

ASUI SENATE BYLAWS

PROVIDING FOR THE BYLAWS OF THE ASUI SENATE: DEFINING CLASSES OF LEGISLATION, ESTABLISHING THE FORM OF LEGISLATION, ESTABLISHING THE RULES OF PROCEDURE FOR THE INTRODUCTION AND CONSIDERATION OF LEGISLATION, ESTABLISHING AND PRESCRIBING DUTIES OF COMMITTEES, PRESCRIBING THE DUTIES OF THE PRESIDENT OF THE ASUI SENATE AND ITS MEMBERS AND OFFICERS, ESTABLISHING AN ORDER OF BUSINESS FOR THE ASUI SENATE OF THE ASSOCIATED STUDENTS UNIVERSITY OF IDAHO.

10.0000 ASUI Senate Code

10.1000 Mission

10.1100 To serve the students of the University of Idaho

10.2000 Code of Conduct

10.2100 Each ASUI Senator must adhere to the code of conduct listed in the ASUI Rules and Regulations.

11.0000 Definition of Legislation

11.1000 Legislation is defined as any ASUI Senate bill or any ASUI Senate resolution

11.2000 ASUI Senate bill means the draft of a proposed legislative act directing a course of action, amending existing policies, prescribing duties, appointing officers, removing/impeaching officers, or appropriating monies of ASUI.

11.3000 ASUI Senate resolution means a statement of intent or feeling of the ASUI Senate directed toward a person, body, or policy.

12.0000 Preparation of Legislation

12.1000 Formation of Resolutions

12.1100 Each resolution shall embrace only one subject and matters properly connected there with, the subject of the resolution being clearly expressed in a statement to be displayed on the agenda. Each section of the resolution shall deal with only one aspect of the subject.

12.1200 All ASUI Senate resolutions shall name the individual(s), organization(s), or body (or bodies) intended to receive it.

12.1300 Each ASUI Senate resolution shall be typewritten. Before submission to the ASUI Senate, each piece of legislation shall have line and page numbers.

12.2000 Formation of Bills

12.2100 Each bill shall embrace only one subject and matters properly connected therewith, the subject of the bill being clearly expressed “Statement of Intent”. Each section of the bill shall deal with only one aspect of the proposal.

12.2200 All bills shall include a Fiscal Impact Statement. This statement shall briefly outline all costs associated with the bill. It shall include, but not be limited to, the actual cost, the effect on the General Reserve Account, and impact on both current and future fiscal year budgets. All financial bills exceeding \$2000 need to be reviewed and signed by the ASUI Senate Finance Committee Chair before being placed on the agenda.

12.2300 Each ASUI Senate bill shall be typed. Before submission to the ASUI Senate, each piece of legislation shall have line and page numbers.

12.2400 Each ASUI Senate bill shall have the enacting clause “Be it Enacted by the Senate of the Associated Students of the University of Idaho:”, and a section within the body of the bill specifying the effective date of the bill.

12.2500 Upon submission of any bill to the ASUI Vice President’s Adjutant, the author shall also submit a concise bill summary in common terms of said legislation. The definition of a bill summary of legislation in common terms shall be defined as one (1) paragraph consisting of basic facts about the bill and its intent (i.e. how much money, for what organization, for what purpose, allocation from where).

12.2600 **That allows for the official use of sunset clauses,** which can be incorporated within the written text of a bill or proposed in the form of an amendment for any length of time deemed necessary by a senator.

12.2700 Upon arrival of the date determined by an active sunset clause, the legislation in question shall be added to the ASUI Senate agenda under new business for the sake of reviewing its level of success, introducing possible amendments, and determining whether or not to continue with the implementation of the legislation in question.

12.3000 Amendments to ASUI Governing Documents

12.3100 When amending specific wording or phrasing in the ASUI Rules and Regulations, ASUI Constitution, or ASUI Bylaws, the new wording will be underlined and bolded.

12.3200 When creating an entire section the words NEW SECTION shall begin each section and the words END NEW SECTION shall end each section.

12.3300 When a word, line, phrase, or section is being deleted, the deletion will be printed with a line running through it.

12.3400 ASUI Rules and Regulations

12.3400 All amendments and/or additions to the ASUI Rules and Regulations must pass the ASUI Senate by a two-thirds (2/3) vote of members present.

12.3500 ASUI Senate Bylaws

12.3510 All amendments and/or additions to the ASUI Bylaws shall pass the ASUI Senate by a two-thirds (2/3) majority vote.

12.3520 Each ASUI Senate may enact new ASUI Senate bylaws by a majority vote. If new ASUI Senate Bylaws are not enacted, the ASUI Senate will operate under the existing ASUI Senate Bylaws.

12.3600 ASUI Constitution

12.3610 All amendments and/or additions to the ASUI Constitution shall follow the procedures outlined in Article XIV of the ASUI Constitution.

12.4000 Financial

12.4100 All Financial Bills must state the reason for reallocation of money.

12.4200 Internal Reallocation

12.4210 All Internal Reallocation bills shall contain a section which states how specific budget lines are affected.

12.4300 External support

12.4310 All External support bills shall contain a section which states how any budget lines are affected and to which external entity the money will be reallocated to.

12.5000 Appointments

12.5100 Paid Positions

12.5110 Paid positions must be approved in bill form.

12.5120 Paid position bills shall contain a section which states the name of the appointee and the title of the paid position.

12.5200 Volunteer Positions

12.5210 Volunteer positions do not need to be approved in bill form; such positions shall be placed under APPROVAL OF APPOINTMENTS on the agenda and shall be approved by a majority vote of the Senate.

13.0000 Process of Legislation

13.1000 Introduction

13.1100 ASUI Senate bills or resolutions may be authored by any member of the ASUI, but must be sponsored by at least one (1) ASUI Senator, other than the original author(s).

13.1200 Submission of legislation for introduction into the ASUI Senate shall consist of presenting a copy to ASUI Vice President's Adjutant at or before 12:00 P.M. of the Monday preceding each regular ASUI Senate meeting.

13.1300 Upon receipt of legislation, the ASUI Vice President's Adjutant shall indicate the time and date of submission on the bill and present each bill to the President of the ASUI Senate.

13.1400 Upon receipt of legislation, the Vice President's Adjutant shall number it, have a sufficient number of copies prepared, and have them distributed to the ASUI Senate in concurrence with the agenda in their mailboxes by 12:00 pm of the Tuesday afternoon preceding each regular ASUI Senate meeting.

13.1400 Legislation shall be numbered through each legislative session, defined as one (1) academic semester. The first letter will denote either fall (F) or spring (S). The next two (2) numbers will designate the last two digits of the year in which the legislation was written. The next letter will denote the legislation as a bill (B) or resolution (R). The final number will be the individual legislation number within the session. The actual legislation numbers will begin re-numbering with the number one (01) beginning with the first legislation submitted in or after the "new session" of the ASUI Senate each semester, and will continue until the next "new session."

13.1500 The President of the ASUI Senate shall place all newly submitted legislation on the agenda as NEW BUSINESS for that meeting of the ASUI Senate.

13.1510 In the case of an official Senate bill, the President of the ASUI Senate shall prepare one official bill and attach one official bill form. The official bill form shall state what committee is to consider the bill, what the committee's recommendation is, the committee Chairperson's name, the final action taken on the bill by the ASUI Senate, any special action(s) taken by the ASUI Senate, the signature of the President of the ASUI Senate, and the ASUI President's signature. This official bill shall be kept by the ASUI Vice President's Adjutant and shall only be taken out of the office for ASUI Senate or ASUI Senate Standing Committee meetings.

13.1520 In the case of official Senate resolutions, the President of the ASUI Senate shall prepare one official resolution and attach one official resolution form. The official resolution form shall state the assigned committee's recommendation, the committee chairperson's name, the

final action taken on the bill by the ASUI Senate, any special action(s) taken by the ASUI Senate, and the signature of the President of the ASUI Senate

13.1600 New legislation not already on the agenda may be added to the agenda under New Business at the discretion of the **President of the ASUI Senate, subject to appeal by a two-thirds (2/3) vote of the ASUI Senate.**

13.1700 At the meeting of the ASUI Senate when bills or resolutions are submitted, they shall be introduced into the ASUI Senate and read by number, author, and Statement of Intent by the ASUI Vice President's Adjutant during NEW BUSINESS.

13.1710 There shall be discussion on new business, allowing for a maximum of ten (10) minutes of debate per new business item while limiting each speaker to two (2) minutes per recognition.

13.1720 At the time of introduction, two-thirds (2/3) of the ASUI Senators present may vote for immediate consideration of the legislation.

13.1800 Following introduction, the President of the ASUI Senate shall refer the bill or resolution to the appropriate standing committee, and add it to the next ASUI Senate meeting's agenda under the heading of UNFINISHED BUSINESS

13.1810 Senate resolutions, policy changes, and other such legislation shall be referred to the Ways and Means Committee.

13.1820 Bills regarding the allocation of money or the ASUI Operating Budget shall be referred to the Finance Committee.

13.1830 Bills regarding appointments, disciplinary action, professional employees, or office and governmental procedures shall be referred to the Government Operations and Appointments Committee.

13.1840 Bills regarding amendments to the ASUI Constitution, ASUI Rules and Regulations, and ASUI Senate Bylaws shall be referred to the Rules and Regulations Committee.

13.1850 Any bill that cannot be defined in the sections outlined above or has the potential to be a conflict of interest may be referred to the Ways and Means committee at the discretion of the ASUI Senate President.

13.1860 If a bill is submitted by a standing committee and is given a recommendation, so long as the bill is from the appropriate committee, it may be brought to the floor for consideration.

13.2000 Committee Action

13.2100 At the time legislation is brought to the floor for final consideration, the Chair of the committee to which it has been assigned shall give the ASUI Senate

a recommendation of do pass, do not pass, no recommendation, or refer the legislation back to the author. This recommendation shall be made during COMMITTEE REPORTS, and final action shall be taken during UNFINISHED BUSINESS. The committee may present the ASUI Senate an amended version of the legislation, recommend the ASUI Senate make amendments, or make no recommendations concerning amendments.

13.2110 No amendments may be made to any resolution without the author's consent.

13.2120 No bill may be amended in committee without the expressed (verbal or written) consent of all of the authors except the bill introducing the proposed ASUI budget. This bill may be amended by the Finance Committee during the public hearings on the budget as provided for in the ASUI Rules and Regulations.

13.2130 Should legislation be amended prior to or during committee hearings on the said legislation, it shall be the responsibility of the author(s) to make the amendments to the legislation text.

13.2200 If after three weeks the committee has not returned the bill or resolution to the floor of the ASUI Senate, a two-thirds (2/3) vote of the ASUI Senate members present may force the bill out of the committee for immediate consideration.

14.0000 Decision and finalization of Legislation

14.1000 After the bill or resolution has been introduced to the floor of the ASUI Senate, all editorial amendments must be approved by a simple majority of the ASUI Senate.

14.1100 The Senator making the motion to amend the current legislation shall be required to submit to the ASUI Vice President the exact amendment in writing, and it shall be the responsibility of the ASUI Vice President or the designee of the ASUI Vice President to amend the legislation text prior to its implementation and no later than twenty-four (24) hours after the passage of the amendment.

14.2000 After passage by the ASUI Senate, all legislation requiring future reference shall be filed in a "Book of Actions Requiring Future Reference," to be stored in the ASUI Office.

14.3000 After passage by the ASUI Senate, official resolutions shall be prepared and shall show the signatures of the author of the legislation, the Chair of the committee the legislation was considered by, and the President of the ASUI Senate.

14.4000 The President of the ASUI Senate shall provide the official bill and official bill form to the ASUI President within one (1) business day of the bill's passage.

14.5000 The ASUI President may choose to approve, take no action, or veto.

14.5100 Upon approval of the official bill, all actions expressed in the bill shall be followed.

14.5200 If the president does not approve or veto the bill within three working days the bill shall stand approved and all actions expressed in the bill shall be followed.

14.5300 Reconsideration

14.5310 If a bill is vetoed by the ASUI President, the ASUI Senate may override the veto by a two-thirds (2/3) vote of the ASUI Senate. If the veto is upheld, the bill may remain on the floor for reconsideration without resubmission to the ASUI Senate. Amendments may be made at this time, after which the bill shall be returned to the ASUI President for approval.

14.5320 If, in the same session that a motion has been voted upon, new information or a different situation makes it appear that a different result might reflect the true will of the ASUI Senate, a member who voted with the prevailing side can propose to reconsider the vote; that is, they can move that the question shall come before the ASUI Senate again as if it has not been previously considered.

14.6000 Once legislation has been signed into effect, the ASUI Vice President shall return the legislation to the committee which originally reviewed it. The chair of that committee shall then inform all relevant parties of the legislation's passage or failure and see that all legislated action is taken. Once this action has been taken, the committee chair shall inform the ASUI Vice President and ASUI Senate President Pro-Tempore that the legislation has been fully enacted.

14.6100 If legislation is passed that was not seen by a committee, the ASUI Vice President shall send the bill to a committee of their choosing. The chair of that committee shall be responsible for application of the legislation as described in section 14.6000.

15.0000 At the last fall and spring meetings of the ASUI Senate all legislation left on the UNFINISHED BUSINESS calendar shall die upon adjournment. All business left on the NEW BUSINESS calendar shall be retained as NEW BUSINESS for the first meeting of the following ASUI Senate, but may be renumbered and assigned to committees at the discretion of the President of the ASUI Senate. All retained NEW BUSINESS shall thus undergo normal procedures for NEW BUSINESS.

20.0000 ASUI Senate Meetings

21.0000 Order of Meetings

21.1000 The ASUI Senate shall conduct its business in the following order:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of the Minutes
5. Approval of Agenda
6. Open Forum
7. Presidential Communications
8. Approval of Appointments
9. Committee Reports
10. Living Group and Committee Reports
11. 30-Second Senate Project Reports
12. General Orders
13. Unfinished Business
 - a. Bills
 - b. Resolutions
 - c. Resubmitted Bills
14. New Business
 - a. Bills
 - b. Resolutions
 - c. Resubmitted Bills
15. Vetoed Bills
16. Vice-Presidential 30-second Project Report
17. Vice-Presidential Communications
18. Senate Communications
19. Adjournment

21.2000 The ASUI Vice-President shall be responsible for monitoring time during those updates which have a time limit, and ensuring that senators adhere to that time limit.

21.3000 The ASUI Vice-President may use whatever means deemed appropriate to keep time.

21.4000 The ASUI Vice-President will include in their communications a 30 second update of their weekly progress, in the same fashion as the preceding Senate reports.

21.4100 In this instance, time shall be kept by the President Pro Tempore of the ASUI Senate.

21.5000 At the first meeting of each academic semester (January in the Spring Semester, August or September of the Fall Semester), the ASUI Senate meeting agenda shall be augmented to include the singing of the Vandal Fight Song immediately after the pledge of allegiance. Likewise, immediately after the affirmative vote to adjourn the last ASUI Senate meeting of each semester, the

ASUI Senate meeting shall be closed by the singing of the Alma Mater of the University of Idaho before the administration of the oath of office to the incoming officials.

21.6000 At the discretion of the President of the ASUI Senate, the Vandal Fight Song may be used immediately following the pledge of allegiance in the opening of ASUI Senate meeting preceding any home athletic event, such as Homecoming, all UI-BSU games, all championship or tournament games, all UI-WSU games, and any other athletic event, home or away, deemed appropriate.

22.0000 Meeting Rule

22.1000 Proxy votes shall be allowed in either ASUI Senate meetings. A proxy vote is defined as follows: an electronic or formally written vote from a Senator, or other voting member, submitted to the ASUI Vice-President. Electronic votes consist of, but are not limited to a text message, or an email.

22.1100 An electronic or written proxy vote may only be counted if the senator voting via proxy has had their absence excused, and has submitted it prior to the beginning of the senate meeting at 7:00 pm Wednesday night.

22.1200 In the event of a tie vote, a proxy vote can be cast through a phone call, at the time the vote is to take place. Under these circumstances the proxy is valid even if the senator voting has not received an excused absence for that meeting.

22.2000 Eight (8) members of the ASUI Senate shall constitute a quorum for the conduction of business (50% + 1).

22.2100 In the event where there are fewer than 12 Senators, a quorum shall consist of two-thirds (2/3) of Senators holding office.

22.3000 A two-thirds (2/3) majority voted of the ASUI Senate shall be determined by the number of Senators voting divided by three (3), multiplied by two (2) and rounded up to the nearest whole number.

22.4000 A simple majority (50%+1 rounded down to the nearest whole number) vote of the ASUI Senate shall be determined by the number of ASUI Senators voting divided by two (2), plus one (1), and rounded down to the nearest whole number.

22.5000 The public sessions of the ASUI Senate shall be conducted in accordance with the following rules or procedure:

22.5100 All ASUI Senate meetings shall be publicly noticed and in accordance with Idaho Code which deals with the Open Meeting Laws and Notice of Meetings.

22.5200 Special meetings shall require at least 48 hours meeting and agenda notice.

22.5300 Emergency meeting may be called with less notice than special meetings if there is a situation involving injury or damage to persons or property, or immediate financial loss or the likelihood of such injury, damage, or loss, when the notice requirements of Section 22.1200 would make such notice impracticable.

22.5400 When an emergency meeting is called, a good faith effort will be made to inform the media and others that might be affected by actions taken.

22.5500 Violations of notice requirements for ASUI Senate meetings shall result in all actions that were taken during the meeting being declared null and void.

22.5600 Senators shall be seated in order of seniority.

22.6000 In the absence of the ASUI Senate President Pro-Tempore, succession to the Chair shall be on the basis of seniority.

22.6100 Seniority shall be determined by the amount of cumulative service on the ASUI Senate. In cases where length of service is equal, seniority shall be determined by the Senator who received the highest number of votes in the election that first established their cumulative service.

22.7000 Definition of ASUI Senate Chambers: The official ASUI Senate Chambers is the Whitewater Room in the Idaho Commons, unless there is some conflict, in which case the ASUI Senate Chambers shall be moved to the Panorama Room of the Idaho Commons. The ASUI Senate shall meet publicly in these chambers. Any room in the Idaho Commons may, with the consent of the ASUI Senate and the President Pro-tempore, serve as ASUI Senate Chambers for pre-session. Public notice of this change must be posted.

22.8000 A three-quarters (3/4) vote of the ASUI Senate shall be sufficient to suspend any section of the ASUI Rules & Regulations or these bylaws. In the case of the ASUI Rules & Regulations, the ASUI President must also concur. All such suspensions must be in bill form, and shall be effective through the adjournment of the sitting ASUI Senate unless otherwise noted.

22.9000 Rules of Debate: There shall be no limit to the number of times that a Senator may speak upon a bill, resolution, or any other debatable motion.

22.9100 A Senator may speak no more than ten minutes per recognition from the presiding officer.

22.9200 Senators shall be recognized by the presiding officer first in order by number of times spoken on an item of business—with preference given to the Senator which has spoken fewer times on the same item of business—and then by seniority.

22.9300 A Senator may, by unanimous consent, engage in a colloquy with any person present for the meeting. The debate shall be charged to the Senator who obtained recognition from the presiding officer and shall not exceed ten minutes.

22.9400 A Senator's time is not transferrable (cannot be "yielded") either within or outside of the body.

22.9500 When a motion is on the floor for discussion and has not yet been voted on, a senator may make a substitute motion. Substitute motions require a second to be considered and are subject to the same rules of debate as normal motions. A substitute motion must be voted on prior to the original motion. If the substitute motion passes, then the original motion automatically fails. If the substitute motion fails, however, then debate returns to the original motion, which must subsequently be voted on. The maximum number of substitute motions to be made shall be two (2) per the original voting motion.

22.10000 All rules of order not specified in these bylaws, the ASUI Constitution, or ASUI Rules and Regulation, shall be subject to the guidelines set forth in *Robert's Rules of Order, Newly Revised*.

23.0000 Executive and Pre-session

23.1000 Executive sessions shall be convened under the following regulations:

23.1100 A motion to move into executive session is always in order, is debatable, and must be approved by a 2/3 (ten votes) roll call vote of the ASUI Senate.

23.1200 No final votes may be taken in executive session.

23.1300 The following persons may attend an executive session of the ASUI Senate:

The President of the ASUI Senate.

The fifteen (15) voting members of the ASUI Senate.

Persons invited to attend by the ASUI Senate.

23.1400 All information presented in executive session shall be considered privileged and not open to public disclosure.

23.1400 At the discretion of the ASUI Pro-Tempore the pre-session shall be recorded for future record.

23.1500 Minutes shall be kept of an executive session, sealed, and kept on file with the ASUI Vice President's Adjutant.

23.2000 Pre-session shall be convened as provided for in the ASUI Rules and Regulations.

24.0000 Role of President of the Senate

24.1000 Duties of the President of the ASUI Senate (ASUI Vice-President):

24.1100 To call the session to order at 7:00 p.m. each Wednesday of the academic year, with the exception of academic breaks (Thanksgiving, etc.), unless otherwise directed by the ASUI Senate, and cause the roll to be called.

24.1200 To prepare the agenda of the order of business, all copies of ASUI Senate bills and resolutions and other pertinent material for each meeting.

24.1300 To ensure that minutes are kept of all ASUI Senate Meetings. Minutes shall include all matters considered by the ASUI Senate and a summary of debate concerning each matter. Minutes shall also record the results in favor of, in opposition to, and abstentions on each action taken by the ASUI Senate. If a roll call vote is taken, the names of senators and their vote on each action shall be recorded.

24.1400 To preserve order and decorum during the meetings of the ASUI Senate and to decide points of order and parliamentary inquiry, with the ASUI Vice President's Adjutant, subject to the appeal of the ASUI Senate.

24.1500 To assign all legislation to the appropriate ASUI Senate standing committee, subject to appeal by the ASUI Senate.

24.1600 To conduct and declare all votes.

24.1610 The ASUI Vice President may, in times of emergency or vacation, secure a vote by telephone or electronic mail.

24.1700 The ASUI President of the Senate may create ad-hoc committees with the advice and consent of the Senate.

24.1800 To ensure the communication of the actions of the ASUI Senate to the appropriate persons and/or bodies. This communication must be completed within three (3) working days of the action of the ASUI Senate, and must include the vote margin of that action.

24.1810 The ASUI President of the Senate will be charged with periodically reviewing and updating and acting upon legislation contained in the "Book of Actions Requiring Future Reference."

24.1900 To appoint, at the discretion of the ASUI Vice President, a ASUI Vice President's Adjutant with the advice and consent of the ASUI Senate.

24.2000 To serve as an ex-officio member of the ASUI Senate Ways and Means Committee.

24.3000 Restrictions of the President of the ASUI Senate (ASUI Vice-President):

24.3100 To speak on any issue, the President of the ASUI Senate shall relinquish the Chair to the ASUI Senate President Pro-Tempore.

25.0000 Role of the ASUI Senate.

25.1000 ASUI Senate President Pro-Tempore Elections.

25.1100 The ASUI Senate will select an ASUI Senate President Pro-Tempore at the first meeting of each newly elected ASUI Senate during General Order.

25.1110 New ASUI Senate President Pro-Tempore elections may be called after the first meeting of each semester by a two-thirds (2/3) vote of the ASUI Senate.

25.1200 The ASUI Senate may nominate ASUI Senators for ASUI Senate President Pro-Tempore by a motion to the Chair.

25.1300 After nominations, statements may be given by the nominating ASUI Senator.

25.1400 After nomination statements, candidates' statements may be made.

25.1500 The ASUI Senate shall vote by written ballot and include their name with their vote after debate has closed. The results of this vote shall be recorded in the minutes containing both the ASUI Senator's name and their vote.

25.1600 The first nominee to receive a majority votes cast in the balloting process shall be elected ASUI Senate President Pro-Tempore.

25.2000 Duties of the ASUI Senate President Pro-Tempore:

25.2100 To act in the absence of the President of the ASUI Senate.

25.2200 To serve as department head of the ASUI Senate, and represent the ASUI Senate at all departmental meetings.

25.2300 To be responsible for the physical and operational aspects of the ASUI Senate Office.

25.2400 The ASUI Senate President Pro-Tempore may call pre-session.

25.2500 The ASUI Senate President Pro-Tempore shall inform the most senior ASUI Senator present on campus upon their absence. This ASUI Senator shall assume all responsibilities of the ASUI Senate President

Pro-tempore during the absence of the ASUI Senate President Pro-Tempore.

25.2600 To be responsible for monitoring ASUI Senators attendance to living groups, board meetings, and committee meetings.

25.2700 To serve as a junior voting member of the Government Operations and Appointments Committee in cases wherein a member of the committee is the subject of a disciplinary hearing or upon the request of the Chair of that committee.

25.3000-25.4000 Duties of the ASUI Senator.

25.3100 To serve the students of the University of Idaho.

25.3200 Must be an enrolled student of the Moscow campus of the University of Idaho for their entire term of office, with the exception of academic breaks and summer session.

25.3300 Dress in a professional manner at all ASUI Senate Meetings and other times at the discretion of the ASUI Senate President Pro-Tempore.

25.3400 Wear official nametags at all functions when the senate is serving in an official capacity.

25.3500 Attend and participate in an orientation session on procedures dealing with the ASUI and the ASUI Senate each semester.

25.3600 Attend and participate in the ASUI Senate retreat each semester.

25.3700 Attend and participate in the ASUI Senate reception each semester.

25.3800 Attend and participate in pre-sessions as determined by the ASUI Senate President Pro-tempore.

25.3900 Attend and participate in weekly Senate meetings.

25.4000 Visit living groups every week unless covered by Section 4060.033 of the ASUI Rules and Regulations.

25.4010 Senators shall be required to post their office hours and contact information in the common space of each living group they are assigned.

25.4000 Attend and participate in meetings of their assigned university level committees.

25.4200 Attend meetings of their assigned senate standing committees.

25.4300 Learn parliamentary procedure and how to write a bill and

resolution.

25.4400 Review and understand the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

25.4500 Maintain at least five office hours per week between the hours of 8 a.m. and 7 p.m.

25.4600 Attend the common office hour, as determined by the ASUI Senate President Pro-tempore.

25.4700 Adhere to the requirements of the ASUI Senator as outlined in the ASUI Constitution, Rules and Regulations, and ASUI Senate Bylaws.

30.0000 ASUI Senate Committees

31.0000 Ways and Means

31.1000 The Ways and Means Committee shall consist of the Chairs of the Rules and Regulations, Finance, and Government Operations and Appointments Committees, the President Pro-Tempore of the ASUI Senate and the ASUI Vice-President.

31.1100 The ASUI Senate President Pro-Tempore shall be Chair of the Ways and Means Committee.

31.1200 The most senior committee chair other than the ASUI Senate President Pro-Tempore shall be the Vice Chair of the Ways and Means Committee.

31.1300 The ASUI Vice-President shall serve as an ex-officio member of the Ways and Means Committee.

31.2000 The duties of the Ways and Means Committee shall be:

31.2100 To review all business, including ASUI Senate Resolutions that the ASUI Vice President deems appropriate.

31.2200 To review and develop, with the ASUI Senate, the senate's mission, code of conduct and goals each semester.

31.2300 To help encourage, guide, and support the senate.

31.2400 To create leadership development opportunities for all senators.

31.2500 To assist, as deemed necessary, the Pro-tempore in duties as assigned in the ASUI Rules and Regulations.

31.2600 Chairs of the Finance, Government Operations and Appointments, and Rules and Regulations Committees will report to the

Ways and Means committee about the operations of each committee. In addition, each chair, including the ASUI Senate President Pro-tempore, will complete written committee reports to be posted in the ASUI Senate office.

32.0000 Senate Operative Committees

32.1000 Senate Operative Committees shall be:

32.1100 Those committees that review legislation submitted to the ASUI Senate.

32.1200 Chaired by a Senator in at least their second semester of service.

32.1210 Upon the absence of a committee chair, all their duties up to and including calling any and all committee hearings shall devolve upon the vice-chair of that committee.

32.2000 Finance

32.2100 The duties of the Finance Committee shall be:

32.2110 To be fully aware of the 7000. 000 series of the Rules and Regulations, and to adhere to those Rules and Regulations

32.2111 To ensure ASUI Senate and the ASUI President follow the 7000.000 series of the Rules and Regulations.

32.2120 To review the ASUI budget.

32.2130 To make recommendations to the ASUI Senate concerning the appropriations of ASUI funds.

32.2140 To regulate all spending from the ASUI Senate programming budget in accordance with section 7110.000 of the Rules and Regulations.

32.2140 To review and approve or deny any request for funding from the ASUI Senate programming budget.

32.2142 To hold funds request hearings in accordance with the “ASUI Senate Programming Budget Funds Hearing Rules and Guidelines”.

32.2143 Inform the ASUI Senate of the results of all hearings and make recommendations on all related funding bills.

32.2144 Inform the Senate of the balance of the programming budget prior to any vote on allocating funds from the account.

32.2150 To regulate spending of the ASUI Senate budget by requiring prior notification of the ASUI Business Advisor for any intended ASUI Senate budget expenditures.

32.2151 To require all senators to report, within one week of notifying the ASUI Business Advisor of an intended budget expenditure, to the Finance Committee Chairman or Vice Chairman.

32.2152 To keep a running total of all ASUI Senate budget expenditures which will be presented to the ASUI Senate on a monthly basis by the ASUI Business Advisor.

32.2153 To require all senators to notify the ASUI Business Advisor and to obtain prior approval from the Finance Committee Chairman for any ASUI Senate budget expenditures over \$50.00.

32.2154 To have monthly meetings with the ASUI Business Advisor to maintain all budgets under the purview of the ASUI. All budgets within the ASUI can be reported to the ASUI Senate and the ASUI President at the discretion and advice of the ASUI Senate Finance Chair and the ASUI Business Advisor.

32.2155 To hold a pre-session, at the discretion of the Pro-Tempore of the ASUI Senate, or a separate meeting of the ASUI Senate during which an outline of the budget will be submitted and any questions Senators have can be answered by the ASUI Senate Finance Chair and/or the ASUI Business Advisor.

32.2156 To maintain a running total of all bills with fiscal impact. The ASUI Business Advisor shall maintain this total and will report to the ASUI Senate at the discretion of the Finance Chair.

32.3000 Rules and Regulations

32.3100 The duties of the Rules and Regulations Committee shall be:

32.3110 To review the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

32.3120 To review and make recommendations to the ASUI Senate on all amendments to the ASUI Constitution, Rules and Regulations, and Senate Bylaws.

32.3130 To complete and fulfill all duties and powers assigned to them in their function as the Supreme Court of the ASUI.

32.3200 The Chair of the Rules and Regulations Committee shall be empowered to make any grammatical or numbering corrections necessary to the ASUI Constitution, the ASUI Rules and Regulations, and the ASUI Bylaws, with notification to the Rules and Regulations Committee.

32.4000 Government Operations and Appointments (GOA)

32.4000 The duties of the Government Operations and Appointments Committee shall be:

32.4010 To make recommendations to the ASUI Senate on appointed paid positions. Any Presidential appointments may be interviewed at the discretion of the Committee.

32.4011 The GOA Committee will request information from ASUI board chairs regarding nominees for unpaid appointed board positions to be voted on by the ASUI Senate. The GOA Committee will also request information regarding all other unpaid positions in ASUI from the ASUI Chief of Staff.

32.4020 To review and recommend approval/disapproval of ASUI Standing Boards or Committees submitted job descriptions.

32.4030 To review and make recommendations to the ASUI Senate on personnel policy of ASUI employees.

32.4040 To review and make recommendations to the ASUI Senate on general operations of the ASUI.

32.4070 To oversee disciplinary hearings brought up within ASUI.

32.4071 Upon being informed of misconduct, GOA shall set up a disciplinary hearing to go over the violation made against any ASUI member. During this hearing, the ASUI individual will state their case and have an opportunity to defend themselves. Individuals will have the opportunity to make an opening statement, answer questions, and make a closing statement before GOA decides on the disciplinary action for said individual.

32.4172 Should the subject of a disciplinary hearing be a member of GOA, that person shall temporarily relinquish their position for the duration of the meeting.

32.4173 The Chair of GOA may request that the Senate President Pro-Tempore temporarily join the committee as a voting member for the duration of a disciplinary hearing to prevent a tied vote.

32.4174 Should the subject of a disciplinary hearing be a member of the executive branch, the Chair of GOA may request their immediate supervisor temporarily join the committee as an ex-officio member for the duration of the meeting.

32.4174 All GOA disciplinary hearings shall be conducted in Executive Session.

32.4175 The final vote of all GOA disciplinary hearings shall be conducted in an open session.

33.0000 Ad-Hoc Committees

33.1000 All standing, special and ad-hoc committees shall be bound by the ASUI Senate Bylaws in all actions and procedures.

33.1100 No committee shall conduct business without a quorum (50% +1).

33.2000 ASUI Senate ad-hoc committees shall consist only of ASUI Senate members appointed by the ASUI President of the Senate with the advice and consent of the ASUI Senate.

33.3000 ASUI Senate special committees may include members of the ASUI in general, as well as ASUI elected and appointed officials, appointed by the President of the ASUI Senate with the advice and consent of the ASUI Senate.

33.4000 The ASUI Senate may authorize other committees as it deems necessary.

40.0000 Senator Compensation Controls

40.1000 Review

40.1100 Compensation reviews shall be conducted by the ASUI Senate President Pro-Tempore and ASUI Vice President. In the event that the ASUI Senate President Pro-Tempore is the subject of the review, the Vice-Chair of Ways and Means shall serve in their place.

40.1200 Compensation reviews shall be conducted before granting additional compensation

40.1300 Compensation reviews may be initiated at the discretion of the ASUI Senate President Pro-Tempore and ASUI Vice President or by written request of the Senator in question, to the ASUI President Pro-Tempore and ASUI Vice President.

40.1400 Reviews shall ensure compliance with criteria established in Section 40.1000 of the ASUI Senate Bylaws

40.1500 The review process shall also ensure adequate funds exist in the ASUI budget to cover compensation changes.

40.1600 The ASUI Senate Pro-Tempore and ASUI Vice President's decision may be appealed per Section 40.3000 of the ASUI Senate Bylaws

40.2000 Criteria for grant of additional compensation

40.2100 No public reprimands

40.2200 Documented proof of 90% living group meeting attendance requirements fulfilled.

40.2300 Verified proof of 90% office hour attendance requirements fulfilled

40.2400 Satisfactory report from assigned board chairs

40.2500 Satisfactory report from assigned University and ASUI Senate committee chairs

40.2510 In the event the returning senator was the committee chair, satisfactory report from Vice Chair will be acceptable

40.2600 In the event that it is infeasible to obtain the necessary reports and/or documentation, increased compensation will be the sole discretion of GOA.

40.2610 In the event that the Senator in question is a member of GOA, they will step down and be replaced by the ASUI President Pro-Tempore.

40.3000 Appeals

40.3100 Appeals to the ASUI Senate President Pro-Tempore and ASUI Vice President's decision shall be sent to ASUI Senate Ways and Means Committee. In the event that the ASUI Senate President Pro-Tempore initiates the appeal, the Ways and Means Vice-Chair shall conduct all Ways and Means meetings pertaining to the appeal.

40.3200 An appeal is initiated by a written notice from the aggrieved senator to the ASUI Vice President specifying the desire to appeal the final decision.

40.3300 Ways and Means shall hold hearings to determine the merit of the appeal and levy its final decision no more than two (2) weeks after receiving the notice.

40.3310 Appeals shall be granted if malfeasance can be demonstrated and/or new evidence can be presented.

40.3400 The meeting of the Ways and Means Committee shall be conducted in Executive Session since compensation increases are a personnel matter.

40.3500 The final vote of the Ways and Means Committee shall be conducted in open meeting.

40.3600 A two-thirds (2/3) majority vote by Ways and Means Committee shall determine final decision.

40.3700 The Ways and Means Committee decision shall be the final binding decision.