



## **Article I. ASUPS Organization**

### **Section 1. General Policies**

General policies for student organizations are established by the Senate and administered by the ASUPS Cabinet.

### **Section 2. Standing Committees**

The Standing Committees of the Senate are: the Awards and Scholarships Committee, Budget Committee, Elections Committee, Finance Committee, Food, Health and Safety Committee, Governance Committee, Student Ideas and Concerns Committee, Green Fee and Expressions Fund Review Committee, and the Student Leader Review Committee. Any other committee that may be formed on a permanent basis.

### **Section 3. Student Executive Bodies**

The Student Executive Bodies of the Executive Branch are: the ASUPS Cabinet, President's Council, Student Leadership Council, Union Board, Student Media Board, and Student Programs Board.

## **Article II. The Senate**

### **Section 1. Meetings**

- A. The Senate must hold a formal meeting every week during the academic year. Formal meetings must be regularly publicized in a manner that is readily available to a majority of the student body. These meetings are open to the student body and the general public. The Secretary of the Senate must record all formal meeting minutes.
- B. The Senate may also hold informal meetings. Informal meetings are open to the student body and the location and time of these meetings must be available upon request, but need not be publicized. Informal meetings are for discussion and review. If there is to be any official business or action occurring at that meeting it is, therefore, an official meeting and should be conducted in accordance with the Bylaws Article II, Section 1, A. Informal meetings may be closed provided they comply with the federal Freedom of Information Act of 1967.
- C. An emergency session of the Senate may be called by an Executive Officer, the Chair of the Senate, or one-third ( $\frac{1}{3}$ ) of the Senate. Twelve-hour notice must be given to all members of the Senate and must be available for public viewing.
- D. The Chair of the Senate presides over all meetings of the Senate in accordance with parliamentary procedure.

- E. All legislative action must be presented in written Senate Bill format available two calendar days prior to the formal Senate meeting at which it will be presented.

## **Section 2. Senate Responsibilities**

The Senate is the liaison between the student body and its government. This is accomplished through the following means:

- A. Open forum. The Senate will arrange at the beginning of each official meeting an open forum during which students and other interested parties can present comments, grievances, and other items of importance.
- B. Liaison. Each Senator will represent, as a liaison, particular living organizations or graduating classes, and is responsible to those constituents.

## **Section 3. The Senate Chair**

- A. The Senate Chair shall have the following duties:
  - 1. Facilitate conversation during Informal Senate meetings, when such meetings are held.
  - 2. Composition of the ASUPS Senate Formal Agenda.
  - 3. Preside over ASUPS Senate Formal Senate meetings.
  - 4. Select the preferred version of Robert's Rules of Order of the Senate.
    - a. Robert's Rules of Order, of whatever version specified, shall be operative except where in conflict with these Bylaws, or the ASUPS Constitution, as the Governance Committee shall from time to time determine.
    - b. The Senate may by majority vote require the use of a different version of Robert's Rules of Order to govern any item, action, or business of the Senate.
  - 5. Issue rulings on Parliamentary Procedure, as circumstances require. All rulings are subject to be overturned by a two-third ( $\frac{2}{3}$ ) majority vote by ASUPS Senate.
  - 6. Attend the weekly President's Council to provide a report on the status of the Senate.
  - 7. Appoint Senators to committees within two weeks of the confirmation of Senators following a General Election, and as from time to time vacancies may require.
  - 8. Plan the Senate Retreat within two (2) weeks of the confirmation of Senators following a General Election.
  - 9. Serve as the administrator of all ASUPS Student Senate social media and email accounts.
  - 10. Manage Senate-related ASUPS Budgets, in consultation with the ASUPS Vice President.

## **Section 4. Committee Responsibilities**

- A. All Senators serve as members of and liaisons to at least one Standing Committee.
- B. Each Senator will report on committee activities to the Senate on a regular basis.
- C. A Senator who misses more than two committee meetings with an unexcused absence is subject to removal from the committee and possible recall. Refer to the Constitution Article VI, Section 3.

## **Section 5. Committee Appointments**

- A. All student-at-large, as defined in Bylaws Article IX, Section 1., members of Standing Committees of the Senate shall be confirmed by the Senate prior to sitting on any such Standing Committee.
- B. The President and/or Vice President shall, respectively, within two weeks of the confirmation of Senators following a General Election, and as from time to time vacancies may require, present the names of individuals nominated for appointment to Standing Committees of the Senate.
- C. The Senate shall vote by simple majority to confirm or reject the nomination of individual students-at-large for appointment to a Standing Committee of the Senate.
- D. Students-at-large duly confirmed to sit on any Standing Committee of the Senate are subject to removal as stated in Bylaws Article V, Section 1, G.

**Section 6. Senate Transition**

- A. Senate Retreat. All Senators are required to attend the Senate retreat, held within two (2) weeks of elections, in order to promote continuity. At the retreat, the following must be covered:
  - 1. The Senate Chair will appoint the Senators to their respective committees by the Senate Retreat.
  - 2. Determine goals for the upcoming term, as well as long-term goals for ASUPS.
  - 3. Educate elected officials on ASUPS structure and its formal documents.
- B. Inauguration. Inauguration for all newly elected Senators takes place prior to the first Formal Senate meeting after election.
  - 1. The Oath of Office shall be administered during Inauguration, following Bylaws Article XI.

**Article III. ASUPS Cabinet Members**

**Section 1. Appointment of ASUPS Cabinet Members**

ASUPS Cabinet positions are created, terminated, and personnel appointed by the Vice President, in consultation with the President, subject to Senate approval.

**Section 2. Creation of Job Descriptions**

Personnel job descriptions are written by and may be changed at the discretion of the Vice President.

**Section 3. Job Descriptions of ASUPS Cabinet Members**

- A. Head of Staff.
  - 1. The Head of Staff (HOS) is a full fee-paying member of ASUPS.
  - 2. The HOS is appointed following the Spring General Election and prior to Inauguration.
  - 3. The HOS has the following powers and responsibilities, to:
    - a. Oversee strategic business initiatives from development through successful execution under the guidance of the President and Vice President.
    - b. Assist and communicate with the President, Vice President, General Manager, Human Resource Officer, and all Directors in decision-making,

- program management, and initiative implementation.
- c. Oversee and execute improvements of the ASUPS Cabinet organization structure.
- d. Improve current processes and coordinate organizational procedures for optimized efficiency and productivity.
- e. Serve as liaison between staff, executives, Vice President, and President, regarding ASUPS climate, employee well-being, project updates, proposals, and planning.
- f. Assist the Vice President, Director of Business Services, and Human Resources Officer with new hires, including addressing and resolving all employee concerns.
- g. Build and develop relationships with all employees for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with the President, Vice President, and executives on special projects.
- h. Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications.
- i. Assume the responsibilities of vacant positions in the ASUPS Cabinet, or coordinate and delegate said responsibilities to other ASUPS Cabinet members.
- j. Maintain, update, amend, and add relevant information to the HOS and all ASUPS Cabinet member's Continuity Report(s).
- k. Meet weekly with the President's Council to provide necessary input and information.
- l. Meet weekly with the ASUPS Cabinet.
- m. Act as the minute keeper of all ASUPS Cabinet, President's Council, and Student Leadership Council meetings.
- n. Fulfill any other related duties as assigned by the President or Vice President.
- 4. Be accessible to the student body on official school days by means of regular office hours, to total a minimum of five hours per week, throughout the term.
- 5. The HOS is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
- 6. The HOS will fulfill a paid transition period lasting from appointment to Senate confirmation.

B. Director of Business Services.

- 1. The Director of Business Services (DBS) is a full fee-paying member of ASUPS.
- 2. The DBS is appointed following the Spring General Election and prior to Inauguration.
- 3. The DBS has the following powers and responsibilities, related to:
  - a. Budget.
    - (1.) Monitor the ASUPS budget in cooperation with the Vice President, making necessary amendments and changes as approved by Senate.

- (2.) Process and retain all records for ASUPS organizational stipends.
  - (3.) Serve as a non-voting member of and provide financial counsel for the ASUPS Budget and Finance Committees.
  - (4.) Maintain records of all ASUPS accounts.
  - (5.) Work with and provide all external auditors with information regarding financial transactions.
  - (6.) Reconcile all ASUPS accounts with the financial records kept by each organization, program or media.
- b. Orientation.
    - (1.) Assist the Director of Clubs and Student Interests (DCSI) in Coordinating, organizing, and executing Club Orientation following LogJam and attend individual orientations for new club leaders throughout the year with the DCSI.
    - (2.) Provide adequate financial instruction for ASUPS organizations during ASUPS Club Orientation and throughout the academic year.
- c. Services.
    - (1.) Act as the official liaison for ASUPS sponsored services. This includes, but is not limited to:
      - (a.) ASUPS Emergency Fund.
      - (b.) Van Rental.
      - (c.) Orca Cards.
- d. Inventory.
    - (1.) Manage and act as custodian of all rented ASUPS equipment.
    - (2.) Serve as purchasing agent for all ASUPS entities as needed.
    - (3.) Facilitate ASUPS expenditures procedure with all necessary documentation.
    - (4.) Track and maintain an updated inventory of all ASUPS physical assets.
- e. Serve as the chair of the Union Board.
- f. Continuity.
    - (1.) Maintain, update, amend, and add relevant information to the DBS Continuity files.
- g. Meet weekly with the President's Council to provide necessary input and information.
- h. Meet weekly with the ASUPS Cabinet to provide necessary input and updates on the internal and external operations of the ASUPS.
- i. Work closely with the Office of Finance, including regular meetings.
- j. Fulfill any other related duties as assigned by the President or Vice President.
- 4. Be accessible to the student body on official school days by means of regular office hours, to total a minimum of five hours per week, throughout the term.
  - 5. The DBS is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
  - 6. The DBS will fulfill a paid transition period lasting from appointment to Senate confirmation.

- C. Director of Events and Public Relations.
1. The Director of Events and Public Relations (DEPR) is a full fee-paying member of ASUPS.
  2. The DEPR is appointed following the Spring General Election and prior to Inauguration.
  3. The DEPR has the following powers and responsibilities, related to:
    - a. Publicize ASUPS events, including club and organization programs and student initiated events.
      - (1.) Oversee all ASUPS social media accounts—excluding Senate—with the power to delegate use to said medias, clubs, and government branches.
      - (2.) Maintain a record of all social media account usernames and passwords.
    - b. Coordinate, organize, and execute all ASUPS Executive special events. Special events include but are not limited to:
      - (1.) LogJam.
      - (2.) Senior Wine Night.
      - (3.) Inauguration.
      - (4.) The Annual Spring ASUPS Executive Reunion.
    - c. Assist the Vice President in executing all ASUPS Elections and serve on the Elections Committee.
      - (1.) Fall Election.
      - (2.) Spring Election.
      - (3.) Special Election, when applicable.
    - d. Manage Grizz.
      - (1.) Manage the Grizz email account.
      - (2.) Oversee the Grizz event calendar, including coordination of appearances at Athletic Department events.
      - (3.) Supervise those assigned to the “Grizz Team,” turn in Grizz Payroll (if applicable) to the DBS for monthly payment.
    - e. Serve as the chair of the Programs Board, with the following powers and responsibilities, to:
      - (1.) Coordinate events with the various campus organizations.
      - (2.) Consult with the Student Programs Director regularly about the vision, purpose, and details of the Student Programming office.
      - (3.) Act as a liaison between the Programmers and President’s Council.
      - (4.) Assist as necessary with the publicity of ASUPS Programmer events.
      - (5.) Coordinate the sale of tickets to ASUPS events and work with the Info Desk, as necessary.
    - f. Manage ASUPS online Poster Design program, including:
      - (1.) Hire graphic design and other poster artists as needed.
      - (2.) Respond to poster design inquiries, assign artist.
      - (3.) Turn in poster payment and artist stipend requests to the DBS monthly.
      - (4.) Ensure poster printing and distribution, and electronic versions are complete.

- g. Work with the University Office of Communications to promote ASUPS events.
- h. Contribute to and promote the University events calendar.
- i. Continuity.
  - (1.) Maintain, update, amend, and add relevant information to the DEPR Continuity files.
- j. Meet weekly with the President's Council to provide necessary input and information.
- k. Meet weekly with the ASUPS Cabinet to provide necessary input and updates on the internal and external operations of the ASUPS.
- l. Fulfill any other related duties as assigned by the President or Vice President.
- 4. Be accessible to the student body on official school days by means of regular office hours, to total a minimum of five hours per week, throughout the term.
- 5. The DEPR is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
- 6. The DEPR will fulfill a paid transition period lasting from appointment to Senate confirmation.

D. Director of Medias and Technology Services.

- 1. The Director of Medias and Technology Services (DMTS) is a full fee-paying member of ASUPS.
- 2. The DMTS is appointed following the Spring General Election and prior to Inauguration.
- 3. The DMTS has the following powers and responsibilities, related to:
  - a. Act as the official liaison between the ASUPS Media Departments and President's Council.
    - (1.) Serve as the chair of the Student Media Board.
    - (2.) Understand the individual goals for all ASUPS Media Departments and support their completion and continuity.
    - (3.) Provide the ASUPS Vice President-Elect with input during the Media Head hiring process.
    - (4.) Assist Media Heads in understanding Student Media Board protocol and procedures throughout the academic year and when a media conflict arises.
  - b. Manage ASUPS technology infrastructure.
    - (1.) Maintain, update and develop functionality for the ASUPS website(s).
    - (2.) Maintain, manage, secure, support, and improve ASUPS technology infrastructure including servers, computers, printing systems and signage displays.
    - (3.) Provide, manage, and support ASUPS Active directory accounts (including emails for clubs).
    - (4.) Maintain, improve, and provide ASUPS Club Presence or other online accounts.
    - (5.) Maintain and improve the systems that provide critical ASUPS

- services.
- (6.) Determine technological goals for ASUPS and plan for their completion and continuity.
- (7.) Coordinate electronic elections, when applicable.
- c. Maintain a working relationship with Technology Services.
- d. Continuity.
  - (1.) Maintain, update, amend, and add relevant information to the DMTS Continuity files.
- e. Meet weekly with the President's Council to provide necessary input and information.
- f. Meet weekly with the ASUPS Cabinet to provide necessary input and updates on the internal and external operations of the ASUPS.
- g. Fulfill any other related duties as assigned by the President or Vice President.
- 4. Be accessible to the student body on official school days by means of regular office hours, to total a minimum of five hours per week, throughout the term.
- 5. The DMTS is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
- 6. The DMTS will fulfill a paid transition period lasting from appointment to Senate confirmation.

E. Director of Clubs and Student Interests.

1. The Director of Clubs and Student Interests (DCSI) is a full fee-paying member of ASUPS.
2. The DCSI is appointed following the Spring General Election and prior to Inauguration.
3. The DCSI has the following powers and responsibilities, related to:
  - a. Act as liaison between ASUPS and student Board of Trustees committee members, on behalf of the ASUPS President.
    - (1.) Coordinate and facilitate a monthly Student Leadership Council meeting.
    - (2.) Coordinate and facilitate a Student Leadership Council meeting within the two week period prior to any Board of Trustees Business Meeting.
  - b. Act as liaison between ASUPS and student Faculty committee members, on behalf of the ASUPS President.
  - c. Act as liaison between ASUPS and student Staff committee members, on behalf of the ASUPS President.
  - d. Act as liaison between ASUPS and ASUPS committee members, on behalf of the ASUPS President.
    - (1.) Assist students in connecting their concerns or projects with the applicable ASUPS committee.
    - (2.) Serve as the chair of the Student Leadership Council.
    - (3.) Serve as a voting member of the following Senate committees:
      - (a.) Food, Health, and Safety Committee.
      - (b.) Student Ideas and Concerns Committee.



- (4.) Serve as Designee to the Vice President when called upon by the Vice President to do so.
- (5.) Develop and maintain a list of student leaders able and willing to serve the student body on any Board of Trustees, Faculty, Staff, and ASUPS Committees. Recommend committee appointments to the ASUPS President when called upon to do so.
- e. Act as the official liaison between ASUPS and ASUPS Clubs, Club Sports, and Organizations.
  - (1.) Coordinate, organize, and execute club orientation following LogJam and host individual orientations for new club leaders throughout the year with the DBS.
  - (2.) Develop, maintain, and implement liability mitigation and risk management protocol for ASUPS Club Sports, in consultation with the ASUPS Vice President, Chief Risk Management Officer, and Vice President and University Counsel, or their designees.
    - (a.) Meet with all ASUPS Club Sport Captains once a month to discuss liability mitigation and risk management protocol and other club sport related topics.
    - (b.) Report concerns, developing issues, and violations of liability mitigation and risk management protocol to the ASUPS Vice President and ASUPS President immediately.
    - (c.) Advise the ASUPS President when an ASUPS Club, Club Sport, or Organization is in violation of liability mitigation protocol and is subject to suspension.
  - (3.) Maintain an updated and comprehensive list of contact information for all ASUPS clubs, organizations, and ASUPS student leaders in order to facilitate regular contact with ASUPS clubs and organizations.
- f. Work with Senate and Student Ideas and Concerns Committee to create a mechanism for soliciting, reviewing and approving student interests.
- g. Manage, assist and follow-up with approved student interest-based projects.
- h. Continuity.
  - (1.) Maintain, update, amend, and add relevant information to the DCSI Continuity files.
- i. Meet weekly with the President's Council to provide necessary input and information.
- j. Meet weekly with the ASUPS Cabinet to provide necessary input and updates on the internal and external operations of the ASUPS.
- k. Fulfill any other related duties as assigned by the President or Vice President.
- 4. Be accessible to the student body on official school days by means of regular office hours, to total a minimum of five hours per week, throughout the term.
- 5. The DCSI is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
- 6. The DCSI will fulfill a paid transition period lasting from appointment to Senate confirmation.

F. Director of Equity, Inclusion, and Justice.

1. The Director of Equity, Inclusion, and Justice (DEIJ) is a full fee-paying member of ASUPS.
2. The DEIJ is appointed following the Spring Elections and prior to Inauguration.
3. The DEIJ has the following powers and responsibilities, related to:
  - a. Act as a liaison for identity-based or marginalized student groups on campus to the ASUPS.
    - (1.) Meet with identity-based and marginalized student groups, non-identity based leadership, or any clubs that fill related roles twice every semester.
    - (2.) Meet with BHERT (Bias Hate Education Response Team) or the body that performs this function twice every semester.
    - (3.) More meetings may occur after the minimum threshold is met based on the nature of campus community needs and relevant programming. Further meetings may be organized at the discretion of the DEIJ.
  - b. Act as the official liaison between ASUPS and the administrative position henceforth created to promote Equity and Inclusion.
    - (1.) Meet with the Vice President of Institutional Equity and Diversity or the relevant administrative position holder at least twice a semester.
    - (2.) Develop and communicate goals of ASUPS in relation to diversity and equity work, as well as understand the administration's goals in the University's equity work.
  - c. Attend student forums pertaining to the University's equity work.
  - d. Serve as a voting member for the Senate's Diversity, Equity and Justice committee.
  - e. Coordinate Diversity and Equity training and workshops for the ASUPS Cabinet and in collaboration with various clubs.
    - (1.) Work with the Vice President to ensure thorough and relevant anti-racism and equity training is provided during the ASUPS Cabinet retreat.
    - (2.) Work with the Senate Chair to ensure that thorough and relevant anti-racism and equity training is provided for the ASUPS Senate.
    - (3.) Coordinate diversity and equity training and workshops for ASUPS club leaders during club orientation.
    - (4.) Club leaders may meet with DEIJ more frequently once the minimum threshold is met if more programming assistance related to DEI training is needed.
  - f. Continuity.
    - (1.) Maintain, update, amend, and add relevant information to the DEIJ Continuity files.
  - g. Serve as the official liaison between the ASUPS and all Identity-based Clubs.
  - h. Meet weekly with the President's Council to provide necessary input and information.
  - i. Meet weekly with the ASUPS Cabinet to provide necessary input and

- updates on the internal and external operations of the ASUPS.
- j. Fulfill any other related duties as assigned by the President or Vice President.
  4. The DEIJ is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of ASUPS President and Vice President.
  5. The DEIJ will fulfill a paid transition period lasting from appointment to Senate confirmation.

*Updated 2.25.22, 2022*

#### **Article IV. ASUPS Operating Coordinator**

1. The ASUPS Operating Coordinator is a Staff Member of the University of Puget Sound.
2. The Operating Coordinator position is filled as needed by the Vice President, with the assistance of the Human Resource Officer.
3. The ASUPS President and Vice President are the immediate supervisors; the Dean's Designee will act as the supervisor for all Human Resource needs, with back-up from the President and Vice President.
4. The Operating Coordinator shall have the following powers and responsibilities:
  - a. Maintain and demonstrate a full understanding of the University's process regarding deposits, disbursements, and pcard accounting, working closely with the ASUPS Director of Business Services.
  - b. Provides support and assistance to the ASUPS Cabinet, the ASUPS Student Programmers, the ASUPS Senators, the Student Media Heads, and representatives from all ASUPS-recognized clubs and organizations.
  - c. Assist the Vice President and Director of Business Services in overseeing ASUPS Van Rental program and the Orca Bus Program.
  - d. Assist the Vice President and Director of Events and Public Relations in coordinating key events, including two general elections, Award ceremonies, ASUPS Executive Inauguration, retreats, and other events.
  - e. Assists with the organization of the Budget Process at the request of the ASUPS Vice President.
  - f. Provide support to the ASUPS President in preparation for the Board of Trustees by assisting with letters, reports and organization.
  - g. Prepare necessary financial documents/forms to the Office of Finance on behalf of ASUPS Executives.
  - h. Order and maintain office supplies and demonstrate a complete understanding of the University's procurement process.
  - i. Maintain office records, update all contact lists for the ASUPS, including but not limited to employees, clubs, and organizations and campus contacts, and oversee the filing system of club documents and constitutions in the office.
  - j. Lend support, as needed, to the ASUPS Cabinet for social media communication.
  - k. Assist and coordinate transitions between new Executive administrations to

ensure smooth transfer.

- l. Prepare and provide training to new ASUPS Cabinet to ensure year-to-year continuity.
- m. Perform other administrative assistant duties related to the ASUPS as delegated by the ASUPS Executive Officers, Constitution, Bylaws, and Financial Code.
- n. Oversee work-study students.
- o. Assist the Vice-President-Elect in the hiring of other inter-office personnel, if requested.
- p. Accomplish all other responsibilities outlined in the ASUPS Operating Coordinator job description filed with the Office of Human Resources.

## **Article V. Standing Committees of the Senate**

### **Section 1. General**

The following standards apply to all Standing Committees listed in this article:

- A. A quorum is two-thirds ( $\frac{2}{3}$ ) of the voting membership of the committee (rounded up).
- B. All committee meetings may be closed provided they comply with the Freedom of Information Act of 1967.
- C. Meetings occur as stated in the Bylaws, or at the request of one-half ( $\frac{1}{2}$ ) of the Senate.
- D. In the event of vacancies, the Executive Officer, as stated in the respective section, is empowered to appoint no more than two new members to any one committee. If three or more vacancies occur, vacancies will be filled according to the format outlined in the respective section. When not stated, they will be filled according to the Bylaws Article II, Section 5.
- E. If a chair and a minute keeper are not specified in the Bylaws, one must be chosen from the voting membership of each respective committee within two weeks following regular appointments. The Chair must be a committee member serving the second half of the term or must be formally approved by Senate.
- F. Committees must record minutes and post to the ASUPS website on a regular basis, following the approval of the minutes, and be presented to the Senate Chair or ASUPS Executives upon request.
- G. Grounds for removal:
  1. A member of the committee may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of Senate for the following:
    - a. More than two (2) unexcused absences.
    - b. Conviction by the ASUPS Honor Court during the member's term.
    - c. Conviction of criminal charges during the member's term.
    - d. Voting on the basis of external pressure or reward.
- H. Any and all actions of the committees will be subject to review by the Senate.
- I. All committee members are voting members unless specified as non-voting.
- J. The Senate will charge each standing committee with specific goals for each academic year. This must be completed by the third regular Senate meeting of the academic year.
- K. Each committee chair shall complete and submit a committee year-end report to the senate chair at the end of their term as committee chair.

## **Section 2. Awards and Scholarship Committee**

- A. Purpose. To recognize outstanding participatory students, faculty, and staff, according to the selection processes of each scholarship or award.
- B. Powers and Responsibilities.
  - 1. To gather nominations and recommend recipients for various ASUPS and other awards and scholarships.
  - 2. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
  - 1. One Senator, chair.
  - 2. Three students-at-large. Appointed by the current President in consultation with the current Vice President.
  - 3. ASUPS President.
  - 4. Dean of Students or Dean of Students' designee.
  - 5. One member of the faculty, chosen in accordance with regular Faculty Senate Committee appointment procedures.
- D. Meetings. The Awards and Scholarship Committee will meet in the spring to recommend recipients of ASUPS' awards and scholarships, or as necessary.
- E. No member of the Awards and Scholarship Committee is eligible for the scholarships given out by ASUPS, but can be the recipient of non-monetary awards.
- F. If a member is nominated for a non-monetary award, they must recuse themselves from the selection process of said award.
- G. Awards are presented to the recipients at the University Leadership Award Ceremony by the ASUPS President-Elect and Vice President-Elect.
- H. To be considered official, awards and scholarship recipient recommendations from the Awards and Scholarship Committee must be adopted by a majority vote at a formal Senate meeting.

## **Section 3. Budget Committee**

- A. Purpose. To serve as the first evaluator of all budget requests.
- B. Powers and Responsibilities.
  - 1. Form policies for the budget.
  - 2. Collect budget requests from ASUPS recognized clubs and organizations.
  - 3. Utilize expense and revenue to allocate budgets that reflect the club or organization's needs.
  - 4. Make budget recommendations and communicate that information to clubs in a timely manner.
  - 5. Allow clubs the opportunity to appeal budget decisions, with at least three business days' time.
  - 6. Present budget recommendations to the ASUPS Senate.
  - 7. Meet individually with a representative from each group requesting funds as necessary.
  - 8. Evaluate budget proposals with viewpoint neutrality, using criteria outlined in the ASUPS Financial Code Article II, Section 4, 4.

9. Present budget recommendations to the ASUPS Senate three weeks before the final formal meeting.
  10. Publish the final budget after Senate approval before the end of the Spring Semester.
  11. Keep minutes from budget meetings.
  12. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
1. Vice President, chair.
  2. Two students-at-large. Appointed by the President in consultation with the Vice President.
  3. Two Senators.
  4. President, non-voting.
  5. Director of Business Services, non-voting.
  6. President-Elect, non-voting.
  7. Incoming Director of Business Services, non-voting, if appointed at the time of meeting.
  8. Vice President-Elect, non-voting.
- D. Meetings. Called by the Vice President, held primarily during the Spring Semester following the general election.
- E. For further details, refer to the ASUPS Financial Code.
- F. To be considered official, budget recommendations from the Budget Committee must be adopted by a majority vote at a formal Senate meeting.

#### **Section 4. Elections Committee**

- A. Purpose. To organize and coordinate all ASUPS elections.
- B. Powers and responsibilities.
1. Conduct all ASUPS elections in accordance with the Constitution, Bylaws, and the Senate.
  2. Submit guidelines for campaign publicity and timeline in writing to the Senate two weeks prior to the opening of nominations for Senate approval.
  3. Enforce campaign guidelines and regulations as determined by the Elections Committee and ASUPS Senate.
  4. Make public the amount of money each candidate may spend on election publicity.
- C. Membership.
1. Two Senators, most senior senator shall act as chair.
  2. Five (5) students-at-large. Appointed by the Vice President in consultation with the President.
  3. Vice President, non-voting.
  4. Director of Events and Public Relations, non-voting.
  5. Any person running for an elected office cannot be a member of the Elections Committee or participate in any of its duties.
  6. If the Vice President is unable to serve on the Elections Committee, the President

of the ASUPS shall be a non-voting member. The Executive's seat shall remain vacant if neither can serve on the Committee.

- D. Meetings. The Committee shall meet as deemed necessary by the chair in agreement with the committee members.
- E. Elections Guidelines.
  - 1. The nominating procedures for ASUPS elected offices are as follows:
    - a. Candidates file their intention to run for an elected position.
    - b. A list of the candidates and the positions for which they have filed must be made public in the Wheelock Student Center beginning the first day of filing and ending the last day.
    - c. All candidates, processed or write-in, must be full-time students at the time of the general election, as defined by the University of Puget Sound, with a cumulative grade point average of 2.0 or higher. First-year students in their first semester are excluded from the GPA requirement. Proof of both claims must be provided by the candidate before the general election or, concerning a write-in candidate, no later than forty-eight (48) hours after the close of the election.
    - d. All Executive candidates must be full-time students for the semester preceding the election as defined by the University of Puget Sound Registrar's Office.
  - 2. The dates for filing, nomination, and election are determined by the Senate upon the recommendations of the Elections Committee.
  - 3. Any member of the ASUPS, as defined by the Constitution Article I, Section 3, may be written in as a candidate for an office in the elections. A write-in candidate must adhere to guidelines pertaining to their campaign set forth by the Elections Committee.
  - 4. ASUPS general elections are conducted as follows:
    - a. Nominations must be completed at least two weeks prior to the general election.
    - b. Elections are held no later than the sixth week of each semester.
    - c. The form of the ballot is determined by the Elections Committee.
    - d. Spaces will be provided for write-in votes in all offices.
    - e. A process of random generation will determine the order of names on the ballot.
    - f. The Elections Committee will designate the time and method of voting.
    - g. After all votes have been cast, a secret counting of the ballots will be made by machine or students authorized by the Elections Committee to assist in the counting. A member of the ASUPS Honor Court must certify election results.
    - h. Until the winners are announced, only the Elections Committee may know the ballot totals.
    - i. Election results must be announced to the candidates, KUPS, and The Trail as soon as they are tallied, no later than thirty-six hours after polls have closed. Ballot totals will be made available only upon request of the Elections Committee.
  - 5. Campaign spending includes all cash, goods and professional services at the fair

market value as determined by the Elections Committee provided for and utilized in support of a candidate's election.

- a. The Elections Committee determines the campaign spending limit for all elected offices each semester, subject to Senate approval.
  - b. Candidates may not exceed the campaign spending limit.
  - c. Candidates must submit campaign expenditures to the Election Committee within twenty-four (24) hours of notification of official final election results.
6. ASUPS Special Elections must be conducted in the same manner as ASUPS General Elections.
  7. In case of a tie between two or more candidates in an election, the Elections Committee will conduct a runoff election within one week of the election in which the tie occurred; and in a manner consistent with election rules.
  8. A plurality vote is required to elect the officers of ASUPS.
  9. No student may violate Constitution Article V, Section 5. A student who intends to run for a second office and whose present term will overlap with the desired office must resign from present position prior to Inauguration.
  10. Penalties for violations of campaign regulations, guidelines, or rules as established by the Elections Committee, the Senate, and the Bylaws, may be imposed by the Committee.
  11. Penalties that may be enforced by the Elections Committee prior to the election may include, but are not limited to, the removal of the candidate's publicity materials, public notification of the candidate as a violator, or removal of the candidate's name from the ballot.
  12. After an election, the ASUPS Honor Court is empowered, and is the only body empowered, to invalidate a candidate's election after receiving a complaint or after being requested to do so by the Elections Committee and after due process. These invalidation proceedings must be commenced within three weeks after the election in question.
- F. To be considered official, election policies recommended by the Elections Committee must be adopted by a majority vote at a formal Senate meeting.

### **Section 5. Finance Committee**

- A. Purpose. To serve as the first evaluator for funding requests made throughout the academic year, separate from spring budget requests.
- B. Powers and Responsibilities.
  1. Review and approve the Finance/Capital Request Form, proposed by the ASUPS Vice President.
  2. Formulate guidelines for the use of ASUPS Finance Account in accordance with the ASUPS Financial Code.
  3. Make expenditure proposals to the Senate for all ASUPS Finance and Capital funds and their use.
  4. Recommend budget allocations for clubs who are approved after the annual budgeting process.
  5. Recommend amendments to the ASUPS Budget as necessary to ensure the financial accountability of ASUPS.



6. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
1. Vice President, chair.
  2. Two to four students-at-large, appointed by the Vice President in consultation with the President.
  3. Two Senators, who should serve staggered terms.
  4. President, non-voting.
  5. Director of Business Services, non-voting.
- D. Meetings. Weekly as designated by the chair in agreement with the committee members.
- E. The Finance Committee must act according to the provisions set forth in the ASUPS Financial Code.
- F. To be considered official, financial recommendations from the Finance Committee must be adopted by a majority vote at a formal Senate meeting.

#### **Section 6. Food, Health and Safety Committee**

- A. Purpose. To serve as a forum for discussing views and concerns of the student body that are pertinent to Dining and Event Services; Counseling, Health, & Wellness Services; and Security Services.
- B. Powers and Responsibilities.
1. Formulate priorities and objectives regarding Dining and Event Services; Counseling, Health, & Wellness Services; and Security Services.
  2. Report to the ASUPS Senate concerns regarding Dining and Event Services; Counseling, Health, & Wellness Services; and Security Services.
  3. When forming policy, acknowledge the limitations under which Dining and Event Services; Counseling, Health, & Wellness Services; and Security Services operate.
  4. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
1. Two Senators. Serving staggered terms. Most senior Senator as chair.
  2. Three to Five students-at-large. Appointed by the Vice President in consultation with the President.
  3. Director of Clubs and Student Interests.
  4. Director of Security Services, non-voting.
  5. Director of Dining and Event Services, non-voting.
  6. Director of Counseling, Health, & Wellness Services, non-voting.
  7. ASUPS Operations Coordinator, non-voting. Also takes minutes.
- D. Meetings. Bi-monthly, as designated by the chair in agreement with the committee members. The committee must advertise its meeting times to the student body.
- E. To be considered official, actions recommended to ASUPS by the Food, Health, and Safety Committee must be adopted by a majority vote at a formal Senate meeting.

## **Section 7. Governance Committee**

- A. Purpose. To serve as a first level evaluator of ASUPS documents, policy and procedure, ensuring consistency, accuracy, and legality.
- B. Powers and Responsibilities.
  - 1. Evaluate and review the ASUPS Constitution, Bylaws, Financial Code, Governing Guidelines, and any other ancillary documents, and present recommendations to the Senate.
  - 2. Be familiar with the documents to ensure they are not in conflict.
  - 3. Report any breaches of the Constitution, Bylaws, or any other formal documents to the ASUPS Senate and ASUPS Honor Court. Recommend corrections of these breaches to the Senate and Honor Court.
  - 4. The Governance Committee may establish sub-committees to examine specific documents or portions of documents.
    - a. Each sub-committee must have one voting member of the committee as the chair and an undetermined number of students at large that need not be approved by the Senate.
    - b. Any member of the committee, Executive Officer, or Senator may serve on a sub-committee.
    - c. All members of the sub-committee have equal status and each member has one vote.
    - d. Each sub-committee is responsible to the Governance Committee.
    - e. A sub-committee is disbanded upon completion of their appointed task as determined by the Governance Committee.
  - 5. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
  - 1. Two Senators, most senior senator shall act as chair.
  - 2. Three students-at-large. Appointed by the President in consultation with the Vice President.
  - 3. Vice President, non-voting.
  - 4. President, non-voting.
  - 5. Vice President and University Counsel, or designee, non-voting.
- D. Meetings. At least once a month, if not more regularly, as deemed necessary by the chair in agreement with the committee members.
- E. Any committee members serving on other committees or boards are not allowed to vote on policy concerning that committee or board.
- F. To be considered official, document revisions recommended by the Governance Committee must be adopted by a majority vote at a formal Senate meeting.

## **Section 8. Student Ideas and Concerns Committee**

- A. Purpose. To gather, determine, and prioritize concerns of the student community.
- B. Powers and Responsibilities.
  - 1. Obtain student input on various student concerns as the Senate deems necessary.
  - 2. Organize events, programs and/or surveys conducive to achieving maximum student input.

3. Submit results to the Senate to aid in effective policy making regarding the student concerns at hand.
  4. Respond to student concerns and make the effort to proactively address student concerns or ideas.
  5. The Student Ideas and Concerns Committee may establish subcommittees to examine specific student ideas and concerns.
    - a. Each sub-committee must have one voting member of the committee as the chair and an undetermined number of students at large that need not be approved by the Senate.
    - b. Any member of the committee, Executive Officer, or Senator may serve on a subcommittee.
    - c. All members of the sub-committee have equal status and each member has one vote.
    - d. Each sub-committee is responsible to the Student Ideas and Concerns Committee.
    - e. A sub-committee is disbanded upon completion of their appointed task as determined by the Student Ideas and Concerns Committee.
  6. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
1. Two Senators, most senior Senator as chair.
  2. Three to five students at large. Appointed by the President in consultation with the Vice President.
  3. Director of Clubs and Student Interests.
  4. President, non-voting.
- D. Meetings. Bi-monthly as designated by the chair in agreement with the committee members.
- E. To be considered official, actions recommended by the Student Ideas and Concerns Committee must be adopted by a majority vote at a formal Senate meeting.

### **Section 9. Green Fee and Expressions Fund Review Committee**

- A. Purpose. To recommend approval and oversee the Green Fee and Expressions Fund.
- B. Powers and Responsibilities.
  1. Create and publicize the process for applying for the Green Fee and Expressions Fund.
  2. Review all Green Fee and Expression Fund applications.
  3. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
  1. One Senator, chair.
  2. Director of Clubs and Student Interests.
  3. Two Students-at-Large, Appointed by the Vice-President.
  4. Chair of the Sustainability Advisory Committee or their Designee, non-voting.
  5. Director of Intercultural Engagement or their Designee, non-voting.
  6. Director of Business Services, non-voting.

- D. Meetings. Held at the discretion of the chair at least once a month.
- E. To be considered official, application approval recommendations of the Green Fee and Expression Fund Review Committee must be adopted by a majority vote at a formal Senate meeting.

**Section 10. Student Leader Review Committee**

- A. Purpose. To create internal equity<sup>1</sup> within ASUPS Student Leadership Stipends.
- B. Powers and Responsibilities.
  - 1. Review leadership position descriptions of ASUPS Student Leaders.
  - 2. Review proposed stipend amounts. These should be provided by ASUPS Heads of Department or Budget Managers, or equivalent title within an ASUPS affiliated organization.
  - 3. Review and approve the stipend proposal forms to be collected from the respective departments.
  - 4. Make a recommendation, regarding stipend amounts and job descriptions, to be approved by the Senate before the beginning of the budgeting process.
  - 5. Respond to appeals and approve additional stipends when necessary.
  - 6. Share decisions with the Budget Committee, President-Elect, and Vice-President Elect after their election.
  - 7. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
  - 1. Vice President or their Designee, chair.
  - 2. One Senator.
  - 3. One programmer, appointed by the Programmer Board.
  - 4. One Media Head, appointed by the Media Board.
  - 5. One Student-at-Large. Appointed by the President.
  - 6. Human Resources Officer.
  - 7. Director of Business Services, non-voting.
  - 8. Director of Equity, Inclusion, and Justice, non-voting.
- D. Meetings. The Board meets prior to the fiscal year budgeting process or when it is necessary to respond to appeals or new stipended positions.
- E. To be considered official, stipended recommendations from the Student Leader Review Committee must be adopted by a majority vote at a formal Senate meeting.

**Section 11. Equity, Inclusion, and Justice Committee**

- A. Purpose. To discuss and address current diversity issues within the ASUPS and at the University of Puget Sound.
- B. Powers and Responsibilities.
  - 1. Committee members will act as a point of contact for identity-based club concerns to the ASUPS Senate.
  - 2. Ensure that ASUPS is held accountable in diversity work.
  - 3. Discuss ways to support identity-based clubs.

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<sup>1</sup> Internal Equity is the comparison of similar and equivalent positions within ASUPS to ensure fair compensation.

4. Review the work of the Director of Equity, Inclusion, and Justice and provide support, when needed.
  5. Perform any other such duties as may be delegated by the Constitution, Bylaws Financial Code, or the Senate.
- C. Membership.
1. Senate Identity-based Clubs Liaison, chair.
  2. Vice President.
  3. Director of Equity, Inclusion, and Justice, non-voting.
  4. One Senator.
  5. 3 to 5 students-at-large. Appointed by the Vice President in consultation with the President.
- D. Meetings. Held once a month, at the discretion of the chair. This committee must advertise its meeting times to the student body.
- E. To be considered official, actions recommended by the Equity, Inclusion, and Justice Committee must be adopted by a majority vote at a formal Senate meeting.

## **Article VI. Executive Bodies**

### **Section 1. Purpose**

The Student Executive Bodies, as listed in Bylaws Article 1, Section 3., shall serve as internal and external management and supporting bodies of the ASUPS Executive Branch. A member of the ASUPS Cabinet, membership listed in Bylaws Article VI, Section 2, B., shall chair each of the Student Executive Bodies.

### **Section 2. ASUPS Cabinet**

- A. Purpose. To provide a forum for Executive Branch Officials to discuss the internal and external goals and operations of the ASUPS.
- B. Membership.
1. President, chair.
  2. Vice President.
  3. Head of Staff, minute keeper.
  4. Director of Business Services.
  5. Director of Events and Public Relations.
  6. Director of Medias and Technology Services.
  7. Director of Clubs and Student Interests.
  8. Director of Equity, Inclusion, and Justice.
  9. ASUPS Operations Coordinator, at the invitation of the President.
- C. Meetings. The ASUPS Cabinet will meet weekly, as determined by the President.

### **Section 3. President's Council**

- A. Purpose. To provide a first-level forum to discuss current issues, new ideas, and concerns facing ASUPS and the student body.
- B. Membership.
1. President, chair.
  2. Vice President.

3. Head of Staff, minute keeper.
  4. Director of Business Services.
  5. Director of Events and Public Relations.
  6. Director of Medias and Technology Services.
  7. Director of Clubs and Student Interests.
  8. Director of Equity, Inclusion, and Justice.
  9. Graduate Student Executive Representative.
  10. Chair of the Senate.
  11. Senate Club Liaison.
  12. Senate Club Sport Liaison.
  13. Senate Identity-based Club Liaison.
  14. One Senator, elected by the Senate.
- C. Meetings. The Council will meet weekly, as determined by the President.

#### **Section 4. Student Leadership Council**

- A. Purpose. To provide a forum for student leaders to discuss current campus issues, new ideas, and concerns brought forth to Board of Trustees committees.
- B. Membership.
1. Director of Clubs and Student Interests, chair.
  2. President.
  3. Vice President.
  4. Head of Staff, minute keeper.
  5. Graduate Student Executive Representative.
  6. All appointed or nominated student members of standing Board of Trustees committees.
- C. Meetings. The Council meets monthly as determined by the Director of Clubs and Student Interests, in consultation with the President, and once within the two-week period prior to all Board of Trustees Business Meetings.

#### **Section 5. Union Board**

- A. Purpose. The University of Puget Sound Wheelock Student Center is the community center of the university serving students, faculty, staff, alumni and friends.
1. Provide a variety of meeting spaces for convening groups from the on-campus and off-campus communities.
  2. Enhance leadership and co-curricular opportunities by providing an environment and programs, which stimulate the intellectual, social, cultural, recreational and personal development of individuals and groups within the campus community.
  3. Provide access to services, conveniences, amenities, and centralized information.
  4. Exhibit and encourage the diversity, vitality, and dynamism, which characterize the university.
- B. Powers and Responsibilities. The Union Board will:
1. Initiate and review policies regarding the facilities, services, and activities provided by the Wheelock Student Center.
  2. Provide direction and support to the Director of Student Life Operations in the implementation of the plans and policy directives of the Board.

3. Evaluate the changing and diverse needs and interests of the university community in the accessible utilization of the Wheelock Student Center.
  4. Create sub-committees by a majority vote of the members of the Board as needed.
  5. Encourage facility use by various university community constituencies and offer support and assistance.
  6. Encourage the development of new activities and services not currently being offered within the Wheelock Student Center.
  7. Approve the annual hiring of a Student Wheelock Student Center Art Curator who oversees the curation of student and Union Board art exhibits in the Wheelock Student Center.
  8. Approve use of the Union Board Budget.
  9. Perform any other such duties as may be delegated by the Constitution, Bylaws, Financial Code, or the Senate.
- C. Membership.
1. ASUPS Director of Business Services, chair.
  2. ASUPS Vice President.
  3. One ASUPS Senator.
  4. One student-at-large. Appointed by the President.
  5. One ASUPS Programmer.
  6. KUPS General Manager or their Core Staff designee.
  7. One Media Board Representative, (can rotate between Media Heads, excluding the KUPS General Manager).
  8. Information Center Student Manager (can rotate between managers).
  9. Diversions Café Student Manager (can rotate between managers).
  10. Cellar Student Manager (can rotate between managers).
  11. One staff member, preferably student staff, representative from Counseling, Health, and Wellness Services (can rotate).
  12. The Chief Risk Management Officer.
  13. Director of Student Programs.
  14. Vice President of Student Affairs or their designee.
  15. Director of Dining and Event Services or their designee.
  16. Bookstore Manager.
  17. Mail Services Coordinator.
  18. Wheelock Student Center Art Curator, non-voting member.
  19. Associate Vice President for Facilities Services, or their designee.
  20. ASUPS Operations Coordinator, non-voting member and also takes minutes.
- D. Meetings. The Board meets once a month in regular sessions during the academic year. Other scheduled meetings are arranged by the chair as required. Special meeting of the Board may be called by the chair, the Director of Student Union Programs or their designee, or by one-third ( $\frac{1}{3}$ ) of the voting membership of the Board by submitting a request to the Secretary of the Board. All meetings are open unless the Board chooses to go into executive session to discuss personnel or contractual business. A two-thirds ( $\frac{2}{3}$ ) majority vote is required.
- E. Reporting. The Vice President for Student Affairs, or their designee, bears the primary responsibility for ensuring the effective coordination of Wheelock Student Center's

programs and facilities. Periodic reports to the ASUPS Senate and the Board of Trustees Academic and Student Affairs Committee on the status of the Union will be provided as needed by the Vice President for Student Affairs, or the designee.

1. The Assistant Director of Student Activities for the Wheelock Student Center will provide monthly reports to the Union Board regarding the use of the building.
- F. Special Circumstances.
1. Artwork. As the Union Board purchases artwork for permanent installation in the building, any requests to remove such pieces must be discussed and voted on by the Union Board. Any vote to remove artwork must carry a two-thirds (2/3) majority vote.
- G. To be considered official, actions recommended by the Union Board must be adopted by a majority vote at a formal Senate meeting.
- H. Revisions. Any further alteration of the Union Board section of the Bylaws must be sent in writing to the Board of Trustees' Academic and Student Affairs Committee members for review and receive approval by the full Board of Trustees.

## **Section 6. Student Media Board**

- A. Purpose. Editors and the General Manager are given the discretion to establish the editorial and program direction of their respective medium. With this in mind, the primary purpose of the Board is to provide those forms of direction and support to the official student communication media that will lead to the highest levels of journalistic and broadcasting quality.
- B. Powers and Responsibilities.
1. Review the editorial/broadcast, advertising, fiscal, production, and personnel policies of the media heads.
  2. Ensure long term quality by setting goals and establishing broad editorial and program guidance.
  3. Adhere to and support the principle of a free and unbiased press with particular attention to the statements of the Society of Professional Journalists (Sigma Delta Chi) and the National Association of Broadcasters.
  4. Advocate the position of the media to ASUPS and the University of Puget Sound.
  5. Following the Spring Inauguration, the ASUPS Vice President will select Editors and General Managers and the Board may remove Editors and General Managers.
  6. The Board has the authority to require that an editor print a retraction or that the general manager broadcast a public apology when it is evident that a published or broadcast statement is clearly contrary to libel laws or Federal Communications Commission (FCC) regulations.
  7. Any and all complaints from any member of the readership or listening public should first be taken to the appropriate media head. If either party determines that substantive matters remain unresolved, the Board may be convened to consider the complaint and take action as necessary. If the complaining party is unwilling to approach the media head directly, the Board will receive their complaint, notify the media head, convene to consider, and take necessary action.
  8. In the event a dispute arises between a media head and the media advisor that can not be resolved to the satisfaction of both parties, the Chair of the Board and the



Vice President should be consulted in the attempt to resolve the matter. If after consultation, either party determines that substantive matters remain unresolved, the Board may be convened to settle the matter.

- C. Membership.
  - 1. Director of Medias and Technology Services, chair.
  - 2. Vice President.
  - 3. One Senator.
  - 4. Two (2) students-at-large, non-staff members of the student sponsored media selected by the Vice President with alternating two (2) year terms.
  - 5. One faculty member, serving an indefinite term selected by the Faculty Senate.
  - 6. Dean of Students or their designee.
  - 7. The Media Advisor(s). In cases where more than one Media Advisor attends that meeting, the sum of the Advisor votes carries that same number, one, as other voting members.
  - 8. Editors and General Managers of the medium, non-voting.
  - 9. Vacancies are filled as they arise according to the same procedure by which members are selected.
- D. Meetings. Meetings of the Board are to be convened at least twice a month or as determined by the chair. In order to provide adequate direction, it is essential that the Board meet with Editors and the General Manager during the first three weeks of each semester. All meetings are open unless closed by a majority vote of the Board. The voting members of the Board reserve the right to meet in executive session, excluding ex-officio members, for deliberation on sensitive issues.
- E. Selection of Editors and General Managers.
  - 1. The ASUPS Vice President-Elect will solicit applications for Editors and General Managers after the Spring ASUPS election. The Vice President-Elect will maintain this responsibility even after the Spring Inauguration as Vice President and until the election of a new Vice President-Elect.
  - 2. The ASUPS President-Elect, ASUPS Vice President-Elect, and Director of Medias and Technology Services will interview all candidates who meet the minimum qualifications of undergraduate student as defined by the University of Puget Sound Bulletin, with a cumulative grade point average of 2.0 or higher. Proof of both claims must be provided by all candidates prior to the interview. The Vice President-Elect will maintain this responsibility even after the Spring Inauguration as Vice President and until the election of a new Vice President-Elect.
  - 3. The ASUPS Vice President-Elect may request certain additional information from applicants, including letters of reference from faculty or staff, samples of journalistic writing, resumes, and personal statements. The Vice President-Elect will maintain this responsibility even after the Spring Inauguration, as Vice President, and until the election of a next Vice President-Elect.
  - 4. The ASUPS Vice President, following the Spring Inauguration, in consultation with the ASUPS President, will select the Editor of each publication and the General Manager of KUPS-FM and Photo Services.
  - 5. No elected official or Cabinet member of the ASUPS may serve as an Editor or a

General Manager.

6. The Vice President shall fill vacancies in the position of Editor or General Manager as they occur in a manner similar to the annual selection process. If the regular selection process would jeopardize normal operation of the medium, an interim Editor or General Manager may be appointed by the Vice President to serve until regular selection processes can occur.
- F. Removal of an Editor or General Manager.
1. The Vice President shall have no authority to permanently remove an Editor or General Manager from their position without the confirmation of the Board.
  2. The Board may decide to remove an Editor or General Manager under the following conditions:
    - a. Failure to perform. If an Editor or General Manager fails to carry out the duties assigned to them such that regular operation of the publication or station is severely jeopardized, they may be removed from office by a simple majority decision of the Board.
    - b. Engaging in illegal acts. An Editor or General Manager found guilty of conduct in violation of the Student Integrity Code, Code of Conduct, University policy, or Federal or State law will be removed from office.
    - c. Violation of libel laws or FCC Regulations. An Editor or General Manager who violates libel laws or FCC regulations will be removed from the position by a simple majority decision of the Board. The Vice President or Board, by simple majority vote, may suspend an Editor or General Manager during the time in which charges are being adjudicated.
    - d. If an Editor or General Manager is removed from office, they may not serve as an Editor or General Manager for the remainder of their time in ASUPS.
  3. The process by which the Board considers the removal of an Editor or General Manager should be characterized by a concern for due process and objectivity. The individual in question should receive written notification specifying the reasons for such consideration. An Editor or General Manager should be given sufficient time to prepare an answer to such charges. A hearing on the charges should be scheduled within ten (10) days unless the individual charged requests an extension which must be approved by the Board. The individual should also be given the opportunity to request that the Board's considerations of the charges be conducted in an open public meeting. The final vote on the charges is conducted in an executive session of the Board.
  4. The decision of the Board to remove an Editor or General Manager may be appealed to the President of the university. Such an appeal should be made within five (5) days of the receipt of the decision of the Board. The decision of the President of the university is final.
  5. Student and staff members of the various media are subject to the same standards mentioned above. It is the responsibility of Editors or General Managers to suspend or dismiss student and staff members found in violation of these standards. In the event of a dispute between a student and staff member and an Editor or General Manager concerning the severity of a violation, the Board, by simple majority, serves as the final arbiter. The Vice President will serve as the

final arbiter only if the Board is unable to meet within three (3) business days of a media Head failing to perform, engaging in illegal acts, or violating libel or FCC regulations. The Board must confirm or reverse the decision of the Vice President by a simple majority vote at the next Board meeting. Failure on the part of an Editor or General Manager to act on such a suspension or dismissal is considered failure to perform and renders the Editor or General Manager subject to considerations for suspension or dismissal by the Board.

- G. Powers and Responsibilities of Editors and General Managers.
  - 1. Carry a minimum of two (2) units per semester, maintain a cumulative grade point average of 2.0 or higher, and must be a fee-paying member of ASUPS during their tenure of office.
  - 2. Establish and implement sound editorial/broadcast, advertising, fiscal, production, and personnel policies.
  - 3. Be responsible for the editorial content of their media.
  - 4. Be free from prior restraint and review, except as stated in the KUPS-FM Charter.
  - 5. Select all student staff, with the written approval by the ASUPS Vice President, Director of Medias and Technology Services, or Director of Business Services prior to hiring. Must provide prospective student staff member names, proposed job title, proposed job description, and proposed stipend amount. Editors and General Managers may appeal student staff hiring decisions made by the Vice President to the Senate. A two-third ( $\frac{2}{3}$ ) majority will overrule the decision.
  - 6. Propose student staff member salary changes for approval by the Student Leader Review Committee.
  - 7. Supervise the daily operations of their respective media.
  - 8. Prepare and submit a budget to the Budget Committee.
  - 9. Meet with the Director of Medias and Technology Services bi-weekly and report to the ASUPS Vice President when applicable.
- H. Powers and Responsibilities of a Media Advisor.
  - 1. Hired by the ASUPS Vice President.
  - 2. Supervised by the Operations Coordinator.
  - 3. Advise the media on editorial/broadcast, legal, fiscal, production, and personnel policies. Serve as administrative liaison between student media, relevant academic departments, the University, the Board of Trustees, and ASUPS.
- I. The Official ASUPS Media Departments.
  - 1. Definition.
    - a. ASUPS Medias serve a distinct, long-term need or area of interest that is not met by other media, clubs, or organizations.
    - b. ASUPS Medias produce student work and are managed by students committed to the advancement of that creativity.
    - c. The opportunity to participate in ASUPS Medias should be accessible to all members of the University of Puget Sound community, as should the ASUPS Media Department's product.
  - 2. Membership.
    - a. The Trail. The student newspaper, published once a week.
    - b. Crosscurrents. The student literary and arts journal published at least once a

- year.
  - c. KUPS-FM. The student-operated, non-commercial, educational radio station, as defined by the KUPS-FM Charter and FCC license.
  - d. Photo Services. The student photography service.
  - e. Wetlands Magazine. The campus publication dedicated to the critical interrogation of gender, sexuality, ability, age, class, race, embodiment, intersectional identities and social justice as well as the celebration of related art, poetry, literature and performance.
  - f. Elements. The student science magazine published at least once a year.
  - g. Other such official publications or electronic media as are approved by the ASUPS Senate through the process listed below.
3. Becoming an ASUPS Media Department.
- a. An organization must be active as an officially recognized or registered ASUPS Club for no fewer than three full academic years before it is eligible to apply for the Evaluation Phase. Prior to the Evaluation Phase an organization should clearly define its goals and operations.
  - b. Upon completing at least three (3) years as an ASUPS Club, an organization may appeal to the ASUPS Senate to enter the Evaluation Phase. The ASUPS Senate will decide, based on a simple majority vote, if the organization will be allowed to enter the Evaluation Phase.
  - c. The Evaluation Phase.
    - (1.) With ASUPS Senate approval, the evaluation will be administered by the ASUPS Media Board.
    - (2.) The evaluation does not have a time restriction.
    - (3.) During the Evaluation Phase, the ASUPS Media Board has the power to adjust the organization's status. Decisions to change an organization's status must be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the ASUPS Media Board.
    - (4.) The ASUPS Media Board is responsible for conducting a semesterly evaluation of any organization in the Evaluation Phase, using the definition of ASUPS Media Departments as well as a list of practical provisions including, but not limited to, financial planning, demonstration of student commitment and continuity, effort to involve the campus community, faculty involvement and advisor roles, and plans for future growth.
      - (a.) For each semester that the organization is under evaluation, the ASUPS Media Board must submit a Report of Recommendation to the ASUPS Senate outlining their decision to:
        - i. Make the organization an ASUPS Media Department.
        - ii. Keep the organization in the Evaluation Phase. Upon this decision the ASUPS Media Board will also evaluate the progress of the organization in question and advise the organization on areas of needed change.
        - iii. Remove the organization from the Evaluation Phase and

return it to normal club status.

- iv. A Report can be submitted by the ASUPS Media Board to the ASUPS Senate at any time during the semester, but must be submitted at least once each semester for each organization in the Evaluation Phase. Each Report of Recommendation must contain a detailed justification of the ASUPS Media Board's need to make a ruling at a later date.
  - v. During the Evaluation Phase, an organization will operate with all of the privileges and responsibilities of an ASUPS Club.
  - vi. If, during the Evaluation Phase, the ASUPS Media Board determines that an organization should become an ASUPS Media Department, the ASUPS Senate must approve, with a two-thirds ( $\frac{2}{3}$ ) majority vote, the organization's status as an officially recognized ASUPS Media Department. At such time the organization will gain all privileges and responsibilities of an ASUPS Media Department.
4. Regular Performance Reviews.
- a. Each ASUPS Media Head will be responsible for regularly updating the ASUPS Media Board on the editorial, fiscal, production, and personnel policies of their ASUPS Media Department.
    - (1.) Each ASUPS Media Head will formally present documented continuity to their successor at the last meeting of the ASUPS Media Board for the spring semester with the next year's budget proposal for that medium.
    - (2.) Copy of the continuity for each medium is filed with ASUPS and kept in a binder in the ASUPS office as well as a cloud storage space, managed by the ASUPS Vice President.
  - b. If any of these requirements are not met, or if the contents of a presentation suggest that action should be taken, the ASUPS Media Board may choose to file a complaint against the Media Head in question.
5. The Emergency Review Process.
- a. Instating an Emergency Review.
    - (1.) Following an unresolved complaint under Bylaws Article VI, Section 6, B, 7., B, 8., or I, 4, b., the ASUPS Media Board may agree by unanimous vote of those present to recommend to the ASUPS Senate that an Emergency Review process be conducted.
    - (2.) The ASUPS Senate must vote by a two-thirds ( $\frac{2}{3}$ ) majority to approve the Emergency Review.
  - b. Conducting an Emergency Review.
    - (1.) An Emergency Review process must consist of:
      - (a.) A financial audit.
      - (b.) An individual interview with the ASUPS Media Head.
      - (c.) Individual interviews with staff of the Media Department.

- (d.) A review of the physical workspace of the ASUPS Media Department. At least one publicized open forum for members of the campus community to address the concerns regarding the ASUPS Media Department under review.
    - (2.) An Emergency Review may consist of other elements if deemed necessary by the ASUPS Media Board.
    - (3.) The ASUPS Media Board or a subcommittee of the ASUPS Media Board must administer each element of the Emergency Review process. However, the ASUPS Media Board may choose to out-source the financial audit.
    - (4.) The ASUPS Media Board may request, if necessary, that the ASUPS Vice President appoint members of the campus community as temporary ASUPS Media Board members to assist in the Emergency Review process.
    - (5.) The Emergency Review process does not have a limited time frame, but should the Review need to occupy more than one semester the ASUPS Media Board must report to the ASUPS Senate with a formal update at least once each semester.
  - c. Reporting the Results of an Emergency Review.
    - (1.) Upon completion of an Emergency Review, the ASUPS Media Board will submit a written report and formally present their findings and recommendations to the ASUPS Senate. The ASUPS Media Board will recommend one of the following actions:
      - (a.) End the Emergency Review as the ASUPS Media Department was able to rectify the situation.
      - (b.) Continue the Emergency Review of the ASUPS Media Department in question for an additional semester, with specific conduct recommendations to that ASUPS Media Department.
      - (c.) Terminate the ASUPS Media Department.
        - i. The ASUPS Media Board must issue a full copy of this report to the ASUPS Media Head in question.
        - ii. The ASUPS Media Board must retain a full copy of the report in its records for no fewer than ten years.
        - iii. The public portions of the report will be made available to the campus community.
        - iv. The Media Department will remain terminated for the remainder of the academic calendar, and eligible to be reinstated as a Media Department by a majority vote of the Senate at the start of the Fall term.
- J. Revisions of the Student Media Board Bylaws. Any future alteration of the Student Media Board section of the Bylaws must be reviewed by the Board of Trustees' Academic and Student Affairs Committee and approved by the full Board of Trustees prior to final Senate approval.

## **Section 7. Student Programs Board**

- A. Purpose. To educate Student Programmers and coordinate activities of the Office of Student Programs.
- B. Membership.
  - 1. Director of Events and Public Relations, chair.
  - 2. Vice President.
  - 3. One Senator.
  - 4. Seven (7) Student Programmers.
  - 5. Director of Student Programs.
  - 6. One Student-at-Large, appointed by the chair in consultation with the Vice-President.
- C. Meetings. The Student Programs Board will meet weekly, or as designated by the chair.
- D. Coordination.
  - 1. ASUPS Student Programs is coordinated by the Director of Events and Public Relations in consultation with the Director of Student Programs.
- E. Responsibilities.
  - 1. Programmer responsibilities are determined by the Vice President and the Director of Events and Public Relations in consultation with the Director of Student Programs and the Programmer.
- F. Director of Student Programs.
  - 1. Powers and Responsibilities:
    - a. The Director of Student Programs is employed by the Dean of Students, but has the following responsibilities to ASUPS:
      - (1.) Advise and assist in the education of the Student Programs Board.
      - (2.) Assist Programmers in preparing budgets for presentation to the Budget Committee.
      - (3.) Serve as an ex-officio member on all interviewing and evaluation panels for ASUPS Programs Chairs.
      - (4.) Report the status of programs to the Senate as necessary.
- G. Criteria for Selection of ASUPS Programmers.
  - 1. Candidates must be full-time, fee-paying students at the time of their selection, as defined by the University of Puget Sound, with a cumulative grade point average of 2.0 or higher. Proof of both claims must be provided by the candidate upon request.
  - 2. Selection of ASUPS Programmers is determined by an interviewing panel comprised of the ASUPS President, Vice President, Director of Events and Public Relations, an ex-officio selected by ASUPS President, and the Director of Student Programs. The panel determines criteria and procedures for evaluation, and screens prospective candidates. The former, respective Programmer or ASUPS Operations Coordinator may attend as ex-officio.
  - 3. All selections are made by the Vice President and subject to Senate confirmation.
- H. Programmer Job Descriptions.
  - 1. Job descriptions are written or amended by the Vice President in consultation with the Director of Student Programs, the Director of Events and Public Relations.

Stipend amounts are set by the Student Leader Review Committee.

## **Article VII. Amendments and Revisions**

### **Section 1. Amendment through Senate**

The Bylaws may be amended by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Senate members present and voting, subject to review and approval by the Board of Trustees.

### **Section 2. Amendment through Election**

At the request of a majority vote of the Senate or upon petition of ten percent of the ASUPS, the Bylaws may be amended by a majority vote in an ASUPS election.

### **Section 3. Publication of Amendments**

Proposed amendments to the Bylaws must be presented to the Senate and publicly available the week before being voted upon by the ASUPS or Senate.

### **Section 4. Suspension of Bylaw**

Suspension of a Bylaw may occur with a two-thirds majority of the Senate after first being submitted in writing to the ASUPS Governance Committee for their review and recommendation.

## **Article VIII. Club Classification**

### **Section 1. Clubs**

The ASUPS recognizes a club as an organization dedicated to a particular interest or activity that allows the Student Body to pursue their passions. Clubs are subject to the ASUPS Financial Code requirements and the ASUPS Governing Guidelines. Each club must have their own Club Constitution approved by the Senate. All ASUPS organizations shall be a club, but can be further classified as a Club Sport or Identity-based Club. Not all clubs must be further classified. All voting members within a club must be registered students at the University of Puget Sound and no campus community member shall be denied membership to any club because of sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, veteran status, gender identity, or any other basis prohibited by local, state or federal law or university policy.

- A. The ASUPS recognizes a Club Sport as an organization dedicated to a particular interest or activity that allows the student body to engage in friendly competition. Club Sports are also required to follow all high risk management protocols outlined by the Vice President. Failure to comply with the above requirements subject the club to be disbanded by the President.
- B. An Identity-based club is defined as any ASUPS organization that centers communities. This may include, but is not limited to, organizations united upon the basis of race, class, culture, ethnicity, religion, spirituality, sexuality, gender, ability.

### **Section 2. Classification of Clubs, Club Sports, and Identity-based Clubs**

- A. When creating a new club, the Club President must inform the Senate which category



they believe the club should be categorized as: club, club sport, or identity-based club. Upon consideration, the Senate must vote to affirm or deny the Club President's classification with a two-thirds (2/3) majority vote and select their categorization. A club cannot be recognized as an official ASUPS Club and may not receive a budget until it has been categorized as a Club, Club Sport, or an Identity-based Club.

### **Section 3. Disbanding of a Club**

- A. Disbanding. The process by which a Club may be disbanded should be characterized with concern for fairness and objectivity. The Club President of the club in question will receive written notification specifying the reasons for disbandment by the ASUPS President. The club will be disbanded for two (2) weeks and the Club President will not be allowed to serve as a club leader for the remainder of the semester. The Club President shall be given five (5) business days to appeal such charges.
- B. Appeal Process. The Club President may appeal the decision by the President. During such time, the club in question must suspend all activity and authority of the club shall be given to the Senate Club Liaison. A hearing on the charges by the Honor Court will be scheduled within ten (10) days of notice unless the individual charged requests an extension which must be approved by the Senate with a two-thirds ( $\frac{2}{3}$ ) vote. The final decision of the Honor Court - Found In Violation or Not Found In Violation - shall be produced in writing. The decision of the Honor Court is final.
  1. Found Not In Violation. If found not in violation, the Club President will immediately resume their position of leadership and the club will be considered active.
  2. Found In Violation. If found in violation, the club will remain disbanded for two (2) more weeks following the publishing of the appeal. The Club President will not be allowed to serve as a club leader for the remainder of the semester. All contracted employees with the ASUPS operating under the purview of the club may be terminated by the Vice President. All contracted employees under the purview of the club may not work or submit hours worked during the period of disbandment. The Senate may vote, with a two-thirds ( $\frac{2}{3}$ ) majority, to disband the club for longer.

## **Article IX. Clarifications**

### **Section 1. Student-at-Large**

A student-at-large is defined as any non-elected member of the ASUPS, appointed to a committee of ASUPS.

### **Section 2. Ex-Officio**

The word "ex-officio" in the ASUPS Constitution and all other ASUPS documents is defined as a person, by right of office, who is a member without voting privileges.

### **Section 3. Federal Freedom of Information Act of 1967.**

Federal Freedom of Information Act of 1967 as it applies to ASUPS. The public has the right to examine any document in ASUPS possession, with the exception of income tax returns,

inter-agency letters, and other documents deemed confidential by an ASUPS Executive or Chair of the Senate.

- A. Information requests about ASUPS:
  - 1. An Executive or Chair of the Senate should be consulted and requests sent to the appropriate ASUPS representative. No reason need be given for asking for the requested material.
- B. Response to Requests. Response to an initial request must be made within ten working days. An additional ten days may be granted in the event of "unusual circumstances" which may include the need to obtain records from an auxiliary organization or committee, or consult with another department, agency, or organization.
- C. ASUPS is not responsible for any charges that may accrue due to duplication and/or distribution of requested materials. However, charges for the requested material will not exceed market prices for materials equal in value.

#### **Section 4. Meeting**

- A. A meeting is defined as the gathering of sufficient members of a body to have attained a quorum proper to such body.
  - 1. No gathering of sufficient members of a body to have attained a quorum shall constitute a "meeting" for the purposes of any and all ASUPS activities, administration, record-keeping, and policies, unless formal recorded minutes were composed at such meeting, publicly available upon request.
    - a. Exemptions:
      - (1.) All meetings of the Senate, the President's Council, any Standing Committee of the Senate, the meetings of any special or select committees as the Senate may establish, shall take place on the University of Puget Sound campus, and when possible such meetings are to occur in the Student Union Building, the Collins Memorial Library, or some other publicly accessible space. If possible, meetings shall not be held in Residential Halls, On-Campus Residential Houses, Greek Houses, or academic buildings.

### **Article X. Normal Rules of Parliamentary Procedure**

#### **Section 1: Purpose**

- A. Rules contained in this Article shall be operative in all instances and for all business of the Senate unless by two-thirds ( $\frac{2}{3}$ ) vote of members present and voting the Senate shall vote to suspend a rule in this Article.

#### **Section 2: Voting**

- A. Voting: Each voting member of the Senate shall have one vote for the purposes of each motion, item, or act undertaken or considered by the Senate.

#### **Section 3: Proxy Votes**

Votes by proxy shall be permitted if and only if the chair shall determine to grant such privilege according to the following conditions, and consistent with Article III, Section 12 of the Constitution:

- A. Privilege Granted by the chair:
  - 1. If, twenty-four (24) hours prior to the calling to order of the Senate or a committee, a voting member of the body shall have submitted to the chair of the Senate, or of the relevant committee chair, in writing, a notification of their absence and their intention to vote on resolutions that have been sent in advance of the meeting by proxy, then the chair may grant such privilege and the absent Senator, or other voting member, shall be principal to their proxy vote on the specific resolution.
    - a. Proxy votes shall terminate and return to their principal at the adjournment of such meeting where the proxy vote is granted.

## **Article XI. ASUPS Oath of Office**

### **Section 1. Language**

The following format is followed when administering the oath of office to all elected or appointed Senators, Executive Officers, and ASUPS Honor Court Justices:

- A. An ASUPS Honor Court Justice will address each individual as follows: "The obligations and responsibilities of the (title of office) are stated in the ASUPS Constitution and Bylaws. Do you understand and accept these obligations and responsibilities of your office?" (The individual responds in the affirmative.)
- B. The Justice will then administer the oath of office as follows: "Please raise your right hand and repeat after me: I, (state your name), do solemnly swear that I will support and preserve the Constitution and Bylaws and will, to the best of my ability, faithfully discharge the duties of the office of (title of office) of which I am about to enter."
  - 1. The first Formal Senate meeting following Inauguration is chaired by the Vice President and nominations for Senate Chair, Club Liaison Director, Club Sports Liaison, Identity-based Clubs Liaison, and President's Council Liaison are accepted.
  - 2. The second Formal Senate meeting following Inauguration is chaired by the Vice President and Senate Officers are elected after the meeting's adjournment. Thereafter, Senate Officers assume all responsibilities and powers of the offices to which they are elected.
  - 3. To provide for continuous representation the graduating class Senator will have an extended term ending at Spring commencement instead of Spring elections.

**Affirmed by ASUPS Senate on January 20th, 2022.**

**Approved by the Board of Trustees of the University of Puget Sound on February 25th, 2022.**