

ASSOCIATED STUDENTS
OF
SOUTHERN OREGON
UNIVERSITY
BYLAWS

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Section 1: Branch Powers and Division of Duties

1.1 The ASSOU shall be composed of three branches:

1.1.1 Executive Branch

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

1.1.1.2 The Executive Branch shall work to achieve its mission in cooperation with the Legislative Branch of ASSOU.

1.1.1.3 The Executive Branch shall work to achieve its mission in cooperation with the Judiciary of ASSOU.

1.1.1.4 The Executive Branch shall work to achieve its mission in cooperation with the Student Body.

1.1.1.5 The ASSOU President and Vice President will select a cabinet, which consists of Chief Staff, no more than nine Directors, and the Administrative Director.

1.1.1.6 The Executive Branch shall have the liberty to spend funds allocated to the Executive Branch through the Student Fee process to the benefit of students.

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

1.1.2 Legislative Branch

1.1.2.1 The Legislative Branch will be composed of at least ten and no more than twenty Senators representing the diversity of SOU and shall be referred to as the Senate.

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

1.1.2.3 The Senate shall work to achieve its mission in cooperation with the Judicial Branch of ASSOU.

1.1.2.4 The Senate shall, in conjunction with the Executive Branch, facilitate the Student Fee Process.

1.1.2.5 The Senate shall work with the Executive Branch to insure that a Student Fee Committee is always sitting to hear the requests from the Student Incidental Fee.

1.1.2.6 The Senate shall have the liberty to spend funds allocated to the Senate through the Student Fee process to the benefit of students.

1.1.3 Judicial Branch

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

1.1.3.2. The Chief Justice shall be appointed by the ASSOU President before the completion of spring term.

1.1.3.2.1 The Chief Justice shall appoint Associate members of the Judiciary

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

1.1.3.3.1 Rulings and opinions of the Judiciary, which rule on a vote, action of an officer(s), or branch not in line with the rules of ASSOU are binding.

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

1.1.3.5 The Judiciary shall review and enforce election rules.

1.1.3.6 The Judiciary shall certify all election results.

1.1.3.7 The Judiciary shall have the liberty to spend funds allocated to the Judiciary through the Student Fee process to the benefit of students.

Section 2: Code of Ethics

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

2.1.1 I will be respectful of our space in the Sours Leadership Center and all other spaces we utilize by keeping my area clean and asking before using others' materials.

2.1.2 I will be aware of safe space guidelines and work to maintain Sours as a safe space.

2.1.2.1 Safe space guidelines will be as follows:

2.1.2.1.1 I will state my pronouns and allow others to state their pronouns when going through roll call or introductions at meetings or gatherings.

2.1.2.1.2 I will not use ablist, homophobic, transphobic, racist, or other language that otherwise dehumanizes or degrades my fellow students and student leaders.

2.1.2.1.3 I will recognize when I am taking up more space than others and move back when I am, in order to allow others to move up and speak up.

2.1.2.1.4 I will use pronouns for someone when they have stated theirs. If not stated, I will use their name.

2.1.2.1.5 I will respect and honor the needs of my constituents, whether I am personally impacted by an issue or not.

2.1.3 I will be respectful to my time and the time of others by making myself available to students and being on time for meetings, office hours, and events, and doing my best to respond to correspondence within 24 hours.

2.1.4 I understand that the office is not a place for gossip, and I will go to that person first. If needed, I will only go to the appropriate branch leader about personnel issues I am having.

2.1.5 I will treat all representatives of ASSOU with respect, regardless of their branch or personal point-of-view. I will also be cognizant of others' stress levels and workloads.

2.1.6 I will remember that I represent ASSOU at all times, and will conduct myself accordingly with professionalism and tactfulness.

2.1.7 I understand that a failure to comply with this Code of Conduct, the SOU Student Code of Conduct, or the Oath of Office can result in termination.

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

2.2.1 Conflicts of interest. All members of ASSOU must not take any action, participate in any action, or approve any action or decision on behalf of ASSOU that will result in a direct personal

benefit, or benefit any person or interest affiliated or connected with them. An ASSOU member shall avoid circumstances that reasonably imply that the ASSOU member acted for direct personal gain rather than for the best interest of the Student Body. An ASSOU member shall not knowingly engage in any activity on or off campus that would prevent ASSOU from fulfilling those obligations they fairly owe to the Student Body.

2.2.2 Benefits/Unlawful Compensation. No ASSOU member shall solicit or accept direct or indirect payment for the performance or nonperformance of any act not specifically allowed for in the ASSOU Constitution and Bylaws.

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

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

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

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

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

2.2.8 Abuse of Position. No ASSOU member who is in a position of authority shall threaten, attempt to threaten, or condone threatening, either verbally or in writing, the current or future employment, funding, or position of a subordinate based upon the subordinate's race, color, religion, sex, national origin, ethnicity, age, disability, marital status, parental status, veteran's status, sexual orientation, organizational affiliation, or affiliation with a political campaign.

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

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

2.3 The Governmental Heads shall be responsible for facilitating trainings on the above requirements by the second week of Fall, Winter and Spring terms.

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

Section 3: Meeting Procedures

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

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

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

3.3 Official Meetings

3.3.1 Official votes may only be made at meetings which have been published 48 hours in advance and are open to the public and have a quorum of more than 50 percent.

3.3.2 Quorum must be present for any votes to take place unless otherwise stipulated

3.3.3 Any votes requiring anything more than quorum must stipulate in the branch rules or bylaws and be stated on the agenda.

3.4 All ASSOU Meetings

3.4.1 An All ASSOU meeting is defined as a meeting of all Officers of ASSOU.

3.4.2 An All ASSOU meeting may be called by two of the three Heads of Government.

3.4.3 An All ASSOU meeting shall be chaired by the Heads of Government.

3.4.4 No branch shall make an official vote of only their membership.

3.4.5 All votes at an All ASSOU Meeting of all the officers present are binding.

3.4.6 All ASSOU Meetings must follow the procedure above for official meetings.

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

3.5 Agendas

3.5.1 Agendas must be publicized 48 hours in advance of the meeting in question.

3.5.1.1 Any supporting documents for the meeting must be sent out along with the agenda.

3.5.2 Minutes

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

3.5.2.2 Unconfirmed minutes must be published within 48 hours of the end of the meeting.

3.5.2.2.1 The meeting Chair is responsible for making sure minutes are properly published by the Executive Officer in charge of the website and document archival.

3.5.2.2.2 Once minutes are confirmed any changes will be updated within 24 hours.

3.5.2.2.3 Minutes must be made available to the public.

3.5.2.3 If audio minutes are taken they will adhere to the above rules.

3.5.2.3.1 Audio minutes cannot be in lieu of written minutes.

3.6 Publication Procedure

3.6.1 Any documents requiring publication for meetings must be outside the ASSOU offices, on ASSOU website, and on the ASSOU bulletin board.

Section 4: Office Hours

4.1 Each ASSOU Officer must provide office hours to be posted online as well as in the Sours Leadership Center.

4.1.1 Office hours and location thereof will be made available to the ASSOU Officer(s) in charge of online content and publicity for publication to all of SOU within the first two weeks of each term.

4.2 Office hours shall be set within reasonable hours to be determined by Heads of Government in collaborative effort.

4.2.1 Exceptions will be made by the branch head of government if necessary

4.3 Office hours should be held in a public location on campus.

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

Section 5: Student Fee Committee Rules and Regulations

5.1 Incidental Fees

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

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

5.3 Authority to Prescribe Fees

5.3.1 The Oregon State Board of Higher Education (OSBHE) established the incidental fee to be assessed at each institution in accordance with applicable statutes and upon the recommendation of the institutional President and the Chancellor.

5.3.2 The Student Fee Committee is a recognized standing committee of the Associated Students of Southern Oregon University (ASSOU) and, as such, is assigned advisory functions, including responsibility for conducting budget investigations, matching program requests for funding with available resources, and recommending the budgets for those activities, as well as the incidental fee level required to support them.

5.3.3 The Athletics Advisory Committee is recognized as a subcommittee of the Student Fee Committee, and is charged with conducting budget investigations and recommending yearly budgets for all athletics.

5.3.4 The Student Union Advisory Committee is recognized as a subcommittee of the Student Fee Committee, and is charged with conducting budget investigations and recommending yearly budgets for the operation and maintenance of the Student Union, as well as for all activities that reside in the Student Union (i.e. have office space in the Union).

5.3.5 The Educational Activities Advisory Committee is recognized as a subcommittee of the Student Fee Committee, and is charged with conducting budget investigations and recommending yearly budgets for all educational and cultural activities that do not reside in the Student Union and all student government activities.

5.3.6 The Inter-Club Council Allocation Committee is recognized as a subcommittee of the Educational Activities Advisory Committee, and is charged with conducting budget investigations for clubs that do not get direct funding from the Educational Activities Advisory Committee, and allocating money out of the Inter-Club Council's budget on a yearly or term-by-term basis to said clubs. They shall operate under a separate set of rules, contained in Index E of these bylaws.

5.3.7 The Environmental Affairs Committee is recognized as a standing committee of ASSOU which has been charged with allocating the SOU Green Fund. They shall operate under a separate set of rules, contained in Index D of these bylaws.

5.4 University Presidential Authority

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

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

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

5.5 Membership of the Student Fee Committee and its subcommittees

5.5.1 Each ASSOU Senator shall sit on the Student Fee Committee and/or one of its subcommittees throughout the academic year.

5.5.1.1 Each member of the Student Fee Committee shall also sit on one of its subcommittees as a voting member.

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

5.5.2 Each additional Senate seat shall add a Senate position on the Environmental Affairs Committee, the Athletics Advisory Committee, the Educational Activities Advisory Committee, or the Student Union Advisory Committee. Senate positions shall be added to these committees on a rotating basis in the following order: Educational Activities Advisory Committee, Student Union Advisory Committee, Athletics Advisory Committee, and Environmental Affairs Committee.

5.5.2.1 If there are fifteen Senate seats, then four Senators shall sit on the Student Fee Committee, the Educational Activities Advisory Committee, and the Student Union Advisory Committee; three Senators shall sit on the Athletics Advisory Committee and the Environmental Affairs Committee; and one Senator shall sit on the Inter-Club Council Allocation Committee

5.5.2.2 The ASSOU Director of Administration and Finance shall sit on and chair the Student Fee Committee.

5.5.3 At-large students shall make up the remainder of the Student Fee Committee, Environmental Affairs Committee, Athletic Advisory Committee, Educational Activities Advisory Committee, and Student Union Advisory Committee

5.5.3.1 There shall be a number of at-large students on the Student Fee Committee equal to the number of Senators.

5.5.3.2 The Environmental Affairs Committee, Athletics Advisory Committee, Educational Activities Advisory Committee, and Student Union Advisory Committee shall have the same number of committee members as the Student Fee Committee. To this end, each of these committees shall have the requisite number of at-large students.

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

5.5.4 Both the secretary of the Senate and the Executive secretary shall be responsible for taking minutes at each meeting of the Student Fee Committee and subcommittee meetings.

5.5.4.1 The Senate secretary shall be the secretary to the Student Fee Committee and the Educational Activities Advisory Committee.

5.5.4.2 The Executive secretary shall be the secretary to the Athletics Advisory Committee, the Stevenson Union Advisory Committee, and the Environmental Affairs Committee.

5.5.4.3 If the secretary is unable to attend a meeting of the committee, the chair shall delegate the duty to another member of the committee.

5.5.5 Each committee shall have a staff member serve as an ex-officio, non-voting member of the committee.

5.5.5.1 The Associate Vice President for Budget and Planning, or designee, shall serve as the ex-officio member of the Student Fee Committee.

5.5.5.2 The institutional Athletics Director shall serve as the ex-officio member of the Athletics Advisory Committee.

5.5.5.3 The institutional Assistant Director of Student Life for Involvement shall serve as the ex-officio member of the Educational Activities Advisory Committee.

5.5.5.4 The institutional Associate Director of the Student Union shall serve as the ex-officio member of the Student Union Advisory Committee.

5.5.5.5 The role of these staff members is to provide non-biased information and context to the student members of the committees, as well as serving as a liaison between the committee and budget authorities.

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

5.5.6 Each of the following committees shall have an ASSOU executive cabinet officer serve as a non-voting member of the committee: the Environmental Affairs Committee, the Stevenson Union Advisory Committee, the Educational Activities Advisory Committee, and the Athletics Advisory

committee

Vice 5.5.6.1 The member of each of these committees shall not be the President or President of the ASSOU

5.5.6.2 The member of each of these committees shall be chosen by the President of the ASSOU

5.5.7 The Student Fee Committee and each subcommittee shall have a member of the judiciary assigned to the committee to provide oversight and guidance on the rules and regulations pertaining to the student fee process. The assigned judiciary shall not be recognized as a voting member, but shall provide knowledge and insight to the matter being discussed.

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

5.6 Operation and Timeline of the Student Fee Committee

5.6.1 Non-discrimination

5.6.1.1 Under no circumstances shall the Student Fee Committee or any of its subcommittees discriminate on the basis of race, ethnicity, national origin, religion, age, disability, marital status, veteran status, gender, sexual orientation, religious affiliation, or political opinions.

5.6.2 *Abstention*: A member of the Student Fee Committee or any of its sub-committees shall disqualify themselves in a vote, by abstaining, in which the member's impartiality might reasonably be questioned, including but not limited to the following instances. The decision on what is to be considered reasonable is up to the discretion of the members as a whole:

5.6.2.1 The member has a personal bias or prejudice concerning a party;

5.6.2.2 The member is knowingly related to any of the parties involved in the dispute, be they a spouse, etc., within the third degree of relationship;

5.6.2.3 The member is known to have an interest that could be substantially affected by the outcome of the vote;

5.6.2.4 For the purposes of this section:

5.6.2.4.1 The degree of relationship is calculated according to the civil law system; the following relatives are within the third degree of relationship: parent, child, grandparent, grandchild, great grandparent, great grandchild, sister, brother, aunt, uncle, niece, and nephew; the listed relatives include whole and half blood relatives and most step relatives;

5.6.2.5 *Remittal of Abstention*: Instead of withdrawing from the vote, a member disqualified by 5.6.2 and/or its subsections may disclose on the record the basis of abstaining. The

member may participate in the vote if, after that disclosure, the parties, and remaining members have an opportunity to confer outside the presence of the member in question, and all agree on the record that the member should not be disqualified, and that the member is then willing to participate. The agreement should be incorporated in the minutes of the meeting.

5.6.3 Public Meetings

5.6.3.1 All meetings of the Student Fee Committee and its subcommittees shall conform to Oregon Public Meeting Law.

5.6.3.1.1 All meeting agendas will be posted no later than 48 hours prior to the meeting.

5.6.3.1.2 All agendas will have 2 open forums sections. The first is after “Adoption of Minutes” for the public to address any item stated on the agenda and the second is after “Unfinished Business” for the public to address any item not stated on the agenda.

5.6.3.2 All meeting minutes will be posted no later than 48 hours after the meeting has concluded.

5.6.3.3 Emergency meetings must have at least 24 hours notice prior to the meeting.

5.6.3.4 Any meetings that are cancelled will be done at least 24 hours prior to the meeting.

5.6.3.5 The ASSOU Director of Finance and Administration shall make every effort to ensure that the entire campus community is aware of meetings and that all interested parties are able to attend meetings.

5.6.4 Recruitment and placement of at-large committee members

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

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

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

5.6.4.3 At-large SFC member placements shall be completed no later than October 30.

5.6.4.4 At-large sub-committee member placements shall be completed no later than November 22.

5.6.5 Student Fee Criteria and Program Expectations

5.6.5.1 Criteria

5.6.5.1.1 All proposals shall have program outcomes and assessment procedures included.

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

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

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

5.6.6.2.1 Criteria shall include, but are not limited to, use of the student fee logo, fiscal accountability, and participation.

5.6.5.3 The University President shall approve the SFC criteria and rules by November 15.

5.6.5.4 Each year, the ASSOU Senate shall review and confirm a list of questions, known as the Form 1, to be answered by all programs seeking funding from the Incidental Fee by November 15. These questions shall be designed to help committees determine whether a program meets the Student Fee criteria.

5.6.5.5 Each year, the ASSOU Senate shall determine a timeline for the Allocation process, which shall include deadlines for completion of each major element of the allocation process no later than November 8.

5.6.5.6 Each year, the ASSOU Senate shall confirm all forms relating to the Fee allocation process by November 15.

5.6.5.7 The ASSOU Director of Finance and Administration shall be responsible for promulgating the yearly Student Fee criteria and the Form 1 to all groups seeking funding from the Incidental Fee, as well as to necessary members of the SOU administration, by November 30.

5.6.6 Training and Initial Committee Meetings

5.6.6.1 Before any fee committee hears any funding proposals all members on the committee must have attended a fee training session.

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

5.6.6.2.1 The ASSOU Director of Finance shall contact the Associate Vice President of Budget and Planning to ensure that every subcommittee has access to Banner Finance.

5.6.6.3 The Student Fee Committee, Athletics Advisory Committee, Educational Activities Advisory Committee, Environmental Affairs Committee, and Student Union Advisory Committee shall each meet at least once before the end of Fall term to elect a chair and vice chair and to determine their meeting times for Winter term.

5.6.6.3.1 The SFC member on each subcommittee shall be responsible for chairing the first meeting until the elections have taken place.

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

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

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

5.6.7 Student Fee Committee Direction to Subcommittees

5.6.7.1 The Student Fee Committee shall meet to create instructions for its subcommittees before November 22.

5.6.7.2 These instructions can include any expected percent increase or decrease in total budget for each subcommittee.

5.6.7.3 These instructions shall include the dates on which the Student Fee Committee expects its subcommittees to present their final budgets to the Student Fee Committee as stated in the timeline approved by Senate.

5.6.7.4 These instructions may also include any other information or instructions the Student Fee Committee wishes to impart to its subcommittees.

5.6.7.5 These instructions will be provided in writing from the Student Fee Committee to the subcommittee chairs.

5.6.8 Program Budget Requests

5.6.8.1 Each program seeking funds from the Incidental Fee shall determine what funds they will need for the next academic year by budgeting all of their expected programmatic

staffing and activities costs as well as any expected funding from sources other than the Incidental Fee.

5.6.8.2 The program shall report their detailed budget request on a budget form, known as the Form 2.

5.6.8.3 Each program shall submit a Form 1 and Form 2 by a date to be determined by the ASSOU Senate, which shall be no earlier than the first day of Winter term and no later than the second Monday of Winter term.

5.6.8.4 No program shall be entitled to any level of funding based on previous budgets.

5.6.9 Budget Hearings

5.6.9.1 The Athletics Advisory Committee, Educational Activities Advisory Committee, and Student Union Advisory Committee shall each conduct budget hearings in the first part of Winter term.

5.6.9.2 Each program seeking funding shall present its requested budget at a meeting of the appropriate subcommittee, at which the members of the committee shall ask clarifying questions of the presenters.

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

5.6.9.4 Committees shall thoroughly investigate all budget requests.

5.6.10 Budget Recommendations

5.6.10.1 After holding budget hearings, the Athletics Advisory Committee, Educational Activities Advisory Committee, and Student Union Advisory Committee shall each have a separate meeting to make decisions on their budget requests.

5.6.10.2 Committee decisions shall be made in accordance with Student Fee criteria and be in keeping with the instructions given to them by the Student Fee Committee.

5.6.10.3 Committees may fund requested budgets in full or in part or may deny a budget request completely.

5.6.10.4 Committees shall rank their funded programs in order of importance and shall document their decisions and reasoning on a sheet, known as the Form 3.

5.6.10.4.1 If the recommended funding level includes specific line item recommendations, the Committee must include the rationale for specific line item changes on Form 3

5.6.10.4.2 Form 3 shall be made available to all budget authorities after it is approved by the subcommittee

5.6.10.5 Additionally, each committee shall create a document, known as the Form 4, which shall be a compilation of all budget decisions.

5.6.10.6 Each subcommittee shall present its recommendations, including the Form 3 and Form 4, to the Student Fee Committee on a date to be determined by the Student Fee Committee. The last of these presentations should take place prior to Friday of the sixth week of winter term..

5.6.11 Student Fee Committee Deliberations

5.6.11.1 After hearing a subcommittee's recommendation, the Student Fee Committee shall discuss the recommendation and decide whether to accept or reject the subcommittee's recommendation.

5.6.11.1.1 The Student Fee Committee shall review all subcommittee recommendations within one week of receiving the proposals.

5.6.11.2 If the Student Fee Committee rejects a subcommittee's recommendation, they shall send the subcommittee's budget back to the subcommittee for further deliberation with specific expectations for changes.

5.6.11.2.1 These changes shall reflect overall changes in the subcommittee's budget, not a specific index code in the budget.

5.6.11.2.2 The subcommittee shall then hold further deliberation, and send a revised Form 3 and Form 4 to the Student Fee Committee within one week of rejection notification.

5.6.11.2.3 The Student Fee Committee shall then review the subcommittee's revised recommendation and shall decide whether to accept or reject the recommendation.

5.6.11.2.4 If the Student Fee Committee decides to reject the subcommittee's revised recommendation, it may make reductions or other amendments to the subcommittee's budget.

5.6.11.2.5 If the Student Fee Committee makes reductions to a subcommittee's budget, it must make reductions from the bottom of the subcommittee's Form 3 and work up the list; if the Student Fee Committee makes reductions to a subcommittee's budget, it may not alter that budget in any other way.

5.6.11.3 Once the Student Fee Committee has accepted the budgets of the Athletics Advisory Committee, Educational Activities Advisory Committee, and Student Union Advisory Committee, it shall determine the level of the Reserve for the next academic year.

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

5.6.11.3.1.1 An emergency allocation from the Prudent Reserve Fund must include certification of the unusual nature of the proposed expenditure (s) and have the recommendation of the Student Senate and the written approval of the ASSOU President as well as the formal approval of the University President or his/her designee.

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

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

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

5.6.11.3.2.3 To address issues of an emergency nature that have an impact on students;

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

5.6.11.3.2.5 Reduction of fee collections.

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

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

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

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

5.6.11.3.6 The student fee committee shall also be responsible for directly allocating the Stevenson Union minor equipment reserve (SUMIEQ).

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

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

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

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

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

5.6.12 ASSOU Deliberations

5.6.12.1 After setting the Incidental Fee level, the Student Fee Committee shall send its recommendations to the ASSOU Senate, and the Senate shall deliberate. 5.6.12.2 The Senate may confirm or reject the Student Fee Committee's recommendations, based on the validity of the allocation process.

5.6.12.3 If the Senate rejects the Student Fee Committee's recommendations, it shall send the budget back to the Student Fee Committee for further deliberation with specific expectations for changes.

5.6.12.3.1 The Student Fee Committee shall then hold further deliberation, and send a revised recommendation to the Senate.

5.6.12.3.2 The Senate may confirm or reject the Student Fee Committee's revised recommendation; if the Senate rejects the revised recommendation, the Senate may alter the final budget.

5.6.12.4 If the Senate accepts the Student Fee Committee's recommendations, it may pass the final budget up to the ASSOU President with a majority vote.

5.6.12.4.1 The Senate shall send a final budget to the ASSOU President no later than the Friday of the ninth week of Winter term.

5.6.12.5 Within a week of receiving the final budget, the ASSOU President must sign or veto the Senate's recommendation.

5.6.12.5.1 If the ASSOU President vetoes Senate's recommendation, Senate may reconsider the final budget and send the ASSOU President a revised budget, or the Senate may override the Presidential veto with a two-thirds majority vote and send the budget directly to the institution President.

5.6.12.6 If the ASSOU President signs Senate's recommendation, the final budget is sent to

the institution President for review.

5.6.12.7 The final budget shall be sent to the institution President no later than the end of Winter term.

5.6.13 Southern Oregon University Hearings Board

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

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

5.6.13.3 During the next week, the institution President (or designee) shall meet with the ASSOU president, both the Chair and Vice-chair of the SFC, the Chief Justice, and the Speaker of the Senate to attempt to reconcile the differences.

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

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

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

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

5.6.14 OSBHE Appeals Process

5.6.14.1 After completion of the SOU Hearings Board Process, the President shall recommend to the Chancellor the amount of incidental fee for the University.

5.6.14.2 A representative of ASSOU or Student Fee Committee may appeal to the Chancellor the recommendations of the President regarding the amount of incidental fee or the allocation among the three major categories listed in OAR 508-010-0090 (3)(d).

5.6.14.3 Allocations among programs and activities within a major category are not subject to appeal.

5.6.14.4 The Chancellor shall order a timely review of the appeal and shall communicate to the parties involved a decision in writing within a reasonable period of time.

5.6.14.5 The Chancellor shall recommend to the OSBHE an incidental fee for each institution.

5.6.14.6 Representatives of ASSOU, the Student Fee Committee, as well as members of the public, may appear in support of, in opposition to, or to request modification of, the recommended incidental fee in accordance with the provisions of OAR 580-001-0005.

5.6.14.7 The Board will concurrently consider appeals of the substantial unresolved differences in the allocation of incidental fees among the three major categories.

5.6.14.8 The Board will not consider allocations within a major category except in extraordinary circumstances or upon its own motion.

5.7 Appeals of the Allocation Process

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

5.7.2 Any program wishing to appeal the budget process shall submit a grievance to the Judiciary by a deadline to be determined by the ASSOU Senate, which shall be no earlier than a week after the Student Fee Committee, submits its recommendations to the Senate, and no later than the Tuesday of the eighth week of Winter term.

5.7.3 The ASSOU Judiciary shall determine whether an appeal meets any of the following criteria to have its budget request reassessed.

5.7.3.1 The Student Fee Committee or one of its subcommittees failed to follow prescribed process or knowingly failed to hold sufficiently public meetings.

5.7.3.2 The Student Fee Committee reduced the program's yearly budget without following the guidelines in 5.6.11.2.5.

5.7.4 If the program's appeal meets one or more of the appeals criteria, the Judiciary shall send the appeal to Senate with instructions to reassess the budget request.

5.7.5 Senate shall hear any such budget requests, deliberate, and decide to either maintain the budget at the Student Fee Committee's recommended level or to grant the appealing program's request in full or in part.

5.7.5.1 Any changes to the total Incidental Fee budget resulting from appeals shall be included in the ASSOU's recommendation to the institution President.

5.8 Emergency Requests

5.8.1 In the case of an unforeseeable circumstance, such as unexpected expenses, or programs planned after the initial allocation process, programs may make an emergency request for additional funds for that term.

5.8.1.1 Emergency requests shall not include conference travel.

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

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

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

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

5.8.4 Emergency funding requests will follow the criteria set forth in 5.6.5.1 and 5.6.11.3.2 in addition to the criteria listed below:

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

5.8.4.1.1 Exact percentages will be determined in the proposal review process.

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

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

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

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

5.8.6 Emergency Request Appeals

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

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

5.8.6.2.1 The Student Fee Committee failed to follow the prescribed process for hearing emergency requests.

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

5.8.6.3.1 Senate shall hear any such emergency requests, deliberate, and decide to

fund the emergency request in full or part.

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

5.9 End of Year Expenditures

5.9.1 Absent a grave emergency, there shall be no funding requests submitted or approved during the Summer Term.

5.9.1.1 A justifiable emergency shall be defined as an event or circumstance which causes significant harm to the physical or mental wellbeing of the student body.

5.9.1.1.1 The Council shall make a presentation the following Fall term to the Student Fee Committee and All ASSOU on funding decisions made.

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

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

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

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

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

5.10 Restrictive Spending Measures

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

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

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

Section 6: Appointments, Dismissals, and Resignations

6.1 Hiring and Appointments

- 6.1.1 All appointed officer positions shall be filled through an open and transparent process conducted by the Executive branch.
- 6.1.2 The start of any hiring or appointment process shall be publicized to the student body
- 6.1.3 All final hiring(s) and appointments must be confirmed by the Senate.
- 6.1.4 At-large appointments must be conducted according to the committee's bylaws.

6.2 Firing and Dismissal

- 6.2.1 The Executive Branch shall be allowed to dismiss any cabinet or staff member but must adhere to these stipulations:
 - 6.2.1.1 Prior to any official firing of an Executive Branch member two meetings must be held with the ASSOU Advisor in regards to the officer's work or conduct.
 - 6.2.1.2 The Judicial branch must be informed as soon as possible of any staff changes.
 - 6.2.1.3 Any dismissed Executive Officer shall retain the right to file a grievance with the Judicial branch in contest of their removal.

6.3 Dismissal of Elected and Judicial officers.

- 6.3.1 All dismissals of Elected Officers or Judicial members must adhere to the grievance and impeachment rules

6.4 Resignation

- 6.4.1 Once submitted all resignations are immediately valid.
- 6.4.2 Resignations must be in written form to the ASSOU Heads of Government and the ASSOU Advisor.

6.5 The Senate shall have a process for filling vacancies outlined in the ASSOU Legislative Rules.

6.6 Award Scholarship

- 6.6.1 Award Scholarships will be given prior to service.
 - 6.6.1.1 Awards cannot be given for any service fulfilled during less than a month's duration.
 - 6.6.1.2 Officers must be made aware of the award periods for which their award is granted

6.7 Membership Changes

6.7.1 All ASSO membership changes, both incoming and outgoing, must be filed with the Director of Finance and Administration and Student Life within 24 hours of Senate confirmation, resignation, or dismissal taking effect.

Section 7: Veto

7.1 The Senate shall have the ability to veto any official vote or action of the Executive Branch with a two thirds vote.

7.1.1 Every veto must include specific recommendations for changes.

7.1.2 The Executive Branch may overturn a veto by Senate.

7.1.2.1 If a veto has been overturned, and the branch which the veto originated with is still dissatisfied, a grievance may be filed with the Judiciary to decide the matter.

7.2 The Executive Branch shall have the ability to veto any official vote or action of the Senate that is not a disciplinary action.

7.2.1 Every veto must include specific recommendations for changes.

7.2.2 The Senate may overturn an executive veto with a two thirds vote.

7.2.2.1 If a veto has been overturned, and the branch which the veto originated with is still dissatisfied, a grievance may be filed with the Judiciary to decide the matter.

Section 8: Grievances

8.1 Any member of the ASSOU may file a grievance, which is defined as a written complaint about a potential violation of ASSOU rules.

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

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

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

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

Section 9: Disciplinary Process

9.1 Formal Warning

9.1.1 When an officer of the ASSOU engages in misconduct or dereliction of duty, the Judiciary shall issue a formal warning to that officer.

9.1.2 Formal Warnings may be issued by the Judiciary, ordering the officers to perform their duty and comply with any existing bylaw or branch rule.

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

9.1.2.2 A vote by the Judiciary to issue a Formal Warning is binding.

9.1.3 If an officer doesn't correct the infractions stated in a Formal Warning the Judiciary may vote to place them on probation.

9.2 Probation

9.2.1 Probation shall be defined as the following: an officer on probation shall be required to conduct a weekly meeting with their branch head, Chief Justice, and the ASSOU Advisor.

9.2.2 Probation may be issued by the Judiciary for lack of compliance with a Formal Warning or as the result of a Dismissal Hearing.

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

9.2.2.2 A vote by the Judiciary to issue probation is binding.

9.2.3 If an officer doesn't correct the infractions stated while on probation, the Judiciary may vote to start dismissal proceedings.

9.3 Impeachment and Dismissal

9.3.1 Impeachment is defined as beginning dismissal proceedings against an officer.

9.3.2 Dismissal shall be defined as the following: a dismissal is a permanent removal from office and is considered an immediate termination from employment.

9.3.3 When an officer engages in gross misconduct or dereliction of duty, the Judiciary shall impeach that officer.

9.3.3.1 The resulting dismissal proceedings are conducted by the Senate.

9.3.3.2 Impeachment is reserved for officers the Judiciary deems unfit to serve because of repeated or grievous actions.

9.3.3.3 If the Judiciary is considering impeachment, they shall conduct a Judicial Review into the matter, unless the consideration of impeachment is the result of a previous Judicial Review.

9.3.3.3.1 The Judicial Review shall seek to create a clear narrative of events surrounding the infraction in question through testimony given by parties relevant to the proceedings.

9.3.3.4 After an officer is impeached by the Judiciary, the Chief Justice shall work closely with the Speaker of the Senate to transfer all relevant information and evidence to the Senate, and shall attend Senate's dismissal proceedings.

9.3.3.5 When the Judiciary votes to begin dismissal proceedings, the Chief Justice shall inform that officer, ASSOU's Heads of Government, the Student Advocate, and the ASSOU Advisor. The dismissal hearing shall also be announced by the Chief Justice at the next Senate meeting and meeting of the Executive Branch.

9.3.3.6 When a Judicial Review results in findings that the wrong doing was a mistake or minor, the Judiciary shall issue a Formal Warning or Probation.

9.3.4 Dismissal of ASSOU Officers shall be conducted by a hearing before the Senate, to be chaired by the Speaker of the Senate, unless the Speaker is being accused, in which case the Vice Speaker shall conduct the hearing.

9.3.5 In the case of the Chief Justice bringing forward a formal hearing after an investigation, the Speaker of the Senate will notify the accused and immediately set a hearing for the following Senate meeting.

9.3.5.1 The notification shall include the following: the name of the accused, and a short and plain statement of the time, place and manner in which the defendant is alleged to have committed the offense. This description shall be broken into different counts for each alleged offense, the name of the complainant, and the location and time of the hearing.

9.3.5.2 The Senate shall appoint a Senator to prosecute the charges against the accused officer. Accused officers may either defend themselves or select another officer to act on their behalf; the Student Advocate shall be present and available to act as the accused officer's representative at all times, if the accused asks him/her for representation.

9.3.6 The proceedings shall be called a Dismissal Hearing and be the only formal hearing through ASSOU. The Dismissal Hearing shall follow this format.

9.3.6.1 Reading of charges: The Speaker of the Senate shall read the charges against the accused. Upon the reading of the charges, the accused shall have the option to plead guilty or not guilty.

9.3.6.2 Opening Statements: Both the appointed Senator and accused officer and/or representative shall have the opportunity to present opening statements

9.3.6.3 Presentation of Evidence: The appointed Senator shall begin to present evidence and witnesses. Once the Senator is finished, the accused officer and/or representative shall present their evidence and witnesses.

9.3.6.3.1 The Senator and accused officer and/or representative shall be allowed to cross examine each witness.

9.3.6.4 Closing Statements: Both the Senator and accused officer and/or representative shall have the opportunity to present closing statements.

9.3.6.5 Deliberation of proceedings: The Senate shall have the opportunity to deliberate on the evidence. The Senator and accused officer and/or representative will be asked to leave the Senate chambers at this time to allow for unbiased deliberation and vote.

9.3.6.5.1 Determination of guilt: When the Senate is done deliberating, they shall determine, through a roll call vote, innocence or guilty based on the evidence presented before them. The determination of guilty or innocent shall require a majority vote.

9.3.6.5.2 Disposition: If the vote carries as guilty, the Senate shall make a motion for one of the following: Probation for an allotted time or dismissal from office. If the vote carries as innocent, the accused shall be acquitted of all charges and may resume their duties as an officer of ASSOU.

9.3.6.6 After the Senate has made their formal decision, the Senator and the accused officer or representative shall be brought back into the Senate chambers to be informed of such decision.

9.3.6.6 The presiding officer shall ensure that the decision of the Senate is properly enforced and recorded.

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

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

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

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

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

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

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

9.4.1.3.2 If an Officer misses more than 7 meetings in a term that are excused, that officer shall be considered derelict in their duties, and the Judicial Branch shall conduct a judicial review.

9.4.1.3.2 If there is a question as to the legitimacy of an absence, the facilitator of each branch shall determine whether the absence is excused.

9.4.2 Failure to adhere to the student code of conduct shall be considered grounds for formal warning, suspension, or dismissal of an officer.

9.4.3 Failure to abide by or fit within the requirements for a held position shall be grounds for formal warning, probation, or dismissal of an officer who holds that position.

9.4.4 Failure to uphold the oath of office, once sworn, shall be grounds for formal warning, probation, or dismissal of an officer.

9.5 Appeals of the Dismissal Hearing

9.5.1 Any officer found guilty by Senate at the dismissal hearing is entitled to file an appeal with the Chief Justice within 72 hours of the deciding vote.

9.5.1.1 Upon the receipt of an appeal, the Judiciary may choose to validate the appeal.

9.5.1.1.1 In the event that the Judiciary decides to confirm the Senate decision, the Senate's decision will become binding.

9.5.1.1.2 In the event that an appeal is validated, the Judiciary may then choose to convene an investigation, which may result in either a confirmation of the Senate process or a mistrial.

9.5.1.1.2.1 In the event of a mistrial, the Senate's decision shall be considered overturned. This requires a majority vote of the Judiciary, and if passed the Chief Justice shall notify all parties involved within 24 hours.

9.5.2 If no appeal is made within 72 hours, the Senate's decision shall be considered binding.

Section 10: Elections

10.1 Elected Positions

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

10.2 Appointments

10.2.1 All other positions will be appointed.

10.3 Vacant Positions

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

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

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

10.3.3.1 All Executive Branch (with the exception of President and Vice President) and Chief Justice shall be hired by the President through an ethical and transparent process and confirmed by Senate.

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

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

10.4.1 The interests of the student body shall be protected.

10.4.2 Fairness among candidates shall be required.

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

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

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

10.4.6 The Judiciary will monitor and validate all elections.

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

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

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

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

10.5 Ballot Measures

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

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

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

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

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

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

10.5.4 In order for a measure to qualify for placement on a ballot in a general election, a number of signatures must be collected for that purpose equaling or exceeding five percent of the membership of ASSOU. Alternatively the ASSOU Senate shall vote to put measures on the ballot by a majority vote of members present.

10.5.5 Fees may be passes through the referendum process according to these guidelines.

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

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

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

10.5.5.3.1 Log at least 15 hours of clip-boarding to inform students of the upcoming fee referendum, in acceptable locations as defined by the elections committee.

10.5.5.3.2 All campaign materials must be non-partisan.

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

10.5.5.3.4 Campaigns must print quarter sheets depicting what a no vote and a yes vote means, totaling at least five percent of the entire student body.

10.5.6 Among the possible actions a ballot measure may take, is the recall of an appointed or elected officer of ASSOU.

10.5.6.1 Passage of such an initiative shall be sufficient to immediately remove the officer from office upon certification of the election.

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

10.6 Transitions

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

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

10.6.1.1.1 Important contacts

10.6.1.1.2 Add record of all finished and unfinished projects.

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

10.6.1.1.4 An end of year report from each ASSOU committee

10.6.1.1.5 The branch head may require further materials

10.6.2 Any officer leaving before a successor has been found must still compile the above materials.

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

Section 11: Committees

11.1 ASSOU Committees

11.1.1 Each committee will have both Senate and Executive representation.

11.1.1.1 Executive and Senate members shall have equal voting power.

11.1.2 Senate Membership

11.1.2.1 The Committee on Committees shall determine the committee membership of Senators.

11.1.2.2 Senators with committees in their job description shall sit on those committees before other committees.

11.1.3 Executive Membership

11.1.3.1 The President and Vice-President shall assign executive members to each committee in coordination with the Committee on Committees.

11.1.4 At-Large Membership

11.1.4.1 The Executive shall be in charge of recruiting at-large students for committees.

11.1.4.2 At-large members shall be recruited by Executive and placed by Committee on Committees.

11.1.4.2.1 Committee on Committees shall report back to Senate detailed reports of all appointments and rejections.

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

11.1.5 Standing Committees

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

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

11.1.6 Ad-hoc and Special Committees

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

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

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

11.1.7 Committee Functions

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

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

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

11.1.4 The chair of any committee shall be the person responsible for making sure meetings follow the Meeting Procedures.

11.2 Non-ASSOU Committees

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

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

11.2.1.1.1 Senate may confirm or overturn the decision of the Committee on Committees.

11.3 Confidentiality

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

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

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

Section 12: Organizations

12.1 ASSOU Organizations

12.1.1 ASSOU formally recognizes the Inter-Club Council as an organization within the ASSOU.

12.1.2 Requirements

12.1.2.1 Organizations must maintain operating bylaws and adhere to the ASSOU Constitution and Student Code of Conduct.

12.1.2.2 Organizations within ASSOU must allow for at least one officer of ASSOU to maintain voting membership among the body.

12.1.2.3 Organizations must make regular reports to Senate through either a representative or the Senator who maintains membership of the organization.

Section 13: Travel

13.1 Funding and Reimbursement

13.1.1 All ASSOU Officers in need of funding for travel outside reallocated of funding must complete a travel expense report to be proposed to and approved by the Student Fee Committee and Senate ten business days prior to the trip.

13.1.1.1 Travel Expense Report can be found at the SOU Business Services website or hard copy can be found with the Event and Travel Administrative Assistant.

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

13.1.1.3 The Travel Expense Report draft must be presented to the Student Fee Committee at least fifteen business days before the proposed trip. Pending approval, they must then present to the Senate two weeks prior to the trip.

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

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

13.1.1.6 Although groups may travel together, individual Travel Expense Reports must be proposed, approved, signed, and submitted.

13.1.1.7 All participants must sign an Assumption of Risk Agreement.

13.1.1.8 Excess funds from travel allocation must be returned to the Event and Travel Administrative Assistant.

13.1.1.9 The Final Travel Expense Report must be submitted to the Event and Travel Administrative Assistant for reimbursement, in the event of under-allocation Travel will be automatically reimbursed given valid receipts for a complete and signed travel expense report if within \$100 of the Senate approved expense report draft.

13.1.1.9.1 In the event that the final travel expense report deviates more than \$100 from the Senate approved travel expense report, reimbursement must be approved by the Senate before submission to the Event and Travel Administrative Assistant.

13.1.1.9.2 If the travel requester(s) is unable to provide a valid receipt(s) for the Senate approved travel expense report then reimbursement must be re-approved by the Senate before submission to the Event and Travel Administrative Assistant.

13.1.2 Emergency Travel

13.1.2.1 In cases where travel cannot be approved by Senate within the ten business day deadline, the traveler must seek notification and approval of Heads of Government and complete the Final Travel Expense Report as stated in 13.1.1.9.

13.1.3 Conduct for Trips

13.1.3.1 Students shall be held to the SOU Student Code of Conduct on trips representing ASSOU. Any questionable activity shall fall under the purview of the Judiciary to review.

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

13.1.3.2 Participants must be cleared through the Student Life Office ten business days prior to the event through SOU Connect.

Section 14: Amendments

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

14.1.1 A vote to amend the Constitution must have five percent of the membership of ASSOU to be considered official and a majority vote to pass.

14.2 Bylaws amendments shall adhere to the following procedure:

14.2.1 The Bylaws Committee will hear presentations during their meetings. Following a presentation on proposed changes to the bylaws the committee will deliberate and come to a decision. The decision will then be reviewed by the Judiciary as outlined in Index C.

14.2.1.1 If an amendment of the bylaws conflicts a branch rule, the Judiciary will inform and recommend to that branch how to change the branch rule so there is no longer a conflict.

14.2.1.2 The Chief Justice will work with the appropriate officers to make sure the bylaws in their most current form are on the ASSOU Website.

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

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

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

Index A: Acronyms

- AAC, the Athletics Advisory Committee, is a subcommittee of the Student Fee Committee (SFC) and oversees budgets for athletics and Raider Recreation.
- ASSOU, The Associated Students of Southern Oregon University, is the organized government of the student body of Southern Oregon University.
- CRC, the Commuter Resource Center, is designed with the needs of the non-traditional and commuting student in mind.
- CSAC, the Child Care Subsidy Allocation Committee, is a standing committee which reviews and determines allocations of the Child Care Subsidy.
- EAAC, the Educational Activities Advisory Committee, is a subcommittee of the Student Fee Committee (SFC) and is charged with oversight of all educational and cultural activities that do not reside in the Stevenson Union and all student government activities.
- EAC, the Environmental Affairs Committee, is a standing ASSOU committee.
- ECOS, the Ecology Center of the Siskiyou, serves as an environmental resource center for SOU and works to educate the student body and greater community about our collective environmental impact-
- EPIC, the Events, Programming and Involvement Committee, is a standing ASSOU committee.
- GAC, the Governmental Affairs Committee, is a standing ASSOU committee.
- HEC, the Higher Education Center, is the satellite SOU campus located in Medford.
- HECC, the Oregon Higher Education Coordinating Commission, consisting of 15 members appointed by the Governor, with authority to coordinate higher education policy between the Oregon University System and Oregon community colleges.
- ICC, the Inter-Club Council, is a collaborative organization made up of representatives from each of the registered clubs on campus. The purpose of the ICC is to coordinate and share information about campus club/organization activities.
- ICCAC, the Inter Club Council Allocation Committee, is the ICC fee committee and oversees fund distribution from the ICC budget to member clubs/organizations.
- LGBTQQIP2SA+, the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersexual, Pansexual, Two-Spirit, and Asexual + community
- MAC, the Multicultural Affairs Committee, is a standing ASSOU committee.
- MCC, the Multicultural Coalition, is the collective of all the organizations hosted by the MRC.
- MRC, the Multicultural Resource Center, seeks to provide an inclusive community that recognizes, celebrates, and supports the diverse life experiences of the SOU community.

- OEIB, the Oregon Educational Investment Board, is a twelve (12) person board chaired by the Governor that oversees an effort to create a seamless, unified system of public education.
- OSA, the Oregon Student Association, is a statewide advocacy and organizing non-profit association whose main mission is to represent, serve, and protect the interests of students in postsecondary education in Oregon.
- OSBHE, the Oregon State Board of Higher Education, is the statutory governing board of the OUS (Oregon University System) and is composed of fifteen (15) members appointed by the Governor. The OUS Chancellor's Office carries out the Board's goals and initiatives and statewide higher education responsibilities for the benefit of Oregon and Oregonians.
- OSCC, the Oregon Students of Color Coalition, is a statewide coalition of students advocating for equal access to education by empowering students and strengthening communities of color. OSCC is an affiliate of the Oregon Student Association (OSA).
- OSERA, the Oregon Student Equal Rights Alliance, is an alliance that strives to achieve equal access to education for lesbian, gay, bisexual, transgender and queer people within Oregon's educational communities.
- OSPIRG, the Oregon Student Public Interest Research Group, researches problems that affect everyone from global climate change to homelessness, educates the public about these issues and advocates for solutions.
- OUS, the Oregon University System, is a public (no longer a "state" agency after SB242) system that is made up of seven distinguished public universities and one branch campus.
- QRC, the Queer Resource Center, offers accessible advocacy for queer students while expanding awareness and knowledge of queer issues on campus and in our community.
- RCSC, the Recreation Center Steering Committee, is a standing committee which upholds the Recreation Center bylaws and reviews and recommends the Recreation Center Fee.
- SAC, the Student Advocacy Committee, is a standing ASSOU committee.
- SFC, the Student Fee Committee, is a standing ASSOU committee that is the oversight committee for the student incidental fee.
- SUAC, the Student Union Advisory Committee, is a subcommittee of the Student Fee Committee (SFC) and oversees the operation and maintenance and operation of the Student Union and all activities that reside in the Student Union.
- SUSC, the Stevenson Union Steering Committee, is a standing ASSOU Senate committee.
- TAC, the Tuition Advisory Council
- UPB, the University Planning Board, is a standing university committee.

- USSA, the U.S. Student Association, is a national student-led organization that works to develop current and future leaders and amplify the student voice at the local, state, and national levels by mobilizing grassroots power to win concrete victories on student issues.
- QRC, the Queer Resource Center, offers accessible advocacy for queer students while expanding awareness and knowledge of queer issues on campus and in our community.
- WRC, the Women's Resource Center, is dedicated to empowering men and women to actively stand against oppression.

Index B: Reference: Common Terms and Definitions of ASSOU

- “At-Large”: An At-Large student not holding an officer position.
- “Benefit”: direct gain or advantage, or anything regarded by the person to be benefited as a direct gain or advantage to himself/herself or to any person in whose welfare he/she is interested.
- “Cabinet”: The Cabinet shall be understood as a working branch of officers to assist the President of the Associated Students of Southern Oregon University within the Executive Branch.
- “Conflict” “Conflict of Interest”: a situation in which regard for a private interest tends to lead to disregard of a public duty or interest.
- “Corruptly”: done with a wrongful intent and for the purpose of obtaining any benefit resulting from some act or omission of an ASSOU Senator which is inconsistent with the proper performance of his/her duties.
- “Executive Session”: a meeting in which only ASSOU officers of a particular branch or those who are invited are permitted.
- “Executive Order”: an issue ordered by the ASSOU President to change the Executive Branch rules or create an ad-hoc committee.
- “Heads of Government”: The President, Speaker of the Senate, and Chief Justice.
- “Induce”: the act or process of enticing or persuading another to take a certain course of action.
- “Inquiry”: acquiring of facts and information pertaining to a situation or an action.
- “In Session”: when the whole body of ASSOU is working and fulfilling job duties (Fall, Winter and Spring terms).
- “Judicial”: Judicial shall be understood as referring to the collective Judicial Branch of officers of the Associated Students of Southern Oregon University.
- “Officer”: An Officer of ASSOU is any person elected or appointed to an official ASSOU position described in any bylaw or branch rule and may not qualify for any at-large membership.
- “Out of Session”: when the whole of ASSOU is not working (Summer term) and only the heads of government are actively working for ASSOU.
- “Quorum”: the minimum number of members necessary to conduct the business of that group. For ASSOU, quorum consists of a majority of members (50% of total voting members+1).

Index C: ASSOU Committee List and Description

ASSOU formally recognizes the following committees:

C.1 Advisory Council

C.1.1 Advisory Council shall be comprised of the ASSOU President, the Speaker of the Senate, the Chief Justice, ASSOU's Director of Finance and Administration, one (1) member of the Judiciary (non-voting), the President of the Residence Hall Association, and the Chair of the Black and Red Crew of SOU.

C.1.1.1 The Director of Student Life shall serve as an ex-officio (non-voting) member of the Advisory Council

C.1.1.2 Any member listed above may choose a designee to fill the committee.

C.1.2 The Chair of Advisory Council shall be the ASSOU President.

C.1.3 In the case of emergency or otherwise unexpected student body related events when the three branches of ASSOU are not in session or are unable to convene, the Advisory Council shall have the power to act as the student government, so long as those actions are warranted by the situation.

C.1.4 Actions taken through the emergency powers of the Advisory Council may be overturned by a vote of the Judiciary.

C.1.4.1 Judicial must be set before the Advisory Council convenes, in order for a vote to be taken

C.1.5 Actions taken through the emergency powers of the Advisory Council must be communicated to the three branches of ASSOU upon regular session of those bodies.

C.1.6 The Advisory Council shall have the power to speak for the student government when the student government is not in session.

C.2 Heads of Government Committee

C.2.1 The Heads of Government Committee shall consist of the ASSOU President as chair, the ASSOU Vice President, the Speaker of the Senate, and the Chief Justice.

C.2.2 The Heads of Government shall schedule regular meetings with no less than three a term.

C.3 Committee on Committees

C.3.1 The Committee on Committees shall be comprised of the Speaker of the Senate as chair, the ASSOU Vice President, and three (3) other Senators appointed by the Speaker of the Senate, with the advice and consent of the Senate.

C.3.1.1 If the Committee on Committees is hearing applicants for the Student Fee Committee or any of its subcommittees, the chair of the Student Fee Committee shall be present and have voting privileges.

C.3.2 The purpose of the Committee on Committees is to review appropriate applications for, and to place and formally confirm all appropriate Senators, ASSOU officers, and students at-large to ASSOU and University committees that require such confirmation.

C.3.3 At every meeting of the Senate after each meeting of the Committee on Committees, the committee shall present a detailed report to the Senate body as to the confirmation decisions made at the previous Committee on Committees meeting.

C.3.4 The placement decisions and confirmations of this committee are subject to modification or reversal by a majority vote of the Senate.

C.3.5 This committee shall work in conjunction with the Executive Branch to strive to ensure that all ASSOU and University committees have at least their minimum membership.

C.3.6 An at-large student may withdraw from a committee by personally informing the chair of the committee, while an ASSOU officer may withdraw from a committee only upon the approval of their branch head.

C.4 Budget Committee

C.4.1 The Budget Committee shall be comprised of the ASSOU President, the ASSOU Director of Administration and Finance, the Chief Justice, the Speaker of the Senate, and two (2) other Senators appointed by the Committee on Committees and approved by the Senate.

C.4.2 The purpose of the Budget Committee is to create ASSOU's yearly budget and to advise the Senate on the ASSOU budget.

C.4.2.1 The yearly budget created by the committee will be presented to the Education Activities Advisory Committee.

C.4.3 At every meeting of the Senate after each meeting of the Budget Committee, the committee shall present a detailed written report to the Senate body as to the budgetary decisions made at the previous Budget Committee meeting.

C.4.3.1 Budgetary actions may include but are not limited to reallocating funds given to ASSOU in the yearly budget process.

C.4.3.2 The budgetary decisions of this committee are subject to objection by a majority vote of the Senate.

C.5 Student Fee Committee

C.5.1 The Student Fee Committee's purpose, procedures, and membership are outlined in Section 5 of the bylaws.

C.5.2 Athletics Advisory Committee is recognized as a subcommittee of the Student Fee Committee.

C.5.2.1 This committee's purpose, procedures, and membership are outlined in Section 5 of bylaws.

C.5.3 Stevenson Union Advisory Committee is recognized as a subcommittee of the Student Fee Committee.

C.5.3.1 The Stevenson Union Advisory Committee shall be a sub-committee of SFC and this committee's purpose, procedures, and membership are outlined in Section 5 of these bylaws.

C.5.4 Educational Activities Advisory Committee is recognized as a subcommittee of the Student Fee Committee.

C.5.4.1 The Education Activities Advisory Committee shall be a sub-committee of SFC and this committee's purpose, procedures, and membership are outlined in Section 5 of these bylaws.

C.5.5 Inter-Club Council Allocation Committee

C.5.6.1 The Inter-Club Council Allocation Committee shall be a sub-committee of EAAC and this committee's purpose, procedures, and membership are outlined in Section 5 of these bylaws.

C.6 Building Fee Committee

C.6.1 The Building Fee Committee shall consist of the ASSOU Director of Finance and Administration, two (2) Senators, and two (2) at-large members.

C.6.2 The purpose of the Building Fee Committee is to oversee and be involved in the campus planning process for projects to be funded, in whole or in part, from income from the student building fee.

C.6.3 The Building Fee Committee shall receive a recommendation from the Student Fee Committee on whether it believes a project should be approved and estimate, based upon the project's scope and schedule, the anticipated effect that the operation of the completed project will have on incidental fee amounts charged to students.

C.7 Elections Committee

C.7.1 The Elections Committee shall consist of the ASSOU Vice President as chair, two (2) Senators, one (1) member of the Judiciary, and two (2) at-large students.

C.7.2 The purpose of the Elections Committee is to assist the Executive branch in organizing and conducting all ASSOU general and special student body elections.

C.7.3 No member of the Elections Committee shall be eligible to be a candidate in any election on campus, nor may any member have a vested interest in supporting or defeating an issue to be voted upon by the student body in a pending election.

C.7.4 The Elections Committee shall review election procedures and rules prior to conducting an election.

C.8 Environmental Affairs Committee

C.8.1 Membership Criteria

C.8.1.1 The Environmental Affairs Committee (EAC) is comprised of nine (9) members of equal voting power including the following: six (6) or more at large members, the Director of Sustainability from the executive branch, the Environmental Affairs Senator from the legislative branch, (1) judicial member and one (1) additional senator.

C.8.1.2 The Environmental Affairs Committee shall conduct itself in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered shall be made public. To this end, each Committee member must publicly disclose all campus groups and organizations of which he or she is a member. Where appropriate, the Committee member shall recuse themselves from voting on grant allocations for projects proposed by such groups. For such votes, the “full Committee membership” as defined for voting majority purposes shall be decreased to account for the Committee member’s recusal.

C.8.1.3 The Environmental Affairs Committee shall have a staff member serve as an ex-officio, non-voting member of the committee.

C.8.1.4 Each member of the Environmental Affairs Committee shall be appointed for one academic year. All member terms will begin in fall quarter and end spring quarter of the following year.

C.8.1.5 The executive member of the Environmental Affairs Committee shall be a member of the Sustainability Council of SOU.

C.8.2 The purpose of the Environmental Affairs Committee is to:

C.8.2.1 Create and maintain sustainable solutions on-campus through internal efforts as well as in collaboration with other organizations.

C.8.2.2 Organize and provide information for on-campus events, educational campaigns, and other activities that will help the environment, including suggesting legislation to be voted upon before the Senate.

C.8.2.3 Be responsible for the allocation of the Green Fund, a fund provided by the Green Tag Student Fee.

C.8.2.3.1 The Green fund shall be used for renewable energy, water, and campus sustainability projects decided by the students of Southern Oregon University.

C.8.2.3.1.1 Energy: continued commitment to power our campus with clean, renewable energy, including exploring on-site energy generation or purchasing green power, among others.

C.8.2.3.1.2 Water: SOU will become the first university to restore 100% of the water we use on campus to a critically dewatered stream on the nearby Klamath River Basin.

C.8.2.3.1.3 Campus Sustainability projects: A number of student-led sustainability projects will be created to reduce SOU's environmental footprint.

C.8.2.4 Establish and articulate clear priorities and criteria for allocating grant awards through the Green Fund and make this information available publicly.

C.8.2.5 Review project applications and determine allocations of grant awards

C.8.2.6 Provide resources and advice for students pursuing sustainability-related projects prior to the application and post selection of projects

C.8.2.7 Provide guidelines to obtain regular progress updates and final reports for all grants awarded

C.8.2.8 Represent the Students and their interests in all decisions

C.8.2.9 Be a connection between the University and Student led sustainability efforts.

C.8.3 The Environmental Affairs Committee shall approve submitted projects by a simple majority vote of the full committee membership. The Committee may elect to award only a portion of a grant proposal.

C.8.3.1 Projects seeking funding from the Green Fund must:

C.8.3.1.1 Submit a "Green Fund Request" application electronically to the Environmental Affairs Committee (EAC) executive member, assousustain@sou.edu. This application is located on the EAC website, insert URL.

C.8.3.1.2 Following submission, applicants must present their proposal to the EAC. The guidelines for presentations shall be outlined by the EAC and available on the EAC website.

C.8.3.1.3 For projects equal to or exceeding \$5,000, applications must also be submitted to the Sustainability Council (SC) by the chair. If possible, the funding applicant is encouraged to also present their proposal to the SC.

C.8.3.1.4 The EAC and the SC bodies will empower students and enable student-driven projects in sustainability by providing a source of funding, guidance, hands-on experience and networking.

C.8.4 Project Eligibility Criteria

C.8.4.1 Project proposals may only be submitted by SOU students. Individuals and organizations outside of SOU may not submit proposals. Following is a list of broadly-defined requirements that must be followed for a project to receive funding.

C.8.4.2 Projects should directly address sustainability in operation of the SOU campus or in the capacity that off campus activities influence on-campus sustainability. This includes a broad range of environmental considerations, including but not limited to energy efficiency, water efficiency, waste reduction, transportation management, green procurement, green buildings, and education.

C.8.4.3 All projects shall have a mechanism for evaluation and follow-up after funding has been disbursed. Projects that are not completed within a single academic year should have a plan for continuation during the following year, until the project is complete. Projects should include a report made to the Environmental Affairs Committee after successful or unsuccessful implementation.

C.8.4.4 The project should include some component that raises greater awareness of sustainability issues on campus. This might include an outreach component, a press release, or the fact that the project is conducted in public view.

C.8.4.5 Projects shall contain a component of direct student involvement. Such projects include, but are not limited to internships, initiatives with students in oversight bodies, student research, and projects proposed by students.

C.8.5 Prioritization criteria:

C.8.5.1 Does the project add value? We encourage projects that will complement existing sustainability programs and projects in place on campus. We encourage proposals that build on existing infrastructure and commitment to work towards a common goal for campus sustainability.

C.8.5.2 Does the project educate or raise awareness? Preference will be given to projects that are highly visible, impact daily student life, and/or reach a wide demographic within the SOU community.

C.8.5.3 Does the project make economic sense? Preference will be given to projects that demonstrate the greatest reduction in SOU's negative environmental impact for the least cost, that can obtain matching funds from sources other than the SOU Green Fund, and/or that are able to repay the Fund.

C.8.5.4 Does the project include strong student participation? Preference will be given to projects led by students or that involve students in their implementation.

C.8.5.5 Does the project have long-term impact? Strong preference will be given to projects that will have a lasting impact on campus beyond their completion and beyond the graduation/departure of their original students.

C.8.6 Other Rules Regarding Green Fund Funds

C.8.6.1 Any funds not allocated in a given year shall remain in the Green Fund account for future use.

C.8.6.2 Funds allocated to a project that are not spent within the project timeframe shall be returned to the Fund for reallocation.

C.8.6.3 Green Fund funds are not to be used or reallocated for purposes other than the proposed request.

C.8.6.4 Green Fund shall continue to operate as long as sufficient money remains in the Green Fund account.

C.8.6.5 Green Fund funds may not be used for any purposes that violate SOU policies and procedures.

C.8.6.6 Green Fund funds may be used for student or contracted compensation only with specific approval from the Environmental Affairs Committee.

C.8.6.7 All materials and equipment purchased with Green Fund funds shall become the property of ASSOU.

C.8.7 Accountability, Records and Reports

C.8.7.1 Accountability of GREEN FUND to the Student Body
Administration of the Green Fund shall be open and visible to the student body and therefore the Environmental Affairs Committee shall:

C.8.7.1.1 Adhere to Oregon public meeting law.

C.8.7.1.2 Make all of its records available to the public, including project proposals that have and have not received funding.

C.8.7.1.3 Publish an annual report during of its activities and disseminate it to ASSOU within the first three weeks of Spring term.

C.8.7.2 All projects funded by the Green Fund shall submit a report to the Environmental Affairs Committee by the fifth week spring term. The report must include a budget detailing the spending of all funds. Only those expenditures eligible under these by-laws and the specific terms of the grant award will be paid by the Green Fund.

C.8.7.3 All projects funded by the Green Fund are to provide a short presentation to the Environmental Affairs Committee on the current status/progress of the project at the end of the academic year. This may include a PowerPoint presentation or a verbal presentation by the assigned project manager or selected project member.

C.8.7.4 The Environmental Affairs Committee will assign a project manager to be the primary contact with all grantees. The manager will be responsible for keeping open communication with project group members, provide any guidance, forward updates to the Environmental Affairs Committee, and overall the liaison between student project members, Environmental Affairs Committee and Sustainability Council.

C.8.7.5 Green Fund records will be kept on file with ASSO. Green Fund must keep on record:

C.8.7.5.1 Minutes of all meetings of the Environmental Affairs Committee indicating the time and place of meetings, the names of those present and the proceedings thereof.

C.8.7.5.2 Adequate and correct ledgers and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, and disbursements.

C.8.7.5.3 Record of projects selected each year and the funds allocated to each.

C.8.7.5.4 Reports made back to the Environmental Affairs Committee.

C.8.8 Disbursement of Funds

C.8.8.1 A budget is required with the application for funding.

C.8.8.2 Funds may be accessed in the following ways (back-up documentation must be provided to the Environmental Affairs Committee at the time of request):

C.8.8.2.1 Reimbursement of expenses (check)

C.8.8.2.1.1 The Green Fund will not reimburse for any expenses incurred prior to funding approval by EAC

order) C.8.8.2.2 Direct purchase through campus financial system (i.e. purchase

C.8.8.2.3 Allocation to a specific index code with the university

C.8.8.3 All disbursements of funds must be routed and approved through the Office of Student Life.

C.8.8.4 After the funds are expended provide an accounting of the actual funds spent compared to budget, preferably within 30 days of project completion but always before spring finals.

C.8.8.5 Any unspent funds will be returned to the SOU Green Fund unless otherwise approved.

C.8.8.6 All backup documentation for expenses, including receipts and invoices for contracted work, shall be submitted no later than two weeks before the end of spring term.

C.8.8.7 Funds shall not be transferred to ASSO or student organization group(s) accounts without approval. Funds may be transferred between SOU accounts with the approval of the Environmental Affairs Committee.

C.8.8.8 Funds may be carried over for multiple years on a case by case basis. The final schedule of fund disbursement is to be determined and approved by the Environmental Affairs Committee.

C.8.8.9 A signed copy of Acknowledgement of Receipt of Green Fund By-Laws must be on file with ASSO prior to disbursement(s).

C.8.9 A majority vote of ASSO Senate may amend, create, or repeal portions of this charter, unless doing so would materially and adversely affect the mission of the SOU Green Fund.

C.8.9.1 All changes must be approved in the same manner as all other bylaws.

C.8.10 “Final Deliverables” are defined as the following:

C.8.10.1 A 2-3 page summary report, including a short PowerPoint or visual presentation, submitted to the primary contact in the Environmental Affairs Committee no later than two weeks before the end of spring term.

C.8.10.2 All final expense documentation, including receipts, invoices, and balances of project funds shall be turned in to the Environmental Affairs Committee no later than two weeks before the end of spring term.

C.8.10.3 Optional presentation in an academic capacity (i.e SOAR, Ecological Symposium, Earth Day etc.).

C.9 Governmental Affairs Committee

C.9.1 The Governmental Affairs Committee is comprised of five (5) or more members.

C.9.2 The officer within the Executive Branch in charge of ASSO governmental issues and campaigns shall sit as a member and as chair of this committee.

C.9.3 The purpose of the Governmental Affairs Committee is to: work on campaigns for university-wide, local, statewide and national issues that affect SOU students; and to propose suggestions for improving ASSO’s ability to be involved in issues affecting students on a university-wide and larger scale.

C.10 Multicultural Affairs Committee

C.10.1 The Multicultural Affairs Committee is comprised of five (5) or more members.

C.10.2 The officers within both the executive and legislative branches in charge of ASSO multicultural issues and campaigns shall sit as members of this committee.

C.10.3 The purpose of the Multicultural Affairs Committee is to: work on campaigns that affect underrepresented SOU students; assist in the integration of culturally focused university groups, clubs, and resource centers with the rest of the university community; and to propose suggestions for improving ASSO’s relationship with culturally focused university groups, clubs, and resource centers.

C.11 Stevenson Union Steering Committee

C.11.1 The Stevenson Union Steering Committee is comprised of at least two Senators, at least two at large members, and one justice.

C.11.1.1 The Chair shall be elected by the Committee from the seated ASSOU Officers on the Committee

C.11.2 The purpose of the Stevenson Union Steering Committee is to: advise and be responsible for general policies, plans, and procedures for the operation of the Stevenson Union. The committee shall act as a board to carry out the student body's vision for the Stevenson Union including, but not limited to, the following: providing a forum to address the needs and issues of the SU; develop immediate and long-term plans for maximizing building usage; increase the experiences and services offered through the SU; and create positive development opportunities for students, staff, and faculty.

C.12 Child Care Subsidy Committee

C.13 Recreation Center Steering Committee

C.14 Bylaws Committee

C.14.1 The Bylaws Committee shall be chaired by the Chief Justice and comprised of the following voting members: the ASSOU President, the ASSOU Vice President, the Speaker of the Senate, two other Justices, and two other Senators appointed by the Committee on Committees and approved by the Senate.

C.14.2 The purpose of the Bylaws Committee is to maintain and revise the ASSOU Bylaws.

C.14.2.1 The Bylaws Committee will meet at least once per term.

C.14.3 The Bylaws Committee will give updates to the Senate as needed or appropriate.

C.14.4 All amendments to the bylaws made by this Committee may be reviewed by the Judiciary to ensure they will not cause conflicts within bylaws or branch rules.

C.14.5 Once the Bylaws Committee makes a decision and that decision has been reviewed by the Judiciary the Committee will present at an All ASSOU Meeting.

C.14.5.1 Any changes that are to be presented at an All ASSOU Meeting must be emailed out to all ASSOU Officers alongside the Agenda.

C.14.6 The decisions of this committee must be confirmed by a majority vote of all ASSOU officers at a scheduled All ASSOU meeting before taking effect.

C.14.7 The Chief Justice, alongside the appropriate officers, will make sure the bylaws in their most current form on the ASSOU Website.

Index D: Child Care Subsidy Bylaws

Guidelines for Childcare Subsidy Program

Section 1: Purpose

1.1 The Childcare Subsidy Program was created in 2014 to provide childcare assistance in the form of a subsidy to eligible student families who could not otherwise afford the full cost of child care.

Section 2: Eligibility Criteria

1.1 Applicant must be a currently enrolled student at Southern Oregon University.

1.2 Applicant must be the parent or legal caregiver of a child.

1.3 Applicants must be registered and maintain at least 8 on-campus undergraduate credits or 6 on-campus graduate credits while receiving the subsidy.

1.4 Applicant must be in good academic standing.

Section 3: Provider Criteria

3.1 Child Care Providers must be DHS approved providers.

Section 4: Program Regulations

4.1 Applications will only be accepted once per term for the funding in the following term.

4.1.1 Applicants already approved to receive the subsidy will remain eligible to receive the subsidy provided they provide the Student Advocate with an updated child care bill and course schedule to the term they wish to receive the subsidy

4.1.1.1 Applicants will remain eligible for up to 1 academic year

4.1.1.2 All applications will be given the same consideration in spring term for approval for the fall term

4.2 Applications for the Childcare Subsidy Program must be completed and submitted by the deadline to be set and announced by the Childcare Subsidy Allocation Committee to be considered for eligibility.

4.2.1 If not all the available money is rewarded for a term, the Childcare Subsidy Allocation Committee may consider and approve late applications

4.2.2 Director of Student Advocacy may pre-approve an application to be submitted or completed after the deadline given extenuating circumstances (e.g. death of a family member)

- 4.3 Applications must be returned to the Director of Student Advocacy via mail box or email. The subsidy will be allocated on a first come/first served basis to students who meet all eligibility requirements or can demonstrate hardship based on their cover letter.
- 4.4 Eligible students will receive up to \$400/month not to exceed \$1,200/term.
- 4.5 The subsidy is not available for Summer term.
- 4.6 Payments will be made directly to student account at the beginning of each term for the term that the application was submitted.
- 4.7 Once approved, recipients of the subsidy will be required to submit proof of childcare services once per term for every term they continue receiving the subsidy.
- 4.8 Students who do not provide required documentation will be deemed ineligible for funding for the following term.
- 4.9 All students will be required to resubmit an application for eligibility each term, previous funding does not guarantee future funding.
- 4.10 The Subsidy becomes part of student's financial aid award. The subsidy may cause student to exceed the threshold of their "unmet need", which may affect the amount of financial aid awarded. Students will be notified by the financial aid office if this applies to their particular award.
- 4.11 All applicants will be notified of Childcare Subsidy Program action with 72 hours of official committee decisions.
- 4.12 Students who drop below the required number of credits for eligibility must notify the Childcare Subsidy Allocation Committee immediately. Dropping below the required number of credits or losing good academic standing may result in losing eligibility for the subsidy.
- 4.13 Students who are deemed ineligible for the subsidy who believe they have good cause for their ineligibility (for example, they had to medically withdraw from classes) may request a policy exception.
- 4.14 Policy exception requests must be in the form of a written narrative and completed within 10 days of the student becoming ineligible or being notified of denial for the Childcare Subsidy Program.
- 4.15 The childcare subsidy program is intended for SOU students with children. It is not affiliated with and does not contract with any childcare provider. The Associated Students of Southern Oregon University and the Childcare Subsidy Allocation Committee do not endorse or make any recommendations regarding childcare providers. The purpose of this program is to provide childcare assistance in the form of subsidies to eligible student families who could not otherwise afford the full cost of child care. Students may choose any child care provider that meets provider criteria for this program and are responsible for all screening, contracting and monitoring of their child care arrangements.

Section 5: Program Administration

5.1 The Childcare Subsidy Program is administered by the Childcare Subsidy Allocation Committee, which is made up of the ASSOU Student Advocate; the ASSOU Nontraditional/Military Affairs Senator; one additional ASSOU Executive Cabinet member; one additional ASSOU Senate member; and one ASSOU Justice, who shall serve as a non-voting member. The ASSOU Student Advocate shall serve as chair of the committee and shall ensure that all pertinent information is prepared and ready to be discussed before the committee meets. All members shall be sat by the ASSOU Committee on Committees. The program is funded by Student Incidental Fees and reserves the right to consult with the Student Fee Committee regarding program funding and annual review/revision of the Childcare Subsidy Program guidelines and application.

Section 6: Transition Process

6.1 To ensure that incoming students are able to receive their subsidy with the rest of their financial aid, an ad hock Childcare Subsidy Allocation Committee shall be sat at the ASSOU retreat consisting of the ASSOU Student Advocate acting as chair, the ASSOU Nontraditional/Military Affairs Senator, two other members of ASSOU, and one non-voting judicial member. If the ASSOU Student Advocate is unable to attend the retreat, the ASSOU Vice President shall serve as acting chair. This ad hoc committee will serve as the acting Child Care Allocation Committee until the Committee on Committees officially seats the committee.

Southern Oregon University Student Recreation Center Bylaws

Section 1: Name

1.1 The name of this organization is the Recreation Center Advisory Committee of Southern Oregon University, hereafter referred to as “The Committee.”

Section 2: Purpose

2.1.1 During the construction process of the Student Recreation Center (SRC), the Committee will be charged with setting and deciding student fees, priority use, and major equipment purchases; in addition to, advocating for the recreational wants of the University community.

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

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

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

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

2.2.6 The Committee shall not dictate rules regarding safety and risk management measures for the SRC facility.

2.2.7 The Committee shall not dictate rules regarding staff training and development.

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

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

Section 3: Duties and Expectations of Committee

3.1 The Committee shall review and advise:

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

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

- 3.1.3 Policies related to user eligibility, user fees, conduct as well as student/user financial support.
 - 3.1.4 Assist professional staff in preparation, implementation and review of SRC needs and satisfaction surveys.
 - 3.1.5 Annually evaluate proposed operating budgets of the SRC, carefully reviewing all budget items for the purpose of recommending an operating budget to the Director of Campus Recreation during the winter term, for processing and final approval through the University Student Fee Committee process.
 - 3.1.6 Promotion of the SRC and representing student recreational needs
 - 3.1.7 Serve as liaison to designated Southern Oregon University student organizations.
- 3.2. Members of the Committee shall conduct themselves in a professional and respectful manner.
- 3.2.1 Adhere to and respect Campus Recreation’s mission, values, policies, procedures, and safety policies.
 - 3.2.2 Attend all meetings unless 24 hour notice of absence is provided
 - 3.2.3 Encourage sportsmanship, equal opportunity, and fair treatment.
 - 3.2.4 Actively participate in all Committee meetings.
 - 3.2.5 Maintain a professional and respectful manner while involved in Campus Recreation activities.

Section 4 Committee Membership

- 4.1 All Student Committee members shall meet the Southern Oregon University minimum academic qualifications for student officers as defined by the Associated Students of Southern Oregon University Constitution.
- 4.2 The ASSOU Director of Recreation, Outdoor, and Athletic Programs (ROAP) will be appointed following the ASSOU General Election held each spring, who will serve as the Chair for the Committee.
- 4.2.1 In coordination with the Chair, the Chief Justice shall assign a member of the Judiciary to sit on all Committee meetings.
- 4.3 One student appointed by Committee on Committees that represents the Outdoor Programs.
- 4.3.1 One student appointed by Committee on Committees that represents Intramural and Club Sports.
 - 4.3.2 One student appointed by Committee on Committees that represents students at-large.
 - 4.3.3 The Athletics and Recreation Senator shall also sit on the Committee as a representative of ASSOU.

4.4 Non-voting members consist of five standing ex-officio members. These include:

- Director of Student Life (and/or designee)
- Raider Recreation Coordinator
- Outdoor Program Coordinator
- Associate VP of Budget and Planning
- Notetaker (an outside member appointed by Chair)

4.5 The Committee may choose to ask colleagues to be involved in Committee discussions. Consultants would provide expertise and information when requested and appropriate.

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

Article 5: Committee Meetings

5.1 The Committee meets weekly during the academic school year. Members will not meet during the summer unless specified prior to meeting. If scheduling options are limited due to availability of the Committee, meetings can take place on a less frequent basis if agreed upon by the Committee.

5.1.1 Ad hoc task force and work group meetings may be held as needed.

5.2 The Committee must meet quorum (50% of voting Committee members plus one) present in order to make any recommendations requiring a majority vote to pass.

5.3 Meetings are open to the public. Notice of time and place of meeting shall be posted by the appropriate officer at least 48 hours prior to the meetings. The Chair will notify the ASSOU Executive and Senate of all meetings in writing within 48 hours of all meetings.

5.4 Any member filling a vacant seat shall serve out the remainder of the originally appointed member's term of service.

5.5 In the event a Committee member desires to take one term away from the university, a request can be made to the Committee for a Leave of Absence. Approval for a Leave of Absence is subject to a majority vote of the Committee. The Committee member is reinstated to the Committee upon return from Leave of Absence.

5.5.1 In the event of a vacancy due to Leave of Absence, the Committee appoints a new temporary Committee member. Nominees to the Committee are subject to majority vote of the Committee. The appointment of the temporary replacement to the Committee will cease upon the return of the member from Leave of Absence.

Section 6: Voting

6.1 Voting shall use supermajority (2/3) of total membership, and shall be used in case of:

- Request to increase the Student Recreation Center fee
- Approval of Recreation Center Rules
- Amendment recommendations of bylaws. Any amendments approved by the Committee shall then be sent to Bylaws Committee for consideration.

Section 7: Removal

7.1 Committee members failing to meet Expectations of Committee members shall be subject to review of the Judicial Branch.

7.1.1 Missing more than one meeting in a term shall result in a review by the Committee for failure to fulfill Committee responsibilities. The Committee shall take into account the nature of the absence as well as whether or not the member in review gave notification to the Committee Chair prior to the absences. Members may be subject to review by the Judicial Branch for failure to fulfill Committee responsibilities.

Section 8: Amendments

8.1 Any amendment recommendation(s) to Index E bylaws by The Committee requires supermajority vote of The Committee in order to be sent for consideration to the Bylaws Committee.