



ASUSF Senate Constitution

University of San Francisco • Student Leadership and Engagement

PREAMBLE

We, the undergraduate students of the University of San Francisco, in pursuit of academic, ethical, and spiritual excellence for ourselves and our University, do establish this Constitution of the Associated Students of the University of San Francisco. We pledge ourselves to the development of the whole person, the ideals and values of the Jesuit tradition, and to the search for truth and human understanding in all facets of USF community life, we place our trust in God to guide us in all our endeavors. We are bound to protect and uphold, to the best of our ability, the rights and privileges guaranteed to our members by this constitution and the Institutional Policy on Student Freedoms and Responsibilities.

MISSION

We, the Senate of the Associated Students of the University of San Francisco (ASUSF), will strive to ensure that every voice, concern, and suggestion to improve USF is heard by addressing the needs of our constituents through compromise and cooperation. We will communicate with the administration to move ideas forward in an effort to inspire progress and positive change in the USF community. Moreover, we will uphold the University's mission and respect the Jesuit values in all of our endeavors.

ARTICLE I: Name

Section 1. The name of this organization shall be known as the Associated Students of the University of San Francisco Senate, more commonly referred to as ASUSF Senate.

ARTICLE II: Purpose

Section 1. The purpose of the ASUSF Senate is to act as the representative body of the Associated Students of the University of San Francisco (ASUSF). The Senate will advocate for the needs of ASUSF by serving as a liaison between the Association and the USF administration. The purpose of ASUSF Senate is to provide for the general welfare of the Association and the University. ASUSF Senate will uphold the University's mission and respect the Jesuit values.

ARTICLE III: Affiliation

Section 1. This organization has no direct affiliation with any local, state, or national organization.

ARTICLE IV: Membership

Section 1. **Membership in ASUSF:** Any matriculated undergraduate student currently enrolled at the University of San Francisco in the College of Arts and Sciences, the School of Management, and the School of Nursing and Health Professions, in compliance with the rules and policies of the University of San Francisco, shall be a member of ASUSF. Other students currently



registered and enrolled at the University, wishing membership in the Association and having required fees to the Bursar, shall also be recognized as members. Voting membership is restricted to matriculated, currently enrolled students at the University of San Francisco.

Section 2. The rights and privileges of members of ASUSF shall be:

- a. The right to vote in all ASUSF elections for which they are eligible.
- b. The opportunity to participate in all Association organizations, committees, activities and programs for which they are eligible.
- c. The opportunity for full-time students to run for and hold elected positions in ASUSF Senate, providing all requirements for that position are met.

Section 3. **Membership in ASUSF Senate:** Any student who meets the qualifications for membership in ASUSF, as well as position-specific qualification requirements and Student Leadership and Engagement's elections regulations, and is in accordance with the University's Eligibility Policy for Participation in Student Activities, will be eligible for election to ASUSF Senate.

Section 4. The most recent version of the Eligibility Policy for Participation in Student Activities will supersede this statement if there are discrepancies. In accordance with the Eligibility Policy for Participation in Student Activities, all members of ASUSF Senate shall be:

- a. Enrolled in at least 12 credits at USF at the time of election or appointment and maintain this unit requirement throughout one's term.
- b. In good academic standing with the University (e.g., not be on academic probation as defined by the most recent version of the General Catalog) at the time of election or appointment and maintain this standing throughout one's term.
- c. In good behavioral standing with the University (e.g., not have received a sanction under the Nonacademic Student Conduct and Disciplinary Procedure that limits, restricts, or excludes participants in designated privileges or co-curricular activities) at the time of election or appointment and maintain this standard throughout one's term.

Section 5. Membership in the organization will not be denied to anyone on the basis of race, color, religion, religious creed, ancestry, national origin, age (except minors), sex, gender identity, sexual orientation, marital status, medical condition, or disability.

Section 6. No member of this organization shall engage in hazing including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution

ARTICLE V: Officers



- Section 1.** The Senate will consist of a five (5) person Executive Board and up to sixteen (16) Senators who will represent the voice of the Association. Senate members shall be responsible primarily to their respective constituent community, and secondarily to their affiliated organization. All officers of this organization must be matriculated, currently enrolled undergraduate students, must be enrolled in at least 12 units per semester, and must be in good standing with the University of San Francisco during their term of office. The President and Vice Presidents of this organization must maintain a minimum overall 3.0 grade point average and the Senators must maintain a minimum overall 2.5 grade point average.
- Section 2.** All officers of the Executive Board are required to complete Funded Account Orientation and attend Student Leadership Conference offered by Student Leadership and Engagement.
- Section 3.** All elected positions, except for the Freshman Class Representatives, shall be for a term of one year commencing with the official oath of office ceremony, and ending no later than the end of the Spring Semester. The Freshman Class Representatives shall be elected for a term of nine months commencing with the official oath of office ceremony and ending no later than the end of the Spring Semester.
- Section 4.** There shall be five (5) executive officers that make up the Executive Board: ASUSF President, ASUSF Vice President of Internal Affairs, ASUSF Vice President Finance, ASUSF Vice President Public Relations, and ASUSF Vice President Advocacy. The Executive Board shall be primarily responsible for the coordination, implementation and evaluation of all Senate activities, programs, and services.
- Section 5.** There shall be up to fifteen (16) Senators to complete the Senate. The Senate shall be the primary legislative body of ASUSF and shall have primary responsibility for the fiscal affairs of ASUSF. The Senators shall consist of:
- a. ASUSF College of Arts and Sciences Representative.
 - d. ASUSF School of Management Representative.
 - e. ASUSF School of Nursing and Health Professions Representative.
 - f. ASUSF Senior Class Representative.
 - g. ASUSF Junior Class Representative.
 - h. ASUSF Sophomore Class Representative.
 - i. ASUSF Freshman Class Representative.
 - j. ASUSF International Student Representative.
 - k. ASUSF Student of Color Representative.
 - l. ASUSF Gender and Sexual Diversity Representative.
 - m. ASUSF Transfer Student Representative.
 - n. ASUSF Military Veteran Student Representative.
 - o. ASUSF Students with Disabilities Representative
 - p. ASUSF Student At-Large Position(s)



Section 6. Upon recommendation of the Internal Affairs Committee, the Senate shall fill vacated offices of the Senate with final appointments. These appointments must be approved by at least two-thirds (2/3) vote of the ASUSF Executive Board. Disapproved candidates from the previous election may not be appointed to any position. Candidates disqualified from the previous election may be interviewed and appointed upon the discretion of the Internal Affairs Committee and Senate based on the above criteria.

ARTICLE VI: Duties of Officers

Section 1. The **ASUSF President** shall serve as the Chief Executive Officer and official spokesperson for ASUSF. The President shall deliver the general message on the state of the Association and ASUSF Senate to the USF Board of Trustees at their September, December, and March meetings. The President shall be an ex officio, non-voting member of all Senate bodies.

The President shall have the power to:

- a. Nominate students to University Committees upon majority vote of the Senate Executive Board.
- b. Propose and recommend legislation to the Senate.
- c. Veto a measure passed by Senate. If notice of veto is not delivered within seven (7) days after passage by the Senate, then such legislation shall be considered approved. The Senate may override any Presidential veto by at least a two-thirds (2/3) vote of the total Senate membership.
- d. Appoint special committees to assist them at their discretion.

Section 2. The **ASUSF Vice President of Internal Affairs** shall assist the President in management of the Senate, and serve as the liaison between Senators and the Executive Board. In consultation with the ASUSF Senate Advisor and Student Leadership and Engagement, the Vice President shall serve as Senate archivist, manage all Senate internal affairs and training/development, and chair the meetings of the Senate. The Vice President shall be an ex officio member of the Senate, and shall vote only in the case of a tie. The Vice President shall assume the office of the President should that position become vacant.

Section 3. The **ASUSF Vice President of Finance** shall assure adherence to the fiscal policies and procedures of student organizations and the University. The Vice President manages Senate's budget, and develops the organization's budget in the spring semester of each year. The Vice President shall chair of the Finance Committee in order to oversee funding to registered undergraduate student organizations. Along with Finance Committee representatives, the Vice President manages the allocation of the Student Activity Fee, develops a recommended annual budget for review by the ASUSF Senate in the Spring, reviews budget change requests for ASUSF Funded Accounts, and allocates student event funds for organizations (non-ASUSF Funded Accounts). The Vice President of Finance shall



be an ex officio, non-voting member of the Senate.

Section 4. The **ASUSF Vice President of Marketing and Communications** shall be responsible for creating a promotional campaign that markets Senate to the campus community, including working in consultation with the Vice President of Internal Affairs to advertise Senate and committee meetings. The Vice President shall also be responsible for advertising all Senate and committee positions that become vacant throughout the year. The Vice President shall also be responsible for keeping all of the social media outlets up to date. The Vice President shall serve as the liaison between the Foghorn, USFtv, and other associations, student governments, and Universities. The Vice President of Public Relations shall be an ex officio, non-voting member of the Senate.

Section 5. The **ASUSF Vice President of Advocacy** shall be responsible for instilling the social justice mission of the University within ASUSF through educational initiatives, educate the University community about prevalent mission initiatives and issues, ensure that ASUSF leads the campus in advocating for students and coordinate Senate's Community Action and service projects. The Vice President shall create collaborative initiatives to promote and foster the spirit of justice, equality, diversity, and inclusion, coordinate advocacy related events, and develop relationships with entities on campus in order to foster collaboration. The Vice President shall also instill environmental sustainability within the University community through allocation of the GIFT.

Section 7. The role of the **ASUSF Senator Representatives** shall be to represent the voices of their respective constituencies in all matters of student life that come to Senate's attention. This will include, but not be limited to, such actions as: inviting constituents to Senate meetings and committees, relaying constituents' needs and opinions to the general Senate, addressing those concerns impacting many members of a constituency, drafting legislation pertaining to constituent student life, and voting on behalf of constituency. In all Senate affairs, it is the duty of the Senators to first represent their constituents and secondly themselves. All Senators are voting members.

Section 8. Senate shall have the authority to:

- a. Be recognized as the official voice of the Association membership.
- b. Promote student interest in all areas of student life.
- c. Raise and allocate the Student Activity Fee and the Green Initiative Fund for Tomorrow.
- d. Coordinate and support Association activities.
- e. Collaborate with all university offices directly impacting the quality of the student experience.
- f. Create advisory committees regarding all matters relating to student life.
- g. Review, advise and make recommendations, as appropriate, to the University Administration regarding the establishment and implementation of University policies



and procedures.

- h. Be an active participant on University boards, committees and councils, as designated by the University Administration.
- i. Hold elections and meetings to discuss and vote on important issues related to student life.

Section 9. In providing for its responsibilities, ASUSF shall implement by-laws, codes, and other policies and procedures, which are consistent with this constitution. In addition, the Senate will review the structure of the organization every four (4) years, or as needed, and make any changes necessary to the constitution and by-laws to ensure effective representation of ASUSF. This includes, but is not limited to: representative positions, committee codes, and policies/procedures.

ARTICLE VII: Nominations and Elections

Section 1. During the filing period, any eligible student must self-apply for candidacy. Eligibility requirements for candidacy are outlined in the Elections Regulations provided by Student Leadership and Engagement.

Section 2. There shall be an ASUSF Senate election held no later than the third week of April in the Spring prior to the academic year representatives are to serve to elect student members of the Senate, except for the Freshman Class Representatives. The Freshman Class Representatives, and any other vacant Senate seats, shall be elected no later than October 1st in the academic year they are to serve. Student Leadership and Engagement shall supervise the general elections according to its regulations.

Section 3. The President and the Vice Presidents of Internal Affairs, Finance, Public Relations, and Advocacy, as well as the representatives for the gender and sexual minoritized student community and military veteran student community shall be voted on by all members of the Association and shall be elected by a majority of those students voting for each position. The representatives of the undergraduate colleges; Senior, Junior, Sophomore, and Freshman classes; the international student, student of color, and transfer student communities shall all be elected by a majority of those students officially enrolled and/or registered in each school or category voting in the election.

Section 4. No student shall hold more than one Senate office, excluding committee memberships, during the term of office. Executive officers shall have attended the university at least two (2) of the preceding three (3) semesters before the fall semester following elections. This rule does not apply to executive appointments.

Section 5. No student shall hold any one position on Senate for more than two academic years. Any member of the ASUSF Senate Executive Board may not hold an executive position in any



other ASUSF Funded Account.

Section 6. All elected positions of the Association shall be subject to recall by their respective constituencies. Presentation of a petition to ASUSF Senate bearing fifteen (15) percent of the said constituents' signatures or a 2/3 vote of Senate will make it incumbent on the Internal Affairs Committee to investigate, conduct a hearing and present a verdict to Senate within ten (10) business days. Any elected official of the Association shall be removed from office in the event he/she receives a 2/3 majority vote of Senate against them or is declared on academic probation by the University.

ARTICLE VIII: Advisors

Section 1. The organization must have a University advisor. This person must hold at least a Bachelor's degree and be employed as a faculty or staff member by the University of San Francisco. The ASUSF Senate Advisor shall be a staff member of Student Leadership and Engagement.

Section 2. The advisor(s) shall be a non-voting member of the organization.

Section 3. The duties of the advisor(s) shall be to:

- a. Assist the organization in fulfilling their mission and purpose
- b. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
- c. Be knowledgeable of University policies and procedures regarding student organizations and ensure organization compliance to the best of their ability
- d. Be aware of the organization's activities
- e. Be aware of the organization's financial standing and all financial transactions using the organization's funds
- f. Provide training and leadership development for the organization.
- g. Advise each member of the Executive Board in bi-weekly one on one meetings.
- h. Meet with Senators one on one when need be to work through issues.
- i. Attend Senate meetings
- j. Attend Executive Board meetings
- k. Attend Committee meetings when necessary
- l. Give reports to the Senate
- m. Promote ASUSF elections in order to fill all vacancies
- n. Conduct eligibility checks for all Executive Board, Senators, and committee members
- o. Serve as a liaison between the Senate and the administration

ARTICLE IX: Meetings

Section 1. Meetings of the Senate shall be two hours long and take place at a consistent weekly scheduled time, excluding university holidays.



Section 2. The President has the authority to call special meetings and/or extend meetings. Notice must be provided at least 24 hours in advance. The Executive Board shall also make the decision to bring ASUSF Senate together if necessary.

Section 3. Quorum for the Senate shall be a simple majority of its currently elected, voting positions. Ex officio members shall not be counted as part of quorum.

Section 4. All meetings of the Senate shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE X (Committees)

Section 1. The Senate has authority to name standing committees.

- a. The ASUSF Senate standing committees shall include the Internal Affairs, Finance, Public Relations, and Advocacy committees.
- b. Standing committees shall operate in accordance with the direction approved by the Senate and in accordance with the Eligibility Policy for Participation in Student Activities.

Section 2. The President has authority to name administrative committees. Administrative committees shall be disbanded after their functions are fulfilled, by the President, or by a majority vote of the Senate.

Section 3. The Senate has the authority to name advisory committees. Advisory committees shall be disbanded after their functions are fulfilled or by a majority vote of the Senate.

Section 4. It shall be the duty of the **ASUSF Internal Affairs Committee** to review and make recommendations to the Senate for approval/changes to the ASUSF Senate Constitution, By-Laws and Committee codes. Additionally, it shall be the duty of the Committee to interview all applications and make recommendations for appointments to the Senate on Senate positions, Senate committees, and University committees, unless otherwise stated in individual committee codes or the Constitution. An applicant is exempt from the interview process if he/she is a current Senator or Officer and is the sole applicant for the position. The Vice President of Internal Affairs shall chair the Internal Affairs Committee.

Section 5. It shall be the duty of the **ASUSF Finance Committee** to review, research and make all recommendations to the Senate regarding, but not limited to the following: the ASUSF budget, expenditures, the Finance Committee Codes, and fiscal policies. Additionally, the Finance Committee will be responsible to review and approve proposals for ASUSF Funding. The Vice President of Finance shall chair the Finance Committee.

Section 6. It shall be the duty of the **ASUSF Marketing and Communications Committee** to promote and market the services and activities of ASUSF Senate. The Public Relations Committee



shall be chaired by the Vice President of Public Relations.

Section 7. It shall be the duty of the **ASUSF Advocacy Committee** to be specifically concerned with issues of social justice and sustainability at the University of San Francisco. The Committee shall also be concerned with issues of Catholic and Jesuit Identity at the University of San Francisco. They will be dedicated to raising awareness of environmental issues, support green initiatives on campus, and create new student-driven initiatives. Additionally, the Committee shall oversee the Green Initiative Fund for Tomorrow (GIFT). The Vice President of Advocacy shall chair the Advocacy Committee.

ARTICLE XI: Events/Activities

Section 1. Sponsored or co-sponsored activities are not inconsistent with the acceptable conduct at an American university committed to the Roman Catholic moral tradition, and activities do not foster hatred or intolerance of others because of their race, color, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or disability.

Section 2. Each semester, ASUSF Senate will host an ASUSF Summit event that representatives of all Funded Accounts and Gold student organizations will be required to attend. Other members of the Association not fitting this designation are welcome to attend, pending approval of the Senate President. These summits will serve as an update to the campus community regarding administrative activity and as a sounding board for hearing the concerns of ASUSF organizations.

Section 3. Once a year, ASUSF Senate will participate in a community action project of registering USF community members to vote in local, state, and national elections. This shall be an activity or service performed that engages external organizations (i.e. the San Francisco Department of Election) and the USF community to promote a culture of service that respects and promotes the dignity of every person.

ARTICLE XII: Dues/Fees

Section 1. Members of the ASUSF must pay the mandatory ASUSF Student Activity Fee of \$105 per semester (to increase to \$113/semester in 2018/19 and \$121/semester in 2019/20), which includes \$2 allocated specifically to the Green Initiative Fund for Tomorrow (GIFT).

ARTICLE XIII: Amendments

Section 1. The Internal Affairs Committee, Senators, and Executives may originate amendments to the ASUSF Senate Constitution. Any proposed amendments shall be presented to the Internal Affairs Committee.



- Section 2.** The ASUSF Senate Internal Affairs Committee shall be responsible for determining distinction between substantive and non-substantive changes.
- Section 3.** Non-substantive amendments to the ASUSF Constitution must be approved by majority vote of ASUSF Senate. The Senate may amend the Constitution for non-substantive purposes to remove inconsistencies and ambiguity, achieve consistency with applicable law or policy, and correct obsolete terms, names, or titles.
- Section 4.** Substantive amendments to the ASUSF Senate Constitution must be treated as referendums whose processes must be in compliance with Student Leadership and Engagement's elections regulations.
- A referendum shall be any legislation requiring direct approval by the Association in ASUSF elections. Referendums include, but are not limited to, substantive amendments to the ASUSF Senate Constitution, proposed changes to the ASUSF Student Activity Fee, and any other issue that merits the vote of the general student body.
 - Any referendum approved that proposes to change the Student Activity Fee must also be approved through the Board of Trustees of the University of San Francisco in their December meeting prior to implementation of said referendum.
- Section 5.** There shall be two (2) methods of proposing a substantive constitutional amendment or referring an issue to the general student body:
- A vote of approval of at least two-thirds (2/3) of the total Senate membership will place an amendment or any item before the Association membership in the form of a referendum.
 - Submission of a petition signed by at least ten (10) percent of the Association members and presented to the President or the Senate will place any item before the Association members in the form of a referendum.
 - A majority vote of approval by the students voting will be required to implement an amendment/referendum.
- Section 6.** Any referendum proposed must be submitted to Student Leadership and Engagement for approval to appear on the election ballot at least thirty (30) business days, excluding university holidays, prior to the election in which the referendum is to appear. This procedure is in line with the expectations set forth in the Elections Regulations.
- Section 7.** Should an amendment or issue be brought to the Senate or ASUSF President more than forty-five (45) business days, excluding university holidays, prior to a general election, the President shall call a special election after consultation with the ASUSF Senate Advisor and Student Leadership and Engagement. No less than twenty (20) percent of the members of the Association must vote in the special election in order to validate the results. A two-thirds (2/3) vote of approval by the students voting will be required to implement an amendment



or referendum in a special election.

Section 8. This constitution shall be considered adopted upon the approval of the members of the Association voting in the election. Upon adoption of this Constitution, appointments that would have continued under the prior Constitution and any legislative acts not superseded by this new Constitution shall continue in effect.

ADOPTION

Adopted by the ASUSF Senate, amended in April 2017.

EFFECTIVE DATES

- 2003/04** Amended by ballot vote in May 2004 to add the ASUSF Vice President of Social Justice position and to increase the ASUSF Student Activity Fee to \$80/semester; pending approval by the Board of Trustees in December.
- 2005/06** ASUSF Student Activity Fee increase approved by the Board of Trustees in December 2005. Amended by ballot vote in May 2006 to change office hour requirements and executive stipends.
- 2006/07** Amended by Senate vote in March 2007 to reflect non-substantive changes to clarify wording and align with university policies.
- 2007/08** Amended by Senate vote in April 2008 to reflect non-substantive changes to clarify wording and to align with the SLE Student Organization Constitution Guide.
- 2008/09** Amended by ballot vote in September 2008 to add the ASUSF LGBTQ Student Representative position.
- 2009/10** Amended by ballot vote in May 2010 to increase the ASUSF Student Activity Fee by \$2/semester to be specifically designated for environmental initiatives, to be known as the Green Initiative Fund for Tomorrow; pending approval by the Board of Trustees in December.
- 2010/11** ASUSF Student Activity Fee increased approved by the Board of Trustees in December 2010.
- 2011/12** Amended by Senate vote in April 2012 to reflect non-substantive changes to align with the SLE Student Organization Constitution Guide.
- 2013/14** Amended by Senate vote in May 2014 to reflect non-substantive changes to clarify wording and to align with the SLE Student Organization Constitution Guide.
- 2015/16** Amended by Special Election ballot vote in February 2016 to restructure the officer structure of ASUSF Senate from 34 officers (6 executive officers and 28 representatives) to 16 officers (5 executive officers and 11 senator representatives). Amended by ballot vote in April 2016 to increase the ASUSF Student Activity Fee from \$97/semester to \$105/semester in 2017/18, \$113/semester in 2018/19, and \$121/semester in 2019/20; pending approval by the Board of Trustees in December.
- 2016/17** Amended by Senate vote in November 2016 to reflect a title name change from ASUSF LGBTQ Student Representative to ASUSF Gender and Sexual Minoritized Student Representative. ASUSF Student Activity Fee increase approved by the Board of Trustees in



December 2016. Amended by ballot vote in April 2017 to add the ASUSF Military Veteran Student Representative for up to three academic years beginning in 2017/18.