



## ASUSF Senate Bylaws

University of San Francisco • Student Leadership and Engagement

### ARTICLE I: Name

Section 1. This document shall be called the ASUSF Senate Bylaws.

### ARTICLE II: Authority

Section 1. These Bylaws are established under the authority given in Article VI, Section 8 of the ASUSF Senate Constitution. These Bylaws shall serve as governing documents for ASUSF Senate and shall further clarify items described in the ASUSF Senate Constitution by establishing the governing rules and authority of ASUSF Senate.

### ARTICLE III: Purpose

Section 1. The purpose of the Bylaws is to aid in the interpretation and application of the ASUSF Senate Constitution. These Bylaws shall establish the rules by which Senate is run, and define the authority of Senate as an ASUSF organization. They shall serve to further clarify the governing policies and procedures of ASUSF Senate.

### Article IV: Membership

Section 1. Induction: Newly elected or appointed Senate officers are to be formally inducted at a Senate meeting.

- a. Newly elected or appointed Senate officers shall be invited from the audience to gather near the podium. Holding a candle, the new officer shall repeat an induction oath recited in fragments at a time. After the oath has been fully recited, each newly inducted officer will blow out their candle. The Senate Pair shall then pin the new officer with an ASUSF Senate pin. New officers are then invited to sit at their assigned seat.
- b. The induction oath shall read:  
“I (officer name) affirm that I will faithfully execute the duties and uphold the responsibilities of my position in ASUSF Senate. I will, to the best of my availability, serve my constituency and represent the needs of the students of the University of San Francisco. My job as an officer of ASUSF Senate does not only mean being a leader to those students, but most importantly, serving as their voice.”

Section 2. Attendance: Each Senate officer will be allotted up to ten (10) attendance points each semester. Points will be collected by tardiness, partial absences, and absences to Senate meetings, trainings, and events. Any Senate officer who exceeds ten (10) attendance points will be put on probation. They shall have an opportunity to complete an appeal form and state their case to the Internal Affairs Committee regarding their performance. The Internal Affairs Committee shall undergo a review of performance and make a determination as to



membership status. If the officer gains any further attendance points, they shall be considered to have resigned from their position.

- a. A tardy is defined as arriving less than 15 minutes after the designated start time. Tardiness to any meeting, training, or event will be equivalent to one (1) point.
- b. A partial absence is defined as missing fifteen (15) minutes or more of a Senate commitment. A partial absence of any meeting, training, or event will be equivalent to two (2) points.
- c. An absence is defined as missing more than half of a Senate commitment. An absence of any meeting or event will be equivalent to three (3) points. An absence of any day of training will be equivalent to five (5) points.

Section 3. Resignations: Any Senate officer may resign by submitting a letter in writing to the Vice President of Internal Affairs. The resignation will become effective immediately, or on the date stipulated by the officer.

Section 4. Officer Appraisals: All Senate officers shall conduct mid-year and end-of-year officer appraisals to reflect on their position experience and how they are doing on Senate. Each officer shall begin by completing a self-appraisal. A Senate Pair, President, or Advisor will then also complete an appraisal.

- a. Each Vice President shall complete an appraisal for each of their Senate Pairs and then hold an in-person appraisal meeting to discuss their performance and experience.
- b. The President shall complete an appraisal for each of the Vice Presidents and then hold an in-person appraisal meeting to discuss their performance and experience.
- c. The Advisor shall complete an appraisal for the President and then hold an in-person appraisal meeting to discuss their performance and experience.

Section 4. Officer Recognition: Following the last meeting of the semester in spring, Senate shall host an ASUSF Senate Celebration to recognize all Senate officer.

- a. Upon graduation any Senate officer who has served two consecutive semesters in ASUSF Senate shall reserve a graduation stole. Any qualified officer will be presented their stole at the ASUSF Senate Celebration.

Section 5. Officer Transitions: All Senate officers shall prepare transition materials and conduct a transition meeting with the incoming officer. A letter to the successor from the predecessor will be given at the final meeting of the spring semester. These letters should include advice and tips to help welcome the new incumbents. A transitions/training binder to the successor from the predecessor will also be required.



## ARTICLE V: Duties of Officers

Section 1. Senate Pairs: Each Vice President shall serve as a resource to respective Senators. These shall be known as Senate Pairs.

- a. Vice President of Internal Affairs: Junior Class, Sophomore Class, and Military Veteran Student Representatives
- b. Vice President of Finance: College of Arts and Sciences, School of Management, and School of Nursing and Health Professions Representatives
- c. Vice President of Public Relations: Senior Class, Freshman Class, and Transfer Student Representatives
- d. Vice President of Advocacy: Student of Color, International Student, and Gender and Sexual Minoritized Student Representatives

Section 2. Position Descriptions: In addition to the outlined duties of all Senate officers in the ASUSF Senate Constitution, All Senate officer shall complete the requirements outlined their respective position descriptions.

Section 3. Executive Orders: In addition to the powers listed in Article VI, Section 1 of the ASUSF Senate Constitution, the President shall have the power to issue Executive Orders, subject to the following:

- a. Executive Orders shall be in effect immediately.
- b. Executive Orders may not be contrary to the Constitution, Bylaws, or Codes.
- c. Executive Orders may not be contrary to the expressed intent of the Senate.
- d. Executive Orders may not be used to allocate funds.
- e. Senate must be notified of all Executive Orders within five (5) academic days.
- f. The Senate shall have the authority to override an Executive Orders or Presidential veto by a two-thirds (2/3) majority vote of the Senate.

Section 4. ASUSF Initiatives: Senate shall translate student consensus into policy by initiation and passage of legislation and/or management directives that are carried out by the Senate. Formal initiative actions to be taken by the Senate include, but are not limited to:

- a. Resolutions that address areas of student life.
- b. Resolutions that takes stances on local, state, or national issues.
- c. Referendums to be approved by ASUSF vote in elections.
- d. Formation of committees and/or task forces that address specific issues of student life.
- e. Written letters from the President or general Senate to administration that address specific issues of student life.

Section 5. ASUSF Resolutions: Any Senator representative may submit a resolution to be heard by the Senate.

- a. The resolution shall be submitted via email to the Vice President of Advocacy with copy of the President and Advisor. The Advocacy Committee shall review the resolution to



- ensure that it does not contradict the ASUSF Senate Constitution or Bylaws. The Advocacy Committee will then provide feedback on the resolution as it relates to content, formatting, structure, and alignment with Senate mission and purpose.
- b. The Senator representative then makes any necessary changes to the resolution and submits a final draft of the resolution via email to the Vice President of Internal Affairs with copy of the President and Advisor. The Vice President of Internal Affairs will schedule the resolution as a presentation item for an upcoming Senate meeting.
  - c. By the following Friday proceeding the meeting, The Senator representative shall work with the Vice President of Public Relations to post a complete draft of the proposed resolution at the Senate desk, on the Senate website, emailed to the Foghorn, and linked to on social media.
  - d. The Senator representative will read the entire resolution aloud at the scheduled Senate meeting. The Senate shall engage in discussion on the proposed resolution. The resolution shall stand for at least one week after being formally read prior to being voted on. The Vice President of Internal Affairs will schedule the resolution as an action item for an upcoming Senate meeting.
  - e. The Senator representative will open discussion on the action item to approval the proposed resolution. The resolution is discussed, any amendments are made, the resolution is voted on. An approved resolution will be signed by the President.
  - f. By the following Tuesday, the Senator representative shall work with the Vice President of Public Relations to post the signed approved resolution at the Senate desk, on the Senate website, emailed to the Foghorn, and linked to on social media.
  - g. By the following Tuesday, the Senator representative shall work with the President to send the signed approved resolution to the relevant parties (i.e. campus administrators) with a cover memo that requests steps of action. The following individuals shall be copied on the correspondence:
    - Senate Members, Advisor(s), and Student Government Assistant
    - Director, Student Leadership and Engagement
    - Assistant Vice Provost for Student Engagement
    - Vice President for Student Life
    - Additional offices/individuals related to the resolution

## ARTICLE VI: Nominations and Elections

Section 1. Elections Coordination: Student Leadership and Engagement shall administer the elections regulations and ensure the fairness of elections and candidates' adherence to the election regulations.

Section 2. Appointments: At each interview for appointment to vacant positions, the following questions/topics shall be asked:

- a. Name, Major, Year
- b. What relevant leadership experience do you have?



- c. What is your interest in this position?
- d. How do you define diversity?
- e. Possible initiatives? What do you want to do/change?
- f. What other organizations are you involved in?
- g. Discuss committees and office hour scheduling.

Section 3. Committee Appointments: At each interview for appointment to committee positions, the following questions/topics shall be asked:

- a. Name, Major, Year
- b. What is your involvement like on campus?
- c. Time commitment? (Read them times and days of all committees)
- d. What can you contribute to the committee you want to be on?
- e. How can you serve as a voice on campus?
- f. Why do you want to be on this committee?

Section 4. Temporary Appointments: Upon a majority vote of approval of the Senate, the President may make Temporary Appointments to fill any vacant office.

## ARTICLE VII: Meetings

Section 1. Senate Meetings: Meetings of the Senate shall be open to the USF community. The presiding officer of Senate meetings shall be the ASUSF Vice President of Internal Affairs. The agenda of regular meetings of the Senate, which shall contain date, time, and place of meeting and all items to be considered at said meeting, shall be publicized at least two (2) business days in advance of the meeting date.

- a. Meetings may be closed upon the vote of two-thirds (2/3) of the Senate members attending.
- b. The Senate may not take action on any item that has not been listed on an agenda publicly displayed for at least two (2) days prior to the meeting, with the exception of emergency legislation.
- c. Only emergency action items may be considered at an emergency meeting. A two-thirds (2/3) vote of those members attending shall be required to accept an item as an emergency action.

Section 2. Meeting Etiquette: The following policies shall be followed throughout each Senate meeting.

- a. Meeting attire includes Senate polos and business casual bottoms (no athletic wear).
- b. All Senate officers shall be in their seats to begin promptly at 6 p.m. and remain seated until a recess is announced. Senate officers shall be in their seats to promptly resume after a recess and remain seated until the meeting is adjourned.
- c. All Senate officers shall address raise their hands, address the Chair, and follow Robert's Rules of Order when they wish to speak.
- d. No technology is allowed; the Student Government Assistant is the only exception.



- e. No food is allowed; water and other beverages are allowed.

Section 3. Meeting Speakers: The Senate shall express the student opinion to administration, staff, faculty or any other group on campus; this can be achieved through actions that include, but are not limited to the invitation of University staff and/or administration to speak or answer questions about issues pertaining to student life, including:

- a. Changes to university structure, departments, or centers
- b. Updates about campus initiatives and/or projects
- c. Existing and/or continuing student concerns

Section 4. Meeting Agendas: As chair and presiding officer of the Senate meetings, the Vice President of Internal Affairs shall solicit agenda items according to the following timeline:

- a. Mondays, 5 p.m. agenda items submitted via email to the VPIA (all officers)
- b. Tuesdays, 5 p.m. preliminary agenda sent to the executives and advisor (VPIA)
- c. Wednesdays, 12 noon blurb sent to SLE for inclusion in Monday's Phoenix e-newsletter (VPPR)
- d. Thursdays, 5 p.m. officer reports submitted via email (all officers)
- e. Thursdays, 5 p.m. corresponding materials (i.e. resolutions, surveys, handouts, etc.) are submitted via email to the VPIA (all officers)
- f. Fridays, 12 noon final agenda and corresponding materials sent to the Senate (VPIA)
- g. Fridays, 5 p.m. final agenda and corresponding materials posted at the Senate desk and to the Senate website (SGA)
- h. Fridays, 5 p.m. final agenda shared via social media and emailed to the Foghorn (VPPR)
- i. Mondays, 12 noon final agenda and corresponding materials printed for meeting (SGA)

Section 5. Executive Meeting Agendas: As chair and presiding officer of the Executive Board meetings, the President shall solicit agenda items according to the following workflow timeline:

- a. Fridays, 5 p.m. agenda items submitted via email to the President (all officers)
- b. Mondays, 5 p.m. final agenda sent to the executives and advisor (President)

## ARTICLE X: Committees

Section 1. ASUSF Vision Committee: It shall be the duty of the Vision Committee to facilitate the dialogue between student representatives on University committees at the University of San Francisco. The President shall chair the Vision committee. The committee shall exist as an administrative committee.

Section 2. University Committees: The Senate shall serve on University committees, task forces, and/or board either by members of the Senate or Senate-appointed designees

## ARTICLE X: Dues/Fees



- Section 1. ASUSF Operating Budget: The Senate shall review and approve an annual ASUSF operating budget prior to the new fiscal year beginning on June 1st after the ASUSF Senate Finance Committee has reviewed it.
- The Senate must approve any increases in the total amount of Association accounts and all unallocated miscellaneous expenses of the Associated Students exceeding \$5,000.
  - The Finance Committee may approve unallocated miscellaneous expenses less than \$5000 and ASUSF Funded Accounts line item changes without the prior approval; however, the Senate must be notified of the expenditure within two (2) weeks.
  - The Senate shall have the power to recommend to the ASUSF Vice President of Finance the freezing of funds of any Association account until such time as the ASUSF account shows reason for releasing such funds, with consultation with the Director of Student Leadership and Engagement.
- Section 2. ASUSF Funded Accounts: ASUSF Funded Accounts apply for their annual budget from operational budget:
- During the Spring Semester the funded account organizations present to the Finance Committee during the spring semester Budget Hearing for the following academic year.
  - Each funded account organization has the right appeal to the committee if they disagree with financial decisions of the committee, once the decisions have been made and once the award letters have been distributed.
  - After the budget appeal hearings, the VP of Finance will deliberate the approved budget by the Finance Committee to the ASUSF Senate for final approval.
- Section 3. ASUSF Budget Hearings: A budget hearing shall be held annually to allocate a budget for the following fiscal year. The budget hearing shall be completed and the initial budget distributed no later than the second week of April each year. Each organization which submitted a budget proposal shall have at least three (3) working days to submit a written appeal to the Finance Committee. Appeals and finalized budgets must be presented to and passed by Senate no later than May 10th each year for the following fiscal year beginning June 1st. Any adjustments to Association accounts budgets between June 1st and September 31st each year can be made by the Vice President of Finance and Advisor.
- Section 4. ASUSF Event Funding: Any Gold ASUSF registered student organization recognized by Student Leadership and Engagement may submit a proposal for funding. If the organization wishes to request less than \$5,000, they must apply 6 weeks in advance. If the amount is more than \$5,000 then the organization must apply 12 weeks in advance. If an organization decides to charge an admission fee, this fee must offset program or event expenses. The only exception to this is if the purpose of the event is to raise money to allow the organization to donate to outside organizations as an effort to advance the University's Mission, Vision, and Values Statement. The application can be found on OrgSync. When applying, the organization must contact the Vice President of Finance and present to the Finance Committee. During the



presentation, the organization must explain the intentionality of the event, be clear on the details regarding the event and explain how it will benefit the whole student body. If the organization is awarded their funding request they must meet with the Event Funding Peer Advisor within 5 business days where they will review the budget and answer any concerning last questions. Funding shall not subsidize any non-ASUSF students, faculty or staff to attend a conference, meeting, retreat or convention.

Section 5. Senate Initiative Fund: Any Senate officer may apply to use the money allocated toward the Senate Initiative Fund towards planning an initiative to serve their constituency. If the amount requested is less than \$300 then the Senate officer must apply 3 weeks in advance. If the amount is more than \$300 then the Senate officer must apply 4 weeks in advance. The application can be found on OrgSync.

Section 6. Senate Dues: There shall be no dues or fees for members or officers of the ASUSF Senate.

## ARTICLE XI: Amendments

Section 1. The Bylaws may be amended upon two-thirds (2/3) approval of the voting membership of the ASUSF Senate. Such power is limited in that the Senate may not amend or adopt by-law provisions concerning increasing the term of a Senator or changing the quorum for Senate meetings.

## ADOPTION

Adopted by the ASUSF Senate, amended in April 2017.

## EFFECTIVE DATES

2013/14 Amended by Senate vote in May 2014 (non-substantive changes for structure and wording).

2016/17 Amended by Senate vote in November 2016 to reflect a title name change of ASUSF Gender and Sexual Minoritized Student Representative. Amended by Senate vote in December 2016 to clarify the procedure of ASUSF Resolutions. Amended by ballot vote in April 2017 to add the ASUSF Military Veteran Student Representative as a Senate Pair.