or defeating an issue to be voted upon by the student body in a pending election.

A.7.2 The purpose of the Elections Committee is to assist the Judicial Branch in organizing and conducting all ASSOU general and special student body elections.

A.7.3 The Elections Committee shall review election procedures and rules prior to conducting an election.

A.7.4 Candidates for election must be in good academic standing and not have probationary status, academic or otherwise. If a candidate does not meet the qualifications, the Chair of the Elections Committee, an ASSOU Advisor, and the Chief Justice can make exceptions at their discretion, collaboratively.

A.8 Bylaws Committee

A.8.1 The Bylaws Committee shall be Chaired by the Chief Justice, and composed of six (6) additional voting members: the ASSOU President, the ASSOU Vice President, the Speaker of the Senate, one (1) Associate Justice, and two (2) other ASSOU officers.

A.8.2 The purpose of the Bylaws Committee is to maintain and revise the ASSOU Bylaws.

A.8.2.1 The Bylaws Committee will meet at least once per term.

A.8.3 Changes to the ASSOU Bylaws must be approved by the Bylaws Committee, confirmed by the Senate, and posted publicly before taking effect.

A.9 Governmental Affairs Committee

A.9.1 The Governmental Affairs Committee shall be Chaired by the ASSOU Director of Government Affairs, and be composed of four (4) additional voting members: two (2) Senators, one (1) Director, and one (1) Justice, and one (1) standing ex-officio member: SOU's Director of Government Relations (and/or designee).

A.9.2 The purpose of the Governmental Affairs Committee is to work on campaigns for university-wide, local, statewide and national issues that affect SOU students, and to propose suggestions for improving ASSOU's ability to be involved in issues affecting students on a university-wide and larger scale.

A.10 The Environmental Affairs Committee

A.10.1 Membership Criteria

A.10.1.1 The Environmental Affairs Committee (EAC) shall be Chaired by the ASSOU Director of Sustainability, and composed of at least five (5) additional voting members: two (2) Senators, one (1) Director in addition to the Chair, and at least two (2) At-Large members, to be seated by the Chair. Additionally, the Equity Coordinator for Sustainability and Basic Needs Resourcing (and/or designee) shall serve as a standing ex-officio member.

A.10.2 Purpose

A.10.2.1 Create and maintain sustainable solutions on campus through internal efforts as well as in collaboration with other organizations, committees, and clubs.

A.10.2.2 Organize and provide information for on-campus events, educational campaigns, and other activities that will help the environment, including suggesting legislation to be voted upon before the ASSOU Senate.

A.10.2.3 Allocate the Green Fund, a fund provided by the Green Tag Student Fee.

A.10.2.3.1 The Green fund shall be used for renewable energy, water, and campus sustainability projects decided by the students of Southern Oregon University.

A.10.2.3.2 The EAC shall establish and articulate clear priorities and criteria for allocating grant awards through the Green Fund and make this information available publicly.

A.10.2.3.3 Green Fund funds may be used for student or contracted compensation only with specific approval from the Environmental Affairs Committee.

A.10.2.4 Provide resources and advice for students pursuing sustainability-related projects prior to the application and post-selection of projects.

A.10.2.5 Serve as a liaison between the University and Student-led sustainability efforts.

A.10.3 Green Fund Process

A.10.3.1 Project Eligibility Criteria

A.10.3.1.1 Project proposals may only be submitted by SOU students. Proposals submitted by non-SOU students shall not be considered.

A.10.3.1.2 Projects shall directly address sustainability in operation of the SOU campus or in the capacity that off-campus activities influence on-campus sustainability. This includes a broad range of environmental considerations, including but not limited to energy efficiency, water efficiency, waste reduction, transportation management, green procurement, green buildings, and education.

A.10.3.1.3 Projects shall provide a timeline for completion, and a schedule for regular check-ins with the Environmental Affairs Committee.

A.10.3.1.4 Projects shall include some component that raises greater awareness of sustainability issues on campus. This might include an outreach component, a press release, or the fact that the project is conducted in public view.

A.10.3.1.5 Projects shall contain a component of direct student involvement. Such projects include, but are not limited to internships and student research

A.10.3.2 Project Approval Process

A.10.3.2.1 Submit a "Green Fund Request" application electronically to the Environmental Affairs Committee (EAC) Chair, assousustain@sou.edu. This application shall be made publicly available to all students.

A.10.3.2.2 Following submission, applicants must present their proposal to the EAC. The guidelines for presentations shall be outlined by the EAC and available on the ASSOU website.

A.10.3.2.2.1 If an applicant chooses not to present, their submitted Green Fund Request shall be considered a presentation, and clarifying questions shall be emailed to a representative of the applicant.

A.10.2.3 For projects equal to or exceeding \$5,000, applications shall also be

submitted to the Sustainability Council (SC) by the Chair of EAC. If possible, the funding applicant is encouraged to also present their proposal to the SC.

A.10.2.4 Prioritization criteria will be made publicly available on the ASSOU website.

A.10.2.5 The Environmental Affairs Committee shall approve submitted projects by a simple majority vote of the full committee membership.

A.10.2.6 The Committee may elect to award only a portion of a grant proposal.

A.10.3 Funding Dispersal

A.10.3.1 The EAC shall disperse funding for approved proposals in the methods outlined by SOU's Environmental Affairs-affiliated professional staff.

A.10.3.2 Accountability of the Green Fund shall be open and visible to the student body and therefore the Environmental Affairs Committee shall:

A.10.3.2.1 Keep Green fund records on file in the assousustain@sou.edu email and the ASSOU Drive, including a record of projects selected each year and the funds allocated to each.

A.10.3.2.2 Be entitled to access the full ledgers and financial reports of the Green Fund managed by SOU's Equity Coordinator for Sustainability and Basic Needs Resourcing.

A.10.3.3 Any funds not allocated in a given year or spent on a project, within the project time frame, shall remain in the Green Fund account for future use.

A.10.3.4 Green Fund funds may be used for student or contracted compensation only with specific approval from the Environmental Affairs Committee.

A.10 Accountability, Records and Reports

A.10.1 Accountability of the Green Fund shall be open and visible to the student body and therefore the Environmental Affairs Committee shall:

A.10.1.1 Keep Green fund records on file in the assousustain@sou.edu email and the ASSOU Drive, including a record of projects selected each year and the funds allocated to each.

A.10.1.2 Be entitled to access the full ledgers and financial reports of the Green Fund managed by SOU's Equity Coordinator for Sustainability and Basic Needs Resourcing.

A.11 Recreation Center Advisory Committee

A.11.1 The name of this organization is the Recreation Center Advisory Committee of Southern Oregon University, hereafter referred to as RCAC.

A.11.2 Purpose

A.11.2.1 RCAC, as established in cooperation with Student Life and Campus Recreation, advises on the Student Recreation Center (SRC) operations, as a portion of the overall responsibilities assigned to Campus Recreation by the University. RCAC is responsible for representing Student Recreation Center (SRC) facilities, classes, programs, and services to the University community, and for promoting the fitness and recreation needs of students.

A.11.2.2 RCAC is charged with advising Campus Recreation on long-range planning, facility use, user fees, and budget operations, except those that affect personnel, training, performance, evaluation, or safety.

A.11.2.2.1 The SRC Rules shall address policy issues such as student fees, priority use, rental rates, facility dress codes, allowable equipment, and other such matters of facility policy.

A.11.2.2.2 RCAC shall not dictate rules regarding safety and risk management measures for the SRC facility.

A.11.2.2.3 RCAC shall not dictate rules regarding staff training and development.

A.11.2.2.4 Policies regarding safety and risk management shall be decided by the Director of Campus Recreation.

A.11.2.2.5 Policies regarding staff training and development shall be decided by the Director of Campus Recreation.

A.11.2.3 In cooperation with the Director of Campus Recreation, RCAC shall develop the SRC Rules, which shall be approved through a binding supermajority vote of total membership.

A.11.3: Duties and Expectations of RCAC

A.11.3.1 RCAC shall review and advise:

A.11.3.1.1 Long-range planning related to recreation programming, facility renovation, and development.

A.11.3.1.2 Policies related to facility use for formal and informal recreation; this shall include areas such as building hours and designation of hours for specific recreational activities (i.e. climbing wall and basketball).

A.11.3.1.3 Policies related to user eligibility, user fees, conduct as well as student/user financial support.

A.11.3.1.4 Assist professional staff in preparation, implementation and review of SRC needs and satisfaction surveys.

A.11.3.1.5 Annually evaluate proposed operating budgets of the SRC, carefully reviewing all budget items for the purpose of recommending an operating budget to the Director of Campus Recreation during the winter term, for processing and final approval through the University Student Fee Committee process.

A.11.3.1.6 Promotion of the SRC and representing student recreational needs.

A.11.3.1.7 Serve as liaison to designated Southern Oregon University student organizations.

A.11.3.2. Members of RCAC shall conduct themselves in a professional and respectful manner.

A.11.3.2.1 Adhere to and respect Campus Recreation's mission, values, policies, procedures, and safety policies.

A.11.3.2.2 Attend all meetings unless a 48 hour notice of absence is provided.

A.11.3.2.3 Encourage sportsmanship, equal opportunity, and fair treatment.

A.11.3.2.4 Actively participate in all RCAC meetings.

A.11.3.2.5 Maintain a professional and respectful manner while involved in Campus Recreation activities.

A.11.4 Committee Membership

A.11.4.1 All Student Committee members shall meet the Southern Oregon University minimum academic qualifications for student officers as defined by the Associated Students of Southern Oregon University Constitution.

A.11.4.2 The ASSOU Recreation, Outdoor, and Athletic Programs (ROAP) Senator will serve as the Chair for RCAC.

A.11.4.2.1 RCAC will be composed of one Director and one Senator (in addition to the Chair) and 1 or more At-Large Students in each of the following categories: representing the Outdoor Program, representing Intramural and/or Club Sports, representing SRC Facility Operations, and representing the students in general. This totals 4 or more At-Large Students and 3 ASSOU Officers, including the Chair.

A.11.4.2.2 RCAC will also have three standing ex-officio members, which include the Assistant Director of Campus Recreation (and/or designee), the Outdoor Program Coordinator (and/or designee), and the Associate Vice President of Budget and Planning (and/or designee).

A.11.4.3 Ad hoc committees will be established as needs and interests are identified.

A.11.5: RCAC Meeting Procedures

A.11.5.1 RCAC shall meet regularly during the academic school year, at least once per term.

A.11.5.1.1 RCAC shall follow regular ASSOU meeting procedures unless otherwise specified.

A.11.5.1.2 Ad hoc task force and working group meetings may be held as needed.

A.12 Student Fee Committee Rules and Regulations

A.12.1 Incidental Fees

A.12.1.1 An incidental fee is assessed quarterly as part of each student's tuition and is used to finance certain auxiliary campus activities including the Student Union operation; educational, cultural, and student government activities; and athletic activities.

A.12.1.1.1 This document outlines the policies, procedures, and regulations related to the funding of activities, programs, and services supported by the incidental fee and supersedes all previous guidelines and policy statements.

A.12.2 Criteria

A.12.2.1 All proposals shall have program outcomes and assessment procedures included.

A.12.2.1.1 After any student-fee-funded program costing more than \$500 an outcome assessment report shall be filled out and kept on file with the chair of the SFBC to be used by subcommittees in the following budgetary cycle.

A.12.2.1.2 All proposals shall include overview program reports, which show predicted event outcomes and the differences from achieved outcomes.

A.12.2.2 Each year, the ASSOU Senate shall review and confirm any additional criteria to the Student Fee criteria used to set program budget levels by November 8.

A.12.2.3 Funding criteria shall be determined by the SFAC.

A.12.2.4 The University President shall approve the SFC criteria and rules before the start of the winter term.

A.12.2.5 The ASSOU Director of Finance and Administration shall be responsible for ensuring that all committee members have adequate training on matters such as the SOU Incidental Fee and allocation process, Incidental Fee history, viewpoint neutrality, Student Fee criteria, Oregon Public Meeting Law, and parliamentary procedure.

A.12.2.6 The ASSOU Director of Finance shall contact the Director of Budget and Planning to ensure that both Student Fee Committees have access to Banner Finance.

A.12.2.7 The Student Fee Budget Committee and the Student Fee Allocation Committee shall elect a vice-chair and secretary for SFC and determine their meeting times for the rest of the term at their first meeting.

A.12.2.8 The chair of each committee shall be responsible for convening and facilitating meetings, distributing agendas and minutes, and communicating with other bodies.

A.12.2.9 The vice-chair of each committee shall perform the chair's duties when the chair is unable to attend a meeting.

A.12.2.10 The secretary shall take minutes of each meeting and send the minutes to the chair for distribution.

A.12.3 Student Fee Committees

A.12.3.1 The Student Fee Budget Committee (SFBC) is a recognized standing committee of ASSOU and shall establish guidelines for budget development, set the Student Incidental Fee, hear fee recommendations from the reserve, and emergency request for the current fiscal year

A.12.3.2 The Student Fee Allocation Committee (SFAC) is a recognized standing committee of ASSOU and, as such, shall conduct public hearings on budgets requests within the guidelines stated in this document, and recommending the yearly budgets for:

- Athletics
- Operation and maintenance of the Student Union, as well as for all activities that reside in the Student Union (i.e. have office space in the Union)
- Educational and cultural activities that do not reside in the Student Union and all student government activities.

A.12.3.3 The Student Recreation Center is funded by a separately assessed mandatory incidental fee. Changes to the Student Recreation Center fee shall be subject to the deliberation and processes of the Recreation Center Advisory Committee and then brought before the ASSOU Senate and ASSOU President for approval and recommendation to the SOU Board. However, in the absence of a specific request to change the Student Recreation Center fee, that fee will at all times be adjusted for inflation consistent with the terms of the student referendum that approved funding of the Student Recreation Center.

A.12.3.4 The Green Tag Fee is funded by a separately assessed mandatory incidental fee. Changes to the Green tag fee shall be subject to the deliberation and processes of the Environmental Affairs Committee and then brought before the ASSOU Senate and ASSOU President for approval and recommendation to the SOU Board. The allocation of Green Tag Funds shall be overseen by the Environmental Affairs Committee.

A.12.3.5 The Inter-Club Council Allocation Committee is an organization funded through Student Fee Allocation Committee, and is charged with conducting budget investigations for clubs that do not get direct funding from the Student Fee Allocation Committee, and allocating money out of the Inter-Club Council's budget on a yearly or term-by-term basis to said clubs. They shall operate under a separate set of rules, contained in the Inter-Club Council Allocation Committees' Constitution.

A.12.4 University Presidential and Southern Oregon Hearing Board Process

A.12.4.1 University Presidential Authority

A.12.4.1.1 The ASSOU's recommendations are advisory to the President of the University.

A.12.4.1.2 Because of the importance of incidental fees in supporting student activities at Southern Oregon University (SOU), the President shall give careful consideration to ASSOU's recommendations.

A.12.4.1.3 It is also expected that the ASSOU's recommendations to the President shall be judicious and representative of the broad interests of the many constituencies, and that these recommendations shall be determined with full consideration as to their timeliness.

A.12.4.2 Southern Oregon University Hearings Board

A.12.4.2.1 Once the institution President receives the ASSOU recommendation, within ten academic working days the institution President shall accept the recommendation in writing or, should there be modifications to the recommendation, communicate these modifications and reasons to the ASSOU and the Student Fee Allocation Committee.

A.12.4.2.2 ASSOU shall communicate in writing to the institution President whether it concurs with the proposed changes within ten academic working days

A.12.4.2.3 During the next week, the institution President (or designee) shall meet with the ASSOU president, the chair of SFBC, and the chair of SFAC, the Chief Justice, and the Speaker of the Senate to attempt to reconcile the differences.

A.12.4.2.4 If the institution President and the ASSOU do not reach an agreement, the SOU Hearings Board shall convene to negotiate an agreement.

A.12.4.2.4.1 The SOU Hearings Board shall consist of two members appointed by the institution President, two student members appointed by the ASSOU Heads of Government, and one mutually agreed upon member as stated in OAR 508-010- 0090 (3)(A).

A.12.4.2.5 The Hearings Board shall hear testimony from both parties, provide written findings of fact, and make recommendations for resolution of the disagreement to both parties within 5 academic working days of the hearing.

A.12.4.2.6 Both parties shall provide written notification to the Hearings Board within five academic working days as to whether they accept or reject the recommendations of the Hearings Board.

A.12.5 Membership of the Student Fee Process

A.12.5.1 Student Fee Budget Committee

A.12.5.1.1 Voting membership of the Student Fee Budget Committee (SFBC) shall be composed of no less than two (2) and no more than four (4) ASSOU Senate representatives and at least one at-large SOU student committee member. The ASSOU Director of Finance and Administration will serve as the Chair.

A.12.5.1.1.1 An institutional Director of Student Life, or designee and The Associate Vice President for Budget and Planning, or designee, shall serve as the ex-officio member of the Student Fee Budget Committee.

A.12.5.1.1.1.1 These staff members should be knowledgeable in both the current Student Fee rules and Oregon Public Meeting Law, and provide guidance to students when necessary.

A.12.5.1.1.1.2 The role of these staff members is to provide unbiased information and context to the student members of the committees, as well as serving as a liaison between the committee and budget authorities.

A.12.5.1.1.2 This committee shall have an ASSOU executive cabinet officer serve as an ex-officio, non-voting member of the Student Fee Budget Committee.

A.12.5.2 Student Fee Allocation Committee

A.12.5.2.1 Voting membership of the Student Fee Allocation Committee (SFAC) shall be composed of no less than two (2) and no more than four (4) ASSOU Senate representatives and at least one at-large SOU student committee member. The ASSOU Vice President will serve as the Chair.

A.12.5.2.1.1 An institutional Director of Student Life, or designee, shall serve as the ex-officio member of the Student Fee Allocation Committee.

A.12.5.2.1.2 The role of these staff members is to provide unbiased information and context to the student members of the committees, as well as serve as a liaison between the committee and budget authorities.

A.12.5.2.1.3 These staff members should be knowledgeable in both the current Student Fee rules and Oregon Public Meeting Law, and provide guidance to students when necessary.

A.12.5.3 Information Applicable for all Student Fee Committee

A.12.5.3.1 The voting members of each of these committees shall not be the President or Vice President of the ASSOU.

A.12.5.3.2 The members of each of these committees shall be recommended to the Committee on Committees by the President of the ASSOU.

A.12.5.3.3 The Student Fee Committees and each subcommittee shall have a member of the judiciary assigned to the committee to provide oversight and guidance on the rules and regulations pertaining to the student fee process. The assigned judicial member shall not be recognized as a voting member, but shall provide knowledge and insight to the procedure.

A.12.5.3.4 The ASSOU Chief Justice shall be responsible for assigning a member of the judiciary to each subcommittee.

A.12.5.4 Recruitment and Placement of At-large Committee Members

A.12.5.4.1 At-large committee members shall undergo an application process and be chosen by the Committee on Committees in consultation with the ASSOU Director of Finance and Administration.

A.12.5.4.2 At-large positions shall be widely advertised to the campus community for at least two weeks prior to the application deadline and every effort shall be made to ensure that all segments of the student body have the opportunity to apply.

A.12.5.4.3 The Committee on Committees shall collect and review applications with the ASSOU Director of Administration and Finance, and will place at-large students based on their demonstration of the following: ability to attend committee meetings and ability to make viewpoint-neutral budget decisions.

A.12.5.4.3.1 The Committee on Committees shall strive to place at-large members of varying interests and experiences on each subcommittee.

A.12.5.5 Other Subcommittees

A.12.5.5.1 One Senator shall sit on the Inter-Club Council Allocation Committee.

A.12.5.5.2 The Environmental Affairs Committee shall have an ASSOU executive cabinet officer serve as an ex-officio, non-voting member.

A.12.6 Operation and Timeline of the Student Fee Process

A.12.6.1 Student Fee Budget Committee

A.12.6.2 Following receipt of the Student Fee Budget Committees' Student Incidental Fee recommendation, the ASSOU Senate shall have the ability to reject the proposed budget by majority vote.

A.12.6.3 If the Senate rejects the Student Fee Budget Committee recommendation, the Senate must provide the Student Fee Budget Committee a detailed explanation of the reasons it rejected the recommendation. The Student Fee Budget Committee is expected to consider this explanation and submit a new recommendation for Senate approval within ten (10) days.

A.12.6.4 Following the ASSOU Senate's approval of the Student Fee Budget Committee Student Incidental Fee recommendation, the proposed fee is submitted for approval by the ASSOU President. If the ASSOU President vetoes the student incidental fee recommendation, the President shall provide the Senate with a written memorandum articulating the reasons for the veto. The ASSOU Senate may either (a) approve a revised Student Incidental Fee recommendation by majority vote or (b) override the President's veto by two-thirds majority.

A.12.6.5 Following approval of Student Fee Budget Committees' finalized fee recommendation, the ASSOU President shall submit ASSOU's Student Incidental Fee recommendation to the University President for review. The ASSOU President shall

submit the final recommendation (Form 3) to the University President, on or before week nine (9) of Winter term.

A.12.6.2 Student Fee Allocation Committee

A.12.6.2.1 All programs funded by the Student Incidental Fee are required to submit a Form 1 to the Student Fee Allocation Committee six weeks after Form 1 had been distributed to the budget authorities. Form 1 shall serve as a basis for assessing the anticipated need for student-fee-funded programs for the next fiscal year.

A.12.6.2.2 After approval by Senate of the Budget recommendation set by the Student Fee Budget Committee, The Director of Finance and Administration shall present its budgetary direction to the Student Fee Allocation Committee.

A.12.6.2.3 The ASSOU Senate shall consider the recommendation made by the SFAC for approval by majority vote on or before week four (4) of Spring term.

A.12.6.2.4 If the Senate rejects the Student Incidental Fee recommendation, the Senate must provide the Student Fee Allocation Committee a detailed explanation of the reasons it rejected the recommendation. In the case of a rejection, the Senate will send the budget back to the SFAC for review with the explanations. The Student Fee Allocation Committee is expected to consider this explanation and submit a new recommendation for Senate approval within ten (10) days.

A.12.6.2.5 Following the ASSOU Senate's approval of Student Fee Allocation Committees' recommendation, the proposed allocation of fees is submitted for approval to the ASSOU President. If the ASSOU President vetoes the student incidental fee recommendation, the President shall provide the Senate with a written memorandum articulating the reasons for the veto. The ASSOU Senate may either:

- Approve a revised Student Incidental Fee recommendation by majority vote, or
- Override the President's veto by two-thirds majority.

A.12.7 Student Fee Budget Committee Responsibilities

A.12.7.1 The Student Fee Reserves

A.12.7.1.1 An unappropriated Reserve fund shall be maintained with Incidental Fee income, known as the Prudent Reserve Fund. The Prudent Reserve fund shall be created during the budget setting process at a level equal to at least 5%-10% of the total Incidental Fee budget to insure against shortfalls due to under-realized enrollment and/or other unforeseen contingencies. This fund may be used only to address emergency budgetary shortfalls, or other compelling prudent fiscal actions.

A.12.7.1.2 An emergency allocation from the Prudent Reserve Fund must include certification of the unusual nature of the proposed expenditure (s) and have the

recommendation of the Student Senate and the written approval of the ASSOU President as well as the formal approval of the University President or his/her designee.

A.12.7.1.3 Funds accruing in the unappropriated Reserve Fund in excess of the mandated 5% Prudent Reserve due to over-realized enrollment income or any other unforeseen event shall be identified as the student fee committee reserve. Allocation of SFC reserve must only be used in accordance with the following criteria:

A.12.7.1.3.1 To address one-time, non-recurring expenses for which other funding sources are not available or are inappropriate;

A.12.7.1.3.2 To benefit large groups of students or to support projects with a broad base of student support;

A.12.7.1.3.3 To address issues of an emergency nature that have an impact on students;

A.12.7.1.3.4 To respond to special or unique target of opportunity, where investment of resources will result in substantial savings of student fees;

A.12.7.1.3.5 Reduction of fee collections.

A.12.7.1.4 Currently enrolled students and any programs funded by the student's incidental fees are eligible to request and receive an allocation of over-realized funds.

A.12.7.1.5 An emergency allocation from the SFC Reserve must include certification of the unusual nature of the proposed expenditure.

A.12.7.1.6 Improper use of reserve funds shall be subject to funding restrictions as explained in section 5.10 of these bylaws.

A.12.7.1.7 The Student Fee Committee shall set the reserve level in consultation with the institution budget office.

A.12.7.1.8 The student fee committee shall also be responsible for directly allocating the Stevenson Union Minor Equipment Reserve (SUMIEQ).

A.12.7.1.9 Individual budgets shall include minor equipment purchases up to \$1000 per item.

A.12.7.1.10 All other purchases of minor equipment shall be paid for by the SUMIEQ.

A.12.7.1.11 The Student Fee Committee shall use the total fee budget created from the subcommittee recommendations, the set reserve along with enrollment projections, and the set green fee amount for the next academic year to set the Incidental Fee level for the next academic year.

A.12.7.1.12 The Student Fee Committee shall set the Incidental Fee level by a date to be determined by the ASSOU Senate, which shall be no later than Friday of the seventh week of Winter term.

A.12.7.1.13 At this point, all programs shall be informed of the status of their budget request and of their right to appeal.

A.12.7.2 Emergency Request Appeals

A.12.7.2.1 Any group wishing to appeal the emergency request budget process shall submit a grievance to the ASSOU Judiciary within one week of the initial hearing at the Student Fee Budget Committee.

A.12.7.2.2 The ASSOU Judiciary shall meet to determine whether an appeal meets any of the following criteria to have the emergency request reassessed.

A.12.7.2.3 The Student Fee Budget Committee failed to follow the prescribed process for hearing emergency requests.

A.12.7.2.4 If the appeal meets the above criteria, the Judiciary shall send the appeal to Senate with instructions to hear the budget request.

A.12.7.2.5 Senate shall hear any such emergency requests, deliberate, and decide to fund the emergency request in full or part.

A.12.7.2.6 Any emergency requests funded through this appeals process shall be paid for using the unappropriated reserve fund.

A.12.8.2 Budget Hearings

A.12.8.2.1 Each program seeking funding may choose to present its requested budget at a meeting of the Student Fee Allocation Committee, at which the members of the committee shall ask clarifying questions of the presenters.

A.12.8.2.1.1 If a program chooses not to present, their submitted Form 1 shall be considered a presentation, and clarifying questions shall be emailed to a representative of the program.

A.12.8.2.2 The committee shall make every effort to make budget hearings accessible to program leaders and to students at large, by making every effort to hold hearings at times when program leaders can attend, by notifying the campus community well in advance of budget hearings, and by making the hearings process clear to all programs seeking funding.

A.12.8.2.3 The committee shall thoroughly investigate all budget requests.

A.12.8.3 Budget Recommendations

A.12.8.3.1 After holding budget hearings, the Student Fee Allocation Committee shall each have a separate meeting to make decisions on their budget requests.

A.12.8.3.2 The Student Fee Allocation Committee decisions shall be made in accordance with the budget provided by the Student Fee Budget Committee.

A.12.8.3.3 The Student Fee Allocation Committee may fund requested budgets in full or in part or may deny a budget request completely.

A.12.8.3.4 The Student Fee Allocation Committee shall rank their funded programs in order of importance and shall document their decisions and reasoning on a spreadsheet, known as the

Form 2.

A.12.8.3.5 Form 2 shall be made available to all budget authorities after it is approved by The Student Fee Allocation Committee.

A.12.8.3.6 Additionally, ASSOU President shall create a document, known as the Form 3, which shall be a compilation of all budget decisions.

A.12.8.4 Appeals of the Allocation Process

A.12.8.4.1 All programs have a right to appeal the result of their budget request; however, only certain appeals will result in a reassessment of the program's yearly budget.

A.12.8.4.2 Any program wishing to appeal the budget process shall fill out an allocation appeals form by a deadline to be determined by the ASSOU Senate, which shall be no earlier than a week after the Student Fee Committee, submits its recommendations to the Senate, and no later than the Tuesday of the eighth week of Winter term.

A.12.8.4.3 SFAC shall determine whether an appeal meets any of the following criteria to have its budget request reassessed:

A.12.8.4.3.1 The program filing the appeal believes that it was not fairly considered in the first round of allocations.

A.12.8.4.3.2 The Student Fee Committee reduced the program's yearly budget without following proper procedure.

A.12.8.4.4 Emergency requests shall not include conference travel.

A.12.8.4.5 If a seeker has already proposed a budget to ICC, they shall not be allowed to make a request pertaining to the same budget to SFC, regardless of ICC's funding decision

A.12.8.4.6 Requests that do not meet these criteria will not be eligible for emergency funding.

A.12.8.4.7 If an emergency request is not granted by the Student Fee Committee, the requester shall be able to make a proper request to a subcommittee during the yearly allocation process.

A.12.8.4.8 All such emergency requests shall be heard by the Student Fee Committee.

A.12.8.4.9 Emergency funding requests will follow the criteria set forth below:

A.12.8.4.9.1 Emergency funding request shall fundraise between ten to twenty percent of the total proposal amount where feasible, as determined by the Student Fee Committee.

A.12.8.4.9.2 Exact percentages will be determined in the proposal review process.

A.12.8.4.9.3 Emergency funding requests shall schedule and give a follow up report with the Student Fee Committee at the first meeting after event completion.

A.12.8.4.9.4 Failure to report back to the Student Fee Committee may result in receiving limited funding or rejecting future funding requests.

A.12.8.4.9.5 The Student Fee Committee shall be notified of any program changes to approved emergency funding requests.

A.12.8.5 All emergency requests shall be funded in full or in part from the unappropriated reserve fund.

A.12.9 End of Year Expenditures

A.12.9.1 Barring an emergency, there shall be no funding requests submitted or approved during the Summer Term.

A.12.9.1.1 A justifiable emergency shall be defined as an event or circumstance outside of a budget authority's control which inhibits the authority from performing its intended purpose or as determined by SFAC if in session.

A.12.9.1.2 The Inter-Club Council shall make a presentation the following Fall term to the Student Fee Committee and All ASSOU on funding decisions made.

A.12.9.1.2.1 ASSOU formally recognizes the Inter-Club Council as a satellite organization to ASSOU.

A.12.9.1.3 Effective July 1 of each year, any unused money within an index shall be returned to the unappropriated reserve fund.

A.12.9.1.3.1 In the following Fall term, if the unappropriated reserve and the prudent reserve fund combined total greater than \$500,000, the SFC shall return up to 5% of each programs' IBL from the previous year, or the remainder of the index's unused money, whichever is less.

A.12.9.1.4 Any projects proposed to occur on or after July 1 which are to be paid by the current operating budget shall be proposed to the Student Fee Committee prior to the last week of Spring Term.

A.12.9.1.4.1 Projects which are approved by the Student Fee Committee in this capacity shall return all unused funds to the Student Fee Reserve after the project has been completed.

A.12.9.1.4.2 Any projects which are carried out after July 1 without previous approval of the SFC and which are to be paid for by the current operating budget shall be considered an improper use of funds and subject to funding restrictions imposed by the Student Fee Committee as described in section 5.10 of these bylaws.

A.12.10 Restrictive Spending Measures

A.12.10.1 Punitive action taken by the Student Fee Committee may include any fiscal controls up to and including indefinite freezing of funds. It may also include removal of budget authority and/or denial of certain privileges to program staff.

A.12.10.1.1 In the event that the corrective actions are unsuccessful, the SFC may withdraw or suspend the right of a program to make a budget request.

A.12.10.1.2 In the event of improper use of program money or University facilities, the Student Fee Committee reserves the right to direct violations to the ASSOU Judiciary.

Index B: Common Terms and Definitions of ASSOU

“All ASSOU Issue” → An All ASSOU Issue is a decision made by a majority vote of the organization to work on a specific campus concern.

“At-Large” → An appointed member of an ASSOU Committee not currently holding a position in one of the three branches of government.

“Cabinet” → The “Cabinet” is another way to refer to the Executive Branch as a whole. For example, a “Cabinet to Cabinet Meeting” is a meeting between the Executive Branches of two different organizations.

“Executive Order” → An issue ordered by the ASSOU President to change the Executive Branch rules or create an ad-hoc committee. The specifics of this process can be found in the Executive Branch rules.

“Heads of Government” → The President, The Vice President, Speaker of the Senate, and Chief Justice.

“In Session” → When the whole body of ASSOU is working and fulfilling job duties. Usual sessions are fall, winter, and spring terms.

“Judicial” → The collective Judicial Branch of officers of the Associated Students of Southern Oregon University.

“Officer” → Any person elected or appointed to an official ASSOU position.

“Quorum” → The minimum number of voting members necessary to conduct official business for any given ASSOU meeting. Quorum consists of a majority of members which is defined as 50% of voting members plus one, including the Chair. If the total number of seated members results in an odd number, quorum will be rounded down to the nearest whole number (if quorum is 4.5, use 4).