

## I. PURPOSE

The purpose of these By-Laws shall be to provide procedures to be used in conducting the business of the ASUCI as described in Robert's Rules of Order and in carrying out the powers prescribed to the Senate by the ASUCI Constitution.

## II. AUTHORITY

These By-Laws are formed under and subject to the terms and limitations of the ASUCI Constitution.

In addition to the By-Laws, the Senate must approve amendments and revisions to the Judicial Board Policies and Procedures, the Elections Code, Undergraduate Student Programming Funding Board Policy, Ethics Code and ASUCI Resource Manual.

It is the responsibility of the External (changed from Executive) Vice President to ensure that these By-Laws and various policies and procedures are upheld and enforced.

## III. MEMBERSHIP PROVISIONS

### A. Membership

#### 1. The Senate shall consist of:

- a) Duly elected or properly appointed Senators, ex-officio non-voting Executive Officers, and appointed non-voting members in good standing as defined in Article 6 of the ASUCI Constitution and by the Registrar.
- b) Appointed non-voting Senate Members of different cultural, ethnic, or special services interests. These members shall be appointed by their various constituencies; however, only organizations or associations with organized and officially recognized governing bodies may apply for seats on Senate. Appointed non-voting Senators may not exceed five (5) in number.
- c) Appointed senators that represent the first year special interest group shall begin their terms in the winter quarter of their first year. They will term out at the end of the following fall quarter.

#### 2. Job descriptions and duties:

- a) Executive Officer job responsibilities (see ASUCI Constitution for powers) are listed below. For Executive Officers receipt of a stipend shall be contingent upon the fulfillment of these responsibilities and working a minimum of sixteen (16) hours per week during the Academic Year and twelve (12) hours a week

during the Summer:

(1) President

- (a) Serves as the Chair of the Executive Cabinet and is responsible for coordinating weekly Cabinet meetings, setting an agenda and meeting individually with the Vice Presidents on a regular basis;
- (b) Serves as the ASUCI liaison with the Office of the Chancellor and the various Vice Chancellors, while coordinating regularly with the Vice Chancellor of Student Affairs;
- (c) Serves as Chair of the Student Programming Funding Board and as a member of the Student Fee Advisory Committee, Academic Planning Group, Council on Enrollment & Student Success, Council on Planning & Budget, UCI Alumni Association Board of Directors and UC Council of Presidents;
- (d) Conducts the Club Leadership Assembly along with the President of the Senate;
- (e) Delegates unspecified executive responsibilities to the appropriate officer, commissioner, director or committee;
- (f) They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on a bi-quarterly basis, on the Thursday of Week Three (3) and Week Six (6). The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Executive's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover

all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

(2) External Vice President

- (a) Shall propose with a majority vote from Executive Cabinet and a simple majority approval from sitting Senate for ASUCI to join outside organizations;
- (b) They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on a bi-quarterly basis, on the Thursday of Week Three (3) and Week Six (6). The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten(10) minutes by Senators after Senators view the Executive's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

(3) Academic Affairs Vice President

- (a) Is responsible for seeking out and responding to student attitudes, opinions and grievances relating to educational quality, academic affairs, educational policy, teaching improvement and other topics which become apparent;
- (b) Represents students on those matters relating to the educational quality at the University of California, Irvine, the University of California as a

whole and at a statewide level.

- (c) Serves as the ASUCI liaison with the Academic Deans, Directors and Department chairpersons, and works with the Internal Vice President to facilitate cooperation with school and departmental associations;
- (d) Coordinates and directs the Student Recommended Faculty Program and UTEACH program along with the appointed selection committee;
- (e) Appoints with concurrence by a majority of the voting Senate, commissioners who shall be in charge of educational policy, teacher evaluations, Academic Senate, Visions Leadership Course, Anteater Mentorship Program, UTEACH, Student Recommended Faculty Program, professor luncheons, speakers/debate and others as created by a simple majority of the voting members of the Senate.
- (f) They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on a bi-quarterly basis, on the Thursday of Week Three (3) and Week Six (6). The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Executive's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

#### (4) Internal Vice President

- (a) Oversees the internal operations of ASUCI, which shall include new member recruitment, regular training and retreats, social events to facilitate member retention and regular all-ASUCI meetings to ensure cohesion in the organization;
- (b) Develops and maintains all ASUCI businesses and professional services, which include Legal Clinic, Vendor Fair and any developed in the future;
- (c) Serves as the ASUCI representative to the Student Center Advisory Board, Bus Love Board, Anteater Recreation Center, Bren Events Center, Associated Graduate Students of UCI, USHIP Committee and The Green Initiative Fund Committee;
- (d) Serves as the ASUCI liaison to the Office of the Dean of Students;
- (e) Appoints with concurrence of a majority of voting Senate, commissioners and directors who shall be in charge of Housing, Parking, Anteater Recreation Center Board, and others as created by a simple majority of the voting Senators.
- (f) They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on a bi-quarterly basis, on the Thursday of Week Three (3) and Week Six (6). The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Executive's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the

month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

(5) Student Services Vice President

- (a) Develops and maintains all ASUCI programs relating to entertainment for the Associated Students;
- (b) Coordinates the planning of Welcome Week, Shocktoberfest, Homecoming, Wayzgoose, Summerlands and all other major ASUCI events;
- (c) Works with the Executive Cabinet to develop new events in the interest of meeting student needs;
- (d) Serves as the ASUCI representative to the Bren Events Center Advisory Board, UCI Alumni Association Homecoming Committee and Student Athlete Advisory Committee;
- (e) Appoints by a majority of the voting Senate, commissioners and directors who shall be in charge of concerts, festivals, films, athletics, club outreach, marketing and others as created by a simple majority of the voting members of the Senate.
- (f) They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on a bi-quarterly basis, on the Thursday of Week Three (3) and Week Six (6). The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Executive chooses to do a typed report over a presentation they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Executive's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover

all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

b) Elected and Appointed Voting Senator job descriptions:

- (1) Each Senator shall be recommended to staff an ASUCI information table as needed each Quarter.
- (2) Senators shall be required to hold office hours at least one hour every week. These shall be announced through the campus media. The location shall be in the ASUCI Suite, Senate Office.
- (3) Senators shall meet with the Dean or Associate Dean of the school from which they are a representative at least once per Quarter. If the Dean or Associate Dean is unavailable, a visit with a department chair will be permitted. At-Large Senators shall meet with the Dean of Undergraduate Studies.
- (4) Each Senator shall introduce and execute at least one (1) legislation per Quarter and shall be the second on one (1) other legislation per Quarter.
- (5) Senators shall be responsible for certifying completion of these responsibilities to the President of the Senate or Rules Committee. Failure to do so will be grounds for dismissal by the President of the Senate or Rules Committee.
- (6) Senators who fail to complete their appointed duties, as stated, shall be subject to dismissal at the discretion of the ASUCI President of the Senate or Rules Committee.
- (7) The above Senator responsibilities shall be included with the declaration of candidacy at the time of elections and be given to Senators by the President of the Senate.

c) Appealing Dismissal

- (1) A written appeal to the President of the Senate within one week following dismissal will result in Senate vote, requiring two-thirds (2/3) present to overturn the dismissal.

## B. Senate Provisions

1. The Senate shall elect a President of the Senate from amongst themselves by a majority vote of Senate two (2) weeks prior to the end of each Quarter and shall begin the term at the beginning of the next Quarter. They shall serve for the entirety of that Quarter and assume all responsibilities enumerated in the ASUCI By-Laws. In the event that this position becomes vacant, the Senate shall elect, by majority vote at their next official meeting, a new President of the Senate from amongst themselves to serve for the remainder of that Quarter.

### a) President of the Senate job description and duties:

- (1) Serves as the official representative of the Senate.
- (2) Serves as coordinator for Senate and, as such, is responsible for maintaining the functions of the Senate as outlined in the Senate By-Laws including, but not limited to, agenda and minutes of meetings, correspondence relating to bills and resolutions and meeting places, and adequate publicity for all meetings of the Senate.
- (3) Calls special meetings as necessary with majority approval of the Senate.
- (4) Facilitate the initial orientation and continued education for Senators.
- (5) Serves as an Ex-Officio member of the Executive Cabinet to facilitate communication between the branches.
- (6) Reports to the Senate the status of all legislation passed at the previous meeting.
- (7) Collaborates with the President to issue a quarterly report on the ASUCI Advocacy Agenda.
- (8) All Executive Cabinet members who are newly elected shall send their Chiefs of Staff, or equivalent of, to Senate to be reviewed and questioned by members of the Senate in a hearing to be approved for their appointment. The



hearings shall be completed no later than Week Ten (10) of Spring Quarter of the year those Executives are elected. Then, upon the selection of all commissioners or directors in each respective office, each newly elected Executive shall submit a roster with job description of all paid and non-paid commissioners to the President of the Senate or Chair of Rules Committee and then the Rules Committee will review which commissioners require a Senate audit and approval, and complete that process of selection and conducting of hearings by the Thursday of Week Three (3) of Fall Quarter. All legislation for the approval of non-selected members of an office may be submitted before or after the audit/approval of members have been reviewed.

(9) Shall be responsible for the oversight, development and operations of the Senate Internship Program.

(10) Shall have the ability to appoint members to Senate as they see necessary/fit (including Senate Directors, Aides, Fellows, Deputies, Chiefs of Staffs, etc.,).

(11) Shall oversee and manage all Senate Staff.

2. The President Pro-Tempore is elected by a majority of the Senate from among its members at the first meeting of the Quarter. The President Pro-Tempore's term shall begin immediately effective after the Pro-Tempore's appointment and will term out at the end of the Quarter.

a) President Pro-Tempore job description and duties:

(1) Serves as the Chair during a Senate meeting if the President of the Senate is absent.

(2) Assists the President of the Senate with Senate's daily operations.

(3) Responsible for duties delegated to them by the President of the Senate.

3. All Senate seats, whether Senate-appointed or elected, shall be held by one (1) individual with one (1) vote.
4. No Senators, including the Executive Officers and Advisory members, shall by virtue of their seat, be granted any financial discount or advantage at any ASUCI sponsored function.
5. A voting Senator must be present and voting at all meetings in which the Senator wishes to cast votes. Voting by proxy will not be accepted with the exception of Senate Summer Sessions where all Senators shall be present at a conference call or video. The meeting must be documented and be made available on the ASUCI website.
6. Legislation passed by the Senate shall become effective upon being signed by the President of the Senate unless otherwise stipulated at the time of passage by a two-thirds ( $\frac{2}{3}$ ) vote of the voting Senators present.
7. Voting Senators shall confirm or reject by a simple majority present all nominations for the student representative positions on all Administrative, Advisory, Academic Senate, or other ASUCI represented committees, as recommended by the respective Executive Officers and reviewed by the Rules Committee.
8. Voting Senators shall confirm or reject by a simple majority present appointments to ASUCI Commissioner status as nominated by the respective Executive Officers.
9. The Senate shall keep a journal of its proceedings which shall be published, except for the records of closed sessions. The vote of each member shall be entered into the journal at the request of three (3) members present.
10. All meetings of the Senate must be open except when the Senate wishes to go into closed session to deal with personnel matters, pending litigation, or investments. The Senate may go into closed session to deal with the above three (3) types of issues only.

11. Vacancies on the Senate shall be filled by nomination of the Rules Committee with a two-thirds (2/3) consent of the voting Senators present. All such appointments serve the full-term of the vacant seat.
12. A quorum of the Senate shall be a majority of its filled Senate seats.
13. A regular Senator shall not hold another ASUCI paid office during their term on the Senate.
14. A regular Senator shall not receive stipends if all of the following conditions are present:
  - a) Due to classes if they must be excused from both Tuesday and Thursday Senate meetings for the entire quarter and,
  - b) The Senator participates in less than fifty percent (50%) of the total running time of Senate meetings in a week and,

This provision can take effect during any quarter of a Senator's term on the Senate.

#### C. Resignations:

1. A Senator may resign at any time for personal reasons without stating those reasons.
2. Any resignation must be in writing and signed, and shall be submitted to the President of the Senate.

#### D. Change of School:

1. Senators with a change of school may be allowed, on an interim basis, to maintain their seats until the end of their term of office.

#### E. Vacancies and Appointments

1. The President of the Senate shall announce to the Senate all vacancies no later than one (1) Senate meeting after the respective Senate seat becomes vacant, and at each Senate meeting thereafter.
2. In the event of an Executive Office being vacated, see the chain of command as described in the ASUCI Constitution.
3. Vacancies in the Senate shall be filled by appointment of the Rules Committee with a two-thirds (2/3) consent of voting Senators present. The Rules Committee shall make Senate appointment applications available within one (1) week of a vacancy.

4. Applications shall be due one (1) week after they are made available. The deadline may be extended at the discretion of the Rules Committee.
5. Appointments shall be determined in the following manner:
  - a) The Rules Committee shall review all eligible applications.
  - b) The Rules Committee shall interview all eligible applicants. Selected candidates shall be presented to the Senate for approval
6. In the case that all applicants are rejected from either the Rules Committee or the Senate, the application for the vacancy may be reopened one (1) more time. All previous applicants are free to reapply, as long as they still meet the requirements of the seat.
7. In the event of Judicial Board vacancies:
  - a) The Executive Branch shall have one business day after a Judicial vacancy is announced to post applications and has two weeks total to review and interview applicants,
  - b) The Executive Branch has a week from when all applications are submitted to review applications,
  - c) The Executive Branch has a week from when all applications are reviewed to interview selected applicants in order to select a candidate for a Judicial Board vacancy,
  - d) The Senate reserves the right to interview and appoint the vacancy in the event that the Executive Branch does not fulfill this duty within this timeframe

#### IV. OFFICERS

##### A. Chairperson and Vice Chairperson:

1. The President of the Senate is the Chairperson of the Senate and shall remain objective while chairing Senate meetings in an orderly fashion and handling all bureaucratic procedures.
2. The President Pro-Tempore is the Vice Chairperson of the Senate and shall serve as Chair if the President of the Senate is unable to do so.
3. In the absence of the President Pro-Tempore, the Chair of the Rules committee, the Vice Chair of the Rules committee, and then the Chair of the Finance committee shall serve as Chair in that order.
4. During Senate session, the Chair shall insure that the rights of Senators, as prescribed by this document, are not violated.
5. During Senate session, the Chair shall only vote in the case of a tie, and forfeits all other voting privileges.

##### B. Senate Secretary:

1. The Senate Secretary is to be nominated by the President of the Senate in accordance with University Personnel Regulations, and appointed by a simple majority of the voting Senators present.
2. The Senate Secretary shall have prepared and posted the Senate Minutes and other pertinent information following a Senate meeting.
3. The Senate Secretary shall record the minutes which not only reflects the full vote count that displays the total number of "Yes", "No", and "Abstain" votes, but as well record each Senate member's vote, if present, onto the minutes. This shall be done by recording their name, position, and vote written as either "Yes", "No", or "Abstain" or any shorthand the Senate Secretary chooses to use as long as there is a legend displayed as to what each symbol of the shorthand used means. The Senate Secretary shall as well record the name and position of Senators not present for a given vote and write "Not Present" for their vote status. This shall be done on all given Resolutions and Bills with the exception of votes by

acclamation, in which case member(s) that object shall be recorded in the same manner to the minutes. The vote for each individual Senator shall be reflected online and on the minutes during the tenure of that Senator's term. The only Resolutions that shall not require an individual Senator's votes to be recorded are ones that would appoint Senate officers, dismiss or retain Senators, or require the Senate to choose one (1) member or another for a position. This shall be enforced to protect Senate morale and to ensure the Senate shall be able to operate and cooperate on future Bills and Resolutions.

C. Senate Intern Commissioner:

1. The Senate President shall appoint an unpaid Senate Intern Commissioner.
  - a) Senate Intern Commissioner duties
    - (1) Manage interns.
    - (2) Recruit interns.
    - (3) Allocate interns as per request of Senator(s) or Senate President.
2. The Senate President shall reserve original authority over the Senate Intern Commissioner, and all subordinates under the Senate Intern Commissioner.
3. The Senate President shall have the authority to directly overview all applications, orders, and or actions undertaken by the Senate Intern Commissioner.

V. PARLIAMENTARY PROCEDURE

- A. The Senate shall abide by the parliamentary procedure rules as described in Robert's Rules of Order.
  1. Reasonable attempts must be made by the Executive Director of ASUCI and the President of the Senate to educate members of Senate on proper use of these rules.
  2. Use of the book is subject to the limitations of the Senate By-Laws and the ASUCI Constitution.
- B. Debates and Reports shall be modified from Robert's Rules of Order in the following ways:

1. All Executive Officer reports and committee reports shall be limited to ten (10) minutes.
2. All debates on Bills and Resolutions under consideration in Old Business shall be limited to fifteen (15) minutes.
3. All debates on Bills and Resolutions under consideration in New Business shall be limited to ten (10) minutes.
4. Each member of Senate shall be limited to two (2) minutes speaking time during debate.
5. Each member of Senate may speak only once during debate until all other Senators have had the chance to speak.
  - a) If a member of Senate wishes to speak on a given motion twice, the Chair must first ask if any others wish to speak on the question.

- b) The initial reading and introduction of a Bill or Resolution by its author do not count toward this limit, as it precedes debate.
  - 6. Anyone shall have the opportunity to speak at Senate meetings, and is to be recognized by the Chair of the Senate. Guests shall be empowered to raise points of orders and points of information, participate in discussion, and propose friendly amendments.
  - 7. If the Bill or Resolution had been referred to committee, the Chair of that committee shall have the right to be the first to speak in debate.
- C. Guest Speakers may be invited by any member of Senate to speak at any Regular, Special or Summer meeting.
- 1. A guest speaker shall be allotted speaking time on the Agenda by the Chair of the Senate and introduced during that time by the inviting Senator.

## VI. MEETINGS

- A. Reasonable attempts must be made to contact all Senators for any regular, special, or summer contingency Senate meetings.
- 1. All meetings of the Senate must be open except when the Senate wishes to deal with matters of pending or anticipated litigation, other legal matters, matters of personnel, or investments. To ensure this, the Chair of the Senate shall make a note of when a closed session will or has taken place on the agenda and minutes
  - 2. There shall be no mandatory Senate events which incur monetary debt.
- B. Regular Meetings
- 1. Senate meetings shall be held Tuesday and Thursday from 5pm until 7pm each Academic Quarter.
- C. Special Meetings
- 1. The Senate may initiate a Special Meeting by presenting a petition signed by a quarter (1/4) of its members to the Chair of the Senate. This petition shall contain the date, time, location, and agenda of the meeting.
- D. Summer Meetings



1. During the Summer defined as starting from the last day of finals week of the Spring Quarter to the first day of the Fall Quarter, the Senate shall vest its full authority in a Summer Senate. The members shall be those Senators who attend said Senate meetings. A quorum and a minimum of three (3) Executive Officers must be present to conduct business. The Summer Senate shall not pass any measure which requires a two-thirds (2/3) vote of all voting Senators, unless those proportions are present.

#### E. Quorum

1. A quorum of the Senate shall be a majority of its filled Senate seats.

#### F. Attendance

1. Absences shall be defined as not being present for more than three-fourths (3/4) of any Regular Senate meeting or Senate Committee meeting.
2. A half absence will be noted for any Senator who arrives to a meeting more than thirty (30) minutes late, or leaves before meeting has been officially adjourned without an excusal from the President of the Senate.
3. Any Senator with three (3) total absences per Quarter at Regular Senate meetings shall be eligible for dismissal from the Senate by Legislation from the Rules Committee.
4. Any Senator with three (3) total absences per Quarter at Senate Committee Meetings, shall be eligible for dismissal by Legislation from the Rules Committee.
5. The Rules Committee shall seek a replacement for vacancies, providing there are at least four (4) Regular Senate meetings remaining in the term. Dismissed persons are eligible to apply for such vacancies. A written appeal submitted to the Senate Chair within one (1) week following a dismissal will result in a Senate vote with two-thirds (2/3) of all filled Senate seats required to overturn the dismissal.
6. Executive Officers shall not be exempt from this absence policy when acting on other business relating to their executive duties. The chair shall be informed of the reason(s) for absence prior to the meeting and shall announce these reason(s) during that absent officer's report time.

#### I. VOTING

- A. All duly elected or appointed voting Senators in good standing shall have full voting rights and privileges on the floor.
- B. Voting on main motions shall be by roll call on the demand of three (3) voting Senators.
- C. Only seats present and exercising their right to vote shall be counted when determining majority or two-thirds (2/3) votes.
- D. If a Senator abstains on a vote during a meeting, that member is voluntarily refraining from voting. Abstentions are therefore non-votes and shall not be counted as either yes or no, but shall count in the total number of votes.
- E. The motion for a Ballot, or any motion that obstructs the ability of any given member of the public the ability to see, understand, or identify how a given member of Senate votes, shall be exclusively denied on any given Resolution or Bill. All votes on any given Resolution or Bill shall be recorded in a fashion that allows members of the public, present or not present, to see and be able to interpret how each member of the Senate has voted, through the traditional "Yes", "No", or "Abstain" vote. The only exception shall be for the appointment of Senate officers, like the President of the Senate or Senate Secretary, or making any other sensitive appointments that would require Senators to choose one Senator over another. An exception shall also be granted to allow a Ballot vote procedure if Senate is voting to retain or dismiss Senators. These exceptions shall only be in place to protect Senate's morale and to not compromise Senate's ability to operate and cooperate amongst one another.

## II. AGENDA

- A. The Agenda shall consist of the following:
  - 1. Bureaucratic Procedures
  - 2. Public Comment
  - 3. Executive Officer Reports
  - 4. Special Committee Reports
  - 5. Old Business
  - 6. New Business
  - 7. Senate Intern Program Reports
  - 8. Committee Breakouts
  - 9. Committee Reports

10. Immediate Business
11. School Breakouts
12. Final Business
13. Announcements
14. Adjournment

- B. All guests shall sign in on a sign-in sheet that will be passed around.
- C. Bills and Resolutions referred to a committee shall automatically be placed on the agenda for Old Business. All committee votes must be reported to the Senate.
- D. The Chairs of the necessary committees shall be placed first on the speakers list of any main debate on legislation to make committee suggestion only. The Chairs shall thereafter be allotted the same debate privileges as any other Senator.

### III. LEGISLATION

- A. All major forms of legislation shall be introduced to the Senate in the form of either a Bill or Resolution and numbered such that the first number refers to the year of existence of the ASUCI and the last number refers to the order in which the Bill or Resolution was presented that year, (i.e., Bill 21-09 or Resolution 24-75).
- B. All legislation must be authored by a member of the Senate.
- C. All Bills and Resolutions must be submitted electronically to the President of the Senate or designate no later than 5pm on any Thursday in order to be on the agenda for the following Tuesday Senate Session. All Bills and Resolutions must be submitted electronically to the President of the Senate or designate no later than 5pm on any Monday in order to be on the agenda for the following Thursday Senate Session. The President of the Senate at their discretion reserves the right to, upon the approval of the author of said legislation, defer any request to a latter Senate session if they feel a given session is full.
- D. All Bills and/or Resolutions shall be posted at least three (3) days prior to their introduction to the Senate. This provision may be suspended by a two-thirds (2/3) vote of the Senate.
- E. The final vote and passage of legislation shall be confirmed by signature on said legislation by the Executive Cabinet, at which time it shall take immediate effect.

F. In instances where the Executive Cabinet vetoes legislation, Senate shall have the option of overriding the veto with a two-thirds ( $\frac{2}{3}$ ) vote and the legislation will then be submitted to the Judicial Board who shall verify that the legislation met the necessary threshold. Upon said confirmation the legislation shall go into immediate effect.

G. All Legislations shall be submitted to the Judicial Board for review within two (2) days of passage and the Judicial Board shall then have three (3) days to complete their initial review and make recommendations as necessary.

H. All Bills and Resolutions passed or defeated by the Summer Senate must pass before the Regular Senate for full review during the first three (3) meetings of the Fall Quarter. Review is defined as examining in discussion without motions.

I. Bills

1. All financial allocations and financial policy statements shall be presented in the form of a Bill.

2. The format of a Bill shall include the following:

- a. A complete written statement of the proposal(s).
- b. The author's(') name(s) and the second's name(s).
- c. The Bill number
- d. Account title
- e. Amount of money(ies) involved
- f. A budget with a breakdown of the expenditures involved. If exact amounts are not known, then an estimate must be given
- g. The date of presentation to the Senate. The date of action.

3. Financial allocations shall be discussed under New Business at the time of their introduction. The Senate shall wait one week or until such time as the Bill has been considered by the Finance Committee before taking action on the new bill. If the Bill is co-authored by the entire Finance Committee, then the bill can bypass committee review.

J. Resolutions

1. All major policy items involving a change in policy shall be presented as a Resolution
2. The format of a Resolution shall include the following:
  - a. A complete written statement of the policy
  - b. The author's(') name(s) and the second's name(s)
  - c. The Resolution number
  - d. The date of presentation to the Senate.
  - e. The date of action.
3. Resolutions will be discussed under New Business. Action may be taken on a resolution at the meeting of its introduction. Resolutions must be approved by a majority of the voting Senators present, unless otherwise specified.
4. All political endorsements made by the Senate shall be approved by two-thirds (2/3) of the voting Senators present at the meeting. Political endorsement is defined as one for a local, state, or national proposition or pending legislation.
5. The removal of a political endorsement requires a simple majority of the voting Senators present or at the suggestion federal government offices.

#### IV. COMMITTEES

- A. There shall be four (4) standing Committees: Rules, Finance, Public Information and Advocacy:
  1. Each Senator shall serve on one standing Committee.
  2. Each Committee shall be composed of Senators as follows (approximately): Rules Committee: Twenty-five percent (25%), Finance Committee: Twenty-five percent (25%), Public Information Committee: Twenty-five percent (25%) and Advocacy: Twenty-five percent (25%)
    - a. Variation of fifteen percent (15%) shall be tolerated in these division as determined by the Senate.
    - b. A quorum shall represent a majority of a total Committee's members.
  3. The supervision of these Committees shall be the responsibility of the Senate.

4. All committees shall select a Chair and vice chair by a majority vote of the Senators within that committee. No Executive Officer can run for a Chair or Vice-Chair position.

V. RULES COMMITTEE

A. The Rules Committee shall be concerned with the regulations and policies of ASUCI operation and services.

1. The Rules Committee shall be responsible for:

- a. Reviewing and revising the Senate By-Laws, Elections Code, and Judicial Board Procedures as members of the Governance and Internal Policy as per Article 11 Section 3 of the ASUCI Constitution.
- b. Handling internal Senate discipline in conjunction with the President of the Senate.
- c. Nominating students to fill vacant Senate seats.
- d. Handling business related to the operations and services of ASUCI.
- e. Reviewing the structure and working of resolutions and bills for their justifications and reasons, in order to recommend reasonable changes referred to it by the Senate.
- f. Reviewing nominees for appointed student representative positions.
- g. Reviewing weekly all recommendations from the Judicial Board regarding legislation and considering appropriate revisions to legislation.
- h. Maintaining the official file of standing policies for ASUCI Senate.
- i. Updating all governing documents subsequent to the passage of any amendment and ensuring that the most current version is publicly available on the ASUCI website.
- j. Evaluating UCI's enrollment data at least once annually, and adjusting the distribution of seats on Senate as necessary.

2. The ASUCI External Vice-President, ASUCI Internal Vice-President, Student Advocate General, Internal Deputy Student Advocate General, Senate Secretary, Senate Parliamentarian, shall be non-voting members of the Rules Committee.

## VI. FINANCE COMMITTEE

A. The Finance Committee shall be concerned with all financial affairs of Senate.

1. The Finance Committee shall be responsible for:
  - a. Handling business involving financial allocation and other budgetary matters.
  - b. Monitoring the accounts of the ASUCI and making reports to the Senate in conjunction with ASUCI Business Manager.
  - c. Reviewing all Bills for its justifications and reasons in order to recommend reasonable expenditures referred by the Senate.
  - d. Requesting financial audits and financial documentation from the ASUCI Executive Officers.
  - e. Meeting with the ASUCI Executive Director and/or Business Manager at the beginning of every Quarter in order to learn about the budget in detail.
  - f. Making a copy of the ASUCI budget and monthly updates available at the ASUCI website.
  - g. The ASUCI President, ASUCI Student Services Vice-President, ASUCI Chief Accountability Officer, and the ASUCI Internal Deputy Student Advocate General shall be non-voting members of the Finance Committee.

## VII. PUBLIC INFORMATION COMMITTEE

A. The Public Information Committee shall be concerned with the Senate's public relations.

1. The Public Information Committee shall be responsible for:
  - a. Academic and Administrative Concerns
  - b. Serving as a catalyst for the generation of ideas and producing ASUCI publicity.
  - c. Publicizing Senate meetings and topics of discussion weekly
  - d. Shall maintain a written and computer data file history of all Senate standing documents and legislative actions, as well as keep records of the actions of ASUCI.

2. The ASUCI Vice President Academic Affairs and Vice President of Student Services shall be non-voting members of the Public Information Committee

#### VIII. ADVOCACY COMMITTEE / COMMITTEE-ON-COMMITTEES

A. The Advocacy Committee (also known as or referred to as the Committee-on-Committees) shall be concerned with the activities and projects of all Senate ad-hoc committees and the Academic Year's advocacy agenda.

1. The Advocacy Committee shall be responsible for:
  2. Thoroughly reviewing the creation of each ad-hoc committee. Each ad-hoc committee will present a proposal to the Advocacy committee, which will include the following:
    - a. The name and general purpose of the ad-hoc committee
    - b. The names of two (2) or more fellow Senators who wish to participate in the ad-hoc committee (the number of names will be determined by the scope of the ad-hoc committee's project as approved by the advocacy committee).
    - c. The names of possible non-Senate partners in the fulfillment of the ad-hoc committee's projects (faculty, departmental heads, student-interest organizations)
    - d. Proposal for individual projects (if applicable), for the fulfillment of each ad-hoc committee's mission statement
  3. Checking the progress of each ad-hoc committee throughout the academic year, which will include the following
    - a. Collecting written reports from each ad-hoc committee chairperson regarding the activities of the committee for the respective week
    - b. Presenting a report on the state of all the aforementioned committees at the first Senate meeting of each Quarter
  4. The ASUCI President, ASUCI External Vice-President, ASUCI Internal Vice-President, ASUCI Academic Affairs Vice-President, ASUCI External Deputy Student Advocate General, and ASUCI Internal Deputy Student Advocate General shall be non-voting members of the Advocacy Committee/Committee on Committees (Advocacy Committee).

#### IX. ADVOCACY AGENDA



- A. The Senate and Executive Cabinet shall jointly develop an annual Advocacy Agenda for ASUCI.
- B. The President shall compile input from the Executive Cabinet, the President of the Senate, the Internal Vice President from the student body at-large and the External Vice President shall report as to the advocacy agenda of the University of California Student Association and United States Student Association.
- C. The Advocacy Agenda shall be finalized at the ASUCI Orientation in the Fall and confirmed by a resolution from Senate.
- D. The Senate shall convene special committees as necessary to assist in advocacy efforts and the Executive Officers shall give regular updates to Senate through their office reports.
- E. Each Quarter the President of the Senate and ASUCI President shall jointly issue a public report to provide an update of ASUCI's progress on the agenda and any modifications.

X. JUDICIAL BOARD

A. Judicial Board Provisions

- 1. The authority of the Judicial Board shall include, but is not limited to the following:
  - a. Reviewing weekly, all Bills and Resolutions adopted by the Senate with regards to the Constitution and the By-Laws of ASUCI and submitting memos to the Senate Rules Chair with suggested revisions as necessary. The President of the Senate, the President Pro-Tempore and the Student Advocate General shall be copied on these memos;
  - b. Adjudicating charges of violation of the Constitution, the By- Laws, and all other rules and regulations of ASUCI,

1. Charges must arise in one of the following manners:

- a) To appeal a ruling by the Elections Commissioner;
- b) To appeal a ruling by the Student Programming Funding Board
- c) Or, in any case from a registered student who can prove standing (injury) for

a claim. Where injury refers generally to loss suffered by either an individual or a group.

2. A Judicial Board member shall attend weekly meetings to review all pending legislation and other business. Meetings shall be held each Wednesday after 5:00PM, unless a different time is chosen by the Judicial Board Chief Justice and approved by a majority of Judicial Board. Any Judicial Board member absent from three (3) weekly meetings per Quarter shall be subject to the automatic forfeiture of the office. An appeal may be made to the Senate, which may exercise the right to reinstate a Judicial Board member upon a two-thirds (2/3) affirmative vote of the voting members present.

3. The Judicial Board Chief Justice shall chair, organize and maintain accurate attendance of all the Judicial Board meetings.

4. The Judicial Board Chief Justice shall submit all rulings of the Judicial Board to the Executive Cabinet, Senate, and the Executive Director in written forms.

#### XI. Office of Student Advocate General

##### A. Requirements

1. The Student Advocate General shall be a registered student at the University and possess at least a 2.0 grade point average at the time of election and shall be responsible for maintaining at least a 2.0 grade point average throughout their term of office.

2. The Student Advocate General may not hold another elected or appointed position in ASUCI during their term and shall immediately forfeit their office if they are found responsible for violations under University policies as determined by the Office of Student Conduct.

3. The Internal Deputy Student Advocate General, External Deputy Student Advocate General, and Chief Accountability Officer are entitled to receive stipends.

##### C. Duties

1. Reading weekly all Legislations passed by Senate and accompanying recommendations from the Judicial Board.

2. In the event that the Student Advocate General considers a legislation to be a violation of the ASUCI governing documents or an infringement of student rights, they may initiate a complaint to the Judicial Board.

3. Investigating charges of violation of the Constitution, this By-Laws and all other governing documents.
4. Initiating the prosecution of potential violators of the ASUCI Constitution, By-Laws and other governing documents.
5. Being available to advise students who independently initiate complaints against ASUCI
6. Serving as an Ex-Officio member of the ASUCI Senate Rules Committee
7. Maintaining a strong knowledge of the ASUCI governing documents and a working knowledge of the University Policies and Student Conduct process.
8. Providing assistance and support upon request to any undergraduate student and student group involved in disciplinary actions with the University of California, Irvine
  - a. The Student Advocate General is available to advise students, but not to represent them. Advising entails giving the student the tools and information necessary to receive due process and remedy their situation.
9. Pointing out issues with University policies to ASUCI and advocating for the amendment of said policies.
10. Representing the position of ASUCI in discussions with the University or campus administration concerning student rights, campus rules, and other areas of student conduct.
11. Educating the student body about students' rights, University and ASUCI policies, laws, regulations, and procedures, and to promote awareness of the availability of advice and representation services offered by the Student Advocate General pursuant to this section.
12. The Student Advocate General shall serve for one (1) academic year and shall assume office at noon on the first day of Commencement.

## XII. JOINT COMMITTEES

- A. The joint committees, as specified in Article 11 of ASUCI Constitution, must convene at least twice a quarter in order to discuss fulfillment of their duties as described in the ASUCI Constitution.

- a. The Chair of the respective committee shall call for more meetings as needed.
- B. Quorum for the joint committees shall be a simple majority of the listed members, as described in the ASUCI Constitution.
- C. Members voting in joint committees and all other committees and board meetings in the ASUCI Constitution have the ability to incorporate proxy voting; if a mandated member of the committee cannot attend, they can send a representative to the committee to participate in and vote on their behalf.

### XIII. GUIDELINES FOR THE EXPENDITURE OF ASUCI FUNDS

- A. No money from ASUCI funds can be donated to the campaigns of person(s) running for campus, local, statewide, or national political office, either directly or indirectly. Money can be paid as an honorarium for any (non-campaigning) speaking engagement.
- B. ASUCI shall follow generally accepted business and accounting procedures and methods of accountability as approved by the Chancellor.
- C. The total expenses incurred during one (1) fiscal year by the ASUCI will not exceed the total income and reserves for that year. Nor will the Senate approve expenditures to be made during one (2) fiscal year, for which the corresponding income must occur during a different budgetary period.
- D. At the end of the fiscal year, all unused expenditures will be transferred into an account called "ASUCI Reserves."
  - 1. The conditions that must be met to access the ASUCI Reserves account include the following:
    - a. Purchase of equipment or technology that provides a long-term benefit to the organization.
    - b. Unanticipated one-time expenses that are necessary and vital to the organization.
    - c. Payroll funds for a new position in Student Government that is necessary and vital to the organization.
  - 2. The process by which ASUCI reserves accounts may be accessed is as follows:
    - a. A member of Senate or executive officer may write a Bill to utilize ASUCI Reserve account funds, which is seconded by a member of Senate. The author must designate a specific amount that will be transferred from ASUCI

Reserves into a designated account. A two-thirds ( $\frac{2}{3}$ ) vote from Senate is required.

3. If ASUCI experiences a deficit at the end of a fiscal year, ASUCI Reserves shall be used to cover the deficit, pending sufficient funds and a report shall be presented to Senate by the Executive Director explaining the circumstances and how the deficit will be prevented in the future.

E. The budget for the fiscal year, July 1 to June 30, shall be recommended by a closed committee composed of the Executive Officers of the current academic year and the Executive Officers of the upcoming year and passed by the Senate of the current academic year. This committee shall be chaired by the President for the present academic year and the budget under consideration shall be forwarded to the Senate at the committee's discretion, but must include a roll call vote of the members of the committee and may include any majority or minority reports by the officers involved. The Senate, upon conclusion of these hearings, shall take final action on the budget.

F. In order to remove funding a letter of "Intent to Remove Funds" must be delivered to the parties involved. The letter must include: the name of the organization, the date of the decision, the problem(s), positive criticisms and suggestions to correct said problem(s) as well as a statement concerning any appeal procedures. Any Senator may introduce a letter of Intent to Remove Funds, but it must pass with a majority vote. The letter must give the party two (2) weeks, the respondent may ask Senate for a one (1) or two (2) week extension. This extension may be introduced by any Senator, but must be passed by a majority vote. If, after two (2) weeks no request for an extension or a change in policy has occurred, then the funds may be removed by a two-thirds ( $\frac{2}{3}$ ) vote of the Senate. If, after funds are withdrawn, and the respondent wishes to appeal the decision, it may be reintroduced by any Senator and a two-thirds ( $\frac{2}{3}$ ) vote of the Senate will be required to appeal the funding withdrawal. This procedure is to be used for Commissioners as well as for Campus Organizations funded by ASUCI. In cases where regulatory committees exist, the committee may formulate a letter of Intent to Remove Funds and have any Senator introduce said letter. In cases in which letters have been independently introduced and a regulatory committee exists, it shall be the duty of the committee to endorse the letter.

#### XIV. INITIATIVES, REFERENDA, RECALL, AND CONSTITUTIONAL AMENDMENTS

A. The name and student I.D. card number of an official registered UCI student shall constitute a valid signature for purpose of petitions requesting legislation, recall or constitutional amendments, as described in Articles XII and XV of the ASUCI Constitution. Such signatures shall be validated through

the Office of the Registrar prior to the petition's introduction to the Senate, if challenged by any member of the ASUCI.

B. A validly approved recall election shall take place during a general election, if a general election is to take place between fifteen (15) and thirty (30) days after the submission of a validated petition. If a general election is not to take place during the above described time limits, then a special election is to take place fifteen (15) days after the receipt of said petition.

## XV. AMENDMENT TO SENATE BY-LAWS

### A. Recommendations

1. The Committee on Rules shall annually review the Senate By-laws and make the recommendations for improvement.

### B. Amendments and Revisions

1. The Senate By-Laws may be amended or revised by three fourths (3/4) of the voting Senators present.

2. Amendments to the By-Laws shall be proposed and automatically tabled one (1) school week prior to the forthcoming vote by the Senate, to allow for their review. If the amendments are co-authored by the entire Rules Committee, then the bill can be called to vote immediately.

- Revised November 2001
- Revised November 2003
- Revised 2/28/10 per Resolution 41-60
- Revised 2/26/08 per Resolution 43-36
- Revised 5/04/10 per Resolution 45-93
- Revised 5/25/10 per Resolution 45-106
- Revised 1/25/11 per Resolution 46-61
- Revised 3/08/11 per Resolution 46-76
- Revised 5/10/11 per Resolution 46-91
- Revised 5/26/11 per Resolution 46-98

- Revised 5/26/11 per Resolution 46-99
- Revised 1/19/11 per Resolution 47-36
- Revised 2/21/11 per Resolution 47-51
- Revised 5/24/13 per R47-57, R48-02, R48-72,
- Revised 12/2/14 per Resolution 50-15 and Resolution 50-16
- Revised 10/24/15 per Resolution 50-95, Resolution 50-96, and Resolution 50-97
- Revised 11/24/15 per Resolution 51-30
- Revised 9/27/16 per Resolution 52-01
- Revised 10/25/16 per Resolution 52-15
- Revised 11/15/16 per Resolution 52-21, Resolution 52-22, and Resolution 52-23
- Revised 11/22/16 per Resolution 52-27
- Revised 11/29/16 per Resolution 52-32
- Revised 5/4/17 per Resolution 52-64
- Revised 5/11/17 per Resolution 52-72
- Revised 6/8/17 per Resolution 52-84