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. This purpose does not contradict the University’s mission or its Catholic, Jesuit character.

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.

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 2. 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.

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 his or her 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 his or her 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 his or her term.

Section 3. 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 4. 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 six (6) person Executive Board and up to twenty-eight (28) 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 six (6) executive officers that make up the Executive Board: the President, and the Vice Presidents of Internal Affairs, Business Administration, Public Relations, Mission, and Sustainability. 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 twenty-eight (28) 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. Two (2) representatives from the College of Arts and Sciences.
   b. Two (2) representatives from the School of Management
   c. Two (2) representatives from the School of Nursing and Health Professions.
   d. Two (2) representatives from the Senior class.
   e. Two (2) representatives from the Junior class.
   f. Two (2) representatives from the Sophomore class.
   g. Two (2) representatives from the Freshman class.
h. Two (2) representatives from the off-campus community.

i. Two (2) representatives from the on-campus community.

j. Two (2) representatives from the international student community.

k. Two (2) representatives from the student of color community.

l. Two (2) representatives from the non-traditional age (24 years and over) student community.

m. Two (2) representatives for the students with disability community.

n. Two (2) representatives for the LGBTQ community.

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. 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 Business Administration 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 the Finance Committee in order to oversee funding to registered undergraduate student organizations. Along with Finance Committee
Section 4. The ASUSF Vice President of Public Relations 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 Mission shall be responsible for instilling the mission of the University within the Senate and student body. The Vice President shall create initiatives in collaboration with key groups on campus, to promote and foster the spirit of justice, equality, diversity, and inclusion on campus. The Vice President shall act as a social justice advocate for students. In consultation with the ASUSF Senate Advisor and Student Leadership and Engagement, the Vice President shall be responsible for creating and coordinating a plan of Community Action for the ASUSF Senate and approving the plans of all ASUSF Funded Accounts and organizations completing Community Action Projects. The Vice President of Mission shall be an ex officio, non-voting member of the Senate.

Section 6. The ASUSF Vice President of Sustainability shall act as the voice for environmental sustainability within the Senate and the student body, educating the University community about prevalent environmental initiatives and issues. The Vice President will create and enhance environmental initiatives on campus through the appropriate and responsible allocation of the Green Initiative Fund for Tomorrow; therefore, overseeing the development of the GIFT budget in the Spring of each academic year. The Vice President shall develop relationships with all environmental entities on campus in order to foster collaboration between the groups. The Vice President will strive to ensure that the Association leads the campus in environmental efforts, including those efforts involving issues such as: waste management, food services, water usage, energy use and efficiency, climate action, etc. The Vice President of Sustainability shall be an ex officio, non-voting member of the Senate.

Section 7. The role of the Senators 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
Section 9. 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, Business Administration, Public Relations, Mission, and Sustainability, as well as the representatives for students with disabilities community and LGBTQ 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; on-campus and off-campus communities; the international student, student of color, and non-traditional age 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 Bachelors 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 take place every Tuesday from 6-8pm, throughout the fall and spring semesters, 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, Mission, and Sustainability 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 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 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 event funding. The Vice President of Business Administration shall chair the Finance Committee.

Section 6. It shall be the duty of the Public Relations 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 Mission Committee to be specifically concerned with issues of social justice 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 also hold committee meetings centered on the discussion of club and organization Community Action plans. The Vice President of Mission shall chair the Mission Committee.

Section 8. It shall be the duty of the Sustainability Committee is to address environmental issues at the University of San Francisco and to unite students to strive for a more sustainable campus. 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 Sustainability shall chair the Sustainability 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 a 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; an activity or service performed that engages an external organization or a particular 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 Student Activity Fee of $97.00 per semester, which includes $2.00 allocated specifically to the Green Initiative Fund for Tomorrow (GIFT).

Section 2. There are no additional dues or fees to be collected by members of ASUSF Senate.

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. 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.
   b. 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. 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.
   b. 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.
   c. 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.

* Adopted by the ASUSF Senate on May 6, 2014.

Effective Dates:

2003/2004
Amended by ballot vote on May 8, 2004 (added the Vice President of Social Justice position description and increased student activity fee to $80.00).

2005/2006
Amended by ballot vote May 2006 (changed office hours requirements and executive stipends).

2006/2007
Amended by Senate vote March 2007 (non-substantive changes to make wording clearer and bring in line with university policies).

2007/2008
Amended by Senate vote on April 22, 2008 (non-substantive changes for wording; additions from Constitution Guide for consistency; adding LGBTQ representation, pending approval in Fall 2008 election).

2008/2009

2009/2010
Amended by ballot vote (increase Student Activity Fee by $2.00 specifically for environmental initiatives, to be known as the Green Initiative Fund for Tomorrow; pending approval by the Board of Trustees in December).

2010/2011
Green Initiative Fund for Tomorrow approved by majority vote of the Board of Trustees in December 2010. *ASUSF Senate Constitution and By-Laws Approved February 15th, 2011.*

2011/2012
Amended by Senate vote on April 3, 2012 (non-substantive changes for structure, wording, clarification, and to align it more with the ASUSF Constitution Guide under Student Leadership and Engagement).

2013/2014
Amended by Senate vote on May 6, 2014 (non-substantive changes for structure, wording, and alignment with the Student Organization Constitution Guide under Student Leadership and Engagement).