

The ASSOU Bylaws

Article I: Legislation

Section I.

Clause I.

Legislation may be called either resolutions or bills. If a piece of legislation contains modifications to the ASSOU Constitution or Bylaws it shall be called a bill, otherwise it shall be called a resolution. All resolutions are to be considered binding.

Clause II.

All legislation considered by the ASSOU Senate shall be consecutively numbered beginning with one (1) and shall contain the term and year in which the legislation was introduced.

Example: SBF-1-99 or SRF-1-99 for the first bill or resolution of the fall term of 1999.

Bills and resolutions are both included in the consecutive numbering together.

Example: if the senate passes SBF-1-99, and then passes a new resolution, the new resolution is numbered: SRF-2-99.

Section II.

Clause I.

Legislation shall be in proper format as determined by the ASSOU Vice President.

Clause II.

All legislation must be seen by the Rules Committee unless they are granted emergency status by the ASSOU Vice President or the Senate President Pro Tempore. The Rules Committee has no authority to modify the legislation, but may offer suggestions or alternative versions of the legislation.

Clause III.

All legislation except those granted emergency status by the ASSOU Vice President or the Senate President Pro Tempore shall see two separate readings and may only be voted upon during the second reading or later.

Section III.

Legislation shall be emailed to all ASSOU officers by noon of the day before the Senate meeting at which they are to be read or voted upon unless the legislation is granted emergency status, in which case paper copies shall be provided at the Senate meeting.

Section IV.

The ASSOU Vice President and the Senate President Pro Tempore shall each have the authority to assign emergency status to any legislation.

Section V.

Clause I.

The Senator that moves the legislation onto the floor shall be responsible to see that said legislation is carried out and followed through to its logical end. Along with the usual duties associated with legislation this shall include, but not be limited to:

- A. Noting that appropriate By-Law or Constitutional changes are made.
- B. Ensuring that ASSOU attends the event or campaigns for the motion as warranted.
- C. Ensuring that a report is given as needed, and at the conclusion of the event, in special reports.

Clause II.

Should the first on the motion cease to be a Senator then the second shall perform the duties associated with legislation.

Clause III.

Should both the first and the second on the motion cease to be Senators then the Senate President Pro Tempore shall take over the responsibilities associated with legislation, find a new sponsor who shall be officially moved as such by the Senate, or bring the bill or resolution back onto the floor.

Clause IV.

Should a piece of legislation be assigned a new sponsor, the Senate President Pro Tempore shall be responsible for following through on the progress of said legislation's sponsor as deemed necessary by the ASSOU Vice President. Should the legislation come from committee then the committee chair shall always be responsible, no matter who moved the item onto the floor.

Article II: Special Sessions

Section I.

The ASSOU President may call a special session of the Senate

Section II.

A special session of the Senate may be called by eight (8) Senators, though normal quorum rules apply.

Section III.

Senators and members of the Executive Cabinet shall be notified personally at least twenty-four (24) hours prior to the special session.

Article III: The Oath of Office

Section I.

The Oath of Office for ASSOU officers shall be as follows:

I, (state your name), do solemnly pledge to faithfully and to the best of my ability represent the Associated Students of Southern Oregon University, and to uphold the Constitution thereof.

Section II.

The Oath of office shall be administered by the Student Advocate. If the Student Advocate is not available, the Oath of office may be administered by the ASSOU Vice President.

Section III.

The Oath of office shall be considered binding for so long as the officer holds office within ASSOU.

Section IV.

Administration of the Oath of office must be made at a meeting of the ASSOU Senate.

Article IV: Assistance to the Rules Committee

Section I.

All Senators shall, as requested by the chair of the Rules Committee, assist in the administration of elections.

Article V: Use of Senate Funds

Section I.

The Senate shall have exclusive control of the Senate contingency funds

Section II.

Contingency funds may be allocated by a majority vote of the full seated Senate.

Section III.

Unused monies or unissued purchase orders shall revert to the Senate contingency fund within sixty (60) days of the end of an event or project.

Section IV.

Senate contingency fund allocations of one thousand dollars (\$1,000) or more requires a 2/3 vote of the full seated senate.

Article VI. Impeachment and Removal of Officers

Section I. Definitions

Clause I.

“ASSOU Officer” shall be defined as ASSOU Senators, ASSOU Cabinet members, members of the ASSOU Judicial branch and members of the ASSOU Executive Council.

Clause II.

All references to dismissal trials, dismissal hearings, impeachment trials and impeachment hearings in the ASSOU Constitution and Bylaws are in reference to the processes described in this article and shall be considered synonymous terms.

Clause III.

An “absence” from an ASSOU Senate meeting shall be defined as failure to arrive within a reasonable time from when ASSOU Senate is called to order, as determined by the ASSOU Senate President Pro-Tempore.

Section II. Impeachment Proceedings

Clause I.

Impeachment of ASSOU officers may be initiated by any of the means described in the ASSOU Constitution or Bylaws which describe initiating impeachment or dismissal.

Clause II.

Impeachment trials shall take place at a meeting of the ASSOU Senate, and may not be held during the same meeting in which the motion to impeach is passed.

Clause III.

The Student Advocate must inform the impeached officer within 24 hours of the senate meeting in which the motion to impeach is passed.

Clause IV.

Impeachment trials shall be chaired by the Student Advocate, unless the Student Advocate is being impeached in that trial.

Clause V.

If the Student Advocate is being impeached the Vice President shall chair the impeachment trial and shall inform the Student Advocate of the impeachment.

Clause VI.

The Senate shall elect one of its members to present charges against the impeached officer. The impeached officer may either defend him/herself or select another officer to act on his/her behalf.

Clause VII.

Prosecution and defense may present evidence and witnesses as they deem appropriate. All witnesses shall be subject to cross-examination.

Clause VIII.

Dismissal shall occur when a motion to dismiss has been passed by the ASSOU Senate in the manner described in the ASSOU Constitution during or immediately after an impeachment trial.

Section III. Absence from Senate Meetings

Clause I.

For ASSOU Senators, absence from more than two Senate meetings in the same academic term is grounds for impeachment.

Clause II.

A senator who leaves a senate meeting causing loss of quorum shall be considered to have been absent that meeting.

Clause III.

Missed senate meetings due to ASSOU Student Government related activities do not count as absences, so long as they are certified by the Senate President Pro Tempore.

Clause IV.

After each absence from senate the Senate President Pro Tempore shall, with all due diligence, attempt to contact the absent senator and inform them of the number of senate meetings they have missed.

Clause V.

Removal from two or more ASSOU Standing or Ad Hoc Committees due to absence in the same academic year is grounds for impeachment.

Article VII: Quorum of the Senate

Section I.

The Senate shall not take official action unless a quorum of the Senate is present.

Section II.

A quorum shall consist of a majority of the full seated Senate membership.

Article VIII: Qualifications for ASSOU Positions

Section I.

To run or petition for office, a student must be considered to be in good standing as defined by the Registrar's Office (a high school GPA of at least 2.0 will be used for Freshmen) and be at least a half-time student during the term of office. A student must also fulfill all the other qualifications stated in these Senate By-Laws.

Section II.

To preside in a position of an academic major, a Senator must be registered in that major for the entirety of his/her elected term.

Section III.

To hold a position of residence, a Senator must reside within that living area for the entirety of his/her elected term.

Article IX: Elections Procedures and Guidelines

Section I.

The ASSOU Election By-Laws shall govern all elections of the Associated Students of Southern Oregon University. These By-Laws shall insure that all candidates, their campaigns, and all other related activities will be carried out according to the following principles:

- A. The interests of the student body are protected.
- B. Fairness among candidates is to be required.
- C. The educational atmosphere of the University shall not be disrupted.

Section II. Definition of Terms

The terms used in the Election By-Laws are defined as follows:

- A. CAMPAIGN ORGANIZATION: All those persons who act in a candidate's behalf with the candidate's knowledge and permission, or who act on behalf of or against a referendum, initiative, or officer recall.
- B. CAMPAIGN MATERIAL: Any matter, either printed, spoken, or otherwise designed to bring about the election of a candidate to the political office, or to bring about the passage or failure of a referendum, initiative, or officer recall.
- C. WRITE-IN CANDIDATES: All persons who file a petition with the Elections Committee after the petition deadline.
- D. GROUP CAMPAIGN ORGANIZATION: Groups of candidates choosing to run together with a single campaign organization. Any references to campaign organizations applies to group campaign organizations. Each member of the group must individually identify as such to the Elections Committee Chair. Individuals running for precisely the same office may not run together, with the exception of At-Large Senators.

Section III. General Procedures

Fall term Senate elections will be held during the month of October for the election of Senate seats scheduled for the ballot and for all empty seats. Spring term general elections will be held during the month of April (dates will be decided by March 31 by the Elections Committee) for the election of Presidential and Senatorial officers. Winter term special elections will be held on dates determined by the Elections Committee for Senate vacancies. Election must occur in January or February. ASSOU elections shall be supervised by the Elections Committee.

Clause I.

Publicity for the general election shall include:

- A. Notice shall be given to the campus community via all campus email no later than one (1) week before the petition deadline.
- B. Placement of two banners in or about the Stevenson Union two weeks prior to the petition deadline, advertizing the open positions.

Clause II.

Polls shall remain open during normal operating hours for six (6) hours in the Stevenson Union, for three (3) hours in Cascade Commons, for four (4) days on-line, and for any period of time, as deemed necessary by the Elections Committee. The specific polling hours shall be determined by the Elections Committee for each election, with the approval of a majority of the Senate.”

Clause III.

No person shall vote more than once for the same office, referendum, initiative, or officer recall in any election.

Clause IV.

Filing a petition in the Student Affairs office shall constitute declaration of candidacy. The filing deadline is to be set by the Elections Committee, subject to approval by the ASSOU Senate. The candidate shall be responsible for the accuracy of the petition. Any

candidate filing false information will be denied office. The petition shall contain the following information:

The candidate's name, telephone number, email address, position filing for, year in school, number of terms attended, and the number of hours enrolled.

Student Affairs will verify that the student is in academic good standing.

Clause V.

The use of campaign organization names shall be governed by the following: Each campaign organization seeking protection from trademark or name infringement must register their name and trademark with the Elections Committee. This committee shall not consider trademarks and other related campaign symbols similar to those already registered. Trademarks registered for previous elections do not apply and are not considered valid once the elections during which they were filed have closed polls.

Section IV. Eligibility Requirements

Clause I. President and Vice President

Candidates running for President and Executive Vice-President are required to run on a combined ticket, no single candidates.

Clause II. Speeches

The Elections Committee will set up a time(s) and place(s) for all candidates to give a speech in a public place or as an online video during or prior to the week of elections so that the students can be familiar with their candidates. All candidates running for the same position will give a speech in the same place and during the same hour, if the speeches are given as a live public speech.

Section V. Campaign Material

Clause I.

Campaign material shall not deface University property nor disrupt the educational environment of the University.

Clause II.

No campaign material may be placed or suspended from trees on University owned or affiliated property.

Clause III.

Campaign materials may be posted only in the following areas:

- A. Residence Hall exterior walls as approved by the Housing Office.
- B. Windows of private homes or living organizations.
- C. The Stevenson Union and Cascade Dining. Clearance from the SU Business Office is required for materials in the Stevenson Union.
- D. Department bulletin boards with the permission of the department chair.
- E. Any area where public notices are allowed to be posted.
- F. Bumper stickers on automobiles are acceptable.
- G. Campaign material may be placed off campus in private buildings only with the consent of the owner or proprietor.

H. Any questions regarding these rules should be brought before the Elections Committee before the posting of campaign material.

Clause IV.

Campaigning in living organizations shall be subject to the rules and regulations of such living organizations.

Clause V.

Signs will be posted in a nondestructive manner.

Clause VI.

Flyer size must not exceed 11.5 x 14.5 inches and a limit of one flyer per bulletin board.

Clause VII.

Campaigning shall not violate the student conduct code or any Ashland city ordinances.

Clause VIII.

Campaign organizations shall remove all campaign material within seventy-five feet (75') of any primary polling places on the days of elections, polling places include:

- A. Any place where paper ballots are distributed or collected.
- B. The Southern Oregon University main computer lab, all labs located in SOU residence halls, all labs in the SOU library, and the business lab in Central Hall.

Clause IX.

Campaign organizations shall remove all campaign material on the exterior walls or within the confines of any Southern Oregon University computer lab on the days of elections. (Southern Oregon University computer labs are defined by the computing services center).

Clause X.

Campaign organizations shall remove all campaign materials by 5 p.m. on the day following elections.

Clause XI.

No Southern Oregon University list serves may be used for the purposes of campaigning.

Section VI. Campaign Expenses

Clause I.

Total campaign expenses, including the value of donated materials for candidates during all ASSOU elections, shall not exceed the following:

- A. ASSOU President and Executive Vice-President \$400 combined.
- B. Senators \$70 individually.
- C. Campaign organizations for or against a referendum, initiative, or officer recall, \$70.
- D. Group campaign organizations have a total spending limit equal to the sum of the spending limits of the candidates who are members of the group, up to a maximum of \$500.

Clause II.

Each campaign organization shall submit to the committee an itemized report of all campaign expenses to include receipts and a fair market estimation of donated materials/services if requested by the Elections Committee within two (2) weeks (fourteen days) of the election.

Clause III.

Campaign organizations may not be financially supported by off-campus based clubs or organizations and are limited to donated services.

Section VII. Initiatives and Recall Petitions

Clause I.

Any prospective petition must be submitted to the Chair of the Rules Committee before any signatures are collected.

Clause II.

Upon receiving a prospective petition, the Rules Chair shall inform the Student Affairs office and the Chair of the Elections Committee and advise them to begin preparations for a possible election.

Clause III.

Petitions for initiatives or officer recalls must contain the following information:

- A. Printed name
- B. Signature
- C. Student identification number
- D. Date of signature
- E. Date of birth

Clause IV.

Signatures that are older than thirty (30) days at the time they are turned into the Rules Chair for verification shall be invalidated.

Clause V.

Signatures that do not have all of the required information shall be invalidated.

Section VIII. Balloting

Clause I. Ballot format:

A. Ballots shall be divided into the following sections as applicable: PRESIDENT AND VICE PRESIDENT, DEPARTMENT, LIVING AREA, FRESHMAN, AT LARGE, and OTHER. The department and living area and other sections shall list each of the Senate positions which belong within them, with the candidates' names following their respective positions.

B. Placement of names during paper balloting shall be in alphabetical order on one half of the ballots and in reverse alphabetical order on the other half of the ballots.

Clause II.

Every campaign organization may have an authorized representative observe the official tabulation of the ballots with the exception of those cast electronically. The person or persons who have been tasked by the Elections Committee to administer electronic

balloting shall send a copy of the electronic election results to both the chair of the elections committee and the Vice President of Student Affairs. A printed hardcopy of the electronic elections results shall be stored in the Student Affairs office. Every candidate may have an authorized representative observe the retrieval of the results of the electronic balloting by the Elections Committee Chair.

Clause III.

The results of the election will be announced by the chair of the Elections Committee and posted on the ASSOU bulletin boards and sent out via campus-wide email as soon as they are available. The Elections Committee chair will formally announce the results at the next Senate meeting following the election. Any campaign organization may request a recount by 5 p.m. on Friday of the election week if there is less than a ten percent (10%) margin of victory.

Clause IV. Election of the Candidates:

A. General: Any presidential candidate receiving a majority of the total eligible votes cast for that office shall be elected to that office. If no presidential candidate receives a majority of the total, the candidates who received the two highest number of votes shall run in a run-off election. Candidates running for ASSOU Senate offices shall be elected into office by a plurality.

B. Invalid votes shall include those votes for nonexistent students, write-in candidates who are not registered with the Elections Committee, individuals running alone for President or Executive Vice- President, those which indicate more than one choice for a single office or referendum, initiative, or officer recall, and those for unqualified candidates (ASSOU Constitution, Articles V and VI).

C. An invalid vote voids only the vote that is determined invalid and not any other vote on the ballot upon which the invalid vote is found.

D. Run-off Elections: The run-off election shall be held two (2) weeks following the general election.

E. All ballots will be kept in the Student Affairs Office until two (2) weeks after the election, at which time they will be discarded.

Section IX. Invalidation of Candidacy and Election Results

Clause I. Determination of Candidacy

A. The candidacy of an individual or presidential ticket for a particular election must be determined by the Elections Committee.

B. The Elections Committee may invalidate a candidate at any time up to the start of the election.

Clause II. Rules Violations During the Election

A. During an election alleged elections rules violations may be reported to the Elections Committee Chair. The Elections Committee shall promptly inform the alleged violator of the allegation and immediately investigate the alleged violation.

- B. Should the Elections Committee discover a violation it shall inform both the violating party and the alleging party of the violation.
- C. Candidates are expected to be available for contact during the election period, so that they may respond to allegations of rules violations.
- D. The Elections Committee shall give violators of the rules one business day to rectify violations.
- F. After one business day of notice the Elections Committee shall determine if a candidate is still in violation of the rules. If the Elections Committee determines this to be the case, the candidate who has violated the rules is disqualified from candidacy.
- G. Alleged violations of the elections rules which may not be rectified are not to be handled by the Elections Committee, but rather by the ASSOU Hearings Board.

Clause III. Judicial Grievances After the Election

- A. After the election, all alleged elections rules violations must be registered within two (2) business days of the announcement of the election results. A written complaint must be submitted to the Student Advocate. Said complaint must state the nature of the violation, the alleged violator and the time and place of the violation.
- B. All parties involved must be notified by the chair of the ASSOU Hearings Board in writing within two (2) school days of the complaint.
- C. The ASSOU Hearings Board must within five (5) days of the complaint convene a hearing.
- D. The Hearings Board will take written testimony from both the plaintiff and the defendant. Both the plaintiff and the defendant shall have the right to call witnesses and to cross-examine the witnesses.
- E. The judgment of the hearings board shall be issued within two (2) school days of the hearing and shall be considered final and binding.

Article X: Replacement of Vacant Seats

Section I.

Upon a seat in the ASSOU Senate becoming vacant for any reason, including, but not limited to, impeachment, removal of a Senator from office (ASSOU Constitution, Article VI, Section II), resignation, death, severe illness, or other incapacity to serve, the following steps shall be taken to elect a qualified student to the seat.

Clause I.

The Executive Vice-President, the President Pro-Tem, and the Student Advocate shall confer and certify that the seat is vacant.

Clause II.

Upon certified vacancy, the Executive vice- President shall have issued notice of office vacancy. Notice is to be immediately posted on all ASSOU bulletin boards, and given to the Siskiyou Newspaper, and the Student Affairs office.

Clause III.

An impeached or removed Senator has 48 hours or two (2) school business days after removal to submit an appeal in writing to the Student Advocate to have an application considered for possible re-appointment to the seat. The appeal is due no later than 5:00 p.m. on the second day.

Clause IV.

All applications to fill the vacant seat by petition prior to election, are due at 5:00 p.m. on the second Friday after certified vacancy (approximately two weeks).

Clause V.

An eligible petitioner is one who has met all the conditions of requirements of a Senator (Article X) and has a completed application, two (2) letters of recommendation from departmental faculty, a one page essay, and 20 signatures from SOU students, and is confirmed as eligible by the Elections Committee. The petitioner must then give a brief presentation in front of the full seated Senate based on the essay, the Senate having the right to question the petitioner. Any one candidate must be voted in by the Senate by a majority vote of the Senate in quorum. If there is more than one person petitioning in for the same position, a vote will be counted in favor of each candidate in which each Senator can only vote once. A petitioner may only petition for one office at a time and can only be voted into the position petitioned for. Unsuccessful petitioners may petition to fill another vacant office at a later date.

Clause VI.

The vacant seat, whether filled by petition or not, shall be added to the ballot of the next official election, and candidates for the vacated seat shall follow all election laws and By Laws and the election shall be governed by the ASSOU Election by-laws.

Clause VII.

In the event that a seat becomes vacant, or filled by petition after the fall election, but prior to the end of regular classes in the winter term, the Elections Committee shall announce dates for a winter term election that shall comply with all relevant ASSOU by-laws to elections. All seats that become vacant after the winter election shall be added to the spring ballot.

Clause VIII.

No petitions will be taken until at least two weeks after a scheduled election.

Section II.

Upon the removal or resignation of a member of the Executive Branch, the following steps shall be taken to fill that position until the next official election.

Clause I.

If the position of ASSOU President is vacated, the line of succession outlined in the ASSOU Constitution (Article III, Section VI) shall be observed.

Clause II.

The ASSOU President shall nominate a qualified student to fill all other vacant executive positions.

Clause III.

All persons nominated to an executive position in this manner must be confirmed by a majority vote of the full seated Senate before taking office.

Article XI: Committees

Section I.

Clause I. Administration and Finance Committee

- A. The ASSOU recognizes the Administration and Finance Committee as a standing committee.
- B. The Administration and Finance Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Administration and Finance Committee is to:
 1. Advise on the administration of the Senate Contingency Fund.
 2. Advise on the administration of the Student Fee process.
 3. Propose and author new legislation improving the Student Fee process and use of the Senate Contingency Fund.
 4. Assist and advise the Director of Administration and Finance in their prescribed duties.
 5. Advise on the administration of the ASSOU budget.

Clause II. Committee on Committees

- A. The ASSOU recognizes the Committee on Committees as a standing committee.
- B. The Committee on Committees shall be comprised of the President Pro Tempore of the Senate as chair, the Executive Vice President, the chair of the Rules Committee and other Senators appointed by the President Pro-Tem of the Senate.
- C. The Committee on Committees is comprised of exactly five (5) members.
- D. The purpose of the Committee on Committees is to serve as an advisory body to the Executive Vice President in their constitutionally required duties in placing students on committees.

Clause III. Communications Committee

- A. The ASSOU recognizes the Communications Committee as a standing committee.
- B. The Communications Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Communications Committee is to:

1. Assist the three branches of ASSOU in communicating with students, faculty, staff and the community about the work ASSOU does.
2. Assist and advise the Director of Communications in their prescribed duties.

Clause IV. Elections Committee

- A. The ASSOU recognizes the Elections Committee as a standing committee.
- B. The Elections Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Elections Committee is to:
 1. Facilitate university-wide votes on initiatives, referendums, elections of officers, or amendments to the ASSOU Constitution.
 2. Propose and author new legislation improving the ASSOU elections process.

Clause V. Governmental Affairs Committee

- A. The ASSOU recognizes the Governmental Affairs Committee as a standing committee.
- B. The Governmental Affairs Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Governmental Affairs Committee is to:
 1. Work on campaigns on university-wide, local, state-wide and national issues that affect SOU students.
 2. Propose and author new legislation improving ASSOU's ability to be involved in issues affecting students on a university-wide and larger scale.
 3. Assist and advise the Director of Governmental Affairs in their prescribed duties.

Clause VI. Multicultural Relations Committee

- A. The ASSOU recognizes the Multicultural Relations Committee as a standing committee.
- B. The Multicultural Relations Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Multicultural Relations Committee is to:
 1. Work on campaigns that affect underrepresented SOU students.
 2. Assist in the integration of culturally focused university groups, clubs and resource centers with the rest of the university community.
 3. Propose and author new legislation improving ASSOU's relationship with culturally focused university groups, clubs and resource centers.
 4. Assist and advise the Director of Multicultural Relations in their prescribed duties.

Clause VII. Rules Committee

- A. The ASSOU recognizes the Rules Committee as a standing committee.
- B. The Rules Committee is comprised of exactly five (5) senate members.
- C. The purpose of the Rules Committee is to:

1. Review proposed legislation so as to advise on possible conflicts with the ASSOU Constitution and Bylaws.
2. Propose and author new legislation improving the general functioning of the ASSOU Constitution and Bylaws.
3. Assist and advise the ASSOU President and Vice President in their duties concerning the protection of the ASSOU Constitution and Bylaws.
4. Assist the ASSOU President and Vice President with the records keeping and integration of passed legislation and changes to the ASSOU Constitution and Bylaws.
5. Assist and advise the ASSOU Judicial branch on its training and functioning.

Clause VIII. Student Advocacy Committee

- A. The ASSOU recognizes the Student Advocacy Committee as a standing committee.
- B. The Student Advocacy Committee is comprised of no less than five (5) senate members.
- C. The purpose of the Student Advocacy Committee is to:
 1. Assist and advise the Student Advocate in running campaigns on issues in which SOU students are being underrepresented.
 2. Assist and advise the Student Advocate on issues pertaining to student legal issues.
 3. Assist and advise the Student Advocate on their prescribed community service projects.

Clause IX. Stevenson Union Steering Committee

- A. The ASSOU recognizes the Stevenson Union Steering Committee as a standing committee.
- B. The Stevenson Union Steering Committee's purpose and procedures are outlined in the SUSC Operational Guidelines.

Clause X. Student Fee Committee

- A. The ASSOU recognizes the Student Fee Committee as a standing committee.
- B. The Student Fee Committee's purpose and procedures are outlined in the Student Incidental Fee Guidelines and Procedures for Southern Oregon University under the Oregon Administrative Rules.
- C. The ASSOU recognizes the following standing subcommittees of SFC: Student Union Advisory Committee, Educational Activities Advisory Committee, and the Athletic Advisory Committee (IFGP for SOU, 573-41-010, 2.)
- D. The ASSOU recognizes the Appeals Validation Committee, the Student Fee Hearings Board and the Summer Student Fee Committee as standing committees of the ASSOU.

Section II. Committee Placement

Clause I.

In coordination with the ASSOU Vice President, the Committee on Committees shall appoint all ASSOU Senators to committees on which ASSOU Senators are required, with the exception of the Committee on Committees itself, whose membership shall be appointed by the Executive Vice-President.

Clause II.

The Committee on Committees shall assist the Executive Vice- President in administering the appointment of all students at large to all campus committees.

Clause III.

The appointment of students and ASSOU Senators to committees requires the approval of the ASSOU Senate.

Clause IV.

Students who are not ASSOU senators may be placed on ASSOU standing and ad hoc committees.

Clause V.

The Committee on Committees must strive to ensure that all ASSOU standing committees have at least their minimum membership.

Clause VI.

ASSOU cabinet members may not sit on any of the student fee committees unless otherwise stated in the description of the committee or in the job description of the cabinet position.

Clause VII.

A student may withdraw from a committee by personally informing the chair of the committee or the Senate President Pro Tempore.

Section III. Senate Committee Requirements

Clause I.

Senators shall be required to serve on a minimum of three (3) and a maximum of six (6) committees. All Senators must serve on one (1) Student Fee Committee and one (1) ASSOU Standing Committee.

Clause II.

Senators shall be removed from a committee for three (3) excused or two (2) unexcused absences in an academic term.

Clause III.

An absence shall be considered unexcused if it has not been approved by the committee chair, the President Pro Tempore, or the Executive Vice-President within twenty-four (24) hours of the committee meeting in question.

Section IV. The Senate Leadership Council

Clause I.

The Senate Leadership Council consists of the Chairs of the following committees:

- A. The Administration and Finance Committee
- B. The Committee On Committees

- C. The Communications Committee
- D. The Elections Committee
- E. The Governmental Affairs Committee
- F. The Multicultural Relations Committee
- G. The Rules Committee
- H. The Student Advocacy Committee

Clause II.

The Leadership Council is not an official committee of the ASSOU, and in as much, does not have the authority to do business. It is an opportunity for the leadership of the Senate to meet together regularly to communicate and plan. The Council is lead by the President Pro-Tempore and is not a public meeting. The rules and operating procedures are set internally.

Article XII: ASSOU Job Descriptions

Section I: ASSOU Senate Representatives / Constituents

A. Arts and Letters Senator

Constituents include any member of the ASSOU with a registered major administrated by the Department of Art; the Department of Communication; the Department of Language, Literature, and Philosophy; the Department of Music; or the Department of Theatre Arts.

B. Athletics Senator

Constituents include any member of the ASSOU who currently participates in athletic activities, clubs, organizations or programs.

C. At-Large Senators

Constituents include any member of the ASSOU.

D. Business Senator

Constituents include any member of the ASSOU with a registered major administrated by the School of Business.

E. Educational Activities Senator

Constituents include any member of the ASSOU who currently participates in educational activities, clubs, organizations or programs.

F. Freshman Senator

Constituents include any member of the ASSOU who is classified as a Freshman by the registrar's office.

G. Housing Senator

Constituents include any member of the ASSOU living in housing, complexes or residence halls administrated by Family Housing or Residential Education Services.

H. International Senator

Constituents include any member of the ASSOU who holds strong interest, identification, or allegiance with a nation or nations abroad.

I. Multicultural Senator

Constituents include all members of ASSOU who have an interest in diversity issues.

J. Non-Traditional Senator

Constituents include any member of the ASSOU who is older than twenty-five (25) years of age, has one (1) or more dependents, is pregnant, or regards themselves as a non-traditional student.

K. Off-Campus Senator

Constituents include any member of the ASSOU living outside of housing, complexes or residence halls administrated by Family Housing or Residential Education Services.

L. Science Senator

Constituents include any member of the ASSOU with a registered major administrated by the Department of Biology; the Department of Chemistry; the Department of Computer Science; the Department of Environmental Studies; the Department of Mathematics; or the Department of Physics and Engineering.

M. Social Science, Education, Health / PE Senator

Constituents include any member of the ASSOU with a registered major administrated by the Department of Criminology and Criminal Justice; the School of Education; the Department of Health, Physical Education and Leadership; the Department of History and Political Science; the Department of Social Sciences, Policy, and Culture; or the Department of Psychology.

N. Stevenson Union Senator

Constituents include any member of the ASSOU who currently works in, volunteers in or utilizes the Stevenson Union.

Section II. Student Senator

A Student Senator is responsible for representing and protecting the best interest of the ASSOU and shall be an active participant in the Senate and all Senate functions.

Clause I.

Senate position duties and requirements shall include:

- A. Attendance and active participation at all weekly meetings and special sessions of the ASSOU Senate.
 1. An absence from a Senate meeting shall occur when:
 - a. A Senator fails to attend a Senate meeting, or
 - b. A Senator is not present at a loss of quorum at a Senate meeting.
 2. An absence may be excused at the discretion of the Executive Vice President.
 3. An absence shall be excused in the event the absent Senator is engaged in a student government activity that prevents his/her presence at the meeting;

such an absence shall not count towards a Senator's attendance requirement.

- B. Act as a liaison between the constituency the Senator represents and the Senate. Attend student organizations meetings relevant to their constituency (clubs, residence hall council meetings, etc.).
- C. Meet all committee requirements as outlined in Article VII.
- D. Attend and actively participate in the following training sessions:
 - 1. Within 2 weeks of being sworn in, the new Senator must attend a training session with the Pro-Tem or the Executive Vice President. At this meeting they will review the job description, expectations, and the Senate Handbook.
 - 2. Each subsequent term, the Senator shall attend at least 1 Senate training session or retreat.
- E. Understand and be familiar with the ASSOU Constitution, the ASSOU Senate By-Laws, the Senate Handbook, SOU/ASSOU Organizational structure, the fiscal operations, and the policies and procedures under which SOU operates.
- F. Understand and operate under the adopted parliamentary procedures of the Senate.
- G. Participate in ASSOU meetings, business, public service efforts, and other activities.
- H. Assist in ASSOU elections when jointly requested by the Rules and Elections Committee Chairs.
- I. All senators are required to post and attend one office hour per week.

Section III. Senate President Pro-tem

The Senate President Pro-Tem acts as the chief representative and spokesman for the Student Senators and follows the Executive Vice President in line of succession. He/she is nominated and elected by Student Senators at the first meeting of the full senate following spring general elections or upon the vacancy of the position. Election of the President Pro-Tem shall require a two-thirds (2/3) vote of the full seated senate. The President Pro-Tem performs in addition to regular senatorial duties, the following:

Clause I.

Acts as presiding officer of the ASSOU Student Senate in the absence of the Executive Vice-President and assists the President during such absence.

Clause II.

Serves as chair of the ASSOU Committee on Committees and the senate leadership council.

Clause III.

Coordinates the orientation of new Senators and the regular training of all Senators. Also coordinates the communication of Student Senators with appropriate constituencies.

Clause IV.

Assists the Student Senate faculty advisory in evaluating performance and effectiveness of ASSOU President, Executive Vice-President, and Senators for academic credit purposes.

Clause V.

Serves as a member of the ASSOU EXECUTIVE COUNCIL and attends weekly Executive Council meetings with the Senate Faculty Advisor, the ASSOU President and the Executive Vice President.

Clause VI.

Confers with Executive Vice-President on all Senate meeting agenda drafts prior to its finalization and is responsible for the accuracy of the agenda.

Clause VII.

Is responsible for the ASSOU Senate Secretary and clerk of the senate.

Clause VIII.

Serves as a member of the ASSOU Rules Committee.

Clause IX.

Represents the Senate at all SOU Faculty Senate meetings (or finds an appropriate alternate) and reports to Student Senate.

Clause X.

Holds regular Senate leadership meetings.

Clause XI.

Participates in monthly meetings with the institutional president.

Clause XII.

Participates in ASSOU Cabinet Meetings.

Clause XIII.

Is responsible to see that the adopted parliamentary procedure is followed at all Senate meetings, and is responsible for the Parliamentarian. This position requires a minimum of five office hours a week, which must be posted and made available, in addition to the other official duties.

Section IV. Rules Committee Chair

The chair of the ASSOU Rules Committee is an ASSOU Senator who is appointed to the Rules Committee by the Committee On Committees and then elected Chair of the Rules Committee by the members of the Rules Committee. The Chair position does not need to be confirmed by the full Senate.

Clause I.

The Rules Chair presides over and conducts all meetings of the ASSOU Rules Committee and calls unscheduled and special meetings. He/she is responsible for the agenda of the meetings and for seeing that all meetings comply with the ASSOU Constitution and the Senate By-Laws and all public meeting laws. The Chair votes and participates as an active member of the committee.

Clause II.

The Rules Chair also serves as the third permanent, voting member of the ASSOU Committee On Committees.

Clause III.

The Rules Chair is also a non-voting member of the ASSOU Elections committee. He/she participates as a member of the committee and provides assistance for the committee as described in the By-Laws (article IV).

Clause IV.

The Rules Chair is a member of the Senate Leadership Council and must participate in regular meetings as scheduled or called for by the Pro-Tem.

Clause V.

The Rules Chair announces to the Senate the results of an initiative election (ASSOU Constitution article VII, Section I, clause III) and referendum elections (ASSOU Constitution article VII, Section II,).

Clause VI.

The Rules Chair verifies the authenticity of a recall petition received by the Rules Committee and presents it to the Rules Committee (ASSOU Constitution Article VI., Section I, Clause I.).

Section V. Elections Committee Chair

The Chairperson of the ASSOU Elections Committee is a Student Senator appointed to the Elections Committee by the Committee On Committees, with the approval of the Senate, who is elected to the chair by the members of the Elections Committee. The Chair position does not need to be confirmed by the full Senate.

Clause I.

The Chair of the Elections Committee presides over and conducts all meetings of the ASSOU Elections Committee and calls unscheduled and special meetings. He/She is responsible for the agenda of the meetings and for seeing that all meetings comply with the ASSOU Constitution and the Senate By-Laws and all public meeting laws. The Chair votes and participates as an active member of the committee.

Clause II.

The Chair is responsible for seeing that all ASSOU elections comply with the ASSOU Constitution and By-Laws.

Clause III.

The Elections Committee Chair serves as a permanent, voting member of the ASSOU Hearings Board (Constitution Article V, Section I.)

Clause IV.

The Elections Chair serves as a member of the ASSOU Community Relations Committee but not as chair.

Clause V.

The Elections Committee Chair verifies the results of all elections and reports the results to the full Senate.

Clause VI.

He/She participates in regular ASSOU Senate Leadership meetings as scheduled or called for by the Senate Leadership.

Section VI. Administration And Finance Committee Chair

The Chairperson of the ASSOU Senate Administration and Finance Committee is a Student Senator appointed to the Administration and Finance Committee by the Committee On Committees, with the approval of the Senate, who is elected to the chair by the members of the Administration and Finance Committee. The Chair position does not need to be confirmed by the full Senate.

Clause I.

The Chair of the Administration and Finance Committee presides over and conducts all meetings and hearings of the ASSOU Senate Administration and Finance Committee and calls unscheduled and special meetings. He/she is responsible for the agenda of the meetings and for seeing that all meetings comply with the ASSOU Constitution and the Senate By-Laws and all public meeting laws. The Chair votes and participates as an active member of the committee.

Clause II.

The ASSOU Senate Administration and Finance Committee provides oversight and assistance to the ASSOU Director of Administration and Finance, who serves as an ex-officio, non-voting, member of the committee, and the Director's responsibilities involving the administration and finances of ASSOU, especially the ASSOU budget, as described by the ASSOU Constitution, By-Laws, and Executive Job Descriptions.

Clause III.

The committee serves as the Senate Contingency Fund Committee, directing the expenditures of Senate Contingency Funds, as directed by the Senate (By Laws Article V).

Clause IV.

The committee acts and may create subcommittees to oversee and implement ASSOU fundraising efforts.

Clause V.

The Chair of the Administration and Finance Committee participates in regular ASSOU Senate Leadership Meetings.

Section VII. Director Of Administration And Finance

The Director of Administration and Finance shall be the budget officer for ASSOU. He/she is responsible for keeping timely and accurate records of all financial transactions for ASSOU and also serves as the office manager.

Clause I. Financial Responsibilities

- A. The Director of Administration and Finance shall be in charge of administering the ASSOU budget.

- B. The Director of Administration and Finance shall present to the ASSOU Senate a monthly financial report based on a reconciliation with the Stevenson Union Office records.
- C. He/she shall also prepare the annual ASSOU budget request in cooperation with the Administration and Finance Committee, and is responsible for presenting it to the SUAC.

Clause II. Administrative Responsibilities

- A. The Director of Administration and Finance serves as the office manager and is responsible for completing the following tasks:
 - 1. Ordering and maintaining office supplies.
 - 2. Taking minutes at Cabinet meetings and distributing said minutes.
- B. As appropriate, supervising and evaluating all interns.

Clause III. Committee Responsibilities

- A. The Director of Administration and Finance shall serve on the following committees:
 - 1. Student Fee Committee
 - 2. ASSOU Administration and Finance Committee (ex-officio, non-voting)

Section VIII. Director Of Communications

The Director of Communications shall be the liaison between ASSOU and local government, non-governmental off-campus organizations, merchants, and the media. He/she is responsible to facilitate communication between the ASSOU Senate, students, faculty, administration, and the community.

Clause I. General Responsibilities

- A. The Director of Communications shall be responsible for all publicity, fliers, public service announcements, press releases, etc. associated with ASSOU.
- B. The Director of Communications shall be responsible for maintaining all ASSOU bulletin boards.
- C. The Director of Communications will appoint and oversee someone to maintain the ASSOU Web page.
- D. At the request of the ASSOU President, write articles for weekly columns in the Siskiyou Newspaper and the Ashland Daily Tidings.
- E. As appropriate, supervise and evaluate all interns.
- F. The Director of Communications will coordinate all student based political forums on campus.

Clause II. Local Government and Community

- A. The Director of Communications shall attend all City Council meetings.
- B. The Director of Communications, along with the Student Advocate, shall coordinate community service projects.
- C. Help coordinate and facilitate political forums, in cooperation with the Director of Governmental Affairs.

Clause III. Committee Responsibilities

- A. Elections Committee
- B. ASSOU Communications Committee (non-voting, ex-officio)

This position requires a minimum of 7 office hours per week and attendance at all ASSOU Senate, Cabinet, and other related committee meetings.

Section IX. Student Advocate

The Student Advocate works to represent the students of SOU and to protect their rights and interests on the university level.

Clause I. Advocacy Responsibilities

- A. The Student Advocate acts as an advisor and advocate to students who have a problem relating to the University. This may include, but is not limited to, the following areas: grade disputes, conflicts of interest with faculty or administrators, parking enforcement disputes, and housing policies. The Student Advocate also acts as an advisor to students on the Student Rights and Responsibilities Handbook.
- B. The Student Advocate sees and helps students through the grievance process, should they choose to file one.

Clause II. General Responsibilities

- A. The Student Advocate participates in the revision of the Student Rights and Responsibilities Handbook every other year.
- B. The Student Advocate coordinates all community service projects, in conjunction with the Director of Communications.
- C. The Student Advocate presides over Senate impeachment hearings.
- D. The Student Advocate takes an active role in campus safety issues.
- E. Assists the Legal Services Attorney in developing a program budget, programming, and publicity. The Student Advocate is also responsible for presenting the Legal Services budget to the EAAC.
- F. As appropriate, supervising and evaluating all interns.

Clause III. Committee Responsibilities

- A. Serves as the chair of the ASSOU Elections Hearing Board.
- B. Serves as the chair of the ASSOU Legal Services Council.
- C. ASSOU Hearings Board.
- D. Prevention of Sexual Assault Committee.
- E. Social Security Number and Privacy Issues Committee.
- F. ASSOU Student Advocate Advisory Committee (non-voting, ex-officio)

This position requires a minimum of 7 office hours per week and attendance at all ASSOU Senate, Cabinet, and other related committee meetings.

Section X. Director Of Governmental Affairs

The Director of Governmental Affairs shall be the chief liaison between ASSOU and state and federal governmental agencies and student organizations.

Clause I. Oregon Student Association (OSA)

- A. The Director of Governmental Affairs shall serve as a voting member of the Oregon Student Association Board of Directors (OSA), at the direction of the ASSOU President, and shall attend all OSA Board meetings.
- B. The Director of Governmental Affairs shall serve as the chief liaison between OSA and ASSOU, and shall keep both organizations fully apprised of one another. They shall also stay apprised of the activities of the Oregon Student Foundation.
- C. The Director of Governmental Affairs shall perform appropriate duties as assigned through the OSA Board of Directors, such as coordinating issues campaigns.
- D. The Director of Governmental Affairs shall be aware of other national student groups and shall report to ASSOU regarding appropriate matters of student concern at the federal level.
- E. The Director of Governmental Affairs shall coordinate all OSA-related trips.

Clause II. General Responsibilities

- A. Coordinate a recruitment drive.
- B. Help coordinate and facilitate political forums, in cooperation with the Director of Communications.
- C. As appropriate, supervising and evaluating all interns.

Clause III. Committee Responsibilities

- A. ASSOU Governmental Affairs Committee (ex-officio, non-voting)

This position requires a minimum of 7 office hours per week and attendance at all ASSOU Senate, Cabinet, and other related committee meetings.

Article XIII: Account Signatures

Section I.

Anything that has a cost of \$100 or more of the ASSOU account must, for ease of record keeping, have the signature of the Director of Administration and Finance as one of the two required signatures.

Section II.

If an emergency expenditure of said amount is needed the Director of Administration and Finance must be notified before the money is spent, and the Senate will be told at the next meeting of the emergency expenditure.

Article XIV: Parliamentary Authority

Section I.

The rules contained in the current edition of Scott, Foresman's Robert's Rules of Order Newly (Revised) shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Senate may adopt.

Article XV: Senate Agenda

The following is the accepted agenda for the regular meetings of the ASSOU Senate:

Section I. Roll Call

A call of the roll of seated members of the ASSOU Senate by the senate Secretary. The roll will be kept by the Director of Administration and Finance and be made available to the Executive Vice President for the purposes of monitoring attendance requirements (By Laws, Article VI, Section II), and the Senate President Pro-Tem, the ASSOU President, and the Dean of Students for the purposes of assessing academic credit, and by written request from any member of the Associated Students of SOU.

Section II. Approval Of The Minutes

The chair of the meeting shall ask the assembly if there are any corrections necessary to the minutes of the previous ASSOU Senate meeting. Corrections, when proposed, are handled by unanimous consent, unless there is a dispute over the accuracy or propriety of something in the minutes. If any member requests the floor for the purpose of correcting the minutes, the chair shall recognize the member and the member shall offer the correction as a motion. The motion should be offered and voted on following the accepted procedure. After the final correction has been voted on, or if there were no corrections offered, the chair shall state, "If there are no corrections (or no further corrections), the minutes stand approved (or approved as corrected)."

Section III. Reports To The Senate

- A. Executive officers - Prearranged reports by members of the Executive Branch, limited to three minutes in length each. The reports are to be offered as information to the Senate and are not debatable. The chair may grant a report "emergency status" if the situation warrants regarding a report not on the agenda.
- B. Standing Committees - Reports by the chair of standing ASSOU committees (or designee) on actions by committees prior to the meeting or to announce the next meeting time. A motion may not be made by the speaker at this time and the report is limited to three minutes and is not debatable.
- C. Special Committees - Reports by the chair (or designee) of any special or ad-hoc committees by prior instruction or arrangement. The report is not debatable, no motions may be made and the report is limited to three minutes.

Section IV. Special Orders

The chair of the meeting shall address any Special Orders that appear on the agenda, and address them in turn. The chair shall recognize speakers and shall only allow speakers to speak for 3 (three) minutes per time recognized by the chair. The chair may ask members to consider extending the time by unanimous consent or a member may make a motion.

Section V. Unfinished Business

Any business that received a first reading the previous meeting, that was tabled, referred to committee and is now returned to the table, or is reported from committee. This is the primary business session of the meeting. All matters must be made in motions and follow all rules of adopted Parliamentary Procedure. only members may speak, UNLESS a member yields time to a

nonmember. The chair may not recognize nonmembers unless a member requests that a portion of the member's time be yielded to the nonmember. The chair must ask if there are any objections to the yielding of the time by stating, "Is there any objection to the Senator's request?" If there is no objection, the chair shall yield the time stating, "With no objection the floor is yielded." If an order of business appears to the chair or any member to be controversial, the chair or any member may move to establish a "Limit of Debate". The normal limit is to be ten minutes. The maker of the motion may ask for a longer length. A speaker may request permission to extend the time limit by obtaining the consent of the Senate by unanimous consent or by means of a motion to "Extend the Limits of Debate", which requires a two-thirds (2/3) vote without debate. Unless special rules are adopted prior to the start of debate, all debate on motions of Unfinished Business are governed by the accepted Parliamentary Procedure.

Section VI. New Business

After unfinished business has been disposed of, the chair shall ask, "Is there any new business?" Members may introduce any new business not previously introduced to the Senate or committee. The chair must recognize any members desiring to obtain the floor when no question is pending. So long as members are reasonably prompt in claiming the floor, the chair cannot prevent the making of legitimate business by hurrying the proceedings. The ten minute rule applies.

Section VII. Open Forum

An opportunity for any person to address the Senate informally. The limit of speech is five minutes and no debate is allowed. The chair may ask members to consider extending the time by unanimous consent or a member may make a motion. The forum shall involve no business or motions (except motions to extend or adjourn or points of order).

Section VIII. Announcements

The chair shall make, or recognize any member to make, any announcement of interest to the Senate. The announcements are to be informal and are not debatable. Announcements shall be held to three minutes unless the chair or a member requests an extension of the time by unanimous consent. This forum can involve motions to extend or adjourn with a standard vote. To consider any other motion a 2/3 (two-thirds) vote of the currently present senate shall be required prior to the motion being heard and voted upon.

Article XVI: ASSOU Budget Process

Section I.

The ASSOU President and the Cabinet create a budget.

Section II.

The President and/or the Director of Administration and Finance shall present the budget request to the ASSOU Administration and Finance Committee.

Section III.

The Committee shall consider the President's budget and either:

- A. send the President's budget to the full Senate unanimously;
- B. send the President's budget to the full Senate by a majority vote, with the minority having the option to include a Minority Report;
- C. amend the President's budget and send the amended version on to the full Senate by a unanimous vote;
- D. amend the President's budget and send the amended version on to the full Senate by a majority vote, with the minority having the option to include a Minority Report;
- E. disregard the President's budget and create an entirely new budget and send it on to the full Senate by either a unanimous vote or a majority vote.

Section IV.

The full Senate, upon receiving the budget from the Administration and Finance Committee, shall:

- A. vote to pass the budget by a majority vote as reported;
- B. amend the budget and pass by a majority vote;
- C. vote to return the budget to committee (in which the committee has options 3 A-E).

Section V.

Upon a majority voting to pass a budget, the budget is sent to the ASSOU President for final approval, who may either sign the budget, in which case the Director of Administration and Finance presents the ASSOU budget to the Educational Activities Advisory Committee; or veto the entire budget and return it to the Senate.

Section VI.

If vetoed by the ASSOU President, the Senate may either, overturn the veto by a two-thirds (2/3) vote of the full seated Senate; in which case the Director must present the ASSOU budget to the EAAC; or amend the budget on the floor of the Senate and re-vote on it and send a new version back to the ASSOU President; or return the budget to committee and begin again.

Section VII.

The ASSOU budget must be received by the EAAC by their final deadline to make the IBL. Once the ASSOU budget is received by the EAAC, it follows the regular Student Fee time line and procedures.

Section VIII.

Once the ASSOU Senate receives the entire IF request back in the spring from the Student Fee Committee, it shall pay special attention to any changes made in the ASSOU budget by the EAAC or the SFC.

Section IX.

The Senate Contingency Funds, as part of the whole ASSOU budget, follow the same process as part of the budget. The Contingency Funds, however, are proposed to the Administration and Finance Committee by the Senate President Pro-Tem. The committee considers the Pro Tem's request and may either include it as is in the budget bill that leaves the committee, or propose a modified version, or create an entirely new Contingency Fund. A minority may send a version of just the Contingency Fund request to the full Senate. In addition, any Senator, including the Pro-

Tem, may offer a Contingency Fund amendment once the budget bill reaches the floor of the Senate.

Article XVII: Allocation of Incidental Fees

Section I. Incidental Fees

Clause I.

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

Clause II.

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

Section II. Authority to Prescribe Fees

Clause I.

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.

Clause II.

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.

Section III. Operating Procedures

Clause I.

The Student Union Committee and the Athletic Committee are advisory to their respective Directors, who, together with the Chairpersons, present budget requests directly to the Student Fee Committee.

Clause II.

The Educational Activities Committee is advisory to the Assistant Director of Student Activities who, together with the Chairperson, presents that budget request directly to the Student Fee Committee.

Clause III.

Student Union, Athletic, and Educational Activities Advisory Committees are herein referred to as sub-committees of the Student Fee Committee.

Clause IV.

The Chairperson of the Student Fee Committee and the subcommittees shall be selected by the members of the respective committees at their first meeting.

Clause V.

Chairpersons and Vice-Chairpersons of the Student Fee Committee and subcommittees shall be chosen from the student membership of each committee and shall be conferred by the ASSOU Senate.

Clause VI.

Absences, whether excused or not, shall be determined by the Chairperson of the committee.

Clause VII.

Members shall be considered to have resigned from their respective committees after the third unexcused absence from scheduled meetings during the course of the academic year.

Clause VIII.

- A. An "academic year" is defined herein as starting on September 15 and extending through June 14 of the following year.
- B. "Fiscal year" is defined as starting July 1 and extending through June 30 of the following year, and includes both the academic and summer terms.

Clause IX.

All student members of the Student Fee Committee and its subcommittees must maintain at least half-time enrollment status.

Clause X.

Proxies shall not be permitted.

Clause XI.

With the exception of the two-year appointments, the term of each member of the Student Fee Committee and subcommittees will coincide with the academic year.

Clause XII.

A quorum shall be necessary for the transaction of business.

Clause XII.

Minority reports may be submitted to the Chairperson of the appropriate subcommittee or committee, or ASSOU Senate.

Clause XIII.

No person shall serve as a voting member simultaneously on the Student Fee Committee and any subcommittees.

Clause XIV.

All meetings of the Student Fee Committee and related subcommittees are subject to the provisions of the Public Meeting Law, ORS 192.610 et seq. Under this law meetings are to be considered open and appropriate notice shall be given.

Section IV. Function of Student Fee Committee

Clause I.

- A. The Student Fee Committee shall make a determination as to anticipated revenues for each fiscal year, establish an initial budget level recommendation, and develop a budget request document to be used by SFC subcommittees.
- B. Members shall make appropriate inquiries to gather required information to make the best possible judgment as to the use of these funds.
- C. Following these hearings, a recommendation shall be made to ASSOU regarding programs to be funded, the distribution of resources for these programs, and the level of fee to be charged students.

Clause II.

- A. The ASSOU's recommendations are advisory to the President of the University.
- B. 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.
- C. 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.

Clause III.

- A. A limited reserve shall be maintained by the SFC for emergencies that may occur due to possible under-realization of income or other unforeseen contingencies.
- B. The amount shall be based on a recommendation by the Budget Director of the University.

Section V. Operating Procedures of Student Fee Committee

Clause I.

- A. The Student Fee Committee shall establish a preliminary incidental fee for purposes of budget preparation by the subcommittees as well as the distribution of funds.
- B. The recommendations shall be forwarded to the ASSOU President.

Clause II.

Incidental fee allocation and budget preparation procedures shall be established by the Student Fee Committee with the assistance of the institutional Budget Director.

Clause III.

The institutional Budget Director shall initiate budget instructions which will consider proposed salary adjustments, inflation rates as supported by the Chancellor's staff, and any other pertinent data which would be helpful in the preparation of the annual budget request.

Clause IV.

The Committee shall review, and modify if necessary, the budget instructions and then transmit them to subcommittees according to an accepted budget calendar.

Clause V.

- A. The Student Fee Committee shall not be involved in budget management of individual programs once allocation has been approved for those programs.
- B. It is the responsibility of individual program directors to manage their respective budgets.

Clause VI.

The SFC shall send its final recommendation simultaneously to each subcommittee Chairperson and the ASSOU President by a specified date to be set by the SFC during the budget process.

Clause VII.

- A. The ASSOU will only consider those appeals involving failure to follow prescribed procedure, changes in Initial Budget Level, or changes to priority rankings from the subcommittee.
- B. The appeal must be submitted in writing to the ASSOU Vice President prior to the published deadline.
- C. No appeals will be accepted after the published deadline.
- D. The ASSOU Senate is responsible for hearing any valid appeals, acting on the Student Fee Committee's recommendation, and forwarding the final recommendation to the SOU President by a date specified by the SFC during the budget process.

Clause VIII.

Once the SOU President receives the ASSOU recommendation, within ten academic working days the 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 SFC.

Clause IX.

If the ASSOU concurs with the President's proposed modifications, such shall be communicated in writing to the President within ten academic working days.

Clause X.

- A. If the ASSOU does not concur with the President's proposed modifications, such shall be communicated in writing to the President within ten academic working days.
- B. During the next two weeks, the President (or designee) shall meet with the ASSOU representatives to attempt to reconcile the differences.
- C. If the President and the ASSOU do not reach agreement, either party may request a hearing before the SOU Hearings Board (see OAR 573-041-0095).

Clause XI.

- A. All subcommittees must have an accounting structure that will enable the production of monthly reports for review.
- B. Each subcommittee chairperson shall be expected to review the monthly reports with the subcommittee director as needed, and advise the full subcommittee on the status of each account.

Clause XII.

Any change in subcommittee expenditures from the approved budget must be reported and approved by the SFC.

Clause XIII.

Subcommittees must identify income elements, the use of these funds, and discuss potential effects to their operating budgets if such income were not realized.

Clause XIV.

Requests for supplemental funding from the SFC accounts shall be made by individual subcommittees only when the subcommittees do not have sufficient reserves to fund the particular need.

Clause XV.

- A. If budget cuts are recommended due to unrealized income, the directors of each program shall be responsible, with the assistance of their advisory subcommittees, for making those cuts.
- B. It is expected that there shall be minimal cutting of programs affecting students whenever possible.

Clause XVI.

SFC and its subcommittees shall not discriminate on the basis of race, color, national origin, religion, age, disability, marital status, veteran status, gender, sexual orientation, or political opinions.

Section VI. Membership of Student Fee Committee

Clause I.

The Student Fee Committee membership recognizes the broad-based campus interest and the constituencies served and, as such, is made up of officers of ASSOU, faculty, and students-at-large.

Clause II.

Membership of the Student Fee Committee shall be composed of 13 persons, 11 of whom have voting privileges.

Clause III.

A quorum shall consist of 7 students/faculty.

Clause IV.

Student Membership (9):

- A. ASSOU Director of Administration and Finance (1);
- B. ASSOU Senators (4);
- C. Students-at-large representing a broad base of students, selected by ASSOU Committee on Committees using an application process, and approved by the ASSOU Senate. The four at-large members shall not be ASSOU senators.

Clause V.

Faculty Membership (4):

- A. Recommended by Vice President for Student Affairs, two-year staggered terms (2);
- B. Budget Director, Ex Officio, non-voting (1);
- C. Vice President for Student Affairs or designee, Ex Officio, non-voting (1).

Section VII. Authority to Operate

Clause I.

Authority to adopt by-laws and rules for the Student Fee Committee is delegated by the State Board of Higher Education to the SOU President.

Clause II.

The Committee is authorized to recommend by-laws and rules to the ASSOU for approval and transmittal to the President for final approval.

Clause III.

In carrying out its authority, this committee shall do the following:

- A. Select its own Chairperson, Vice-Chairperson, and Secretary.
- B. Meet on an "as needed" basis. Establish additional subcommittees as it deems necessary.
- C. Conduct open hearings on the three major categories: the Student Union operations; educational, cultural, and student government activities; and athletic activities.
- D. Consult with Director of Athletics (AAC), the Director of the Student Union (SUAC), and the Assistant Director of Student Activities (EAAC), or any other resource persons on campus to obtain the necessary information and recommendations to carry on its work.
- E. Provide notification of all committee meetings, including budget hearings, to The Siskiyou at least three academic working days prior to the meeting.
- F. All meetings to be held in conformity with the Public Meeting Law.

Clause IV.

The following actions shall take place prior to the close of fall term:

- A. Orient the SFC;
- B. Discuss distribution of budget instructions to subcommittees and encourage SFC members to attend subcommittee meetings;
- C. Review criteria for funding;
- D. Set time lines for receipt of AAC, SUAC, and EAAC budgets;
- E. Set time lines for conducting budget hearings.

Clause V.

- A. The Student Fee Committee is responsible for conducting a joint in-service training of committee members, subcommittee members, and interested student groups.
- B. Such training shall include a review of incidental fee policies and procedures, the annual budget request, and the opportunity for those interested to present procedural questions to the SFC.
- C. This in-service training shall take place no later than the fifth week of the fall term.

Section VIII. Operating Procedures for Student Fee Subcommittees

Each of the subcommittees, in carrying out its authority as advisory to the Student Fee Committee, shall do the following:

Clause I.

Select its own student chairperson, student vice-chairperson, and secretary, who will be confirmed by the ASSOU Senate.

Clause II.

Meet on an "as needed" basis. A quorum must be present to conduct business. No proxies shall be allowed.

Clause III.

Conduct open budget hearings as outlined in General Budget Guidelines for SF Subcommittees, OAR 573-041-0037(5) and (6).

Clause IV.

Every effort should be made to schedule meetings early enough so they may be published in The Siskiyou. The subcommittees should provide notification of all committee meetings, including budget hearings, early enough to be published in The Siskiyou at least three academic working days prior to the meeting. All meetings of the subcommittees are subject to the Public Meeting Law, ORS 192.610 et. seq.

Clause V.

Send minutes of each meeting to the SFC Chairperson, the Vice President for Student Affairs, and the ASSOU President.

Clause VI.

Programs must submit a report to the SFC chair stating how temporary priority funds were utilized. The program will not be eligible for any funding (including IBL) until the report is submitted.

Clause VII.

Each program is allowed to retain five percent of their IBL as carryover. Excess funds revert to the subcommittee's reserve. If the reserve equals \$10,000 or more, anything above \$10,000 reverts to SFC.

Section IX. General Budget Guidelines for Student Fee Subcommittees

The following guidelines pertain to the Student Fee subcommittees.

Clause I.

- A. The subcommittees shall identify income elements, indicate how they will be used, and provide information as to what would happen to operating budgets if such income were not realized.
- B. The potential for and plan to generate program funds should also be addressed.

Clause II.

- A. All subcommittees must have a formal accounting structure, with monthly reports available for review, to assure the managers that budgets and expenditures are on target.
- B. Reports from SUAC and EAAC will be available in the student union business office and reports from AAC will be available in the athletic office.

Clause III.

Requests for funds from the SFC reserve must be initiated on the form "Application for Funding from the SOU Student Fee Reserve" (such forms are available in the Student Union Office and the athletic department).

- A. The Student Fee Committee shall consider all requests on the basis of emergency or contingency need.

- B. No consideration shall be given to any request that could have reasonably been anticipated but failed to be submitted through the normal budget process.

Clause IV.

If budget cuts are recommended due to unrealized income, the manager of each designated program shall be responsible for making those cuts with the assistance of their advisory subcommittees. It is expected that there shall be minimal cutting of programs affecting students whenever possible.

Clause V.

- A. The three subcommittees shall be required to hold at least two scheduled open hearings on their proposed budgets before submitting them to the Student Fee Committee.
- B. All account managers (i.e., coaches, educational activities program managers) must present and justify their budget requests to the appropriate subcommittees at this time.

Clause VI.

Each subcommittee shall be given sufficient time to present and explain its budget to the Student Fee Committee.

Clause VII.

All hearings shall be open and in accordance with the Public Meeting Law.

Clause VIII.

For any program or club requesting student fees funds that has any type of board, the board must be advisory in nature, must overwhelmingly consist of students, and the manager of that program/club must report to a member of the SOU administration, not the board.

Clause IX.

For all programs/clubs requesting student fee monies with directors, i.e., those that allocate or administer student fee funds, these members must be students or report directly to SOU administration.

Section X. Function of Educational Activities Advisory Committee

Clause I.

A variety of educational and cultural activities funded by the incidental fee are available that enrich and supplement curricular programs, as well as provide opportunities for constructive use of leisure time.

Clause II.

The EAAC oversees budget requests, holds hearing for requests from the EAAC reserve, and monitors the expenditures of funds throughout the fiscal year.

Section XI. Membership of Educational Activities Advisory Committee

Clause I.

The membership of this subcommittee shall be composed of 11 persons, 10 of whom have voting privileges.

Clause II.

A quorum shall consist of 6 students/faculty.

Clause III.

The Chairperson of the committee, in cooperation with the Assistant Director of Student Activities, will jointly present the budget to the Student Fee Committee.

Clause IV.

All members have voting privileges except as noted.

Clause V.

Student Membership (9):

- A. Senator, recommended by the ASSOU Committee on Committees, approved by the ASSOU Senate (4);
- B. Students-at-large, representing a broad base of students, selected by the ASSOU Committee on Committees using an application process, and approved by the ASSOU Senate. The at-large members shall not be ASSOU Senators (4).
- C. ICC representative approved by the ASSOU Senate (1).

Clause VI.

Faculty Membership (2);

- A. Faculty recommended by Vice President for Student Affairs (1);
- B. Assistant Director of Student Activities, Ex Officio, non-voting (1).

Section XII. Function of Student Union Advisory Committee

Clause I.

The primary purpose of the Student Union Advisory Committee (SUAC) is to help in the formulation of the Union budget and to be available to provide a sounding board for Union policies.

Clause II.

The SUAC oversees budget requests, holds hearings for requests from the SUAC reserve, and monitors the expenditures of funds throughout the fiscal year.

Section XIII. Membership of Student Union Advisory Committee

Clause I.

The membership of this subcommittee shall be composed of 11 persons, 10 of whom have voting privileges.

Clause II.

A quorum shall consist of 6 students/non-student voting member.

Clause III.

The Chairperson of the subcommittee, with cooperation from the Union Director, shall present the budget to the Student Fee Committee.

Clause IV.

All members have voting privileges except as noted.

Clause V.

Student Membership (8):

- A. ASSOU Senators (4);
- B. Student at-large, representing a broad base of students, selected by the ASSOU Committee on Committees using an application process, and approved by the ASSOU Senate. The at-large members shall not be ASSOU senators (4).

Clause VI.

Other Membership (3):

- A. Community Representative, recommended by Vice President for Student Affairs, two-year term (1);
- B. Alumnus, recommended by Vice President for Student Affairs, two-year term (1);
- C. Student Union Director, Ex Officio, non-voting (1).

Section XIV. Function of Athletics Advisory Committee

Clause I.

This subcommittee shall be responsible for recommendations concerning the development and operation of programs which encourage participation in physical development activities by all students at SOU.

Clause II.

- A. This includes both a strong intramural program of mixed and varied activities, as well as intercollegiate athletic competition.
- B. These programs not only provide satisfaction to those who desire to participate in competitive sports, but also support the physical education curricular program aimed at the development and maintenance of a healthy body and lifetime recreational skills.
- C. Also, these programs provide spectator opportunities for SOU and the wider community.

Clause III.

The AAC oversees budget requests, holds hearings for requests from the AAC reserve, and monitors the expenditures of funds throughout the fiscal year.

Section XV. Membership of Athletics Advisory Committee

Clause I.

The membership of this subcommittee shall be composed of 11 members, 10 of whom have voting privileges.

Clause II.

A quorum shall consist of six students/non-student voting member.

Clause III.

The Chairperson of the subcommittee, with cooperation with the Athletic Director, shall present the budget to the Student Fee Committee.

Clause IV.

All members have voting privileges except as noted:

Clause V.

Student Membership (8):

- A. ASSOU senator, recommended by the ASSOU Committee on Committees, approved by ASSOU Senate (4);
- B. Students at-large, representing a broad base of students, selected by the ASSOU Committee on Committees using an application process, and approved by ASSOU Senate. The at-large members shall not be ASSOU senators (4).

Clause VI.

Other Membership (3):

- A. Community Representative, recommended by Vice President for Student Affairs, two-year term (1);
- B. Alumnus, recommended by Vice President for Student Affairs, two-year term (1);
- C. Athletic Director, Ex Officio, non-voting (1).

Section XVI. Function of Southern Oregon University Hearings Board

Clause I.

If the President and ASSOU cannot reconcile differences as to proposed modifications to the recommendations, then a Hearings Board shall be established.

Clause II.

It shall hear testimony from both parties, provide written findings of fact, and make recommendations for resolution of the disagreement to both parties.

Section XVII. Membership of Southern Oregon University Hearings Board

Membership of the Hearings Board shall be composed of five voting persons.

Clause I.

Two senators shall be appointed by ASSOU. Appointees shall not be members of the Student Fee Committee or its subcommittees.

Clause II.

A student-at-large will be mutually agreed upon. Prior to November 1 of each year, both parties will compile a list of students mutually acceptable to sit on the Hearings Board. Both parties shall select this fifth member from this list.

Clause III.

Two faculty shall be appointed by the SOU President with the same qualifications as in section (1) of this rule.

Section XVIII. Hearings Board Process

Clause I.

If the institution President and ASSOU do not reach agreement within ten academic working days, either party may request a hearing board.

Clause II.

- A. A hearing shall be held within the next five academic working days.
- B. The SOU President and the ASSOU President shall be given notice of the time and place of the hearing at least 48 hours before the hearing.
- C. All meetings of the Hearings Board shall be open to the public and at least two academic working days' notice shall be given.

Clause III.

A representative of ASSOU and the President (or designee) shall present to members of the Hearings Board relevant information that may include, but is not limited to, memoranda, budget requests, minutes, and correspondence.

Clause IV.

The hearings Board shall make written findings of fact and recommendations for resolution of the disagreement and shall provide such findings and recommendations to both parties within five academic working days after the hearing.

Clause V.

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.

Section XIX. OSBHE Appeals Process

Clause I.

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

- A. A representative of ASSOU or SFC 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 573-041-0005(1).
- B. Allocations among programs and activities within a major category are not subject to appeal.
- C. 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.

Clause II.

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

- A. Representatives of ASSOU, the SFC, 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 (Procedural Rule for Changes and Additions to Administrative Rules).
- B. The Board will concurrently consider appeals of the substantial unresolved differences in the allocation of incidental fees among the three major categories.
- C. The Board will not consider allocations within a major category except in extraordinary circumstances or upon its own motion.

Clause III.

Within one week or five academic working days after final action taken by the OSBHE, the SOU President shall confer with the ASSOU and SFC in making any necessary adjustments in the allocations.

Clause IV.

The SOU President shall communicate the final action of the Board and the President in writing to the ASSOU and Student Fee Committee Chairperson.

Section XX. Summer Student Fee Committee

Clause I.

The summer term SFC handles all business of the regular SFC according to established policies and procedures.

Clause II.

This may include requests for summer use of incidental fees, including education activities, athletics, and College Union programs.

Clause III.

The summer SFC acts as a sounding board for union policy changes that occur over the summer months and hears regular and emergency requests for athletic and/or activity funds needed during the summer and early fall months.

Clause IV.

The summer SFC meets on an "as needed" basis and meets on a scheduled basis at least once in the summer term.

Clause V.

The summer SFC continues to act for the regular SFC and each of the subcommittees until the summer SFC Chairperson reports the actions and decisions of the summer SFC to the regular SFC.

Clause VI.

The summer SFC operate according to the operating procedures described in the Incidental Fee Guidelines and Procedures.

Clause VII.

During the spring term the ASSOU shall appoint four students, two ASSOU senators and two students-at-large, who, along with the ASSOU President (or designee) and one faculty member appointed by the Vice President for Student Affairs, shall make up the Summer Student Fee Committee. All student members must be registered students of SOU.

Clause VIII.

A quorum shall consist of three voting members.

Section XXI. Appeals Validation Committee

Clause I.

The Appeals Validation Committee (AVC) will consist of the ASSOU Vice President, the Senate President Pro-Tem, and a Student Senator appointed by the ASSOU Senate. The Senator must not have served on the Student Fee Committee or any of its sub-committees during the current academic year.

Clause II.

The AVC will only consider information in regards to appeals that are based "on failure to follow prescribed procedure, changes in Initial Budget Level, or changes to priority rankings from the subcommittee." (OAR 573-041-0027, 7.)

Clause III.

- A. All members of AVC must be present for quorum.
- B. The AVC shall operate by unanimous consent.

Section XXII. Process for Handling Appeals to the Student Fee Committee's Recommendations

Clause I.

The AVC will schedule a meeting and advertise it in the Siskiyou two issues prior to the meeting date.

Clause II.

All appeals must be turned into the ASSOU Vice President 24 hours prior to the scheduled meeting of the AVC.

Clause III.

The AVC must meet and make a decision regarding all appeals prior to the first reading of the Student Fee Committee's by the ASSOU Senate.

Clause IV.

If the ASSOU Vice President receives any appeals he will place the line item "Handling of Student Fee Appeals" on the ASSOU Senate Agenda within Special Orders.

Clause V.

The Senate Pro-Tem will be responsible for presenting the findings of the AVC to the ASSOU Senate during Special Orders. The ASSOU shall have the option to either confirm or amend the recommendations of the AVC.

Clause VI.

All appeals deemed valid by the Senate shall be heard during Special Orders prior to the first reading of the Student Fee Committee budget recommendations.

Section XXIII. Process for Handling Appeals to the Student Fee Committee's Recommendations

Clause I.

If a representative of the appealing group is present they will be given five minutes to speak, if they are not present then their appeal will be read in front of the senate.

Clause II.

Following Senate hearing the presentation of each appeal the senate shall have a maximum of ten minutes to ask questions of the appealing group.

Clause III.

During the question and answer period Senators will be limited to speaking once for a minimum of two minutes.