

Bylaws of the Associated Students of the University of Alaska Fairbanks



Updated October 9, 2024

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000. THE ASSOCIATION AS A WHOLE

- 000.1 Membership in ASUAF shall be automatic upon payment of the ASUAF Student Activity fees and current enrollment in one or more UAF courses.
- ### **010. Definitions**
- 010.1 Abstention: An instance of declining to vote for or against a proposed piece of legislation or motion.
- 010.2 Amendment: The change (addition, subtraction or modification) of a proposed piece of legislation or of a motion.
- 010.3 ASUAF Student Government Fee: The specific ASUAF Student Activity Fee which funds the operation of the Student Government.
- 010.4 Bill: Legislation presented to the Senate changing internal ASUAF policy or allocation of funds.
- 010.5 Club Funding: The allocation of funds from the ASUAF Budget to a recognized UAF club.
- 010.6 Directive: An official document instructing an elected ASUAF official.
- 010.7 Legislation: For the purposes of ASUAF, a bill, resolution or directive. All legislation requires a $\frac{2}{3}$ majority vote to pass.
- 010.8 Simple majority vote: More than half of all those voting.
- 010.9 Malfeasance: A violation of the ASUAF Constitution, ASUAF Bylaws, or the ASUAF Code of Ethics by an elected or appointed official of ASUAF during that person's term of office.
- 010.10 Misfeasance: The improper performance of some act which an elected or appointed official of ASUAF during that person's term of office.
- 010.11 Nonfeasance: Nonperformance of some act which a person is obligated or has responsibility to perform; omission to perform a required duty at all; or total neglect of duty.
- 010.12 Public Post: Posted in the Senate Chambers, on the ASUAF website, and social media.
- 010.13 Quorum: The number of members of a body required to hold a legal meeting. For the purposes of the ASUAF Senate, a quorum shall be defined as a simple majority. For the purpose of obtaining a quorum, during Senate meetings the Senate Chair shall be considered and a Standing Committee Chair shall be considered during meetings of their committee.
- 010.14 Referendum: The process of referring to the electorate for approval a proposed new constitution, constitutional amendment, article of legislation or policy decision.
- 010.15 Resolution: The formal expression of the opinion or will of ASUAF.
- 010.16 Semester: The period of time between the first day of instruction and the last day of instruction.

- 010.17 Ad-hoc: Formed, arranged, or done for a particular purpose only.
- 010.18 Motion: A formal proposal put to a governing body or committee for consideration.
- 010.19 Ex-Officio: An individual whose membership on an assembly is granted by virtue of their position rather than through election or appointment.
- 010.20 Parliamentarian: An individual who is well versed in parliamentary procedure, ASUAF governing documents, and debate.
- 010.21 Committee: An assembly formed for a specific purpose or core function of legislative body.
- 010.22 Select Committee: A committee, whose voting membership can include senators and nonsenators, that is created via Senate Bill in an ad-hoc manner. These may be permanent or temporary as determined by the Senate.
- 010.23 Standing Committee: A committee, whose voting membership is composed entirely of senators, that provides oversight and evaluates legislation, motions, and actions before consideration by the full Senate. These are permanent committees that are vital to ASUAF as a whole
- 010.24 Council/Board: A representative body with autonomous or semi-autonomous authority meant to make decisions, consult, or to deliberate on a common objective
- 010.25 Executive Session: A meeting, closed to the public, normally to protect one's character or to address internal business. All ASUAF officials present during an Executive Session have a duty to keep the trust of an executive session.

020. Conflict of Interest

- 020.1 No ASUAF body or department shall publicly support or endorse any candidate for public office.
- 020.2 No person shall hold more than one position in ASUAF with the exception of Senators holding the position of Senate Chair and Committee Chair.
- 020.3 No ASUAF elected official may vote upon any legislation that directly benefits them. Conflicts upon said vote may be brought to the question of the chair and voted upon by the senate as a whole.
- 020.4 All Senators must inform the Senate of any connections or affiliations with an organization if there is legislation or a motion that aims to directly benefit said organization.
- 020.5 No ASUAF member shall be eligible to hold any office or position within ASUAF if they have been convicted of a Title IX or violent offense.
- 020.6 After election or reelection to the senate, the Senator-Elect will have to go through a background check.

030. ASUAF Oath of Office

030.1 At the next regular Senate meeting of the Senate after taking office, the ASUAF President, Vice President, Senators, and any other ASUAF official shall swear the ASUAF Oath of Office to be administered by the ASUAF Advisor.

030.2 ASUAF Oath of Office: I, (name), hereby swear and affirm that I meet all qualifications of the office of ASUAF (position), and that I shall serve the members of the Association to the best of my ability, preserve the trust the Association has placed in me, and advocate the Association with all my ability.

100. THE EXECUTIVE BRANCH

100.1 The Executive Branch shall take office effective the day following commencement of the spring semester.

110. The President: Powers and Duties of the President

110.1 To address the Senate as the Executive.

110.2 To propose measures from the executive to the Senate through the Senate Chair.

110.3 To veto any act, in whole or in part, enacted by the Senate within seventy-two (72) hours of its passage by the Senate.

110.4 To strike, reduce, amend/increase, or line item veto budget requests.

110.5 To produce a bi weekly report detailing the productivity per hours worked for their previous timesheet - to be presented during established senate meeting time

110.6 To act as chief executive officer for ASUAF.

110.7 To hire and dismiss all directors and non-elected members of the executive staff. Additions to the executive staff are subject to Senate confirmation.

110.8 To make all appointments except those specifically designated to another officer or body.

110.9 To serve as an ex-officio member of all ASUAF councils and committees.

110.10 To act as or appoint a representative of ASUAF concerns to the Board of Regents when necessary.

110.11 To serve as a representative to the UAF Governance Coordinating Committee.

110.12 To act as, or appoint, a representative to facilitate communication with other student governments and governance groups.

- 110.13 To inform department heads and/or the Senate of expenditures which would endanger that body's ability to stay within its budgetary bounds.
- 110.14 To seek bids to compare pricing and recommend to the Senate any and all proposed equipment by ASUAF.
- 110.15 To transfer funds from any account under the authority of the Senate with Senate approval.
- 110.16 To submit a budget summary to the Finance Committee Chair by the 15th of each month and to submit a summer expenditure budget summary to the Senate at the first regular meeting of the fall semester.
- 110.17 To present to the Senate by the 31st of March a "Year in Review" report.
- 110.18 To maintain office hours on a regular basis throughout their term of office.
- 110.19 To administer the ASUAF fall elections until the Elections Board is formed.
- 110.20 To facilitate student government access to the ASUAF office in Wood Center.
- 110.21 To work with the Senate Chair to develop the "State of ASUAF" report to be completed and read at the last Senate meeting of the academic year
- 110.22 To appoint the members of the ASUAF delegation to the Juneau Advocacy Trip each Spring.

120. The Vice President: Powers and Duties of the Vice President

- 120.1 To assume the office of President should the President be removed from or become incapable of fulfilling the terms of office.
- 120.2 To assume the duties of the President when the President is not available.
- 120.3 To preside over the election of the ASUAF Senate Chair.
- 120.4 To produce a bi weekly report detailing the productivity per hours worked for their previous timesheet - to be presented during established senate meeting time
- 120.5 To foster communication between ASUAF and the students, faculty and staff of the Community and Technical College of the University of Fairbanks.
- 120.6 To assist the ASUAF President in the leadership of ASUAF and serve as the Chief Operating Officer for all ASUAF departments.
- 120.7 To present to the Senate by the 31st of March a "Year in Review" report.
- 120.8 To maintain office hours on a regular basis throughout their term of office.
- 120.9 To address the Senate as a member of the Executive branch of ASUAF.
- 120.10 To be an ex-officio member of all ASUAF councils and committees with full speaking rights.

120.11 To serve as a representative to the UAF Governance Coordinating Committee.

120.12 The Vice President or their designee shall chair the elections board.

130. ASUAF Line of Succession

130.1 In the event of the removal, resignation or inability of the ASUAF President, the ASUAF Vice President shall assume the office of President of ASUAF.

130.2 In the event of the removal, resignation or inability of the ASUAF Vice President, the ASUAF President shall select a member of ASUAF to fill the vacancy. This appointee shall be subject to confirmation by the ASUAF Senate.

130.2.1 While the position of Vice President is vacant, all powers and duties of the position will be assumed by the office of the President to fulfill and/or delegate as they see fit.

130.3 In the event of the removal, resignation or inability of both the ASUAF President and Vice President, the office of ASUAF President shall fall to the ASUAF Senate Chair.

130.3.1 The Line of Succession will continue with the Chair of the Rules Committee, then the Chair of the Finance Committee, then the Chair of the External Affairs Committee in that order. If all parties are removed, resigned, or unable, the Senate must organize a special election for the next President/Vice President

130.4 In the event that a President-Elect cannot be determined or recognized before the end of the spring semester, the current President and Vice President will continue to serve in an acting position until such time as a new administration can be recognized or a new election for the whole of the association can be held. The timeline of the election shall be determined by the Senate.

130.4.1 If the current president is no longer eligible or willing to hold their position, then the position of acting president will be moved through the line of succession to the acting Vice President and then the most senior sitting senator.

140. The President-Elect

140.1 A person elected to serve as ASUAF President shall take office as the President-Elect immediately upon official confirmation of their election by the ASUAF Senate until the day after spring commencement for which they will become ASUAF President

141. Powers and Duties of the President-Elect

141.1 It is the right, duty and privilege of the President-Elect to attend all meetings, functions, and events appropriate to that office; to offer input on the ASUAF budget; and to observe the work ethic of the sitting President and the Senate.

200. THE SENATE

200.1 All Senators shall be elected at large for a term of one year.

201 Vacancies

- 201.1 Vacancies which occur on the Senate shall be filled by Presidential appointment. Before confirmation it shall be specified which seat the appointee is being appointed to and whether the term to be filled is to be up for election in the fall or spring.
- 201.2 A prospective appointee shall submit a written biographical paragraph to the ASUAF President, who will include the written biographical paragraph in the memo of appointment.

202 Meetings

- 202.1 All meetings of the Senate shall be open to all persons except when the Senate is in Executive Session.
- 202.2 The ASUAF Senate meeting time and schedule shall be determined by a simple majority vote of the Senate at the first meeting of the session.
- 202.3 A special meeting of the ASUAF Senate may be called by the ASUAF Senate Chair, the ASUAF President or by the written request of four (4) senators submitted to the Senate Chair.
- 202.3.1 Any special meeting of the ASUAF Senate must be announced via public post 24 hours in advance and must include an agenda of topics to be discussed.
- 202.4 The Senate may cancel or postpone a meeting by a $\frac{2}{3}$ vote, not to exceed four (4) canceled meetings in a semester.
- 202.4.1 Any postponed meeting must be announced via public post at least seventy-two (72) hours in advance and must include the rationale for the postponement.
- 202.5 All Senate meetings are to be recorded and uploaded to the ASUAF website and social media for public viewing and feedback.

203 Term of Office

- 203.1 Seats on the Senate are divided into two classes, Fall and Spring, of ten seats each.
- 203.1.1 Seat A through Seat J are designated Spring seats.
- 203.1.2 Seat K through Seat T are designated Fall seats.
- 203.2 The term of office for Fall seats shall begin on the first day of Winter break and will end the day before Winter break of the following academic year
- 203.3 The term of office for Spring seats shall begin on the first day of Summer break and will end the day before Summer break of the following academic year

203.4 All seats will be filled by general election to be concluded no later than one month prior to the last day of instruction for the semester unless otherwise determined by the ASUAF Elections Board

210 Powers and Duties of the Senate

210.1 To amend and enact the ASUAF Bylaws.

210.2 To endorse and adopt resolutions that represent the will of the ASUAF Senate or the student body as a whole.

210.3 To formulate and propose policies, changes, or additions to university processes.

210.4 To issue directives to ASUAF officials.

210.5 To declare the President unable to fulfill their duties as prescribed by the Bylaws and/or Constitution by a three-quarters ($\frac{3}{4}$) roll call vote and to delegate such responsibilities to the next eligible person in accordance with the ASUAF Bylaws. This does not prevent the Senate from once again declaring the President unable to fulfill their duties following the seven (7) day period.

210.5.1 The President shall be reinstated automatically seven (7) days after the day the President was last declared unable to fulfill their duties.

210.6 To confirm, by 2/3 vote of the Senate, presidential appointments; all presidential appointments are subject to confirmation.

210.6.1 An appointed person serves with full speaking rights from the time of the appointment but shall not have the power to vote until the Senate's first opportunity to confirm or deny the appointment.

210.7 To establish those committees necessary for its investigations and actions via bill.

210.8 To try an appointed or elected official of ASUAF upon the official's impeachment.

210.9 To call upon and hear from any officer or records of ASUAF for testimony or evidence at any hearing.

210.10 To rule on any proposed budgetary or structural changes within ASUAF.

210.11 To overturn, by 2/3 vote, any presidential veto (whole or in part).

210.12 To determine the rules of its proceedings, punish its members for disorderly behavior, and, by a $\frac{3}{4}$ vote, expel a member.

210.13 Should any standing committee not make quorum within the first four (4) weeks of a semester, the Senate shall combine it with any other standing committee by a 2/3 vote so that quorum can be met.

- 210.13.1 The chairs of the combined committee will retain their formal positions as chairs of their respective committees, and an internal vote within the combined committee shall decide which one is the First Chair, unless one acquiesces.
- 210.13.2 This combined committee shall exist no longer than the end of the semester in which it was created.
- 210.13.3 The combined committee shall retain the powers of both the committees it absorbed.
- 210.13.4 Should adequate membership be reached for both original standing committees to meet quorum, the Senate shall dissolve the combined committee by a simple majority vote.
- 210.13.5 To review the ASUAF scholarships on an annual basis.

220. Powers and Duties of Senators

- 220.1 To serve the members of the Association.
- 220.2 To preserve the trust of the Association.
- 220.3 To advocate the Association.
- 220.4 To hear student concerns regarding issues affecting the University of Alaska and University of Alaska Fairbanks community.
- 220.5 To serve on an ASUAF standing committee as appointed by the Senate Chair.
- 220.6 To ensure that any information presented to the Senate is true and accurate to the best of their knowledge and ability.
- 220.7 To know and understand the powers and duties of a Senator and the Senate as described by the ASUAF Constitution, Bylaws and Rules of Procedure and ASUAF governing documents.
- 220.8 All new senators should report to two Rules Committee meetings, for education about the bylaws and to receive an ASUAF Blue book, within the first three weeks of their term as Senator.
- 220.9 Failure to join a committee before the third week of the beginning of their term will result in an unexcused absence for each week not joined thereafter.
- 220.10 To sponsor or cosponsor legislation
- 220.11 To freely debate, discuss and vote on all questions that come before the Senate in the form of a motion, provided they are consistent with the Rules of Procedure
- 220.12 To request information regarding all ASUAF activities and expenditures which are not otherwise restricted by the ASUAF Constitution, these Bylaws or the Rules of Procedure
- 220.13 To present information depending a position or opinion before the Senate

220.14 To be present before any body of ASUAF that formally questions their adherence to the ASUAF Constitution, Bylaws, Rules of Procedure or any governing document existing by virtue of or in relation to these documents

230 Attendance

230.1 A Senator shall be automatically removed from that assembly and be ineligible for any benefits upon report of accumulation of absences during their term of office, when any of the following combinations are fulfilled:

230.1.1 Five or more absences, where an excused absence counts as one absence, and an unexcused absence counts as two absences.

230.1.2 Absences will be ruled excused or unexcused at the discretion of the presiding officer of that assembly. The designation can be appealed to the assembly.

230.1.3 The presiding officer must exhaust every possible opportunity to inform the Senator of their absence accrual and shall notify the Senator and the Senate Chair of removal and ineligible status within 24 hours.

230.2 A Senator who has been removed automatically and deemed ineligible for benefits for accumulation of absences may submit a written appeal of their removal within 72 hours of notification to the Senate Chair who shall present that appeal to the ASUAF Senate at the next regular Senate meeting.

230.2.1 The appeal shall include an explanation as to why the Senator had accumulated that number of absences and an action plan for improvement that is signed by the presiding officer of that assembly

230.2.2 A 2/3 vote of the Senate is required to approve an appeal.

230.3 A Senator or Representative who is attending a university sponsored event, has a personal emergency, has a scheduled class/lab, on official ASUAF business, or official military drill shall not be counted against the Senator, so long as they notify the presiding officer of their assembly.

230.4 ASUAF standing committee meeting absences shall count the same as ASUAF Senate meeting absences and may accumulate together in the same record of overall absences for each Senator.

240 Office Hours

240.1 Every ASUAF Senator shall be required to maintain two (2) regular office hours per week in the ASUAF Office, or other location pre-approved by the Senate Chair.

240.1.1 Office hours shall be publicly posted and be utilized for completing assigned tasks, conducting individual meetings, working groups, leadership development, or information gathering, and shall not be used for regular coursework completion unless previously approved by the Senate Chair.

- 240.2 Repetitive failure to maintain office hours will be subject to repercussions set by the Senate Chair and reviewed by the Rules Committee.
- 240.3 Appeals of repercussions require a written letter to be sent to the Senate Chair, to be reviewed by the Rules Committee and to be voted upon by the Senate.

250 The Senate Chair

- 250.1 The Senate Chair is elected by the Senate from the membership of the Senate according to rules adopted by the Senate.
- 250.2 The term of office of the Senate Chair shall begin on the day of their election and end at the last ASUAF Senate meeting of the academic school year.
- 250.3 If the Senate Chair becomes vacant during the school year, either by resignation or removal, the Senate shall elect a replacement at the next regular meeting.
- 250.4 The Senate Chair will lose their position at the discretion of a 2/3 vote of the ASUAF Senate but for this shall not be in peril of losing their Senate seat.

251 Powers and Duties of the Senate Chair

- 251.1 To serve as the de facto leader of the Senate and preside over meetings of the Senate.
- 251.2 To appoint and remove standing committee members and monitor the status of all ad-hoc committees.
- 251.3 To work with the Senate Clerk on the meeting agenda, if needed, and establish a meeting location for ASUAF Senate meetings.
- 251.4 To authenticate, by signing, all acts, orders, and proceedings of the Senate, and to be obligated to act on or enforce the will of the Senate.
- 251.5 To be an ex-officio member of all ASUAF standing or permanent councils and committees.
- 251.6 To report weekly to the ASUAF Senate exact hours worked and tasks accomplished for the previous week.
- 251.7 To present to the Senate by the 31st of March a "Year in Review" report.
- 251.8 To hire a Senate Clerk in cooperation with the ASUAF President and Advisor.
- 251.9 To enforce each senator's office hours and the penalties associated with not completing them.
- 251.10 To schedule initial mandated Senator trainings and enforce attendance.
- 251.11 To hold biweekly leadership meetings with standing and permanent committee chairs

- 251.12 To work with the ASUAF President to develop the “State of ASUAF” report to be completed and read at the last Senate meeting of the academic year. This report shall include, but is not limited to:
 - 251.12.1 “Year in Review Statements” from the ASUAF President, Vice President, Directors, Senate Chair, and each of the Senate Standing, Select, and Ad-Hoc Committees
 - 251.12.2 A financial report from the Finance Committee
 - 251.12.3 The official election results from the Elections Board
 - 251.12.4 A summary of survey results compiled by the External Affairs Committee Chair
 - 251.12.5 A roster of all elected or appointed positions held during the year, compiled by the ASUAF Clerk
 - 251.12.6 A list of projects, events, and other examples of increased partnership with other UAF or UA departments from the External Affairs Committee
 - 251.12.7 “The State of ASUAF” shall also include evaluations of the following questions by all ASUAF officials
 - 251.12.7.1 “Does ASUAF work as a cohesive unit toward a common vision?”
 - 251.12.7.2 “What progress has been made on the goals set during the ASUAF Retreats?”
 - 251.12.7.3 “How well does ASUAF represent its members, based on voter turnout, survey results, committee appointments, etc.?”
 - 251.12.7.4 “How well does ASUAF network with other governing bodies?”
 - 251.12.7.5 “How effective is ASUAF at retaining its institutional memory, considering on whether or not employees and officials will pass on important information and experience to their successors?”
- 251.13 To enjoy full voting rights on the final vote of any Resolution brought before the Senate.

260. The ASUAF Clerk

- 260.1 The ASUAF Clerk shall function as the Senate Clerk and the Office Assistant, performing such duties as prescribed by the Senate Chair and President.
- 260.2 The ASUAF Clerk shall serve for the term specified in the respective contract, to be reviewed annually.

261. Powers and Duties of the ASUAF Clerk

- 261.1 To perform all duties prescribed by the Senate Chair and President provided they are consistent with all provisions of ASUAF governing documents.
- 261.2 To take the minutes and keep attendance records of all meetings of the Senate.

- 261.3 To have the minutes to each meeting publicly posted to the website, and prepared for approval at the next regular meeting, no later than 96 hours after the adjourning of the meeting at which the minutes were taken.
- 261.4 To work with the ASUAF Public Relations Director to keep the ASUAF website updated.
- 261.5 To keep accurate files of all Senate business, including but not limited to minutes, agendas, bills and resolutions.
- 261.6 To maintain records of each senator's office hours.
- 261.7 To ensure all whole weekly Senate meetings are recorded and posted to the ASUAF website and social media. To ensure that standing Committee Chairs send recordings of their meetings to be posted on the ASUAF website and social media. In the event a meeting is not recorded, minutes will serve as a validating substitute.
- 261.8 To establish and assemble the agenda and notify the Senate and public of the meeting room for ASUAF Senate meetings.
- 261.9 To ensure that all members of the Senate have access to copies of the agenda, all relevant legislation, and any other documents publicly provided at least 48 hours prior to a Senate meeting unless said documents are submitted late.
- 261.10 To receive and accept all lately submitted documents up to an hour before the weekly Senate meeting subject to approval by the Senate Chair and ensure that all lately submitted documents are made visibly available to all Senators.
- 261.11 To make clerical changes to all documents and legislation provided the changes do not change the purpose or structure of such document or legislation.
- 261.12 To sign all legislation passed by the Senate to authenticate the motion and vote of the Senate.
- 261.13 To greet guests at the Senate's regular meeting, collecting for the minutes their name and motivation for attending, and to introduce them at the appropriate time in the meetings' business that they may address the body if they so wish.
- 261.14 To work the front desk of the ASUAF office and perform office administrative tasks, as directed by the President.

300. SENATE STANDING COMMITTEES

- 300.1 The Senate shall have the following standing committees, composed of a chair elected by the Senate at the last meeting of the academic school year and members appointed by the Senate Chair:

- 300.1.1 Rules Committee;
- 300.1.2 Finance Committee;
- 300.1.3 External Affairs Committee

- 300.2 No Senator may serve in the position of permanent chair for more than one standing committee, but may temporarily chair other committees on a case by case basis as approved by the Senate Chair. Senators may serve on more than one standing committee
- 300.3 Each of these standing committees shall consist of no fewer than four and no more than seven Senators, including the chair.
- 300.4 The Rules Committee shall be comprised of, but not be limited to, the chairs of the other Senate standing committees.

301. Powers and Duties of All Standing Committees

- 301.1 Any committee may amend, substitute, or table any legislation referred to or created by it as seen fit by a majority of its membership.
- 301.2 The actions of committees concerning legislation may be overturned by a simple majority vote of the Senate.
- 301.3 To act on referred legislation and report to the Senate as soon as possible. The report should include sources of information cited, recommendations on any amendments, and recommendation of adoption or rejection of the proposed legislation.
- 301.4 To provide all necessary and relevant information to the student body regarding university decisions and actions discussed in the committee
- 301.5 All Senate standing committee meetings must be recorded and uploaded to the ASUAF website and social media for public viewing and feedback
- 301.6 Any legislation a committee drafts shall automatically advance into second reading upon that committee favorably discharging said legislation (by a supermajority $\frac{3}{4}$ or greater vote), regardless of whether or not said legislation was referred to them, so long as said legislation is within the listed power and duties of said committee.

302. Standing Committee Chairs

- 302.1 The election of committee chairs will take place at the same meeting as the Senate Chair elections.
- 302.2 The term of office of all committee chairs shall begin on the day of their election and end at the last ASUAF Senate meeting of the academic school year.

- 302.3 If a committee chair becomes vacant during the school year, the Senate shall elect a replacement at the next regular meeting.
- 302.3.1 A Senate Committee Chair may not make a motion within their committee; however, they may entertain a motion.
- 302.4 A Senate Standing Committee Chair shall have the same voting powers as committee members. A Senate Standing Committee Chair shall vote last. A Senate Standing Committee Chair does not have casting power.
- 303. Powers and Duties of Standing Committee Chairs**
- 303.1 To assist the Senate Chair in the leadership of the Senate
- 303.2 A Senate Committee Chair shall have their chair position revoked at the discretion of a 2/3 vote of the ASUAF Senate but for this shall not be in peril of losing their Senate seat.
- 303.3 To publicly post times and places of official committee meetings no later than 48 hours in advance of the meeting.
- 303.3.1 All public post must contain an agenda with items to be discussed
- 303.4 To cancel a scheduled committee meeting through announcement at least twenty-four (24) hours in advance
- 303.5 To report the number of excused and unexcused absences in their respective committee reports during the Senate meeting, in addition to the meeting minutes.
- 303.6 To keep accurate minutes for each committee meeting, and to submit these minutes to the Senate Clerk within the twenty-four (24) hours following each committee meeting.
- 303.7 To present to the Senate by the 31st of March a “Year in Review” report which shall include but is not limited to how closely the committee followed its bylaws and details of progress the committee made towards the goals of ASUAF.
- 303.8 To read the committees’ “Year in Review” reports from the previous year within the first two meetings of the new academic year.
- 303.9 To ensure that committees are adhering to their duties as outlined in these Bylaws and reaching out to constituencies
- 310. Rules Committee**
- 311. Powers and Duties of the Rules Committee**
- 311.1 To propose constitutional amendments.
- 311.2 To develop and maintain an ASUAF Senate Handbook to be made available to all Senators.

- 311.3 To create other documentation as directed by the ASUAF Senate.
- 311.4 To propose ASUAF Rules and Bylaws revisions.
- 311.5 To codify standing Rules of Procedure and decorum of the Senate.
- 311.6 To codify implicit changes to the Bylaws.
- 311.7 To delete footnotes that have been replaced by Bylaws.
- 311.8 To define classes of legislation.
- 311.9 To codify ASUAF policies and procedures.
- 311.10 To ensure these Bylaws are enacted and maintained.
- 311.11 To review all ASUAF Senate appointments made by the ASUAF President and to provide a recommendation of confirmation or rejection to the rest of the ASUAF Senate.
- 311.12 To consider the appointments of all students to ASUAF and non-ASUAF boards and committees, and to report their findings to the Senate.
- 311.13 To ensure that all ASUAF Senators are fully informed of their duties, responsibilities, and the resources available to them.
- 311.14 To plan all Senate Retreats, no less than one per session.
- 311.15 To investigate charges of malfeasance, misfeasance or nonfeasance which have been brought against an elected or appointed official of ASUAF.
- 311.16 To review the ASUAF Constitution in the spring of every even year.

312. Powers and Duties of the Rules Committee Chair

- 312.1 To be the parliamentarian of the Senate.
- 312.2 To act in an advisory capacity in matters of ASUAF constitutionality and to the Senate Chair on parliamentary questions.
- 312.3 To host a Senate orientation on the second meeting of the session for new Senators.
- 312.4 To serve as the primary ASUAF representative on any committee that reviews non-academic UAF policy changes that will affect the student body.

320. Finance Committee

321. Powers and Duties of the Finance Committee

- 321.1 To review the developing ASUAF budget and to present its recommendations to the Senate.

- 321.2 To formulate policy and procedure for the expenditures allowed under the ASUAF budget with the advice and consent of the Senate.
- 321.3 To receive petitions for loans, grants, or other ASUAF funds from recognized student organizations.
- 321.4 To have access to the fiscal records of all ASUAF departments and committees
- 321.5 To consider award recommendations in conjunction with the Executive branch, if appropriate.
- 321.6 To evaluate the paid positions of the Senate and the ASUAF President and Vice President on an annual basis and make recommendations to the Senate, each March, on the need for continued funding of the position for the following year.
- 321.7 To assess any adjustments or proposals for UAF Student Fees and present a recommendation to the Senate

322. Powers and Duties of the Finance Committee Chair

- 322.1 To present a budget summary to the Senate monthly.
- 322.2 To work with the President in preparing the yearly ASUAF budget.
- 322.3 To maintain and update club funding records and records of petitions and contracts for loans and grants to recognized student organizations.
- 322.4 To investigate departures from the ASUAF budget in conjunction with the President.
- 322.5 To present to the Senate by the 31st of March an annual financial report of revenues and expenditures for the year.
- 322.6 To serve as the primary ASUAF representative on any committee that reviews or assesses UAF student fees or student fee policies.

330. External Affairs Committee

- 330.1 The Public Relations Director for ASUAF shall serve as an ex-officio member.

331. Powers and Duties of the External Affairs Committee

- 331.1 To promote awareness of issues and concerns affecting the student body to the Senate.
- 331.2 To conduct polls and focus groups of students in order to ascertain their desires for new and improved services offered by ASUAF and student opinion of ASUAF as a whole.
- 331.3 To consider any and all proposed legislation dealing with ASUAF services not already under the jurisdiction of any other ASUAF committee.
- 331.4 To actively consider and propose new services beneficial to ASUAF members and the university community.

- 331.5 To consider any proposed changes in the Student Government Fee providing for new or expanded ASUAF services.
- 331.6 To have a working relationship with the Residence Life Department, to ensure the needs of students living on campus are being met.
- 331.7 To ensure that library hours, facilities, supplies, and personnel meet the students' needs.
- 331.8 To plan and host events in service of gathering student opinion and addressing issues related to food and housing insecurity, academic policies, or general student health and welfare.
- 331.9 To consider procedures for the development and execution of university advocacy.
- 331.10 To review statewide university issues and outline any responses.
- 331.11 To work with university faculty, staff and administrators to promote the university to local and state officials.
- 331.12 To foster student participation and promote shared governance on the UAF campus.
- 331.13 To propose strategies and methods for increased student involvement and engagement for any UAF department or organization
- 331.14 To propose strategies and methods for increased student representation throughout UAF and the UA system on committees, working groups, and appeals.
- 331.15 To monitor and report any information from university, systemwide, local, state, or national government that may impact ASUAF
- 331.16 To work with and coordinate partnerships with ASUAF and all UAF student organizations through the UAF Student Leadership and Involvement Office
- 331.17 To coordinate any joint forums, meetings, or events with various UAF alumni, faculty, staff, and administration leadership and ASUAF
- 331.18 To monitor and assess ASUAF relationships and partnerships with other UAF Student Affairs departments and offices
- 331.19 To host an ASUAF community service project once a semester so that ASUAF officials can be more involved in our community. Attendance for this event is mandatory, and absence should be reported within 24 hours to the External Affairs Chair.

332. Powers and Duties of the External Affairs Chair

- 332.1 To present to the Senate by the 31st of March a summary and evaluation of survey results.
- 332.2 To coordinate marketing and outreach with the ASUAF Public Relations Director.

- 335.3 To facilitate student access to the Student Evaluation of Faculty data.
- 332.4 To help ensure that technological standards are being met for the students of the university.
- 332.5 To make sure that all student seats on all the campus boards, assemblies, and committees are filled and to maintain records of who holds each seat.
- 332.6 To work with the various student affairs departments regarding concerns on campus.
- 332.7 To serve as the primary ASUAF representative on any committee that reviews UAF academic policies or policies related to Title IX or student rights
- 332.8 To attend, or designate someone else to attend, and take notes for the meetings of the Board of Regents, Faculty Senate, and Staff Council. If the External Affairs Committee Chair cannot attend, the ASUAF President shall be the first choice as designee.
- 332.9 To coordinate involvement of the ASUAF Senate in university advocacy.
- 332.10 To work with ASUAF and non-ASUAF groups and convey any concerns from or for student representatives regarding unified messaging
- 332.11 To present to the Senate by the 31st of March a list of projects, events, and other examples of increased partnership with other UAF or UA departments
- 332.12 To inform the Senate of any non-ASUAF committees that require student representatives
- 332.13 To organize or coordinate any and all ASUAF lobbying, trips and conferences as approved by the senate.
- 332.14 To regularly update the ASUAF Vice President and President on tasks accomplished or being worked on
- 332.15 To be responsible for sufficiently training, organizing and informing ASUAF representatives sent on advocacy trips.

400. ASUAF SELECT COMMITTEES

- 400.1 ASUAF Select Committees shall be created or dissolved by a bill passed by 2/3 vote of the Senate.
- 400.2 Select committees that are named in these Bylaws shall be considered permanent unless otherwise amended by the Senate

401. Powers and Duties of ASUAF Select Committees

- 401.1 ASUAF Select Committees shall have the powers and duties specified by the respective legislation which temporarily created each committee, unless made permanent.
- 401.2 To meet regularly, at least once every month, during the Fall and Spring semesters

402. Powers and Duties of ASUAF Select Committee Chairs

- 402.1 Chairpersons shall be determined by the Select Committee members unless otherwise noted and have such powers and duties as specified by the legislation that created them temporarily or these bylaws.
- 402.2 To submit a report to the Senate every three weeks. This report will include accurate records of committee membership and actions taken.
- 402.3 To present to the Senate by the 31st of March, and “Year in Review” report detailing actions taken relating to the specific tasks assigned.

410. The Student Commencement Speaker Committee

- 410.1 The Student Commencement Speaker Committee shall find a graduating student to speak at spring commencement each year.
- 410.2 Commencement speaker nominations may be submitted by any person affiliated with UAF.

411. Membership of the Student Commencement Speaker Committee

- 411.1 Three (3) students, two of which must be graduating seniors, appointed by the ASUAF Senate
- 411.2 One (1) ASUAF Senator
- 411.3 One (1) Communications Department faculty member
- 411.4 One (1) representative from the Student Leadership and Involvement Office
- 411.5 The ASUAF Advisor
- 411.6 One (1) representative from the Commencement Core Planning group
- 411.7 The chair of the committee shall be the ASUAF Public Relations Director, who shall only vote in instances when it will affect the outcome of the vote.

412. Powers and Duties of the Student Commencement Speaker Committee

- 412.1 To advertise for nominations from students, faculty, and staff for a student commencement speaker
- 412.2 To create and maintain a forum for nominations
- 412.3 To contact nominated students and determine if they meet the academic requirements necessary to serve as speaker
- 412.4 To hear speech presentations by nominated students

- 412.5 To select the best speaker from the nominated students by March 31st at the latest unless otherwise arranged
- 412.6 To inform Graduation Services of the selected student by March 31st at the latest unless otherwise arranged
- 412.7 To stop accepting applications by the end of spring break
- 412.8 In the event that UAF holds one or more commencement ceremonies, the Student Commencement Speaker Committee shall determine the number of speakers to be selected with no more than one student speaker for each ceremony.
- 412.9 To establish a Code of Ethics and Standards of Official Conduct for all elected and employed members of ASUAF.

500. ASUAF COUNCILS AND BOARDS

- 500.1 ASUAF Councils and Boards shall govern semi-autonomously from the ASUAF Senate and will be established via governance agreement or these bylaws
- 500.1.2 Amendments to the bylaws in this section must be in accordance with any governance agreements and enacted by a 2/3 vote of the Senate
- 500.2 The ASUAF Executive branch shall author and propose all governance agreements to be ratified by the Senate.

510. ASUAF Student Media Board

- 510.1 The ASUAF Student Media Board is established to provide oversight of the procedural acts of the ASUAF Student Media Directors and promote and defend the interest of a student media organization to UAF staff, faculty, and administration.

510.2 Membership

- 510.2.1 The current ASUAF President or their designee
- 510.2.2 One (1) student appointed by the ASUAF President
- 510.2.3 Two (2) students appointed by the ASUAF Senate
- 510.2.4 Four (4) students appointed, at-large, by the Student Media Board
- 510.2.5 Three (3) faculty members appointed by the Student Media Board
- 510.2.6 Two (2) professional media experts appointed at large by the Student Media Board
- 510.2.7 All student appointees shall serve a term of one academic year, all non-student appointees shall serve up to three academic years.

510.2.8 All Student Media Directors shall serve as non-voting members of the Board.

511. Powers and Duties of the ASUAF Student Media Board

511.1 To ensure and defend the values as outlined in the ASUAF Student Media Board governance agreement

511.2 To advise the Student Media Directors regarding high expenditure items

511.3 To oversee the hiring of all Student Media Directors

511.4 To advocate and promote the interest of student media to the UAF community

511.5 To elect a Chair that shall serve as the official spokesperson of the Board

511.6 To establish a Summer Advisory Board as outlined in the governance agreement

512. Powers and Duties of the ASUAF Student Media Board Chair

512.1 The ASUAF President shall chair the first meeting and preside over the election of a chair; the President will further serve as acting Chair upon any vacancies of the position.

512.2 To maintain consistent communication between the Board, the Directors, and the ASUAF Advisor

512.3 To set meeting dates and times as outlined in the governance agreement

512.4 To know and understand the ASUAF Student Media Board governance agreement and clarify any confusions with the Board, the Directors, and the ASUAF Advisor

520. Nanook Recreation Advisory Board

520.1 The Nanook Recreation Advisory Board is established to advise the Director of Nanook Recreation regarding policy decisions and use of funds generated by the SRC fee and represent the students' interests and protect their investment in student recreation.

520.2 Membership

520.2.1 The ASUAF President or their designee

520.2.2 One (1) ASUAF Senator appointed by the Senate

520.2.3 Three (3) students appointed by the President and confirmed by the Senate; potential appointees must have paid the SRC fee

520.2.4 One (1) Alumni Association representative appointed by the Alumni Board of Directors

520.2.5 One (1) Faculty member appointed by the Faculty Senate

- 520.2.6 One (1) Staff member appointed by the Staff Council
- 520.2.7 One (1) community member appointed by the Nanook Recreation Advisory Board
- 520.2.8 The UAF Chancellor, Assistant Director of Wellness, and Director of Nanook Recreation or their designees shall serve as ex-officio members of the Board.
- 520.2.9 All appointed members shall serve a term of one academic year and will be allowed reappointment if granted by the appointing body.

521. Powers and Duties of the Nanook Recreation Advisory Board

- 521.1 To be included in the hiring process of all professional staff in Nanook Recreation
- 521.2 To review and provide feedback for any Nanook Recreation policy dealing with: scheduling, equipment, operating hours, physical or structural concerns, eligibility of users, fees, and operational/management policies
- 521.3 To review the annual budget of Nanook Recreation as prepared by the Director
- 521.4 To elect a Chair that shall serve as the official spokesperson of the Board
- 521.5 To establish a Summer Board as outlined in the governance agreement

522. Powers and Duties of the Nanook Recreation Advisory Board Chair

- 522.1 The ASUAF President shall chair the first meeting and preside over the election of a chair; the President will further serve as acting Chair upon any vacancies of the position
- 522.2 To maintain consistent communication between the Board and the Director of Nanook Recreation
- 522.3 To set meeting dates and times as outlined in the governance agreement
- 522.4 To know and understand the Nanook Recreation Advisory Board governance agreement and clarify any confusions with the Board and Director of Nanook Recreation

530. Elections Board

- 530.1 The Elections Board is established to administer and oversee any and all elections within ASUAF. All issues, complaints, or concerns with any election are handled at the sole discretion of this Board. No Senate act or directive may serve to corrupt or in any way put into question the integrity and neutrality of this Board.
- 530.2 The membership of this Board shall be determined in the official ASUAF Elections manual, but cannot be less than 5 members including the Chair
- 530.3 The Chair of the Elections Board shall be the ASUAF Vice President or their designee.

532. Powers and Duties of the Elections Board

- 532.1 To establish and maintain the official ASUAF Elections Manual, as approved by the Senate, which will describe the methods and process for all ASUAF elections.
- 532.1.1 To make amendments to the Elections Manual so long as they are approved by a 2/3 vote of the ASUAF Senate
- 532.1.2 Proposed amendments shall not go into effect unless they are first approved by the ASUAF Senate, unless the proposal is time sensitive and does not severely impact the method, process, or conduct of an ongoing election.
- 532.2 To serve as the grievance council for all complaints, concerns, and disputes regarding the elections process, candidate behavior, and result integrity
- 532.3 To host all ASUAF elections with proper transparency and advertisement
- 532.4 To plan and/or approve all elections events in accordance with the ASUAF Elections Manual
- 532.5 To hold in-person voting, in addition to online voting, at public locations on campus.

540. Student Labor Relations Board

- 540.1. The Student Labor Relations Board (SLRB) shall have the power to conduct surveys among student workers, build a program to support student-worker power, and to present their findings to the ASUAF Senate at the end of the Fall and Spring semesters in order to build a basis for advocacy.
- 540.2. The Student Labor Relations Board shall be reviewed by the senate at the end of every Spring semester to ensure its efficacy.

541. Membership

- 541.1. The Vice President, or their designee as approved by the Senate.
- 541.2. One currently standing ASUAF Senator.
- 541.3. At least two, but no more than four, currently employed or recently employed (within the last six months at the time of appointment) student workers.

542. Powers and Duties of the Student Labor Relations Board

- 542.1. The SLRB shall meet by the third week of instruction, and shall meet at least monthly thereof.
- 542.2. The SLRB shall elect a chairperson at the first meeting of the Fall semester. The chair may be replaced $\frac{2}{3}$ vote of the SLRB.

- 542.3. The SLRB shall always advocate on the behalf of the student workforce and their welfare.
- 542.4. The SLRB shall understand that the success of the board shall depend on transparency and clear communication with the student workforce.
- 542.5. The SLRB shall retain the right to call upon ASUAF to organize collective action on behalf of the student workforce, or to undertake it itself if necessary.
- 542.6. The SLRB shall submit a report highlighting the material needs and conditions of student workers at the end of every semester, or as necessary.
- 542.6.1 This report shall act as the basis for ASUAF advocacy and action on behalf of the student workforce.

600. NON-ASUAF ASSEMBLIES

- 600.1 A Non-ASUAF Assembly is any assembly that is not under the jurisdiction of ASUAF, but to which ASUAF appoints members.

601. Appointment of Students to Non-ASUAF Assembly.

- 601.1 Except as otherwise stated, all student appointments shall be made by the ASUAF President, subject to review by the Senate.
- 601.2 The ASUAF Senate shall assist the ASUAF President in recruiting students to serve on assemblies
- 601.3 Unless otherwise directed, ASUAF shall only appoint students to fill committee vacancies
- 601.4 All student appointments shall expire at the end of the Spring Semester unless specifically extended by both the ASUAF President and 2/3 vote of the ASUAF Senate.

602. Powers and Duties of ASUAF Appointees

- 602.1 To report to the ASUAF Senate, in writing or in person, information regarding student concerns and issues at the Senate meeting following each meeting of the assembly upon which they hold a seat
- 602.2 To coordinate with the ASUAF President and ASUAF Senate Chair to express the positions of ASUAF to the assembly upon which they hold a seat
- 602.3 Any student that holds an appointed non-ASUAF assembly seat, who does not already have an ASUAF title, shall be referred as "Representative."

603. Removal of ASUAF Appointees

603.1 Any ASUAF appointee may be removed through a 2/3 vote of the ASUAF Senate, unless that appointee is an ex-officio member to said assembly.

610. The Coalition of Student Leaders

610.1 The Coalition of Students Leaders is the recognized student governance group in the University of Alaska System-wide governance structure and is established by UA Board of Regents Policy.

610.2 As the Charter of the Coalition of Student Leaders specifies that ASUAF is a member, ASUAF accepts its position, and considers filling it to be their responsibility.

611. ASUAF Representative to the Coalition of Student Leaders

611.1 The ASUAF Representative to the Coalition of Student Leaders must be a current ASUAF official.

611.2 The term of office of ASUAF Representative to the Coalition of Student Leaders shall be one year and shall begin on May 1st

611.3 During April of each year, the ASUAF Senate shall elect an ASUAF member to serve as ASUAF Representative to the Coalition of Student Leaders for the following year. This person may simultaneously hold another elected office in ASUAF.

611.4 If at any time the ASUAF Coalition Representative is unavailable to attend a meeting of the Coalition of Student Leaders, they shall be succeeded by the ASUAF President and, if unavailable, further following the line of succession as established by these Bylaws.

612. Powers and Duties of the ASUAF Coalition Representative

612.1 To represent the interests of ASUAF members in statewide university matters

612.2 To attend all meetings of the Coalition of Student Leaders or to arrange for an alternate to attend, according to the order of succession

612.3 To submit a report to the External Affairs Committee following each Coalition Meeting

612.4 To work on a summary of the actions of the Coalition of Student Leaders, to be presented to the Senate by the 31st of March

612.5 To serve as an ex-officio member of the External Affairs Committee.

620. UAF Governance Coordinating Committee (GCC)

620.1 The UAF Governance Coordinating Committee is composed of representatives from the faculty, staff, and student governments of UAF and is established by the UAF Chancellor.

620.2 As the recognized student government of UAF, ASUAF accepts its position on the committee.

621. ASUAF Representatives to the UAF Governance Coordinating Committee (GCC)

621.1 The ASUAF President and Vice President shall serve as the representatives to the GCC.

621.2 In the absence of the President and/or Vice President, the ASUAF Senate Chair and/or External Affairs Chair shall serve as the acting representatives.

622. Powers and Duties of the GCC Representatives

622.1 To represent the position and viewpoint of ASUAF and the ASUAF Senate in all coordinating efforts

622.2 To bring forward resolutions and motions passed by ASUAF to the GCC for consideration and input

622.3 To inform the ASUAF Senate of any pending decisions or motions within the GCC that would impact the student body or the ASUAF Senate

700. ASUAF DEPARTMENTS

700.1 ASUAF shall have and operate a Public Relations and Student Advocacy Department.

700.2 Each department shall have a director that is vetted and hired by the ASUAF President and Vice President.

700.3 The President shall have the power to propose and establish new departments as necessary to fulfill the demands of the student body, subject to approval of the Senate.

700.4 The President shall have the power to abolish or restructure departments as necessary to fulfill the demands of the student body, subject to the approval of the Senate.

710. ASUAF Directors

710.1 ASUAF Directors serve at the pleasure of the ASUAF President with direct supervision provided by the ASUAF Vice President.

710.2 Job descriptions shall be recorded and maintained in the ASUAF Employees Manual positions by the ASUAF President and Vice President and shall be for terms specified in respective contracts to be reviewed annually.

711. Powers and Duties of the ASUAF Directors

711.1.1 To report to the Senate ~~once every third~~ ^{third} Senate meeting, detailing the exact number of hours worked for the previous ~~three-weeks~~

- 711.1.2 To submit an itemized budget to the ASUAF President as a part of ASUAF's regular budgetary process.
- 711.1.3 To maintain regular publicly posted office hours.
- 711.1.4 To present to the Senate by the 31st of March a "Year in Review" report which shall include but is not limited to how closely the department followed its bylaws and details of progress the department made towards the goals of ASUAF.

720. Public Relations Department

720.1 The ASUAF Public Relations Department is established to handle the marketing, advertisement, publicity, and outreach for ASUAF.

721. Duties of the Public Relations Department

- 721.1 To work with the students, staff, and elected officials of ASUAF for the implementation and development of strategies and activities regarding issues and matters that the ASUAF prioritizes.
- 721.2 To handle any and all student and local press inquiries and coordinate interviews, news coverage, and official responses with any ASUAF official
- 721.3 To maintain and update the ASUAF website and all ASUAF social media presence as necessary
- 721.4 To work with UAF graphics department to develop and distribute any ASUAF sponsored or co-sponsored event or public message materials
- 721.5 The Public Relations Director will meet regularly with the President and the Senate to determine the priorities of ASUAF.

722. Duties of the Public Relations Director

- 722.1 To meet regularly with the ASUAF President or Vice President, and the ASUAF Senate to determine the priorities of ASUAF
- 722.2 To supervise and oversee the accomplishment of departmental duties and report any challenges or barriers to the ASUAF Vice President
- 722.3 To serve as Chair of the UAF Student Commencement Speaker Search Committee
- 722.4 To work with student leaders to positively publicize ASUAF, and other forms of student development and leadership
- 722.5 To assist with coordination of media outreach, and publicity events, to build awareness and support for ASUAF and its positions on issues.
- 722.6 To regularly update the ASUAF Vice President and President on tasks accomplished or being worked on

- 722.7 Specific job processes and methods shall be outlined by the ASUAF Employee Manual
- 722.8 To ensure that senate meeting recordings are uploaded to the ASUAF website and social media within two days of receiving the recording.

730. Student Advocacy Department

- 730.1 The Student Advocacy Department is established to handle individual student complaints and grievances by assisting students with references, resources, navigation, and support.

731. Duties of the Student Advocacy Department

- 731.1 To receive and support individual student issues and complaints directly or indirectly concerning the university
- 731.2 To work with aggrieved students through informal and formal processes as outlined in UAF or UA Board of Regents policy
- 731.3 To sit on appeals committees and boards as the student representative
- 731.4 To investigate student claims and concerns regarding any UAF, or UA system department and to work with all parties to establish a recommendation favoring student-friendly policies

732. Duties of the Student Advocacy Director

- 732.1 To supervise and oversee the accomplishment of departmental duties and report any challenges or barriers to the ASUAF Vice President
- 732.2 To serve as the designated student ombudsman of the student body.
- 732.3 To complete all university violence prevention, advocacy and confidentiality training as determined by the ASUAF President.
- 732.4 To serve as the primary ASUAF student representative on all Academic and Grade Appeals Committees.
- 732.5 To serve as the primary student representative at the Faculty Senate Student Academic Development and Achievement Committee
- 732.6 To serve as the primary ASUAF representative on the Nanook Diversity and Action Council.
- 732.7 To work with the ASUAF Senate Student and Academic Affairs Committee regarding any relevant student issues or grievances that may require Senate action
- 732.8 To regularly update the ASUAF Vice President and President on tasks accomplished or being worked on
- 732.9 Specific job processes and methods shall be outlined by the ASUAF Employee Manual.

800. FINANCIAL PROCEDURE

800.1 All financial procedures shall adhere to the financial policies and regulations set by the UAF Chancellor and UA Board of Regents. ASUAF may add to these procedures as necessary to fulfill its goals and projects for the student body.

800.2 The fiscal year for ASUAF shall begin on the first day of July and end on the last day of June.

810. Annual Budget Process

810.1 The ASUAF President shall present a Budget proposal to the Senate in the form of a Bill which shall be sent to the Finance Committee for audit and review on or before the Thursday following spring break unless granted an extension by a $\frac{3}{4}$ vote of the Senate.

810.2 The Senate shall pass a Bill establishing the ASUAF Budget for the following fiscal year on or before the last day of April unless granted an extension by a $\frac{3}{4}$ vote of the Senate.

810.3 Each line of the budget, if not either self-descriptive or specifically outlined in these Bylaws, shall be accompanied by a short description detailing what it may properly be used for.

820. Appropriations

820.1 Any motion involving the transfer of funds from specified budget lines within the ASUAF account must be presented to the Senate in the form of a Bill.

820.2 No funds belonging to ASUAF may be utilized for any purpose whatsoever except as approved in the Budget or these Bylaws.

820.2.1 No funds belonging to ASUAF may be utilized for the purchase of alcohol, tobacco products, firearms, or illicit drugs.

820.3 Any bill involving the transfer of funds from any ASUAF account must be approved by a roll call vote of the Senate.

820.4 An Emergency Fund shall be created for the purpose of ensuring financial security within ASUAF. The Emergency Fund may only be used in the case of an emergency. The balance of this fund shall not exceed \$20,000.00. Money from the Emergency Fund may only be accessed by a Senate bill.

820.5 If there is an unexpected increase or decrease of at least 15% in revenue, or decrease that puts ASUAF over budget, the Senate Finance Committee retains the right to draft a bill with an attached budget within Ten (10) weeks of the beginning of the fall semester.

820.5.1 The budget, if passed by the Finance Committee, shall be sent to the Senate for approval by a $\frac{2}{3}$ vote of the Senate. After either the President signs the final budget bill or the 72 hour veto period passes the budget is immediately adopted.

830. Association Programs and Services

830.1 A Section of the Budget shall be entitled “ Association Programs and Services”

830.2 The “Association Programs and Services” Section of the Budget shall contain all applicable student services and programs offered by ASUAF that are not covered under general office management.

831. Club Funding

831.1 Only those clubs that are recognized by the UAF Student Leadership and Involvement Office shall be eligible for funds from this budget line.

831.2 Financial authority over this budget line, will be at the discretion of the ASUAF Club Council with the final vote coming from the senate.

831.3 Financial authority over this budget line, will be at the discretion of the ASUAF Finance Committee with the final vote coming from the senate.

832. Student Travel Fund

832.1 The Student Travel Fund may be used to aid in the travel costs of ASUAF members to benefit the UAF student body academically, culturally, socially, politically, or athletically or to assist ASUAF members to travel for classes, internships, research, independent study, or alternative spring break trips.

832.2 The money being requested must be used within the current fiscal year.

832.3 Fund distribution is dependent on Finance Committee approval.

833. Executive Contingency

833.1 All use of the Executive contingencies must be reported to the Senate at its first regular meeting following such use.

833.2 The ASUAF President, ASUAF Vice President, and ASUAF Senate Chair shall have individual contingencies of at least \$0.00 per year.

833.3 Each Senate Committee Chair shall have individual contingencies of at least \$0.00 per year.

834. Committee Contingency Fund

834.1 All use of the Committee Contingency Fund must be reported to the Senate at its first regular meeting following such use.

834.2 A simple majority vote of committee members is required to allocate funds from the Committee Contingency Fund without the prior approval of the Senate.

834.3 The committee contingency may be used at the discretion of the committee to assist in the performance of the duties of that committee.

835. Mental Health Fund

- 835.1 The Mental Health Fund will be money given directly to the Student Health and Counseling center so that they may help students who cannot afford further counseling sessions and low costing prescription medication.
- 835.2 The amount allocated to this fund shall be taken from the Mental Health Fund.
- 835.3 The amount allocated can be reevaluated at any time to determine if there is enough money for the rest of the school year.
- 835.4 If the Student Health and Counseling center still has funds at the end of the semester, it will carry over into the next semester's Mental Health Fund.

836. Elections Turnout & Engagement Fund

- 836.1 The Elections Turnout & Engagement Fund shall be a recurring line in each Fiscal Year's budget.
- 836.2 All appropriations to this fund shall be used in an impartial, non-partisan manner with the intent to increase student participation and voter turnout in ASUAF Elections.
- 836.3 The Chair of the ASUAF Elections Board shall have prime discretion in the utilization of the Elections Turnout & Engagement Fund.
- 836.3.1 Any expenditure from this fund can be disapproved by a simple majority vote of the ASUAF Elections Board.

840. Labor

- 840.1 A Section of the Budget shall be entitled "Labor."
- 840.2 All appropriations from the "Labor" budget line account for all paid positions and service awards within ASUAF and are not subject to Senate discretion once approved in the Budget unless subjected to Finance Committee evaluation.

841. Paid Positions

- 841.1 The position of ASUAF Advisor shall be held by a professional staff employee and thus must be paid at a rate consistent with UA HR policy.
- 841.2 The positions of ASUAF President, Vice President, Senate Chair, Clerk, Public Relations Director and Student Advocacy Director shall be considered paid positions and shall be classified as a student employee under UA HR policy.
- 841.3 The positions of ASUAF Standing Committee Chair, Senator, and Representative shall be considered eligible for service awards within ASUAF, or through partnerships, and shall not be classified as a student employee.

842. Service Award Process

842.1 As the compensation of ASUAF's members is important for maintaining student engagement ASUAF shall attempt, when possible, to compensate its officers through distribution of service awards.

842.2 To be eligible for a service award, a student must meet the requirements listed below:

842.2.1 Students must be considered in good academic standing (2.0 or higher GPA).

842.2.2 Students must be approved by an established evaluation committee that must include the ASUAF Senate Chair. Approval shall be decided on the basis of fulfillment of program requirements beyond the required duties set by the ASUAF Constitution and these Bylaws.

850. Office Management

850.1 A section of the budget shall be entitled "Office Management"

850.2 All appropriations in the "Office Management" budget line shall be utilized to cover basic financial obligations and programs that uphold the functionality of the ASUAF Office and are not subject to Senate discretion unless subjected to evaluation by the Finance or External Affairs Committees

860. End-of-Year Balance

860.1 All unused funds belonging to ASUAF at the end of the fiscal year shall be accounted for in the budget for the following fiscal year.

900. MISCELLANEOUS

901. Resignation

901.1 Resignations must be submitted in writing to the designated person(s) below:

Resignee	Submit Resignation to:
President	Senate Chair & Vice President
Vice President	President & Senate Chair
Senate Chair	President & Rules Chair
Director/Assistant	President & Director
Senator	Senate Chair
Other	President & Senate Chair
All	Advisor

902. ASUAF Faculty and Staff Awards

902.1 The Senate shall recognize at least on faculty and at least one staff member with the annual ASUAF Faculty of the Year and ASUAF Staff of the Year awards.

- 902.2 The recipients of said awards shall be decided by the Senate no later than the last Senate meeting of April.
- 902.3 Any ASUAF member may nominate any faculty or staff member for either award by submitting a written nomination to ASUAF via the elections ballot.
- 902.4 The President shall present the “ASUAF Faculty of the Year” and “ASUAF Staff of the Year” awards to their recipients by the end of April.
- 902.5 The Senate Chair shall notify ASUAF Student Media and KUAC of the award and its recipients immediately upon the Senate’s decision.

903. Initiative Process

- 903.1 A petition, to be valid, must include the following on each page:
- 903.2 “We, the undersigned, support the inclusion of the following question:”
- 903.3 The exact wording of the question to be placed on the ballot;
- 903.4 And “on the next general ballot,” or “on a special ballot to be voted upon on,” and the requested date of the election.

910. ASUAF Graduation Honors

- 910.1 Any ASUAF Senator who has served as the full length of their term or has been deemed eligible due to service by the Rules Committee will be granted an ASUAF Senator graduation cord.
- 910.2 Any ASUAF President, Vice President, or Senate Chair who has served the full length of their term or has been deemed eligible due to service by the Rules Committee will be granted an ASUAF graduation stole.
- 910.3 Any previous or current ASUAF representative that qualifies for Graduation Honors may contact the Senate Chair or ASUAF president in order to be considered by the Senate at the next regular meeting
- 910.4 Any issues regarding eligibility of officials to receive graduation honors will be ruled upon by the Rules Committee.
- 910.5 ASUAF elected officials will only receive a graduation honor for the highest position that they have met the qualifications for.

1000. AMENDMENT

- 1000.1 Bylaws must be amended or rescinded by a Bill. Amendments are considered effective immediately upon signature by the President or the expiration of the veto deadline unless the bill creating the amendment states otherwise.

1010. Footnotes

- 1010.1 Footnotes shall be suggestions from the Senate on how to interpret a cited bylaw and shall not be binding upon the Association.
- 1010.2 Footnotes shall be created/rescinded by a resolution.
- 1010.3 Recession and amendment of old Bylaws and creation of new Bylaws may be implicitly required, rather than explicitly stated, by a Bill. If a Bill of this form passes, the Senate Rules Committee is to make the appropriate changes and report the changes to the Senate.