



**SB021550**

**Restructuring and Bylaw Amendment**

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Submitted to Student Senate on: April 12<sup>th</sup>, 2016

- Whereas:** The Associated Student Government created a Restructuring Task Force in 2014 to review the bylaws and structure of ASG and look for any new changes that are needed;
- Whereas:** The Restructuring Task Force found that changes are necessary to ensure that Student Senate and the Associated Student Government in general continue to operate at maximum efficiency;
- Whereas:** President Joey Parizek appointed Brandon Fogel to recreate this task force to investigate our structure for the academic year 2015-2016;

**Whereas:** The Task Force communicated with all Cabinet members, Cabinet advisor Dr. Scott Walter, Senate advisor Dr. Eric Buller, the Speaker Pro Tempore, and several senators;

**Therefore be it Resolved:** The Associated Student Government bylaws be altered to reflect the following changes:

## **ARTICLE I. The Student Senate**

### **SECTION 101**

**The Student Senate shall be composed of the Speaker of the Student Senate, Speaker Pro Tempore, 51 Student Senators, an advisor, and the Executive Cabinet of Associated Student Government**

**101.A.** The Chair of the Student Senate shall be the Speaker of the Senate of Associated Student Government.

**101.B.** There shall be seventeen on-campus Senate seats.

1. Sixteen students shall be elected by the students living in their district, to be determined by the Speaker of Student Student.
2. One student shall be a Resident Assistant representative who is elected by their fellow Resident Assistants.
3. On campus senator districts shall be appropriated under the guidance of the Speaker of Student Senate in consultation with the Secretary for On-Campus Affairs.

**101.C.** There shall be seventeen off-campus Senate seats.

1. Sixteen students shall be elected by undergraduate students living off campus.
2. One student should be the Commuter Senator. The Organization of Commuting Students shall determine the manner of electing this representative.
3. Off-Campus Senator districts shall be apportioned under the guidance of the Speaker of Student Senate in consultation with the Secretary for Off-Campus Affairs.
4. These districts will have no bearing on who can run for an off-campus seat; however, off-campus Senators shall be assigned to aforementioned districts following elections.

**101.D.** There shall be sixteen academic Senate seats.

1. Academic Senators are required to sit on the Academic Affairs Coalition chaired by the Secretary for Academic Affairs.
2. Academic Senate seats shall be apportioned under the guidance of the Speaker of the Student Senate, in consultation with the Secretary of Academic Affairs.
  - a. For the purposes of allocating Academic Senate seats, the College of Arts of Sciences shall be divided between the Biological & Physical Sciences and the Social Sciences & Humanities.
3. The responsibility of an Academic Senator remains with the college that they were elected to.

**101.E.** The Speaker Pro Tempore shall be elected at the end of each academic year to serve their term as a non-voting student senator for the following academic year. This election is to take place after the election of Executive Cabinet.

**101.F.** The Parliamentarian shall be elected at the end of each academic year to serve their term as a voting student senator the following academic year. This election is to take place after the election of Executive Cabinet.

**101.G.** The Speaker of the Senate has the authority to reapportion and redistrict according to shifts in population when the Student Senate is not in session.

**101.H.** The advisor shall be from the Office of the Vice President for Student Affairs.

**101.I.** The members of the Executive Cabinet of Associated Student Government shall be ex-officio, nonvoting members of the Student Senate.

**101.J.** The two students selected to serve as nonvoting members of the Board of Trustees shall be nonvoting members of the Student Senate, and shall be required to attend the weekly meetings of the Student Senate as often as is necessary to keep the Student Senate informed of the Board's actions. Upon applying to be a Student Member on the Board of Trustees, candidates must sign a contract stating that they will attend meetings of Student Senate as required and keep Student Senate informed of the Board's actions.

**101.K.** The powers and privileges of the Advisor shall be to advise the Student Senate as needed.

## **SECTION 102**

### **The Powers and Duties of the Speaker of Student Senate**

**102.A.** To preside over the Student Senate.

**102.B.** To call the Student Senate into special session.

**102.C.** To place, as soon as possible, all appropriate proposals passed by the Student Senate on the agenda of either Student Affairs Council (SAC) or University Senate and act as the liaison for Associated Student Government in all legislative matters.

**102.D.** To sit as an ex-officio, nonvoting member of any council, committee, or board of the Student Senate.

**103.E.** To chair the Elections Committee, with assistance from the Pro Tempore, unless said officer is pursuing an elected position. In such cases, the committee shall select its chair from among the membership.

**102.F.** To sit as a member of the University Senate.

**102.G.** The Speaker of Student Senate shall act as the legislative liaison between the Executive Cabinet and the Student Senate.

**102.H.** To conduct multiple training sessions for Student Senators at the beginning of the first semester and Student Senators-elect.

1. The training should include instructions on how to put forth legislation, the responsibilities of being a Senator, an outline of the structure of ASG, University governance, parliamentary procedure, constituency relations, committee procedure, and attendance requirements or other commitments.

**102.I.** To appoint members to the standing Senate and Cabinet committees with the majority consent of the Student Senate.

**102.J.** To sit on the Elections Committee.

**102.K.** The Speaker of Student Senate shall have the sole responsibility of apportioning Senate districts.

**102.L.** The Speaker shall be an ex-officio member of the Executive Cabinet.

**102.M.** The Speaker of Student Senate shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$5,075.

### **SECTION 103**

**The power and duties of the Speaker Pro Tempore, beyond these required of him/her as an elected representative of the Student Senate, shall be:**

**103.A.** To chair the Oversight Committee and vote only in the event of a tie.

**103.B.** In the absence of the Speaker of the Senate, or in the event that the Speaker of the Senate wishes to speak from the floor, to serve as Chair of the Student Senate.

**103.C.** To sit as an ex-officio, nonvoting member of all Student Senate committees.

**103.D.** To assist the Speaker of Student Senate in the Elections Committee.

**103.E.** To assign senators on a weekly basis to maintain a professional office environment with responsibilities of said senators to include: emptying all waste receptacles, cleaning all desks and tables, reporting any damages to the Armstrong Student Center Staff, and keeping the office in clean, presentable condition at all time.

**103.F.** To vote in Student Senate only in the event of the tie.

**103.H.** The Speaker Pro Tempore shall be paid the minute-taking stipend as defined by Miami University.

### **SECTION 104**

**The power and duties of the Parliamentarian, beyond these required of him/her as an elected representative of the Student Senate, shall be:**

**104.A.** To chair the Administrative Committee and to vote only in the event of a tie.

**104.B.** To review and manage the bylaws, making appropriate changes and documentation.

**104.C.** To ensure parliamentary procedure is followed by all members of the Student Senate.

### **SECTION 105**

**Student Senate shall:**

**105.A.** Approve, by a majority vote, and regulate the standards of recognition for student organizations.

**105.B.** Approve a projected budget of Associated Student Government, as submitted by the Secretary of Student Organizations (see the appropriate section of the Associated Student Government Bylaws), to enact the budget of Miami Activities Programming (hereafter referred to as "MAP") and to approve funding authorizations for the summer.

**105.C.** Approve any further allocations of the general budget.

**105.D.** Have the sole power of impeachment of any officer or justice of Associated Student Government.

**105.E.** Elect, by the third Senate meeting, two Student Senators to sit as voting members of the Executive Council.

**105.F.** Elect the Speaker of the Senate for the following academic year.

### **SECTION 106**

**The Powers and Duties of the Student Senators, in addition to those set by the district that they represent, shall be:**

**106.A.** To attend a training session to be conducted by the Speaker of the Senate.

**106.B.** To attend all regularly scheduled and called meetings of the Student Senate, to vote on all initiatives, bills, budgets or proposals before the body, and to draft appropriate legislation as the member shall deem necessary.

**106.C.** To hold, for at least one hour a week, regularly scheduled office hours in the ASG office as assigned by the Speaker of the Senate.

**106.D.** To communicate the ideas and concerns of their constituents through the proper channels and to inform their constituents of the Student Senate activities.

1. Within one week of their elections to notify all their constituents of their election and to indicate where they will be available to their constituents.

2. Commuter Senators are to report to the Organization of Commuting Students, giving and receiving information and feedback concerning the Student Senate.

## **SECTION 107**

### **The Standing Committees of the Student Senate shall be:**

**107.A.** An Oversight Committee shall oversee work being done by all representatives of Associated Student Government and review violations of the Constitution, Bylaws, Standing Rules, and any other standing piece of legislation, including attendance, by any member of Associated Student Government. The powers of this committee shall include, but are not limited to:

1. To recommend to the Student Senate, after investigation, the removal of a Student Senator from a position of Committee Chair, citing due cause.

2. To recommend to the Student Senate, the censure, impeachment, or other penalty, of any ASG officer having found just cause to do so.

3. To have the power to, by majority vote, compel any officer of ASG to appear before the Committee in regards to a suspected violation of the Constitution, Bylaws, Standing Rules, or any piece of legislation in addition to the mandatory meetings occurring twice a semester.

4. To meet with each member of Executive Cabinet, Chief Justice of the Student Court, and Committee Chairs twice a semester to receive a report of current projects, accomplishments, and goals. Based on these meetings, prepare a brief report for Student Senate to be presented at the end of the quarter.

5. To judge the effectiveness of Ad hoc Committees, and recommend to the Student Senate as to the necessity of their continued existence.

6. To hear any request from a member of the Diversity Affairs Council Executive Board regarding the censure, impeachment, or other penalty of the Secretary for Diversity Affairs.

a. These requests will be taken due to the close nature of the relationship between the Secretary for Diversity Affairs and the DAC Executive Board, and the need for external oversight.

**107.B.** The Administrative Committee shall monitor and update the Constitution and any other governing procedures of Associated Student Government, review the progress of proposals passed by the Student Senate, oversee the constitutionality of actions emanating from Associated

Student Government, and assist Senate and/or any Executive Cabinet officer in the fulfillment of duties not specified within the duties of other officers.

**107.C.** The Elections Committee shall establish rules governing election campaigns, subject to the approval of the Student Senate. The Committee shall have the responsibility for all campus-wide elections and shall ensure the enforcement of the rules governing said election campaigns.

**107.D.** The Safety Committee shall address issues involving campus safety and health, including but not limited to infrastructure involving safety, wellness, interpersonal ~~violence~~ ~~conflict~~, and sexual assault. A Senator shall be chosen by the Speaker to chair the committee. The Secretary of Infrastructure and Sustainability, the Secretary for On-Campus Affairs, and the Secretary for Off-Campus Affairs shall sit as ex-officio members of this committee.

1. A Senator within this committee shall be chosen to work with the Sexual Assault Response Coordinator on campus ~~education and prevention~~ ~~sexual-assault-advocacy~~.

## **ARTICLE II. The Executive Cabinet**

### **SECTION 201**

There shall be an Executive Cabinet, chaired by the Student Body President, The Cabinet shall consist of the Student Body President, the Student Body Vice President, ~~the Vice President of Finance~~, the Speaker of Student Senate, the Secretary for Academic Affairs, the Secretary for Advancement and Alumni Affairs, the Secretary for Communications and Media Relations, the Secretary for Diversity Affairs, ~~Secretary of Finance~~, the Secretary for Governmental Relations, the Secretary for Infrastructure and Sustainability, the Secretary for On-Campus Affairs, the Secretary for Off-Campus Affairs, the Secretary of Student Organizations, and the Chief of Staff.

### **SECTION 202**

#### **The Powers and Duties of the Student Body President**

**202.A.** The President of the Student Body is the elected representative of the students and is vested with the executive power of Associated Student Government.

**202.B.** The President shall serve as the student member of the University Senate Executive Committee as required by the University Senate Bylaws.

**202.C.** The President shall sit as an ex-officio, non-voting member on any committee, council, board, or agency of the Student Senate or the Executive Council.

**202.D.** The President shall have the power to call the Executive Council into special session.

**202.E.** The President shall act as the official representative of the student body at all official functions.

**202.F.** The President shall use the executive power vested in him/her to uphold and support the Constitution and Bylaws of Associated Student Government, implement the legislation of the Student Senate, enforce the rulings of the Student Court, and pursue courses of action in the interest of the student body. He/She shall perform these duties in conjunction with the Executive Council, Associated Student Government Executive Cabinet, and the Student Senate.

**202.G.** The President shall serve as the chair of the Associated Student Government Executive Cabinet and Executive Council where he/she can only vote in the event of a tie.

**202.H.** The President shall serve as the chief director for Associated Student Government and assume final responsibility for the proper execution of the decisions and desires of the Executive Council and the Student Senate.

**202.I.** The President shall have the power to appoint up to five Directors at their discretion who can serve as head of policy priorities or unique initiatives of Associated Student Government.

1. A Director can report to any cabinet member or the President will report directly to the President or any cabinet member at the discretion of the President.
2. As a Director focuses on policy priorities and initiatives for Associated Student Government, each Director will be allowed to submit and present bills to Student Senate as long as at least one Senator has cosigned.
3. A Director will be a member of the executive branch though not a member of the executive cabinet.
  - a. A Director may not be a part of any other branch of Associated Student Government due to a conflict of interest during their term as a Director.
  - b. A Director may not vote on any Student Senate bills.
4. The length of term of a Director is dictated by the need on that specific policy and is at the discretion of the President.
5. This appointment must be presented by the Student Body President to the Student Senate and approved by a simple majority vote.

**202.J.** The Student Body President shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$5,835.

## **SECTION 203**

### **The Powers and Duties of the Student Body Vice President**

**203.A.** To fulfill the responsibilities of the Student Body President in his or her absence, and otherwise assist the President in the execution of his/her duties.

**203.C.** To be responsible for maintaining and attending to concerns in areas within and outside the Miami University community as they pertain to the Student Body.

**203.D.** The Student Body Vice President shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$5,075.

## **SECTION 204**

### **The Powers and Duties of the Secretary for Academic Affairs**

**204.A.** The Secretary, working in conjunction with the Associated Student Government Executive Cabinet, takes responsibility for all activities and policies in the area of academic affairs. The duties include, but are not limited to, augmenting the intellectual climate of the University, furthering student academic interests, and the generation of academic reform at both the divisional and university levels.

**204.B.** The Secretary shall maintain contact with members of University bodies dealing with academic affairs including, but not limited to, University Senate, Undergraduate Academic

Advising Council, Liberal Education Council, and the Academic Policy Committee, as well as pertinent university offices including, but not limited to, the Provost's office, the Registrar's office, all Deans' offices, Career Services, and advising offices.

**204.C.** Upon election, the Secretary for Academic Affairs shall be allocated a Student at-Large seat on the University Senate.

**204.D.** The Secretary shall chair the Academic Affairs Coalition.

**204.E.** The Secretary for Academic Affairs shall plan and execute the Outstanding Professor Awards.

**204.F.** The Secretary for Academic Affairs shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 205**

### **The Powers and Duties of the Secretary for Advancement and Alumni Affairs**

**205.A.** The Secretary shall assist the student body with maintaining and strengthening its relationship with Miami University alumni.

**205.B.** The Secretary shall be responsible for maintaining a strong relationship between current Associated Student Government members and alumni of Associated Student Government.

**205.C.** The Secretary shall assist student organizations in communications with the Office of Alumni Relations.

**205.D.** The Secretary will work with the Vice President for University Advancement and the Office of University Advancement.

**205.E.** The Secretary shall serve as the student representative on the Alumni Association Board and the Foundation Board.

**205.F.** The Secretary shall chair the Alumni Relations Council (ARC).

**205.G.** The Secretary for Advancement and Alumni Affairs shall be paid according to the formula Outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 206**

### **The Powers and Duties of the Secretary for Communications and Media Relations**

**206.A.** The Secretary shall take responsibility for all activities of all three branches of Associated Student Government in areas of communications, publicity, graphic design, and media.

1. The Secretary for Communications & Media Relations is responsible for creating, updating and enforcing branding guidelines. All branding guidelines are subject to the approval of Student Senate when Student Senate deems necessary. Any branding challenge brought by Student Senate will succeed by a simple majority vote. In such case, the new branding guidelines will not go into effect, and the guidelines will be sent back to the Secretary for Communications and Media Relations for rework.

**206.B.** The Secretary shall be an ex-officio member of the Elections Committee with all media relations and student-wide communications regarding any election and recruitment for all branches of Associated Student Government.

1. The Secretary shall recuse themselves of this duty if there is a conflict of interest, such as they are running for a position in that election.

**206.C.** The Secretary shall be Webmaster of the Associated Student Government website and responsible for all social media sites.



1. The Secretary shall be responsible for updating the website and social media sites in a timely manner to reflect recent matters pertaining to, but not limited to, new legislation, meeting minutes, and press releases.

**206.D.** The Secretary shall serve as a resource for all members of the Associated Student Government who need assistance reaching out to their constituents.

**206.E.** The Secretary for Communications and Media Relations shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 207**

### **The Powers and Duties of the Secretary for Diversity Affairs**

**207.A.** The Secretary shall take responsibility for activities and policy in the area of diversity affairs including, but not limited to, heightening cultural awareness, racial integration, and creating a campus environment that values and embraces diversity.

**207.B.** The Secretary shall sit on the Diversity Affairs Council and attend meetings on a regular basis.

**207.C.** The Secretary shall maintain contact with the Director of Diversity Affairs of Student Affairs and the Associate Vice President for Institutional Diversity.

**207.D.** The Secretary for Diversity Affairs shall assist in the execution and coordination of diversity related initiatives.

**207.E.** The Secretary for Diversity Affairs shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 208**

### **The Powers and Duties of the ~~Vice President~~ Secretary of Finance**

**208.A.** To direct all business service operations of Associated Student Government and execute all necessary contractual obligations.

**208.B.** To chair the Committee on Student Organization Funding and Audit and hold final responsibility for student organization funding and conducting audits of student organizations during both the first and second semesters of the academic year, with the amount and frequency to be determined by the Secretary of Finance.

**208.C.** To verify student organizations that request funding from ASG do not receive funding from the Student Organization Budget as defined in Section 716.A.8.

**208.D.** To act as the financial liaison of the Student Body in all financial matters at all levels necessary.

#### **208.E. Associated Student Government Budget**

1. The Secretary of Finance in collaboration with the Student Body President, shall present the proposed budget request to the Student Senate for its approval.

2. The Secretary of Finance shall prepare the administrative budget of ASG for the current year with the approval of the Student Body President. The Secretary of Finance will then submit the administrative budget to the Student Senate which shall be approved no later than the fifth Senate meeting of the academic year.

**208.F.** The Secretary of Finance shall take responsibility for the direction of all financial matters of the Associated Student Government including, but not limited to:

1. Performing bookkeeping duties for all Associated Student Government's university accounts.
2. Executing payments and procurement of revenues.
3. Administering the payroll of the Associated Student Government Executive Cabinet officers and employees.
4. Preparing the Associated Student Government budget for the appropriate body.

~~204.E. Serve as the chair of the Student Fee Taskforce.~~

**208.G.** Act as the primary manager of allocation of all university dollars secured by Associated Student Government.

~~1. The Operating Budget of Associated Student Government shall not be directly managed by the Vice President of Finance. Only the allocation for budgetary purposes may be dictated by the Vice President of Finance.~~

**208.H.** The Secretary of Finance shall have the additional title of Treasurer of Associated Student Government.

**208.I.** The Secretary of Finance shall have the power to adjust all ASG salaries, for the explicit purpose of rounding, by an amount not to exceed .3% of their listed total for each fiscal year.

**208.J.** The ~~Vice President~~ Secretary of Finance shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY ~~2014 salary of \$4,575~~ FY 2017 salary of \$3,550.

## **SECTION 209**

### **The Powers and Duties of Secretary for Governmental Relations**

**209.A.** The Secretary shall be responsible for lobbying on behalf of the student body at the local, state, and federal level on issues of higher education as they relate to Miami University.

**209.B.** The Secretary shall be in contact with student government representatives of other Ohio public universities in order to coordinate lobbying efforts on issues that affect all state institutions.

**209.C.** The Secretary shall serve as the liaison between ASG and Office of Institutional Relations.

**209.D.** The Secretary will be given automatic consideration to attend the Government Relations Network Alternative Spring Break trip during the time of their term.

**209.E.** The Secretary shall chair the Government Relations Committee of Student Senate.

**209.F.** The Secretary shall run voter registration drives to aid students in political involvement.

**209.G.** The Secretary for Governmental Relations shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 210**

### **The Powers and Duties of the Secretary for Infrastructure and Sustainability**

**210.A.** The Secretary shall be responsible for all activities related to sustainability, infrastructure, and environmental policy on Miami's Campus and the Oxford community.

**210.B.** The Secretary shall be responsible for policy related to infrastructure on and off campus including but not limited to parking and transportation, campus safety, physical facility services, waste management, and campus planning.

**210.C.** The Secretary shall chair the Infrastructure and Sustainability Committee.

**210.D.** The Secretary shall serve as the student representative on the University Sustainability Committee.

**210.E.** The Secretary for Infrastructure and Sustainability shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 211**

### **The Powers and Duties of the Secretary for On-Campus Affairs**

**211.A.** The Secretary shall take responsibility for all activities in the area of on campus life.

**211.B.** The Secretary shall be the liaison for any on-campus, non-academic issues, including but not limited to dining services, housing, recreational services, and parking and transportation services.

**211.C.** The Secretary for On-Campus Affairs shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 212**

### **The Powers and Duties of the Secretary for Off-Campus Affairs**

**212.A.** The Secretary shall take responsibility for all activities in the area of off-campus affairs.

**212.B.** The Secretary shall serve as the liaison to the Oxford City Council, the Oxford Chamber of Commerce, and the Oxford Police Department.

**212.C.** The Secretary shall be in charge of the organization and continuing operation of the OCRC.

**212.D.** The Secretary and the Speaker of Student Senate shall recruit membership and appoint staff of the OCRC.

**212.E.** The Secretary shall live off campus during the year in which he or she serves.

**212.F.** The Secretary for Off Campus Affairs shall be paid according to the formula outlined in Article II, Section 217 using as a base the FY 2017 salary of \$3,550.

## **SECTION 213**

### **The Powers and Duties of the Secretary of Student Organizations**

~~**213.A.** The Secretary of Student Organizations shall take responsibility for the direction of all financial matters of the Associated Student Government including, but not limited to:~~

~~1. Performing bookkeeping duties for all Associated Student Government's university accounts.~~

~~2. Executing payments and procurement of revenues.~~

~~3. Administering the payroll of the Associated Student Government Executive Cabinet officers and employees.~~

~~4. Preparing the Associated Student Government budget for the appropriate body in conjunction with the Vice President of Finance.~~

~~**213.B.** Associated Student Government Budget~~

~~1. The Secretary of Student Organizations in collaboration with the Student Body President, and the Vice President of Finance, shall present the proposed budget request to the Student Senate for its approval.~~

~~2. The Secretary of Student Organizations shall prepare the administrative budget of ASG for the current year with the approval of the Student Body President. The Secretary~~

~~of Student Organizations will then submit the administrative budget to the Student Senate at the third Student Senate meeting of the academic year to be approved no later than the fifth meeting of the Student Senate.~~

~~213.C. The Secretary of Student Organizations shall be responsible for conducting audits of student organizations during both the first and second semesters of the academic year, with the amount and frequency to be determined by the Secretary of Student Organizations.~~

~~213.D. The Secretary of Student Organizations shall chair the Audit Committee.~~

213.A. The Secretary of Student Organizations shall be responsible for advocating for student organizations in all processes, regulations, and policies related to their operations, including but not limited to student organization space in Armstrong Student Center, room reservation procedures, applying for and using funding, member recruitment, and general operating practices.

213B. The Secretary for Student Organizations shall serve as ASG's primary liaison to Miami Activities and Programming (MAP), the Residence Hall Association (RHA), and all student organizations.

213.C. The Secretary of Student Organizations shall serve as an ex-officio member of the Committee on Student Organization Funding and Audit and assist the Secretary of Finance in student organizing funding and auditing as deemed necessary by the Secretary of Finance.

213.D. The Secretary of Student Organizations shall meet with student organization leaders on a regular basis to determine pertinent issues facing organizations and student concerns.

~~213.F. The Secretary of Student Organizations shall have the additional title of Treasurer of Associated Student Government.~~

213.E. The Secretary of Student Organizations shall be paid according to the formula outlined in Article II, Section 217 using as a base the ~~FY 2014 salary of \$3,050.~~ FY 2017 salary of \$3,550.

~~213.H. The Secretary of Student Organizations shall have the power to adjust all ASG salaries, for the explicit purpose of rounding, by an amount not to exceed .3% of their listed total for each fiscal year.~~

## **SECTION 214**

### **The Powers and Duties of the Chief of Staff**

214.A. The Chief of Staff shall be chiefly responsible for advising the Associated Student Government Cabinet, assisting with the annual transition, and assisting the Executive Cabinet in the completion of their duties as so directed by that body.

1. The Chief of Staff shall work closely with the Associated Student Government Adviser.

2. The Chief of Staff shall work under the supervision of the Student Body President and shall be assisted in the completion of his/her duties by that officer.

214.B. The Chief of Staff shall be responsible for the task of University Senate committee coordination, and shall appoint all undergraduate student members of all proper committees, and shall further be responsible for the reviewing of and reporting on said committees.

214.C. The Chief of Staff shall conduct the search for the non-voting candidates for student-seats on the Board of Trustees.

1. The Chief of Staff must draft the application and interview candidates for this position along with the Selection Committee.

2. The Chief of Staff must be in communication with the Director of Institutional Relations regarding the selection process.

**214.D.** The Chief of Staff shall serve as an undergraduate student member of both University Senate and Student Affairs Council.

**214.E.** The Chief of Staff shall be responsible for the taking of minutes during all official meetings of Executive Cabinet.

**214.F.** The Chief of Staff shall be paid according to the formula outlined in Article II, Section 217, using as a base the FY 2017 salary of \$3,550.

## **SECTION 215**

### **Academic or Conduct Probation**

Should an Associated Student Government Cabinet member be placed on academic or conduct probation during his/her term, the Associated Student Government Executive Cabinet member shall automatically be relieved of his/her duties and vacate the office for the remainder of his/her term. Proceedings to fill the vacated office shall be implemented within two weeks (see replacement procedures as delineated in Article VI Section 609 of the Associated Student Government Bylaws).

## **SECTION 216**

### **Summer Office Staff**

**216.A.** Following each election for Associated Student Government Executive Cabinet Officers, the Cabinet-elect may, at its discretion, appoint one person to serve as the Summer Office Manager. Whenever possible, this person should be a member of the Associated Student Government Executive Cabinet.

**216.B.** The appointee shall be paid the equivalent of the Student Aide I hourly wage. The total amount paid shall not exceed 10 hours per week for the duration of the summer months.

## **SECTION 217**

### **Associated Student Government Salaries**

All positions shall receive salaries listed by position plus increases (cumulatively) from the fiscal year 2017 as adjusted by the annual percent increase for faculty and staff.

## **ARTICLE III. The Student Court**

### **SECTION 301**

A Student Court shall be established consisting of 15 justices and up to two alternates and advised by a representative from the Office of the Vice President for Student Affairs.

### **SECTION 302**

The justices must be in good academic and disciplinary standing with the University.

### **SECTION 303**

**303.A.** The Student Court will hear cases of student disciplinary misconduct referred to it by the Office of Ethics and Student Conflict Resolution under the procedures set forth in the Code of Student Conduct.

**303.B.** The Student Court shall hear all other cases under the procedures set forth in these bylaws and as outlines and approved by the Student Senate.

#### **SECTION 304**

##### **The Powers and Duties of the Student Court will also include:**

**304.A.** To interpret the Associated Student Government Constitution as it applies to individuals and campus organizations.

**304.B.** To hold a hearing and rule on charges of fraud or illegal procedure taking place within a student election in any recognized student organization (except organizations that have a judicial review board) and appeals from Associated Student Government's Election Committee. These rulings concerning student elections shall be final.

**304.C.** To hold a hearing and rule on controversies involving the Student Senate and/or two or more recognized student organizations.

**304.D.** To hold a hearing and rule on controversies involving any recognized student organization.

**304.E.** To issue restraining orders where individuals or organizations act in a manner contrary to this Constitution, or where recognized student organizations act in a manner contrary to their Constitutions.

**304.F.** To hold a hearing and rule on charges of misallocation of funds within any student organization funded by the Student Senate, and to recommend action on such a misallocation to the appropriate body.

**304.G.** To hold a hearing and rule on any action concerning the granting, withdrawal, or denial of recognition of a student organization by the Student Senate upon receipt of a petition requesting this review.

**304.H.** To recommend constructive change in the area of judicial reform at Miami University.

**304.I.** To conduct a trial of those who have been impeached (no justice may hear his/her own cases).

**304.J.** To hear any procedural appeals resulting from decisions made by boards whose organizations are recognized by the University.

**304.K.** To hold a hearing and rule upon appeals of decisions of the Student Initiative Fund Committee. Such appeals shall be granted only on procedural grounds. When established procedures are found to have been breached, the Student Court shall remand the case to the Student Initiative Fund Committee with instructions for the appropriate action.

**304.L.** To hear a student organization emergency request and determine if the organization meets the guidelines set forth by Student Senate. If either party, The Committee on Student Organization Funding and Audit or the student organization, is dissatisfied, the emergency funding request will go before the Student Senate. If either party wishes to appeal to the Senate decision, the requisition will go before the Student Court for a final decision.

**304.N.** All hearings of the Student Court not related to student disciplinary misconduct referred to it by the Office of Ethics and Student Conflict Resolution shall be open to the public.

**304.O.** The original petitions, responses and any briefs from direct or indirect parties shall be considered public knowledge. Copies shall be forwarded to the Secretary for Communications and Media Relations, all parties in the case, and reprinted in the Student Court's decisions.

**304.P.** Student Court deliberations shall be closed to the public and confidential.

**304.Q.** Student Court decisions must be written and forwarded to all petitioners, respondents, the Secretary for Communications and Media Relations and all other relevant parties. Such decisions must include descriptions of the decision of the Court and the Court's rationale.

**304.R.** All hearings of the Student Court, excluding those related to student disciplinary misconduct referred to it by the Office of Ethics and Student Conflict Resolution, shall be scheduled by the Student Court and the time and place of such hearings shall be forwarded to the Secretary for Communications and Media Relations no later than five days before the hearing.

## **SECTION 305**

### **Quorum for Student Court**

**305.A.** A quorum for the purpose of hearings of the Student Court shall consist of five justices.

## **ARTICLE IV. Councils, Committees, and Service**

### **SECTION 401**

#### **Interaction with Senate**

The Councils and Committees of Associated Student Government shall serve in an advisory role to the Student Senate and shall forward proposals to the Student Senate for further action in the University Governance System.

### **SECTION 402**

#### **Councils within Associated Student Government**

**402.A.** The Diversity Affairs Committee shall be chaired by the Secretary for Diversity Affairs and shall cooperate in performing the duties listed under the Associated Student Government Executive Cabinet section of the Bylaws.

1. The membership requirements and responsibilities of members should be at the discretion of the Secretary for Diversity Affairs and/or the Student Body Vice President.
2. Budgeting for the committee will be set forth within the Associated Student Government budget as prepared by the Secretary of Student Organizations.

**402.B.** The Academic Affairs Coalition (hereafter referred to as "AAC") shall be chaired by the Secretary for Academic Affairs and shall cooperate in performing the duties listed under the Associated Student Government Executive Cabinet section of the Bylaws.

1. The membership requirements and responsibilities of members shall be at the discretion of the Secretary for Academic Affairs and/or Student Body Vice President.
2. Budgeting for the AAC will be set forth within the Associated Student Government budget as prepared by the Secretary of Student Organizations.

### **SECTION 403**

#### **Off-Campus Relations Council (OCRC) of Associated Student Government**

**403.A.** The OCRC shall have the following purposes:

1. To assist the Secretary for Off-Campus Affairs in performing the duties listed under the Associated Student Government Executive Cabinet section of the Associated Student Government Bylaws.
2. To direct students to off-campus housing opportunities.
3. To collect evaluations made by former tenants of off-campus housing opportunities and to keep current files on these opportunities.
4. To advise off-campus students about landlord/tenant disputes.
5. To work directly with University Officials:
  - a. Officials may Co-Chair Subcommittees of OCRC
6. To communicate with off-campus students about typical off-campus and neighborhood issues through distribution of informational materials in activities such as 'walk abouts' or organized neighborhood meetings, gatherings, or events.

## **SECTION 405**

### **Funding and Audit Committee Structure**

**405.A.** The ~~Vice-President~~ Secretary of Finance shall chair the Committee on Student Organization Funding and Audit.

1. The committee will consist of six Senators selected by the Speaker of the Student Senate; seven students at-large to be selected by the ~~Vice-President~~ Secretary of Finance and the Secretary of Student Organizations who will serve as an ex-officio member.
2. A quorum of three Senators and three students at-large shall be necessary for operation of the committee.
3. The funding committee will make decisions based on the guidelines outlined in the Associated Student Government Standing Rules of the Committee on Student Organization Funding and Audit as passed by the Student Senate.

**405.B.** The audit duties of the Committee are listed in Section 717.

## **ARTICLE V. Unbecoming Conduct and Repercussion**

### **SECTION 501**

#### **Conflict of Interests**

**501.A.** The Associated Student Government will seek to prevent a conflict of interest within its organization.

1. Any member of Associated Student Government may not represent interests in more than one branch of the student government.
2. No senator may sponsor or author a bill in which his or her own personal interests override the interests of their constituents or the student body.
3. The Speaker Pro Tempore cannot chair an Oversight Committee meeting concerning the impeachment of a position in which he or she is next in line for succession.
4. When articles of impeachment are brought before the Student Senate, no Student Senator may vote on the matter which decides his or her impeachment.



5. When articles of impeachment are brought before the Student Court, no student court justice may participate in the case which decides his or her impeachment.
6. No candidate for elected office can serve on the Elections Committee.

## **SECTION 502**

### **Articles of Impeachment**

**502.A.** If there is a motion and a second within the Oversight Committee to impeach a member of Associated Student Government for not fulfilling his or her duties or for violation of the Constitution, Bylaws, Standing Rules, or standing legislation of the Student Senate, then the Speaker Pro Tempore shall notify the said member in writing of the charges and set a date, within one week after the motion, to hear the case of said member who shall be requested to appear before the committee to present his or her case. The committee shall then recommend action to the Student Senate in the forms provided.

**502.B.** The forms of the Recommendations for Impeachment may be, but are not limited to:

1. Full pardon – The Senator’s, Associated Student Government Executive Cabinet member’s, or at-large member of Student Activities Council or University Senate’s violation of attendance requirements or delineated responsibilities and/or obligations (see the appropriate section of the Associated Student Government Constitution, Bylaws, Standing Rules, or standing legislation of the Senate) was a result of circumstances for which the Senator, Associated Student Government Executive Cabinet member, or at-large member of Student Activities Council or University Senate should not be held responsible.
2. Censure – The Senator, Associated Student Government Executive Cabinet member, or at-large member of Student Activities Council or University Senate is of questionable responsibility, yet the Associated Student Government member’s actions do not warrant dismissal.
3. Dismissal – The Senator, Associated Student Government Executive Cabinet member, or at-large member of Student Activities Council or University Senate has displayed obvious irresponsibility and disregard toward his or her position and dismissal from all aspects of Associated Student Government is in order.

**502.C.** The Student Senate shall then receive the Recommendation for Impeachment from the Oversight Committee. A written article must accompany a Recommendation for Impeachment.

**502.D.** The Student Senate shall then hear testimony; action shall then be taken on the appropriate Article(s).

## **SECTION 503**

### **Associated Student Government Executive Cabinet Members**

**503.A.** Any Associated Student Government Executive Cabinet member may be impeached for just cause by two-thirds vote of the Student Senate. If Dismissal is prescribed by the Student Senate, removal from office shall take place if guilt is determined by the Student Court.

## **SECTION 504**

### **Student Senators**

**504.A.** Recall for any elected Student Senator may be instituted by a majority vote of those voting in a recall election in the member's district after a petition containing signatures of 10 percent of the Senator's constituency is presented to the Student Senate.

**504.B.** A Senator may be impeached for just cause by two-thirds vote of the Student Senate.

1. Impeachment for any Senator may be instituted by a petition signed by one-third of the voting members of the Student Senate.

## **SECTION 505**

### **Student Court Justices**

**505.A.** The Student Court may recommend a justice for impeachment. Any student Court Justice may be impeached for just cause by two-thirds vote of the Student Senate.

## **SECTION 506**

### **University Senate and Student Activities Council Student Members**

**506.A.** Any University Senate student member or Student Activities Council at-large member may be impeached for just cause by two-thirds vote of the Student Senate. If Dismissal is prescribed, removal from office shall take place if guilt is determined by the Student Court.

## **ARTICLE VI. Nominations, and Qualifications**

### **SECTION 601**

#### **Qualifications**

**601.A.** All candidates for any office must be full-time undergraduate students at Miami University.

**601.B.** No candidate may be on academic or disciplinary probation.

### **SECTION 602**

#### **Elections of the President and Vice President**

**602.A.** The election of the Student Body President and Vice President shall be held at a time recommended by the Elections Committee, during the spring semester, but no later than the last week of classes before spring break; subject to the approval of the Student Senate.

**602.B.** If there are two slates for the offices of Student Body President and Vice President, there will be a general election with no primary round. If there are three or more candidates and a slate receives more than 50% of the vote in the primary election, they will be declared the winner. If a general election is required, the top two vote-getting slates from the primary will move on to the next round.

**602.C.** Each candidate must submit a petition and application to the Elections Committee clarifying that the candidate qualifies and agrees to abide by and fulfill all duties and regulations set forth in the Constitution and Bylaws.

1. This petition shall contain the signatures of 150 undergraduate students at Miami University.
2. Petitions and applications must be filed no later than the date set by Elections Committee, as approved by the Student Senate.

3. The petitions shall contain the legal name, or recognizable nickname, of the candidate as he or she would like it to appear on the ballot, as well as the office for which he or she is a candidate.

4. Each petition and application will be examined and certified by the Elections Committee.

5. All petitions are final upon filing; no candidate shall be permitted to alter information after filing.

6. The Elections Committee is granted the authority to alter the name submitted on the petition to ensure a fair election process, even after the petition has been officially filed.

7. If no candidate or only one candidate runs for a single office, the deadline date for filing petitions for that office shall be extended 72 hours.

**602.D.** If only one candidate has declared, that candidate shall be the winner for the office.

**602.E.** If no candidate is declared, the Executive Cabinet-elect will execute the following actions:

1. The Executive Cabinet-elect shall submit no more than three nominees for the vacant office to the Student Senate in a time of no more than 6 days after the completion of all Executive Cabinet elections.

2. The Student Senate shall then elect the nominee to fulfill the vacant office from the names submitted by the Executive Cabinet-elect.

**602.F.** The name of each candidate shall be rotated on the ballot.

**602.G.** The President and Vice President of the Student Body shall run as a single slate, presented as a single option on the ballot to fill both positions.

## **SECTION 603**

### **Election of the Associated Student Government Cabinet Positions**

**603.A.** Individuals seeking to serve on the Associated Student Government Executive Cabinet must submit a petition to the Speaker of the Student Senate.

1. This petition shall contain the signatures of 50 undergraduate students at Miami University.

2. Petitions and applications must be filed no later than the date set by Elections Committee.

3. Each petition and application will be examined and certified by the Elections Committee.

**603.B.** The Associated Student Government Executive Cabinet candidates' names will be forwarded to the Student Senate. The procedure will be as follows:

1. Each candidate will be allowed equal time to speak in Student Senate.

2. Each candidate will have the opportunity to respond to questions about the office that they are seeking as described in the Standing Rules.

3. The candidate receiving majority of votes in a secret ballot election will fill the respective Associated Student Government Executive Cabinet post.

**603.C.** The Secretary for Diversity Affairs must go before the Diversity Affairs Council Executive Board and be approved as an appropriate candidate, or disapproved before they come in front of Student Senate

1. Approvals and Disapprovals are meant to be recommendations to guide Student Senate's choice of election.

- a. Even if the candidate is disapproved by the DAC Executive Board, they may still present in front of Student Senate.
  - b. More than one student may be approved by the DAC Executive Board each year, as this is a vetting process instead of a selection process.
2. Approval by the DAC Executive Board means the candidate has the competency, credentials, and connections to the diverse communities necessary to represent the needs from within these communities.

**603.D.** Chief of Staff will be appointed by the Student Body President and approved by a simple majority of the Student Senate.

## **SECTION 604**

### **Election of Student Senators**

**604.A.** The election for on-campus Student Senators shall be held within the first four weeks of the fall semester.

1. The Speaker of the Senate shall be responsible for dividing the Student Senate seats per district, districts per quad, and number the quads with approximately equal student representation.
2. On-campus voting for each district will take place in that district.

**604.B.** On-campus candidates for Student Senate may run only for the district in which they reside.

1. Members of the Office of Residential Life are ineligible to run for the position of Student Senator from their hall. They are eligible to run for the position of Student Senator for the Resident Assistant (RA) seat.

**604.C.** Off-campus candidates for Student Senate are as follows:

1. All candidates for Student Senator will be elected by off-campus undergraduate students. Each off-campus undergraduate student may vote for up to thirteen candidates.
2. Elections for off-campus senators, if necessary, must be held within the last eight weeks of Spring Semester, after Student Body elections, as determined by the Speaker of the Student Senate.
3. Further election rules shall be subject to the approval of the Student Senate.

**604.D.** Academic Senator candidates for Student Senate are as follows:

1. All candidates for Academic Student Senator will be elected by undergraduate students in the college that they are running to represent.
2. Elections for Academic Senators must be held within the last eight weeks of Spring semester, after the Student Body election, as determined by the Speaker of Student Senate.
3. Students with multiple majors in different divisions may only run for one office in one division.

**604.E.** Each candidate must submit a petition and application to the Speaker of the Senate certifying that the candidate qualifies and agrees to abide by and fulfill all duties and regulations set forth in the ASG Constitution and Bylaws.

1. The petition shall contain the signatures of 35 students who reside in the district from which the candidate is running.

2. Each petition and application will be examined and certified by the Speaker of the Senate.

**604.F.** If no candidate or only one candidate runs from a district, the deadline for filing petitions and applications for that district shall be extended 48 hours.

**604.G.** If only one candidate has declared, that candidate shall be the Student Senator for that district.

**604.H.** If there is no candidate for a Senate seat, it shall be the responsibility of the Speaker of the Student Senate to determine the manner in which elections are held to fill the seat for the term.

## **SECTION 605**

### **Election of Members of University Senate and Student Affairs Council**

**605.A.** The election of student members of both councils shall be held at the same time in the Student Senate each spring using the following procedure:

1. The students will be appointed by the Student Body President and are encouraged to attend one of the first Fall meetings of Student Senate.

## **SECTION 606**

### **Selection of the Student Court Justices**

**606.A.** Selection of the Student Court Justices will be the responsibility of a Nominating Committee.

**606.B.** Applications and resumes will be accepted, and an interview process will be conducted by the Nominating Committee. The Nominating Committee shall be comprised of the Chief Justice of the Student Court (who shall serve as co-chair), the Chief Justice Pro-Tempore (who shall serve as co-chair), at least two non-returning members of the Student Court, any returning member of the Student Court, the Graduate Student Advisor, and at least one member of the Executive Council.

**606.C.** These nominations will then be forwarded to the Student Senate, which will approve or disapprove the nominations individually with a two-thirds vote required for approval.

## **SECTION 607**

### **Nominations of Candidates for Non-Voting Student Seats on the Board of Trustees**

**607.A.** Each year the Student Trustee Selection Committee shall nominate students to fill the student seat on the Board of Trustees that has just been vacated. The Selection Committee shall consist of 15 members appointed by the Student Body President and approved by Senate.

1. This membership must include the Student Body Vice President, Chief of Staff, Chief Justice of the Student Court, Speaker of the Student Senate, Secretary for Academic Affairs, and Secretary for Diversity Affairs, the two current student members of the Board of Trustees. The Student Body President appoints six at large members, three of which must be members of Student Senate.

**607.B.** Before the end of the first semester of every school year, the Selection Committee shall nominate, at the most, five candidates for the open nonvoting student seat on Miami's Board of Trustees and forward the nominations to the Governor of the State of Ohio, using the following procedure outlined below.

**607.C.** The Chief of Staff will draft an application form that, with the approval of Selection Committee will be made available to any Miami undergraduate or graduate student wishing to be considered for nomination to the Governor for the open nonvoting student seat on the Board of Trustees.

1. To be nominated for and to serve on the Board of Trustees as a nonvoting student member, a student must be in good academic standing with Miami University and must remain as such throughout the entire nomination period and the entire term of service on the Board. Students from the Hamilton and Middletown campuses need only be part-time students to be eligible. To be nominated and to serve on the Board of Trustees, a student must also be 18 years of age and a resident of the State of Ohio. Nominees must be physically present at the Oxford or regional campuses during the fall and spring semesters and must remain as such throughout the entire nomination period and the entire term of service on the board. A student must also agree to resign should he or she fail to meet any of the requirements stated above during his or her term as a nonvoting student member of the Board.

2. Students from the Hamilton and Middletown campuses shall not be excluded from the Board of Trustees selection procedure. Notice that the Selection Committee will be selecting students for the nomination to the Governor for the nonvoting student seat on the Board of Trustees must be widely publicized on all three campuses for at least four weeks prior to the deadline for application.

**607.D.** Submitted applications shall be given to all the members of the Selection Committee for their consideration.

**607.E.** At a meeting of the Selection Committee, all the applicants will have the opportunity to give a three minute speech to the members of the Council. All applicants will be given at least one week's notification before this meeting.

**607.F.** After each applicant's speech, members of the Selection Committee may question the applicant.

**607.G.** After all speeches have been given and all questions have been asked, the Selection Committee will discuss the merits of the applicants and then vote. The Selection Committee will vote on the applicants, resulting in no more than 5 persons recommended to the governor. The results of the balloting will be announced at the same Selection Committee meeting.

**607.H.** In the event that a nonvoting student member cannot fulfill his or her term on Miami's Board of Trustees, this same procedure will be followed in order for nominees to fill the vacant seat and be forwarded to the Governor as soon as possible.

**607.I.** In the event that a vacancy occurs during the summer, the Student Body President will nominate, at most, five students with the approval of Executive Cabinet.

**607.J.** If a mandated member of the Selection Committee chooses to apply for nomination, the Student Body President may appoint another at large member.

**607.L.** The Selection Committee can be expanded to up to 18 members to include representatives of the Hamilton and Middletown Campuses' student governments, as well as the Graduate Student Association.

## **SECTION 608**

### **Further Election Rules**

**608.A.** No student may serve on or run for more than one of following positions concurrently as a voting member: Executive Cabinet, and Student Court, unless specified by the ASG Bylaws.

### **SECTION 609 Succession of Associated Student Government Cabinet Members**

**609.A.** If the President of the Student Body is unable to complete his or her term in office, the line of succession shall be:

1. The Student Body Vice President
2. The Speaker of the Senate

**609.B.** If there is a vacancy in the position of Student Body Vice President, the President shall be able to choose their new Vice President, and the new Vice President will be confirmed by Student Senate.

**609.C.** If the Speaker of Senate must take over as President of the Student Body, the vacancy will be filled by an election by the Student Senate.

**609.D.** If all three of these cabinet members are found unable to complete their terms in office simultaneously, a Student Body-Wide election will take place to elect a new Student Body President and Vice President at the discretion of the Advisor to the Executive Cabinet, and the Speaker of Senate will be filled by the line of succession for said position.

**609.E.** If any other Associated Student Government Executive Cabinet member is unable to complete his or her term in office, such a vacancy is filled by any student who obtains a simple majority vote of the Student Senate.

**609.F.** During times when Student Senate is not in session, the Student Body President shall have the power to make a recess appointment in the place of the vacant Cabinet member, to be confirmed or denied upon the reconvening of the Student Senate.

### **SECTION 610**

#### **Succession of Associated Student Government Student Senator**

**610.A.** If any Student Senator is unable to complete his or her term in office, the Speaker of the Senate shall solicit applicants and present, within two weeks of notification of the vacancy, no more than three nominees to the Student Senate to fill the vacancy. The nominee receiving a plurality of the votes cast in the Student Senate will be elected:

1. If the vacancy is from one of the on-campus senators, the nominee(s) must reside in that district.
2. If the vacancy is from one of the off-campus senators, the nominee(s) must reside off campus.
3. If the vacancy is from the Resident Assistant seat or the commuter seat, the nominee(s) must reside in each respective group.
4. If the vacancy is from one of the academic Senators, the nominee(s) must have a major in that division.

### **SECTION 611**

#### **Succession of University Senate and Student Activities Council At-Large Students**

**611.A.** If any University Senate or Student Activities Council At-Large student member is unable to fulfill his or her term in office, the Student Body President shall appoint a student to fill the vacancy.

## **ARTICLE VII. Student Organization Funding and Audit**

### **SECTION 701**

#### **Guidelines for Operation of the Student Initiative Fund (SIF)**

##### **701.A. Purposes**

1. SIF makes funds and support available to encourage, promote, and develop student creativity and ideas.
2. SIF shall not be used to finance day-to-day operations of an activity or student organization.
3. Programs, projects, or initiatives funded in whole or in part by the SIF shall not generate profit for the applicant. It may generate profit for outside endowments (i.e. charities) only if the SIF Committee determines that in doing so the initiative benefits the Miami community in accordance with the purpose of SIF.
4. Programs, projects, or initiatives funded in whole or part by SIF are to be first-time initiatives for new student services or extraordinary programs not already included in the Miami calendar.
5. Programs, projects, or initiatives funded in whole or in part by the SIF shall comply with University policies and business practices, including policies prohibiting off-campus competition with local business.

##### **701.B. Funding Source**

1. The SIF shall be established from student fees and assessments, gifts, grants, University appropriations and other appropriate sources of funds.
2. The SIF shall be budgeted annually at an amount to be determined by the ASG Secretary of Student Organizations.
3. The funds shall be deposited to the SIF from available sources each semester. The fund shall be maintained as an account of Miami University, separate and distinct accounts held by Associated Student Government.

### **SECTION 702**

#### **Grants**

**702.A.** The SIF shall be administered in a way that will facilitate implementation of appropriate student initiatives by providing grant funding.

**702.B.** Any individual student (i.e. full-time, part-time, undergraduate, or graduate) or student organization that does not have a University account may apply for a grant. The amount to be granted is limited only by the discretion of the SIF Committee.

**702.C.** Grant applications shall be taken on a rolling application basis.

1. Availability and procedure for administering grants shall be publicized by the SIF Committee.
2. Applications may be reviewed at other times under extraordinary circumstances at the discretion of the SIF Committee.
3. SIF funding may be fully allocated at any time regardless of timing during the academic year. There is no assurance that any funding will be available at any point during the academic year.



**702.D.** Grant applications must demonstrate how the student initiative proposal will affect portions of the Miami community.

**702.E.** Programs, projects, or initiatives that exercise or endorse religion or support or oppose a political candidate, political party, referendum, or proposed legislation shall be ineligible for funding. Programs, projects, or initiatives for which academic credit is received shall be ineligible for funding.

## **SECTION 703**

### **Grant Proposals**

**703.A.** Each proposal must include the following information:

1. A statement of the goal of the initiative, specifically identifying its benefits to portions of the University community.
2. A statement addressing why funding from the SIF is necessary to implement the initiative and stating any assistance, support, or other involvement in the program or project.
3. A statement of the purpose of the SIF, specifically identifying whether expenditures will be for start-up costs or for one-time programs or projects.
4. A detailed business plan including an analysis of the initiative's marketing ability (i.e. how the program will be publicized and measures taken to ascertain that members of the Miami community will be interested).
5. A detailed budget for the initiative accompanied by documentation verifying projected costs and comparing costs of the proposal to costs of similar programs. This budget should include:
  - a. A list of sources of project funds including, but not limited to, membership dues if an ongoing student organization, private donations, funds from academic departments or divisions, and fund-raising activities which support the initiative;
  - b. A list of funding sources approached but unable or unwilling to provide funding, including any and all rationales supplied by the prospective sources for not providing funding;
  - c. Itemized expenditures;
  - d. Cost comparisons if available (i.e. if there has been a project in Oxford or at a similar locale similar to the proposal, include any actual cost information that can be obtained. If your estimates vary significantly, explain why); and
  - e. An implementation plan providing time lines for expenditures and activities related to the initiative.

**703.B.** Any grant funding allocated but not expended by the end of the time line as approved will be available for reallocation for other student proposed initiatives.

**703.C.** No proposals that are submitted after the proposed event has occurred shall be accepted. Proposals that are submitted prior to the event shall be considered on time regardless if the SIF Committee does not meet until after the event has taken place.

## **SECTION 704**

### **SIF Committee**

**704.A.** The Student Body President will appoint an SIF Committee.

1. The committee will be chaired by the Student Body President, or his or her designee.
2. Two faculty members shall be appointed with special consideration given to faculty who have marketing or finance backgrounds.
3. The Director of Student Leadership and Program Development shall be appointed.
4. The ~~Vice President~~ Secretary of Finance of Associated Student Government shall be appointed.
5. Two students shall be appointed from those nominated by the Associated Student Government Executive Cabinet and approved by Student Senate.

**704.B.** Each appointment shall be made for a one-year term.

**704.C.** Committee members may be reappointed to subsequent terms.

**704.D.** Meetings

1. The chair shall determine the meeting schedule for the group.
2. It shall be the responsibility of the committee to adequately publicize for funding so that applications from a wide pool of students may be solicited.

**704.E.** Action by the committee

1. Decisions pertaining to approval of grants shall be made in regular committee meetings.
2. The chair shall vote only in the event of a tie.
3. Recommendations for funding initiatives through the SIF shall require the majority vote of those committee members attending the committee meetings at which the application is considered. A majority of the committee must be present to conduct business.

## **SECTION 705**

### **Funding**

**705.A.** To be considered for funding, a proposal must include all of the required information. Failure to include any required item may be grounds for refusing funding.

**705.B.** Deliberations by the committee

1. The committee may choose to approve or reject an application for funding.
2. The committee may return a grant application with comments and/or suggestions for possible future resubmission to the student or student group bringing forward the initiative.
3. The committee may modify a grant application. Modified grant applications will be approved with the recommendation for funding as modified.

## **SECTION 706**

### **Expenditures**

**706.A** No expenditures may be made from the SIF until a student or student group has received written confirmation of approval from the chair of the SIF committee.

**706.B.** Expenditures shall be made on a reimbursement basis upon the presentation of appropriate receipts or records unless other arrangements have been made prior to incurring the expenditure.

**706.C.** Reimbursement of expenditures requires the signature of both the student bringing forward the initiative or a representative of the student group bringing forward the initiative and the chair of the SIF Committee.

**706.D.** At the end of the initiative time line, a final accounting shall be presented to the SIF Committee outlining actual expenditures and evaluating the success of the initiative program.

## **SECTION 707**

### **The Process for Recognition of Student Organizations**

**707.A.** A student group seeking recognition by Associated Student Government as a student organization must submit a petition signed by the officers and an adviser to the Office of Student Activities and Leadership for review. Once a petition is approved by the Office of Student Activities and Leadership, the student organization shall be considered approved by the Associated Student Government. The Office of Student Activities and Leadership shall submit a weekly report of student organizations that have been recognized to the ~~Vice-President~~ Secretary of Finance and the Student Senate. The petition must include:

1. Date of submission
2. A statement of the objectives of the group
3. The proposed constitution and/or bylaws and those of any national organization to which it is affiliated. The constitution must clearly state that there will be no discrimination based on race, religion, color, sexual orientation, national origin, sex, age, or handicap in the activities, programs, and operations of the organization or in the selection of members (except as noted in Chapter 4, Section 04.602 of the Student Handbook)
4. Member requirements
5. Dues and/or other sources of income
6. Contact information for all officers and advisers
7. Schedule of meetings
8. Initial membership list. The membership list must consist of at least 10 members, otherwise the organization must petition the Oversight Committee of the Student Senate.

**707.B.** Should the information contained in points 2, 3, and 4 be modified or reconstituted at some date after the original petition has been recognized, the organization must re-submit this information to the Office of Student Activities and Leadership which shall report any changes to the ~~Vice-President~~ Secretary of Finance and the Student Senate.

**707.C.** While a group is in the process of seeking recognition as herein stipulated, it may use University facilities, if properly scheduled, for no more than three meetings.

**707.D.** Once a student organization has been approved by the Office of Student Activities and Leadership, the Secretary of Student Organizations takes the approved petition to the Student Organization Associate, who sets up an account for the new student organization and notifies the appropriate departments on campus. The Office of Student Activities and Leadership may deny recognition to an organization whose purpose is determined to be contrary to the educational goals of Miami University.

**707.E.** New student organizations are required to establish a University account unless exempted by the Student Organizations Associate as stated in Chapter 4, Section 04.605 of the Student Handbook.

## **SECTION 708**

### **The Process for Registration of Student Organizations**

**708.A.** Organizations must forward updated registration information each fall to the ~~Vice President~~ Secretary of Finance of Associated Student Government who shall thereby be responsible for publicizing the deadline. Those organizations who fail to register in the fall must do so by a February deadline also specified by the ~~Vice President~~ Secretary of Finance. Registration will include the following information:

1. Contact information for the President, Treasurer, and Adviser
2. A copy of the organizations' constitution should be updated on The Hub once every two years.

**708.C.** A student organization must be registered for each academic year in which it wishes to receive funding from Associated Student Government.

## **SECTION 709**

### **False or Incomplete Registration**

**709.A.** The Oversight Committee shall be responsible for the investigation of the following a: falsifications of petition or registration, failure to resubmit changes and/or modifications of information required by Section 703. The Oversight Committee is responsible for delivering a report to the Student Senate based on their findings. The Student Senate may then determine to impose a sanction or to revoke recognition of the student organization. The Student Senate may, in such cases and at its discretion, impose such conditions and qualifications for recognition, as it deems necessary.

## **SECTION 710**

### **Purpose and Structure**

**710.A.** The following shall outline the procedures by which the Student Senate will allocate funding to student organizations. It is the firm determination of Associated Student Government to:

1. Create an equal opportunity for access to available funds for all student organizations through the process;
2. To enable those student organizations to reach and affect as many students as possible in a manner beneficial to their university experience; and
3. To help enrich the lives of students through better use of available funds.

**710.B.** The three primary categories of funding under this process shall be known as Administrative Funding, Event Funding and Capital Funding. Two auxiliary categories shall be known as Emergency Funding and Unity Funding.

**710.C.** The process for requesting funding is as follows:

1. The ~~Vice President~~ Secretary of Finance shall publicize applications and deadlines for funding request cycles.
2. A representative of the student organization shall present their requests to the Committee on Student Organization Funding and Audit.
3. All meetings of the Committee on Student Organization Funding and Audit will be open to the public. The Committee shall provide notice of such meetings to the Miami student body.
4. The Committee on Student Organization Funding and Audit has the authority to allocate funds as specifically as it deems necessary.

5. Allocations shall be transferred to the organization following the completion of the funding cycle hearings.
6. Administrative, Event, & Capital Funding
  - a. There shall be one cycle at the beginning of each month during the fall and spring semesters where student organizations can request Administrative Funding, Event Funding, & Capital Funding:
    1. The cycles will be in October, November, February, and March.
    2. There will be emergency funding cycles for December and April if deemed necessary by the ~~Vice President~~ Secretary of Finance.
    3. Additional funding cycles can be added if deemed necessary by the ~~Vice President~~ Secretary of Finance.
  - b. An organization may apply for funding in any cycle that will be used during the rest of the current academic year.
  - c. Organizations may apply for funding in the second cycle for events that will take place before the first event cycle of the following academic year.

## **SECTION 711**

### **Eligibility**

- 711.A.** To be eligible for Associated Student Government funding, a student organization must:
1. Be recognized by the Student Senate and registered with the Associated Student Government as outlined in Section 707.
  2. Have all funds on deposit in a student organization account with Miami University.

## **SECTION 712**

### **Administrative Funding**

**712.A.** Administrative Funding shall consist of any tangible or consumable goods pertinent to the regular administrative tasks of the student organization, interpretation of which is at the discretion of the Committee on Student Organization Funding and Audit. Items routinely funded include office supplies, general printing and photocopying, telecommunications services, office space, subscriptions, etc.

**712.B.** All eligible student organizations may receive Administrative Funding if a request is submitted by the publicized deadline and subject to the availability of resources.

## **SECTION 713**

### **Event Funding**

**713.A.** Event funding shall be used for:

1. All expenses related to any events that fall outside the realm of regular administrative tasks for Administrative Funding.
2. Expenditures such as speakers, travel, or other events that are being held by the organization.

**713.B.** The Allocation of Funding is as follows:

1. The President and Treasurer of the student organization shall present their requests to the Committee on Student Organization Funding and Audit.

2. The Committee shall determine an allocation based upon the following criteria:
  - a. The event benefits the student body and/or the members of the student organization in accordance with the purpose of the funding procedure as stated in Section 711.A, educational purposes generally receiving priority over social or recreational purposes.
  - b. Estimates of expenses and revenues are reasonable and have been researched.
  - c. Significant planning has taken place to ensure feasibility of the event.
  - d. No University policy will be violated by the event.
3. All meetings of the Committee on Student Organization Funding and Audit will be open to the public. The Committee will provide notice of such meetings in a manner reasonably calculated to provide notice to students at Miami at least one week before any scheduled meeting.
4. The committee has the authority to allocate funds as specifically as it deems necessary.
5. Allocations shall be transferred to the organization following the completion of the Event Funding cycle hearings.

## **SECTION 714**

### **Capital Funding**

#### **714.A.** Capital Funding shall be used for:

1. Any physical item that is necessary for the operation of the organization that will be kept and stored by the organization in a secured space on campus. I.E. organization office space, or an advisor's office.
2. Cannot be used to supplement prior requests accepted by the Committee on Student Organization Funding and Audit and approved by the Student Senate.

#### **714.B.** Responsibilities of the organization towards items purchased by Capital Funds.

1. The organization shall be held accountable for the whereabouts of all items purchased with Capital Funds.

## **SECTION 715**

### **Emergency Funding**

#### **715.A.** Emergency Funding Shall:

1. Be used to fund requests for student organizations that arise unexpectedly between funding cycles and that must occur before the beginning of the next cycle.
2. Be used when funds cannot be found by other means available within the university, including funds outside of the Associated Student Government.
3. Not be used to supplement prior requests accepted by the Committee on Student Organization Funding and Audit and approved by the Student Senate.
4. Shall be taken from an establishment amount of funds set aside by the Vice President of Student Organization at the beginning of the academic year.

**715.B.** Should an event arise that requires an emergency source of funding, the Vice President of Student Organization should be contacted immediately by the student organization.

**715.C.** The Vice President of Student Organization shall present the Student Organization Funding and Audit committee with a request at an emergency meeting.

**715.D.** Each organization may make a maximum of two emergency funding requests per academic year.

**715.E.** If either party, the Committee on Student Organization Funding and Audit or the student organization, is dissatisfied, the emergency funding request will go before the Student Senate. If either party wishes to appeal the senate decision, the request will go before the Student Senate for a final decision.

## **SECTION 716**

### **Restrictions, Violations, and Sanctions**

**716.A.** While funding from Associated Student Government may be used for educational purposes, such as promoting discussion or debate from various perspectives, funds provided by Associated Student Government may not be used for the following purposes:

1. To support or sponsor ballot initiatives, candidates seeking election, or other political purposes.
2. To support or sponsor political lobbying.
3. To support religious rites or services or to convert people to a certain religion.
4. To provide donations to off-campus entities for which no substantial services are rendered.
5. To purchase alcohol or any product that violates University policies.

**716.B.** Interpretation of any of the above stipulations is to be made, in the initiative instance, by the Committee on Student Organization Funding and Audit. If any student or group objects to the Committee's interpretation of the above stipulations, the objections of such student organization may be reviewed by the Student Senate. If either the Committee on Student Organization Funding and Audit or the student and/or organization is dissatisfied with the decision of the Student Senate, that decision may then be reviewed by Student Court.

**716.C.** Violation of any of the restrictions set out in Section 716 may result in a sanction for the student organization. All sanctions, made at the discretion of the Committee on Student Organization Funding and Audit, shall be submitted to Student Senate for final vote of approval.

## **SECTION 717**

### **Audit Duties of the Committee on Student Organization Funding and Audit**

**717.A.** The Committee has the authority to:

1. Investigate suspected violations of the restrictions set forth in Section 716.
2. Perform random audits of student organizations.
3. Perform audits on the basis of violations suspected on good faith set forth in section 716.
4. Decide as a majority body sanctions to be rendered unto student organizations where a violation of the Funding Rules in Section 716.
5. Submit any student organization sanctions to the Student Senate for a vote of approval.

**717.B.** The Committee may request documentation related to any income or expenditures regarding Administrative and Event Funding throughout the year.

**717.C.** The Committee is responsible for verifying that funds that have been used in accordance with the purpose for which the Committee on Student Organization Funding and Audit granted the funds.

**717.D.** Upon determination that a violation has occurred, the Committee shall submit a decision of sanction(s) to the Student Senate for a vote of approval. The Committee shall consider intent, severity, magnitude, and negligence in their decision. The sanction to be imposed shall be decided by the Student Senate. Any student organization found to have committed a violation may, however, obtain review of such sanction(s) by the Student Court.

**717.E.** The Committee shall notify any student organization that the Committee has decided to sanction for misuse of funds at least one week in advance of the presentation to Senate recommending the sanctions.

## **ARTICLE VIII. Amendments**

### **SECTION 801**

**801.A.** Amendments of the Bylaws must be passed by a two-thirds majority vote of the Student Senators present at the Student Senate. Amendments shall take effect upon their passage through Student Affairs Council.