

VOLUME I

Constitution of the University of North Carolina Association of Student Governmentsⁱ

We, the students of the constituent institutions of the University of North Carolina, desiring to preserve within this University an atmosphere of free discussion, inquiry and self-expression, to insure the personal freedom and general welfare of the Student Body, and to continue in this State's time-honored tradition of responsible self-government, do hereby establish this Constitution of the University of North Carolina Association of Student Governments.

Article I. MISSION, PURPOSES AND MEMBERSHIP.

SECTION ONE – Mission. Founded and funded by students, the University of North Carolina Association of Student Governments champions the concerns of students and ensures affordability and accessibility to quality education today and tomorrow.

SECTION TWO – Purposes. As noted in the University of North Carolina Board of Governors policy formally recognizing the Association of Student Governments as the student organization designated to represent the interests of students in the deliberations of the Board, the purposes of the Association shall be to:

- A. represent the students of the University before the University of North Carolina Board of Governors;
- B. develop and maintain open lines of communication between institutions, promote each student's right to a quality education, and promote the issues deemed beneficial to students;
- C. actively promote affordable, quality higher education within the State of North Carolina;
- D. act as a liaison between the students and the Governor of the State of North Carolina, the North Carolina General Assembly, the Office of the President of the University of North Carolina, and other state and federal officials;
- E. address and act on the collective interests of students enrolled in member institutions;
- F. involve students in the political process by educating students on the issues affecting them and the university;
- G. actively involve students in the area of governmental relations so as to promote the passage or defeat of legislation, which the Association deems relevant to the education of students, their institutions, and higher education in North Carolina;

- H. promote and maintain conditions conducive to academic freedom; and
- I. promote unity and cooperative efforts between the seventeen public institutions of The University of North Carolina.

SECTION THREE – Membership. The Association of Student Governments shall be comprised of the recognized constituent institutions of the University of North Carolina, as specified in §116.4 of the General Statutes of the State of North Carolina, specifically:

1. the University of North Carolina at Chapel Hill;
2. North Carolina State University at Raleigh;
3. the University of North Carolina at Greensboro;
4. the University of North Carolina at Charlotte;
5. the University of North Carolina at Asheville;
6. the University of North Carolina at Wilmington;
7. Appalachian State University;
8. East Carolina University;
9. Elizabeth City State University;
10. Fayetteville State University;
11. North Carolina Agricultural and Technical State University;
12. North Carolina Central University;
13. the University of North Carolina School of the Arts;
14. the University of North Carolina at Pembroke;
15. Western Carolina University;
16. Winston-Salem State University; and,
17. the North Carolina School of Science and Mathematics.

All members of the Association shall be entitled to full participation in its governance and activities, and no amendment, act, legislation or similar instrument shall be in order that prevents any member from so participating.

Article II. LEGISLATIVE.

SECTION ONE – The General Assembly. The supreme authority of the Association of Student Governments shall be vested in the General Assembly, when assembled and otherwise vested in the Council of Student Body Presidents.

SECTION TWO – Sessions of the Association. Each regular session of the General Assembly shall begin on May 1st of each calendar year and shall end on April 30th.

SECTION THREE – Composition and apportionment. The General Assembly shall be composed of 68 delegates who shall represent each of the constituent members of the Association, as well as such other members as may be specified herein or in the Association Statutes. Delegates shall be apportioned equally among the constituent members. All delegates shall be students in good academic and conduct standing and enrolled as degree-seeking students at their respective institutions, and shall remain enrolled and students in good academic and conduct standing throughout their term of office.

SECTION FOUR – Selection of delegates. Delegates shall be chosen in such a manner as each constituent member of the Association may prescribe through the legislative authority thereof, provided the Student Body President at each institution shall be an *ex officio* delegate and delegation leader for the institution.

If no means of selection is prescribed for the remaining delegates to be selected by an institution, the Student Body President of that institution shall appoint such delegates subject to the approval of the institution's legislative authority or the General Assembly when appropriate.

SECTION FIVE – President and Senior Vice President as *ex officio* members. The President of the Association shall be an *ex officio* member of the General Assembly, except that he or she shall not have a vote. The Senior Vice President shall be an *ex officio* member of the General Assembly, except that he or she shall not have a vote except in the case of a tie vote by the General Assembly.

SECTION SIX – Term of office. The term of office for each *ex officio* delegate shall begin on the date of his or her election and shall end on the date he or she leaves office or upon the adjournment *sine die* of the General Assembly, whichever occurs first. The term of office for each non-*ex officio* delegate shall begin

on the date of his or her appointment or election and shall end on the date prescribed by the institution represented or upon the adjournment *sine die* of the General Assembly, whichever occurs first.

SECTION SEVEN – Vacancies. Vacancies created by the resignation or removal of a duly serving delegate, or upon a duly serving delegate's election or appointment as an Executive Officer of the Association, shall be filled by an alternate who shall be selected in identical form to the selection of delegates prescribed herein.

SECTION EIGHT – Officers of the General Assembly. The Senior Vice President of the Association shall be the presiding officer of the General Assembly. The General Assembly shall elect from its membership, at the first meeting of each annual session and at such other times as the position may become vacant, a Speaker *Pro Tempore* who shall preside over the General Assembly whenever the Senior Vice President is unable or unwilling to do so and who shall succeed to the position of Senior Vice President should it become vacant. The General Assembly shall elect from its membership such other officers as may be necessary for its successful operation.

SECTION NINE – Powers and duties of the General Assembly. The General Assembly shall:

- A. accredit its own membership;
- B. establish its own meeting times;
- C. establish its own rules of procedure by majority vote, which shall be included in the Association Statutes;
- D. enact by a two-thirds majority vote the Association Statutes;
- E. enact all legislation necessary and proper to promote the personal freedom and general welfare of the Student Body of the University of North Carolina;
- F. maintain a detailed journal of all proceedings and votes thereof, which it shall cause to be printed and made public at the earliest possible convenience after the adjournment of such proceedings;
- G. provide for the annual compilation and publication of relevant Association documents in order that the students may be informed;
- H. approve an annual budget for any funds placed under the authority of the Association;
- I. allocate designated funds under the authority of the Association to (a) units of the Association, or (b) the constituent members of the Association

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for such purposes as the General Assembly shall deem compatible with the personal freedom and general welfare of the Student Body;

- J. override a presidential veto by a two-thirds vote;
- K. confirm or reject appointments by the Association President by a majority vote, except for such minor appointments as the General Assembly shall deem proper not to require approval;
- L. try all impeachments and suspend or remove from office by a three-fourths majority vote any elected or appointed official for malfeasance in office if the individual (a) has been elected by the General Assembly, or (b) has been confirmed by the General Assembly through a constitutionally-specified majority; and,
- M. have such further powers and duties as may be prescribed in the Association Statutes.

SECTION TEN – Committees of the General Assembly. The concerns of the Association, including relevant legislation, shall be investigated and reviewed by such standing committees of the General Assembly as it may deem necessary to establish. All standing committees and applicable committee duties shall be chartered in the

Association Statutes. Select, *ad hoc* and other such committees may also be created as prescribed in the Association Statutes. The Senior Vice President shall be an *ex officio* voting member of all committees of the General Assembly.

SECTION ELEVEN – The Council of Student Body Presidents. The Council of Student Body Presidents shall be a permanent standing committee of the General Assembly and shall have general oversight regarding the financial and personnel matters of the Association. The membership of the Council shall include the President of the Association and the Student Body President of each constituent member of the Association; the Senior Vice President and Speaker *Pro Tempore* shall also be *ex officio* members of the Council, except that they shall not have a vote. The initial meeting of the Council in each session shall be convened and presided over by the President, whereupon the Council will proceed to elect by majority vote both a Chairman and a Vice Chairman. The Council shall meet during each regular meeting of the General Assembly and at such other times as it or the President may deem appropriate.

Article III. EXECUTIVE.

SECTION ONE – The Executive Branch. The executive authority of the Association shall be vested in an elected President, who shall have the assistance of an elected Senior Vice President and such other Vice Presidents and other officials as the President may deem appropriate to appoint. All such officials shall be considered Executive Officers of the Association. All Executive Officers shall at the time of election or appointment be students in good academic and conduct standing and enrolled as degree-seeking students at constituent members of the Association, and shall remain enrolled and students in good academic and conduct standing throughout their respective terms of office.

SECTION TWO – Election of President and Senior Vice President. The President and Senior Vice President shall be elected for a one-year term by a majority vote of the General Assembly in a single election during its March meeting. If the General Assembly does not have quorum at that meeting, the election shall take place during its April meeting. No person shall be eligible for election to the office of President or Senior Vice President unless he or she has first served as a delegate to the Association or executive officer of the Association for the majority

of at least one session. In addition, no person shall be elected to the position of President or Senior Vice President more than twice.

SECTION THREE – Term of office. The term of office of the President and Senior Vice President shall coincide with the session of the General Assembly immediately following their election.

SECTION FOUR – Succession. If the President is removed or leaves office for any reason, the Senior Vice President shall become President. If the Senior Vice President is removed or leaves office for any reason, the Speaker *Pro Tempore* shall become Senior Vice President.

SECTION FIVE – Powers and duties of the President. The President of the Association shall:

- A. be Chief Executive Officer of the Association;
- B. act as the Association’s official representative and spokesperson to the public and all governmental agencies and bodies;
- C. serve as an *ex officio* member of the University of North Carolina Board of Governors, as specified in §116-6.1 of the General Statutes of the State of North Carolina;

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- D. serve as an *ex officio* member of the Council of Student Body Presidents and all subcommittees of the Council;
- E. serve as an *ex officio* non-voting member of the General Assembly;
- F. assume, and retain at all times, administrative control of the finances of the Association;
- G. prepare and recommend to the General Assembly a comprehensive budget of the anticipated revenues and proposed expenditures of the Association for the ensuing fiscal year;
- H. appoint officers necessary for the operation of the Association, to serve at the President's discretion;
- I. have the authority to veto any act of the General Assembly within ten (10) calendar days of receipt of an engrossed copy from the Senior Vice President;
- J. enforce and administer all enrolled acts passed by the General Assembly;
- K. address the General Assembly at such times as it may invite him or her to do so or at such times as he or she may request the Senior Vice President to let him or her do so;
- L. recommend to the General Assembly's consideration such measures as he or she shall deem imperative;
- M. prepare an annual report of the Association's activities following each election but prior to the adjournment *sine die* of the General Assembly; and,
- N. have such further powers and duties as may be prescribed in the Association Statutes.

SECTION SIX – Powers and duties of the Senior Vice President. The Senior Vice President shall:

- A. be Chief Operations Officer of the Association;
- B. serve as an *ex officio* member and presiding officer of the General Assembly, non-voting except in the case of a tie vote;
- C. serve as an *ex officio* non-voting member of the Council of Student Body Presidents;
- D. serve as an *ex officio* member of all other committees of the General Assembly;
- E. call all meetings of the General Assembly;
- F. appoint the chairmen of all committees of the General Assembly unless otherwise provided;
- G. forward all legislation within two days of its passage to the President for his or her review;
- H. ensure all acts of the General Assembly are faithfully executed;
- I. coordinate the efforts of the several Vice Presidents and gather reports from them for monthly distribution to the General Assembly;

- J. assist the President in the performance of his or her duties;
- K. exercise the powers of the President if he or she is absent or otherwise prevented from doing so;
- L. have such further powers and duties as may be prescribed in the Association Statutes.

SECTION SEVEN – Vice Presidents and Associate Vice Presidents. The President shall appoint such Vice Presidents as he or she deems necessary for the successful operation of the Divisions of the Association, subject to the confirmation of the General Assembly. For each Vice President so appointed, the President shall also appoint an Associate Vice President who shall assist the respective Vice President in the execution of his or her duties. Each Vice President and Associate Vice President shall serve as a staff person to the appropriate Department of the Association as assigned by the President. The Vice President of each Department shall also produce a report of the Department's activities and submit the report to the Senior Vice President for distribution to the Association when prescribed by the Association Statutes.

SECTION EIGHT – Other Executive Officers. The President shall be empowered to appoint such other minor Executive Officers as he or she shall deem necessary for the successful operation of the Association without confirmation of the General Assembly. Executive Officers so appointed shall not receive a stipend and shall serve at the discretion of the President.

SECTION NINE – The Board of Directors. The Board of Directors of the Association shall be generally responsible for conducting the business of the Association between meetings of the General Assembly. The Board shall be composed of members as prescribed in the Association Statutes.

SECTION TEN – Departments. The operational activities of the Executive Branch shall be organized into Departments administered by a Vice President as assigned by the President and composed of delegates of the Association and such additional members as may be prescribed by Executive Order or in the Association Statutes. Each Department shall implement the various policies, programs and other initiatives placed under its jurisdiction, hold investigative hearings on matters within its jurisdiction, and produce reports on relevant topics for the Association or the President and Senior Vice President.

Article IV. OPEN GOVERNANCE.

SECTION ONE – Illegal Acts Prohibited. The Association and all of its constituent units shall abide by the Constitution and laws of the United States of America, and the Constitution and laws of the State of North Carolina not inconsistent therewith.

SECTION TWO – Open Meetings. The Association and all of its constituent units shall follow the letter, spirit and intent of the Open Meetings Law of North Carolina, N.C. General Statutes Chapter 143, Article 33C.

SECTION THREE – Open Records. The Association and all of its constituent units shall follow the letter, spirit and intent of the Public Records Law of North Carolina, N.C. General Statutes Chapter 132.

SECTION FOUR – Rules of Order. Except as otherwise prescribed in the Association Statutes, the deliberative units of the Association shall use the latest edition of Robert’s Rules of Order, Newly Revised as their parliamentary authority.

Article V. ASSOCIATION STATUTES.

The Statutes of the University of North Carolina Association of Student Governments, or simply the Association Statutes, shall be the by-laws of this Constitution and shall require passage by a two-thirds majority vote of the General Assembly.

Article VI. AMENDMENTS TO THIS CONSTITUTION.

Ratification of this Constitution and future amendments thereto shall require a three-fourths majority vote of those delegates present and voting at a regular meeting of the General Assembly. This Constitution supersedes and replaces any previous documents and practices existing prior to its adoption.

ⁱ *Constitution Revision History*

- Created by: GB 14, 37th Session (2008-2009), adopted 08/30/2008.
- Amended by:
 - GB 20(amends Article 3 Section 8 and Section 10), 39th Session (2010-2011), adopted 01/29/2011.
 - GB 28 (amends Article 3, Section 2), 41st Session (2012-2013), adopted 2/23/2013.
 - GB4 (repeals Section Two J; amends Article II Sections One – Four, and Section Nine; amends Article III Section 1 and Section 7; repeals Article III Section 8; renames Article III Sections 8-10), 43rd Session (2014-2015), adopted 3/21/2015.

CHAPTER 1.

The Association of Student Governments.ⁱ

Article 1. Association Officials and Bodies.

Contents.

- §1-1.1. **Definitions and Conventions.**
- §1-1.2. **General Qualifications for Association Officials.**
- §1-1.3. **Dual Office Prohibition.**
- §1-1.4. **Oath of Office.**
- §1-1.5. **Open Meeting Requirement.**
- §1-1.6. **Public Body Meeting Records.**
- §1-1.7. **Codification of Statutes.**
- §1-1.8. **Codification of Senior Executives.**
- §1-1.9. **Institutional Sovereignty.**
- §1-1.9A. **Limited Use Preferred.**
- §1-1.9B. **Narrow Scope Applied.**

§1-1.1. **Definitions and Conventions.**

Within these Statutes, the following definitions shall apply:

- (a) The “**Student Body**” is all duly enrolled students of all constituent institutions of the consolidated University of North Carolina.
- (b) The “**Association**” is the UNC Association of Student Governments.
- (c) A “**constituent member**” of the Association is one of the recognized institutions comprising the consolidated University of North Carolina pursuant to Article I, Section Three of the Association Constitution.
- (d) An “**institution**” refers to a constituent member, unless otherwise specified.
- (e) A “**Session**” of the Association is each period from May 1 of a calendar year to April 30 of the subsequent year, and beginning with the 1st Session in 1972-1973.
- (f) A “**day**” is a standard calendar day, unless otherwise specified.
- (g) The “**General Assembly**” is the UNC Association of Student Governments General Assembly, unless otherwise specified.
- (h) An “**Association Office**” is any elected or appointed position provided for by the Association Constitution or these Statutes, and not explicitly defined otherwise.
- (i) An “**Association Official**” is any person holding an Association Office.
- (j) An “**Elected Official**” is any person holding an elective Association Office.
- (k) The “**President**” is the President of the Association.

- (l) The “**Secretary**” is the Secretary of the General Assembly.
- (m) An “**Executive Officer**” is any Association Official in the Executive Branch as specified in Article III, Section One of the Association Constitution.
- (n) A “**Delegate**” is a member of the General Assembly, unless otherwise noted.
- (o) The term “**public body**” refers to the General Assembly and all committees thereof, Executive Branch Divisions, and the Board of Directors.
- (p) A student in “**good standing**” shall not be suspended nor on any academic or disciplinary probation, and shall have a cumulative Grade Point Average (GPA) sufficient to graduate from the course of study in which he or she is enrolled.

§1-1.2. **General Qualifications for Association Officials.**

All Association Officials shall be chosen from the Student Body. Pursuant to the Association Constitution, all Association Officials must be degree-seeking students in good standing at the time of their appointment or election, and must remain such throughout their term in office. Additional qualifications for specific offices may be assigned in these statutes.

§1-1.3. **Dual Office Prohibition.**

No Association Official shall serve in more than one Association Office at any one time, unless such additional offices are considered dual office-holding exempt as specified by other statutes.

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§1-1.4. Oath of Office.

All Executive Officers shall, upon commencing their term of office and in the presence of at least two witnesses, be administered the following Oath of Office by a senior-level Association Official: “I, [official’s name] do solemnly swear [or affirm] that I shall faithfully represent the interests of the Student Body of the University of North Carolina, that I will dutifully uphold and preserve the Constitution of the Association of Student Governments, and that I will faithfully execute the office of [name of office] for the [session number] Session of the Association.”

§1-1.5. Open Meeting Requirement.

Pursuant to the requirement in the Association Constitution to comply with the Open Meetings Law of North Carolina, all meetings of public bodies shall be open to all University students except in such instances that necessitate the closing of meetings as permitted by the North Carolina General Statutes §143-318.11(a).

§1-1.6. Public Body Meeting Records.

Pursuant to the requirement in the Association Constitution to comply with the Open Meetings Law of North Carolina, all public bodies shall maintain full and accurate minutes of their business such that a person not in attendance would have a reasonable understanding of what transpired. These records shall be available upon the request of any student.

§1-1.7. Codification of Statutes.

All Statutes shall be included in one of several Chapters based on the subject matter referenced. Each Chapter shall be subdivided into Articles as needed for organizational clarity, and Articles may be further subdivided into Parts for the same purpose. Each Statute shall be numbered in a manner such that it can be referenced by section, with its Chapter first, followed by Article, followed by number. To better enable proper statute indexing and reference, following its adoption a Statute shall not be renumbered. Furthermore, any Statute that is rescinded shall have the text of its section stricken and replaced with the statement “Rescinded pursuant to,” the legislation rescinding the Statute, and the session of the legislation’s adoption.

§1-1.8. Codification of Senior Executives.

To enhance the institutional memory of the Association, a comprehensive listing shall be appended to this chapter containing the name and institution of the President and Senior Vice President serving immediately prior to the adjournment of each legislative session.

§1-1.9. Institutional Sovereignty.

Except in such instances where doing so would conflict with the Association Constitution or these Statutes, the Association shall abide by the governing documents of each constituent member of the Association in matters relating to that constituent member.

§1-1.9A. Limited Use Preferred.

Recognizing that internal conflicts among subdivisions of an institutional Student Government are best resolved internally, the Association shall avoid interpreting the governing documents of a constituent member insofar as practicable.

§1-1.9B. Narrow Scope Applied.

In the event of a conflict between the Association Constitution or these Statutes with the governing documents of a constituent member, only the conflicting language at issue shall be affected. Under no circumstances shall the Association’s governing documents be held to override or invalidate documents of a constituent member that, but for the conflicting provision(s), would otherwise not conflict.

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Article 2. Association Ethics Act.

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- §1-2.1. **Definitions and Conventions.**
- §1-2.2. **Association Code of Ethics.**
- §1-2.3. **Ethics in Leadership.**
- §1-2.4. **Use of Position for Pecuniary Gain Prohibited.**
- §1-2.5. **Waiting Period Before Seeking Employment.**
- §1-2.6. **Reporting of Gifts.**
- §1-2.7. **Commitment to Open Meetings.**
- §§1-2.8 to 1-2.19. *Reserved for future use.*
- §1-2.20. **Waiver of Provisions.**

§1-2.1. **Definitions and Conventions.**

Within this article, the following definitions shall apply:

- (a) A “**gift**” is any good, benefit, discount, special service or privilege, or any other item of real or perceived value, monetary or otherwise.

§1-2.2. **Association Code of Ethics.**

The general responsibilities of an Association Official shall be to:

- (a) answer the needs of his or her constituent body through an adherence to civic duty;
- (b) incorporate civic virtues and advocacy in serving the needs of the University of North Carolina and its students;
- (c) represent the Association and the University in a beneficial and respectful manner;
- (d) ensure that administrative decisions are in the best interest of the Student Body;
- (e) be informed of and attempt to remedy University problems and controversies;
- (f) encourage programs and policies that benefit the entire University;
- (g) advocate in an effective and ethical manner, incorporating issues that affect both the Student Body and the communities surrounding each constituent institution;
- (h) represent the Student Body fairly and equally;
- (i) actively avoid conflicts of interest;
- (j) continually enhance and encourage collegiality among all Association Officials; and,
- (k) dutifully uphold and preserve the Association Constitution.

§1-2.3. **Ethics in Leadership.**

No individual who has previously been impeached in an Association Office for dereliction of duty or other offenses shall be eligible for any elective Association Office. This section shall apply in addition to any other regulations on service or candidacy contained in Chapter 2 (“The General Assembly”) or Chapter 7 (“Elections”) of these Statutes.

§1-2.4. **Use of Position for Pecuniary Gain Prohibited.**

No Executive Officer shall attempt to use his or her position, official title, or affiliation with the Association for pecuniary gain.

§1-2.5. **Waiting Period Before Seeking Employment.**

No Association Official shall seek professional staff employment within the Association until at least one academic year has intervened following that Official’s departure from office.

§1-2.6. **Reporting of Gifts.**

- (a) Any Association Official receiving a stipend or any other compensation provided by the Student Body funds shall be required to disclose any and all gifts received or awarded to him or her on account of the individual’s position within the Association or resulting *ex-officio* membership in outside entities, including gifts from University and external sources.
- (b) The General Assembly’s Council of Student Body Presidents shall establish a standard form for the reporting of such gifts, which shall include, at minimum, the gift awarded or received, a good faith estimate of the value thereof, and the contributor’s or contributing organization’s name.
- (c) Such reports shall be submitted to the General Assembly’s Council of Student Body Presidents on a quarterly basis, and at such other times as the General Assembly may by Assembly Resolution require.
- (d) Non-disclosure of gifts received, or efforts to circumvent or otherwise not adhere to the provisions of this section, shall result in a temporary freeze of all compensation provided by the Student Body funds upon a two-thirds vote of the General Assembly’s Council of Student Body Presidents, or the permanent revocation of all such compensation upon a two-thirds vote of the General Assembly.

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§1-2.7. Commitment to Open Meetings.

In honoring the letter, spirit and intent of the Open Meeting requirement stipulated in the Association Constitution, no Association Official shall espouse, promote, move or vote in favor of any motion or action that would violate the letter, spirit or intent of the Open Meetings Law of North Carolina, the Association Constitution or these Statutes.

§§1-2.8 to 1-2.19. Reserved for future codification purposes.

§1-2.20. Waiver of Provisions.

The General Assembly may waive provisions of this article on an individual basis upon the adoption by a two-thirds majority vote of an Assembly Resolution to that effect. Each such Assembly Resolution shall apply to at-most one (1) Association Official, and shall be in effect only until (i) the end of the quarter in which it is adopted, for waivers of the gift reporting requirements, or (ii) the end of the session for waivers of other provisions of this article.

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Article 3. Publication of Documents.

Contents.

- §1-3.1. **Definitions and Conventions.**
- §1-3.2. **Publication of *Student Body Documents*.**
- §1-3.3. **Editorial Supervision.**
- §1-3.4. **Printing of Legislation.**
- §1-3.5. **The Association Yearbook.**

§1-3.1. **Definitions and Conventions.**

Within this article, the following definitions shall apply:

- (a) The “**Student Body Documents**” are the official ratified Association Constitution and the enacted *Association Statutes*.
- (b) The “**Association Staff**” refers to the President and the professional staff of the Association.

§1-3.2. **Publication of *Student Body Documents*.**

The Association Staff, at least seven (7) days prior to the first regular business meeting of the Association, shall publish the *Student Body Documents* electronically. The Association Staff shall also update the *Student Body Documents* within seven (7) days following the enactment of any amendment to these Statutes or the Association Constitution. Print copies shall be made available upon request.

§1-3.3. **Editorial Supervision.**

Publication and editing of the *Student Body Documents* shall be supervised by the Secretary, the Association Staff, and other Association Officials as needed.

§1-3.4. **Printing of Legislation.**

All legislation shall be published online for each revision made. The Association Staff shall make available to all delegates copies of legislation upon second reading. All delegates shall have the right to demand a copy of any legislation prior to any vote regarding that legislation.

§1-3.5. **The Association Yearbook.**

The Association Staff shall publish annually, upon the adjournment *sine die* of each session of the General Assembly, a letter-sized, hardbound volume containing: the Association Constitution; the *Association Statutes*; all legislation considered by the General Assembly; all agendas, minutes, and other documents issued forth from the General Assembly; all transition and research reports; a copy of the election ballot for the office of President and Senior Vice President; a copy of the certified results from the election of President and Senior Vice President; and any other relevant documents pertaining to the Association and its functions.

[Note: since Chapter 3 was adopted, annual reports are called transition reports and have a more detailed list of contents, see §3-1.17.]

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Article 4. Awards and Honoraria.

Contents.

§1-4.1. **Definitions and Conventions.**

§1-4.2. **Codification of Awards and Honoraria.**

§1-4.3. **Resolutions of Commendation.**

§1-4.4. **Documentation of Recipients.**

§1-4.1. **Definitions and Conventions.**

Within this article the following definitions and conventions shall apply:

- (a) An “**award**” is any prize or other mark of recognition given to a person in honor of an achievement.
- (b) An “**honoraria**” is any *ex gratia* payment made to a person for services rendered in a volunteer capacity.

§1-4.2. **Codification of Awards and Honoraria.**

Each official award and honoraria established by the Association shall be codified as a separate article within this chapter. Each such article shall include: the title of the award or honoraria; the purpose of the award or honoraria, including its founding date; any requirements governing eligibility; criteria for evaluating award nominees; guidelines for the nomination of potential awardees and selection of the final recipient; and any regulations regarding the administration and presentation of the award.

§1-4.3. **Resolutions of Commendation.**

The General Assembly may, in its discretion, adopt Resolutions of Commendation to honor specific individuals or organizations for whatever reasons it deems appropriate. Such resolutions shall not require official codification within these Statutes. No gift or compensation of any kind may be conferred by a Resolution of Commendation beyond honorary membership in the General Assembly.

§1-4.4. **Documentation of Recipients.**

A comprehensive listing shall be appended to this chapter containing all recipients of each award and honoraria, and the session in which the award or honoraria was given.

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Article 5. John L. Sanders Student Advocate Award.

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- §1-5.1. **Name, Origin and Purpose of Award.**
- §1-5.2. **Administration and Timeline of Award.**
- §1-5.3. **Eligibility and Criteria for Award.**
- §1-5.4. **Nominations.**
- §1-5.5. **Selection of Finalists and Awardee.**
- §1-5.6. **Presentation of Award.**

§1-5.1. **Name, Origin and Purpose of Award.**

The John L. Sanders Student Advocate Award, or simply the Sanders Award, was established in the 30th Session of the Association in honor of John L. Sanders, Director *Emeritus* of the UNC Institute of Government. The Sanders Award is to be bestowed annually on one or more public figures for service to the students of the University of North Carolina, to recognize those who advocate for the best interests of North Carolina's students and thereby contribute to the quality of their lives. The Sanders Award shall be the highest honor bestowed by the Association upon a member of the University of North Carolina community.

§1-5.2. **Administration and Timeline of Award.**

The award shall be jointly administered by the General Assembly's Council of Student Body Presidents and the Department of Budget and Finance. Each unit shall designate one member as its principle award coordinator. These coordinators shall determine the timetable for the award, provided that all nominations are made no later than the January meeting of the General Assembly and an awardee is chosen no later than the March meeting of the General Assembly. Closing of nominations and selection of an awardee shall not take place in the same month.

§1-5.3. **Eligibility and Criteria for Award.**

In general, any person(s) acting to the benefit of the Student Body shall be eligible for the award. The award shall be granted to one or more specific individuals. The award shall be granted for exceptional service to the Student Body, and the Council of Student Body Presidents shall be empowered to determine if any nomination successfully meets this criteria. The Council may, in its discretion, choose not to issue the award in the event no nominations are received or no nominees meet the criteria specified.

§1-5.4. **Nominations.**

Each Association Official shall be permitted to nominate one (1) person for the award each session. Delegates shall be encouraged to solicit recommendations for nominations from the Student Body. It shall be the personal privilege of each Association Official submitting a nomination to present such nominations at any meeting of the General Assembly during miscellaneous business.

§1-5.5. **Selection of Finalists and Awardee.**

If more than five nominations are made, the Council shall meet in closed session and deliberate on the nominations, and select no more than four (4) finalists for review by the General Assembly. The General Assembly shall deliberate on the award finalists and choose one (1) recipient by majority vote. The General Assembly shall not amend the list of finalists.

§1-5.6. **Announcement and Presentation of Award.**

The awardee may be announced upon selection by the General Assembly. The award shall be presented on behalf of the Student Body by the Association. The award coordinator from the Department of Budget and Finance shall have the lead responsibility in organizing the presentation of the award.

Chapter 1. The Association of Student Governments.

Article 6. William C. Friday Lifetime Achievement Award.
Contents.

- §1-6.1. **Name, Origin and Purpose of Award.**
 §1-6.2. **Administration and Timeline of Award.**
 §1-6.3. **Eligibility and Criteria for Award.**
 §1-6.4. **Nominations.**
 §1-6.5. **Selection of Finalists and Awardee.**
 §1-6.6. **Presentation of Award.**

§1-6.1. Name, Origin and Purpose of Award.

The William C. Friday Lifetime Achievement Award, or simply the Friday Award, was established in the 35th Session of the Association and is named in honor of William C. "Bill" Friday, the first President of the consolidated University of North Carolina. The Lifetime Achievement Award is to be bestowed at such times as the Association deems appropriate on one public figure who has exhibited a lifetime of exemplary service to the students of the University of North Carolina.

§1-6.2. Administration and Timeline of Award.

The award shall be jointly administered by the General Assembly's Council of Student Body Presidents and the Department of Budget and Finance. Each unit shall designate one member as its principle award coordinator. These coordinators shall determine the timetable for the award, provided that all nominations are made no later than the January meeting of the General Assembly and an awardee is chosen no later than the March meeting of the General Assembly. Closing of nominations and selection of an awardee shall not take place in the same month.

§1-6.3. Eligibility and Criteria for Award.

In general, any person(s) acting to the benefit of the Student Body shall be eligible for the award. The award shall be granted to one specific individual. The award shall be granted for exceptional service to the Student Body throughout the recipient's life, and the Council of Student Body Presidents shall be empowered to determine if any nomination successfully meets this criteria. The Council may, in its discretion, choose not to issue the award in the event no nominations are received or no nominees meet the criteria specified.

§1-6.4. Nominations.

Each Association Official shall be permitted to nominate one (1) person for the award each session. It shall be the personal privilege of each Association Official submitting a nomination to present such nominations at any meeting of the General Assembly during miscellaneous business.

§1-6.5. Selection of Finalists and Awardee.

If more than five (5) nominations are made, the Council shall meet in closed session and deliberate on the nominations, and select no more than four (4) finalists for review by the General Assembly. The General Assembly shall deliberate on the award finalists and choose one (1) recipient by majority vote. The General Assembly shall not amend the list of finalists.

§1-6.6. Announcement and Presentation of Award.

The awardee may be announced upon selection by the General Assembly. The award shall be presented on behalf of the Student Body by the Association. The award coordinator from the Department of Budget and Finance shall have the lead responsibility in organizing the presentation of the award.

Chapter 1. The Association of Student Governments.

Article 7. Eve Marie Carson Servant Leader Award.

Contents.

- §1-7.1. **Name, Origin and Purpose of Award.**
- §1-7.2. **Administration and Timeline of Award.**
- §1-7.3. **Eligibility and Criteria for Award.**
- §1-7.4. **Nominations.**
- §1-7.5. **Selection of Awardee.**
- §1-7.6. **Presentation of Award.**

§1-7.1. **Name, Origin and Purpose of Award.**

The Eve Marie Carson Servant Leader Award, or simply the Carson Award, was established in the 36th Session of the Association in honor of Eve Marie Carson, Student Body President *Emeritus* of the University of North Carolina at Chapel Hill. The Carson Award is to be bestowed annually on one or more students to recognize those who exemplify the characteristics of a servant leader.

§1-7.2. **Administration and Timeline of Award.**

The award shall be jointly administered by the General Assembly's Departments of Governmental Outreach and Campus Outreach. Each unit shall designate one member as its principle award coordinator. These coordinators shall determine the timetable for the award, provided that all nominations are made no later than the February meeting of the General Assembly and an awardee is chosen no later than the March meeting of the General Assembly. Closing of nominations and selection of an awardee shall not take place in the same month.

§1-7.3. **Eligibility and Criteria for Award.**

In general, any member of the Student Body shall be eligible for the award; provided, that no Association Official shall be eligible for the award unless he or she has attended at least one-half of the session's regular business meetings of the General Assembly at the time of his or her nomination. The award shall be granted to one or more specific individuals. The award shall be granted for exemplifying the characteristics of a servant leader and being a proven role model for aspiring student leaders, and the Departments of Governmental Outreach and Campus Outreach shall be empowered to determine if any nomination successfully meets this criteria. The General Assembly may, in its discretion, choose not to issue the award in the event no nominations are received or no nominees meet the criteria specified.

§1-7.4. **Nominations.**

Each Association Official shall be permitted to nominate one (1) person for the award each session. It shall be the personal privilege of each Association Official submitting a nomination to present such nominations at any meeting of the General Assembly during miscellaneous business.

§1-7.5. **Selection of Awardee.**

The General Assembly shall meet in closed session and deliberate on the nominations, and shall choose one (1) recipient by majority vote.

§1-7.6. **Announcement and Presentation of Award.**

The awardee shall be disclosed only to the President and Advisor until its presentation. The award shall be presented on behalf of the Student Body by the Association. The President shall appoint an Executive Officer to have the lead responsibility in organizing the presentation of the award.

Chapter 1. The Association of Student Governments.

Article 8. Delegation of the Year Award.
Contents.

- §1-8.1. **Name, Origin and Purpose of Award.**
 §1-8.2. **Administration and Timeline of Award.**
 §1-8.3. **Eligibility and Criteria for Award.**
 §1-8.4. **Nominations.**
 §1-8.5. **Selection of Awardee.**
 §1-8.6. **Presentation of Award.**

§1-8.1. Name, Origin and Purpose of Award.

The Delegation of the Year Award was established in the 23rd Session of the Association and re-chartered in the 30th Session of the Association. The Delegation of the Year Award is to be bestowed annually on one institution's delegation for exemplary service to the Association, to recognize those whose contributions have been instrumental to the success of the Association.

§1-8.2. Administration and Timeline of Award.

The award shall be jointly administered by the General Assembly and the Department of Budget and Finance. Each unit shall designate one member as its principle award coordinator. These coordinators shall determine the timetable for the award, provided that all nominations shall be made and an awardee chosen at a regular business meeting of the General Assembly no later than the March meeting.

§1-8.3. Eligibility and Criteria for Award.

Any institution shall be eligible for the award, provided it has at least four (4) voting members in attendance for at least three-quarters of the session's regular business meetings of the General Assembly at the time of its nomination. The award shall be granted to one specific institution. The award shall be granted for exemplary service to the Association.

§1-8.4. Nominations.

Each Association Official shall be permitted to nominate one (1) institution's delegation for the award each session. It shall be the personal privilege of each Association Official submitting a nomination to present such nominations at the meeting of the General Assembly during miscellaneous business.

§1-8.5. Selection of Awardee.

The General Assembly shall meet in closed session and deliberate on the nominations, and shall choose one (1) recipient by majority vote.

§1-8.6. Announcement and Presentation of Award.

The awardee shall be disclosed only to the President and Advisor until its presentation. The award shall be presented on behalf of the Association. The President shall appoint an Executive Officer to have the lead responsibility in organizing the presentation of the award.

Chapter 1. The Association of Student Governments.

Article 9. Amanda Devore Innovation in Student Government.

Contents.

§1-9.1. **Name, Origin and Purpose.**

§1-9.2. **Administration and Timeline.**

§1-9.3. **Eligibility and Criteria.**

§1-9.4. **Nominations.**

§1-9.5. **Selection of Recipient.**

§1-9.6. **Announcement and Presentation.**

§1-9.3. **Eligibility and Criteria.**

All UNC system institutions shall be eligible for the award. The award shall be granted to one specific institution in recognition of one specific program, project, or initiative.

§1-9.4. **Nominations.**

Each institution's delegation shall have the opportunity to speak briefly about a single project, program, or initiative. Upon the conclusion of presentations, each Association Official shall be permitted to nominate one institution for the award each session. It shall be the personal privilege of each Association Official submitting a nomination to announce such nominations at the meeting of the General Assembly in which a recipient is to be selected.

§1-9.1. **Name, Origin and Purpose.**

The Amanda Devore Innovation in Student Government Award, or simply the Innovation Award, was established during the 41st Session of the Association and is named in honor of the Association President Emeritus Amanda Devore and her work on the Personal Stories Project during the 33rd Session. The award is to be given annually to one institution in recognition of an innovative project or initiative undertaken by their campus student government.

§1-9.5. **Selection of Awardee.**

The General Assembly shall meet in closed session and deliberate on the nominations, and shall choose one recipient by majority vote.

§1-9.2. **Administration and Timeline.**

The award shall be jointly administered by the General Assembly and the Executive Branch. Each unit shall designate one member as its award coordinator. The coordinators shall arrange for nominations and selection of the award recipient to take place during the March meeting of the General Assembly

§1-9.6. **Announcement and Presentation.**

The recipient shall be disclosed only to the President and Advisor until its presentation. The President shall have the responsibility of organizing the presentation of the award.

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Appendix 1A. Senior Executives of the Association.

President			Senior Vice President		
<u>Session (Years)</u>	<u>Name</u>	<u>Institution</u> [†]	<u>Session (Years)</u>	<u>Name</u>	<u>Institution</u> [†]
1st (1972-73)	n/a		1st (1972-73)	n/a	
2nd (1973-74)	T.C. Carroll	NCSU	2nd (1973-74)	Harold Rogers	WCU
3rd (1974-75)	Robert Lucas	ECU	3rd (1974-75)		
4th (1975-76)			4th (1975-76)		
5th (1976-77)			5th (1976-77)		
6th (1977-78)			6th (1977-78)		
7th (1978-79)			7th (1978-79)		
8th (1979-80)			8th (1979-80)		
9th (1980-81)	Ron Olson	???	9th (1980-81)		
10th (1981-82)	Scott Norberg	UNC-CH	10th (1981-82)	Leroy Beatty III	ECSU
11th (1982-83)	Jim Yocum	NCSU	11th (1982-83)		
12th (1983-84)	Ken Cagle	UNC-A	12th (1983-84)		
13th (1984-85)	Todd Campbell	ASU	13th (1984-85)		
14th (1985-86)			14th (1985-86)		
15th (1986-87)			15th (1986-87)		
16th (1987-88)			16th (1987-88)		
17th (1988-89)			17th (1988-89)		
18th (1989-90)	Gene Davis	UNC-CH	18th (1989-90)		
19th (1990-91)	Mark Bibbs	UNC-CH	19th (1990-91)		
20th (1991-92)	Mark Bibbs	UNC-CH	20th (1991-92)		
21st (1992-93)	Mark Bibbs	UNC-CH	21st (1992-93)		
22nd (1993-94)	Derrick Griffith	UNC-C	22nd (1993-94)		
23rd (1994-95)	Allan Keith Dyer	ECU	23rd (1994-95)		
24th (1995-96)	Keith Bryant	NCAT	24th (1995-96)		
25th (1996-97)	John Dervin	UNC-CH	25th (1996-97)	Aaron Nelson	UNC-CH
26th (1997-98)	Terry Eaton	UNC-C	26th (1997-98)		
27th (1998-99)	Jeff Nieman	UNC-CH	27th (1998-99)	Nicholas Marisis	UNC-C
28th (1999-00)	Jeff Nieman*	UNC-CH	28th (1999-00)		
29th (2000-01)	Andrew Payne*	NCSU	29th (2000-01)	Liz Gardner	UNC-CH
30th (2001-02)	Andrew Payne	NCSU	30th (2001-02)	Sonia Blanks	FSU
31st (2002-03)	Jonathan Ducote	NCSU	31st (2002-03)	Kian Brown	NCCU
32nd (2003-04)	Jonathan Ducote	NCSU	32nd (2003-04)	Victor Landry	FSU
33rd (2004-05)	Amanda Devore	NCSU	33rd (2004-05)	Victor Landry	FSU
34th (2005-06)	Zach Wynne	UNCW/ASU	34th (2005-06)	Laura De Castro*	NCSU
35th (2006-07)	Derek Pantiel	NCCU	35th (2006-07)	Dan Fischer	UNC-G
36th (2007-08)	Cody Grasty*	WCU/ASU	36th (2007-08)	Ashley M. Yopp*	ECU
37th (2008-09)	T. Greg Doucette	NCSU	37th (2008-09)	Ashley M. Yopp	ECU
38th (2009-10)	T. Greg Doucette	NCSU/NCCU	38th (2009-10)	Atul C. Bhula	ECU
39th (2010-11)	Atul C. Bhula	ECU/ASU	39th (2010-11)	Dakota J. Williams	UNC-CH
40th (2011-12)	Atul C. Bhula	ECU/ASU	40th (2011-12)	Rigoberto P. Quizon, Jr	UNC-P
41st (2012-13)	Cameron Carswell	ASU	41st (2012-13)	Alecia Lorann Page	WCU
42nd (2013-14)	Robert Nunnery	UNC-P	42nd (2013-14)	Olivia Sedwick	WSSU
43rd (2014-15)	Alex Parker	NCSU	43rd (2014-15)	Leigh Whittaker	UNC-A
44th (2015-16)	Zack King	NCSU	44th (2015-16)	Davonte Belle	UNC-C
45th (2016-17)	Madeline Finnegan	NCSU	45th (2016-17)	Ezzard Pickett	NCCU
46th (2017-18)			46th (2017-18)		

* indicates officer assumed position via either (i) succession or (ii) special election

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† multiple institutions listed indicates officer changed institutions between the time of election and adjournment of the session (such as graduating and then attending graduate or professional school elsewhere)

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Appendix 1B. Recipients of Awards and Honoraria.
John L. Sanders Student Advocate Award

<u>Session (Year)</u>	<u>Awardee</u>	<u>Title</u>
30th (2002)	Benjamin S. Ruffin	Chairman <i>Emeritus</i> UNC Board of Governors
31st (2003)	Alma S. Adams	State Representative North Carolina General Assembly
32nd (2004)	Daniel Gerlach	Fiscal Advisor Office of the Governor
33rd (2005)	Eleanor Kinnaird & Richard Stevens	State Senators North Carolina General Assembly
34th (2006)	-	-
35th (2007)	J. Bradley Wilson	Chairman <i>Emeritus</i> UNC Board of Governors
36th (2008)	Dr. Lloyd V. "Vic" Hackley	Chancellor <i>Emeritus</i> NC A&T State and Fayetteville State
37th (2009)	Andy Willis, III	Vice President <i>Emeritus</i> for Government Relations UNC General Administration
38th (2010)	Peter J. M. Romary	Director of Student Legal Services East Carolina University
39th (2011)	Dr. Harold L. Martin, Sr.	Chancellor NC A&T State University
40th (2012)	Dr. H. Samuel Miller	Vice Chancellor for Student Affairs Western Carolina University
41st (2013)	Dr. Kenneth Peacock	Chancellor Appalachian State University
42nd (2014)	Dr. Kenneth and Mrs. Roseanne Peacock	Chancellor Appalachian State University
43rd (2015)	James B. Hunt, Jr.	Former Governor, State of North Carolina
44th (2016)	Dr. Robin G. Cummings	Chancellor, UNC Pembroke

William C. Friday Lifetime Achievement Award

<u>Session (Year)</u>	<u>Awardee</u>	<u>Title</u>
35th (2007)	Benjamin S. Ruffin	Chairman <i>Emeritus</i> UNC Board of Governors
38th (2010)	James E. Holshouser, Jr.	Governor <i>Emeritus</i> State of North Carolina
39th (2011)	Erskine Boyce Bowles	President <i>Emeritus</i> UNC School System
41st (2013)	Judy Muson	Office Manager, ASG
42nd (2014)	Dr. Beth Linquist	Interim Provost, retired Western Carolina University
43rd (2015)	Thomas W. Ross	President, UNC System
44th (2016)	Cindy Wallace	Vice Chancellor of Student Affairs, Appalachian State University

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Eve Marie Carson Servant Leader Award

<u>Session (Year)</u>	<u>Awardee</u>	<u>Institution</u>
36th (2008)	UNCCH Delegation, in honor of Eve Marie Carson	UNC Chapel Hill
37th (2009)	Alikhan H. Salehi	UNC Asheville
38th (2010)	Jillian Froelick	N.C. School of Science and Mathematics
39th (2011)	Damika Howard	ECSU
40th (2012)	Alecia Lorann Page	WCU
41st (2013)		
42nd (2014)	Leigh Whittaker	UNC Asheville
43rd (2015)	Deah Barakat, Yusor Abu-Salha, and Razan Abu-Salha	NCSU and UNC-Chapel Hill
44th (2016)	Zack King	NCSU

Payne-Ducote Delegate of the Year

<u>Session (Year)</u>	<u>Awardee</u>	<u>Institution</u>
23rd (1995)	Joelle Davis	WSSU
24th (1996)	-	-
25th (1997)	-	-
26th (1998)	-	-
27th (1999)	-	-
28th (2000)	-	-
29th (2001)	-	-
30th (2002)	Victor Landry	FSU
31st (2003)	Chad Oakley	ASU
32nd (2004)	Antoine James	WSSU
33rd (2005)	Howard Schreiber	ASU
34th (2006)	Marcia Smith-Fischer	UNCG
35th (2007)	Brittany Adams	ECU
36th (2008)	Keri Brockett	ECU
37th (2009)	Mathew J. Burke	ECU
38th (2010)	Jasmin M. Jones	UNCCH
39th (2011)	Courtney Galatioto	UNCA
40th (2012)	Mary Cooper	UNCCH
41st (2013)		
42nd (2014)	G. Dylan Russell	ASU

Delegation of the Year

<u>Session (Year)</u>	<u>Institution</u>
23rd (1995)	NCAT
24th (1996)	-
25th (1997)	-
26th (1998)	ASU
27th (1999)	UNCC
28th (2000)	UNCP
29th (2001)	-
30th (2002)	FSU
31st (2003)	ASU
32nd (2004)	UNCG
33rd (2005)	NCSU
34th (2006)	UNCP
35th (2007)	UNCW
36th (2008)	NCAT
37th (2009)	ASU
38th (2010)	NCSSM
39th (2011)	UNCG
40th (2012)	NCAT
41st (2013)	
42nd (2014)	ASU
43rd (2015)	NCSU
44th (2016)	ASU

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Thomas Gregory Doucette Officer of the Year

<u>Session (Year)</u>	<u>Awardee</u>	<u>Institution</u>	<u>Position</u>
37th (2009)	Atul C. Bhula	ECU	Vice President of Government Operations & Community Services
38th (2010)	Kevin W. Kimball	UNCCH	Director of Research & Development
39th (2011)	Hetali Lodaya	UNCCH	Associate Vice President of Government Operations & Constituent Services
40th (2012)	Ronald Hinton	ECU	Associate Vice President of Government Operations & Constituent Services
41st (2013)			
42nd (2014)	Olivia Sedwick	WSSU	Sr Vice President

ⁱ Chapter revision history

- Created by: GB 20, 37th Session (2008-2009).
- Amended by:
 - GB 31 (creates Article 10), 37th Session (2008-2009);
 - GB 19 (creates §1-1.9A and §1-1.9B), 38th Session (2009-2010), adopted 10/24/09;
 - GB 30 (amends Article 6), 38th Session (2009-2010), adopted 02/27/2010;
 - GB 39 (amends Article 10), 38th Session (2009-2010), adopted 03/27/2010;
 - GB 13 (amends §1-3.5), 40th Session (2011-2012), adopted 10/24/2011.
 - GB 05 (creates Article 11), 41st Session (2012-2013), adopted 08/25/2012.
 - GB 23 (amends §1-8.3 and §1-9.3), 41st Session (2012-2013), adopted 10/06/2012.
 - GB 36 (creates Article 12), 41st Session (2012-2013), adopted 03/23/2012.
 - GB 5 (amends §1-1.4, Article 5 §1-5.2, and §1-5.4 - §1-5.6, Article 6 §1-6.2, and §1-6.4 - §1-6.6, Article 7 §1-7.2, and §1-7.4 - §1-7.6; repeals Articles 8, 10 and 11; renames Articles 8 and 9; amends Article 8 §1-8.2, and §1-8.4 - §1-8.6, amends Article 10 §1-10.6), 43rd Session (2014-2015), adopted 2/28/2015.

CHAPTER 2. The General Assembly.ⁱ

Article 1. Standing Rules of the General Assembly.

Contents.

<p>Rule 0. Definitions and Conventions</p> <p>Rule 1. Membership of the General Assembly</p> <p>Rule 2. Documenting Membership, Eligibility and Attendance</p> <p>Rule 3. Meetings of the General Assembly</p> <p>Rule 4. Motions</p> <p>Rule 5. Assignment of the Floor</p> <p>Rule 6. Conduct of Debate</p> <p>Rule 7. General Decorum</p> <p>Rule 8. Voting</p> <p>Rule 9. Standing Committees; Generally</p> <p>Rule 10. Select Committees; Generally</p> <p>Rule 11. Committee Procedure</p> <p>Rule 12. Committee of the Whole Assembly</p>	<p>Rule 13. Legislation Generally</p> <p>Rule 14. Introduction of Legislation</p> <p>Rule 15. First Reading of Legislation, Incidental Motions, and Referral to Committee</p> <p>Rule 16. Second Reading of Legislation and Assembly Consideration</p> <p>Rule 17. Third Reading for Annual Budgets and Constitutional Amendments</p> <p>Rule 18. Closed Rule on Amendments</p> <p>Rule 19. Engrossment and Enrollment of Legislation</p> <p>Rule 20. Ethics in Leadership Requirement</p> <p>Rule 21. Confirmation of Appointments</p> <p>Rule 22. Matters Regarding These Rules</p>
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Rule 0. Definitions and Conventions.

Within these Statutes, the following definitions and conventions shall apply:

- (a) A **“member”** is a delegate or other member of the General Assembly.
- (b) The **“Assembly”** is the General Assembly of the Association.
- (c) The **“Speaker”** of the General Assembly is the Senior Vice President of the Association.
- (d) **“Standard two-day notice”** refers to notice sent to all members of the General Assembly, in a manner prescribed by the President, no later than forty-eight (48) hours prior to the start of a meeting.
- (e) Names of offices refer to General Assembly offices unless otherwise noted.
- (f) All majorities are of those members present and voting.

Rule 1. Membership of the General Assembly.

- (a) **Members generally.** Membership of the General Assembly shall consist of 68 delegates as specified by the Association Constitution, as well as other members as noted in this Rule. Pursuant to the Association Constitution, the delegates of the Assembly shall be apportioned equally among the institutions of the Association and all members shall be students in good standing throughout their term in office. Members are expected to be chosen for their interest in, and ability to contribute to the fulfillment of, the mission of the Association. Members are expected to attend all meetings of the Association, actively participate in deliberations regarding issues before the Association, and aid in both soliciting feedback from and disseminating information to the Student Body regarding the Association and its activities.
- (b) **Delegates.** The Student Body President shall be *ex officio* delegates for that institution. The Student Body President shall serve as delegation leader for the institution. The remaining delegates shall be chosen in such a manner as each institution may prescribe through the legislative authority thereof, and if no means of selection is prescribed the remaining delegates shall be appointed by the Student Body President subject to the approval of the institution’s legislative authority. Each institution can choose to create an ASG Campus Liaison position in order to receive funding from ASG, this position will be appointed by the institution's Student Body President and confirmed by the General Assembly, and will be governed in chapter 3 of the Association Statutes.

Chapter 2. The General Assembly.

- (c) **Other members.** The General Assembly shall be composed of additional members as follows:
1. **Members *Ex Officio*.** The President shall be an *ex officio* member of the Assembly, except that he or she shall not have a vote. The Speaker shall be an *ex officio* member of the Assembly, except that he or she shall not have a vote except in the case of a tie vote by the Assembly.
 2. **Members *Emeriti*.** Any person who has served at least one full term as President or Speaker of the Association shall be a member *emeritus* of the Assembly. Members *emeriti* shall be considered honorary members as provided by this Rule.
 3. **Honorary members.** Honorary members, as designated by Resolutions of Commendation or similar acts provided in Chapter 1 of the *Association Statutes*, shall be titular in nature only and shall have no right to participate in any Association business beyond that provided to regular members of the Student Body.
- (d) **Alternates.** Any delegate may designate an alternate to exercise his or her powers and duties as a delegate in his or her absence from meetings of the General Assembly. No other members of the Assembly may designate an alternate. All alternates must meet the same standards and requirements as the delegates they replace.

Rule 2. Documenting Membership, Eligibility and Attendance.

- (a) **Establishing membership list.** The President and Speaker shall, upon taking office, affirmatively seek to ascertain the name and contact information for all *ex officio* delegates. The President shall notify said delegates of their membership status as well as the Association's mission and activities. Names and contact information for appointed delegates shall be furnished by the delegation leader, and shall be presumed valid unless documentation is provided indicating a delegate is invalid or otherwise ineligible.
- (b) **Completion of delegate information sheet.** Prior to participating in any Association business, all delegates shall complete and sign a basic information sheet containing, at minimum, their full name, institution, student identification number, contact information, and FERPA waiver authorizing UNC General Administration (UNCGA) to verify their status as students in good standing. Delegate names, identification numbers, and waivers shall be provided to UNCGA for eligibility verification.
- (c) **Documenting attendance.** Immediately after calling the General Assembly to order, and immediately before declaring the Assembly adjourned, the Speaker shall cause the roll to be called to establish the presence of a quorum and to confirm the attendance of delegates. The Chairman of each committee of the Assembly shall ensure similar documentation of attendance for all official meetings of the committee. All attendance records shall be provided to the Association Secretary and shall be recorded in the journal of the Association.
- (d) **Inactive delegates.** All delegates upon missing five (5) consecutive roll calls shall be denoted as inactive. In addition, the delegation leader may designate an entire delegation as inactive for a given meeting upon providing written notice to any of the President, Speaker, or Secretary. Delegates shall remain designated as inactive until present for a roll call.

Rule 3. Meetings of the General Assembly.

- (a) **Regular meetings.** Pursuant to the Association Constitution, the General Assembly shall meet at minimum twice per session, at the beginning of each session to confirm executive positions and at the end of each session to adjourn for *sin die*. The Senior Vice President shall compile such dates for all other meetings, avoiding conflicts with established events of institutions insofar as practicable. These dates shall be provided to the Council of Student Body Presidents and, unless objected to by a majority of the Council within fifteen (15) days, shall be established and publicly announced as the meeting dates for the session.
- (b) **Location of regular meetings.** Regular meetings shall occur at such places as the Council of Student Body Presidents may designate, except in unique or extraordinary circumstances when a location may be determined by the President. In determining locations, institutions shall be given sequential priority to choose whether to host a meeting or to decline, with priority for hosting determined in descending order by 32 attendance at

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regular business meetings in the preceding session. The location of all meetings shall be publicly announced as soon as practicable after adoption.

- (c) **Legislative meetings.** In circumstances in which where the General Assembly must consider legislation, additional meetings beyond the regular meeting schedule may be called by (i) the President, (ii) the Speaker, (iii) a petition signed by Student Body Presidents from one-half of the constituent members and filed with the Association Secretary, or (iv) a privileged motion adopted by a simple majority of the General Assembly moving to schedule an additional meeting. Notice of legislative meetings so scheduled shall be delivered via electronic mail to all members. Petitions and motions to schedule additional meetings shall stipulate the proposed date, time and location of the meeting prior to adoption. No legislative meeting may be scheduled sooner than five (5) days after its announcement. Special meetings may be called following the same procedure. Outside of the General Assembly's legislative sessions, the Speaker Pro-Tempore shall serve as the Association's Head Delegate. In this capacity they shall assist the Senior Vice President and Chief of Staff with meeting coordination and logistics, coordinate joint projects between the Executive Departments, fulfill the Senior Vice President's responsibilities when they are unavailable, and fulfill other duties the Association deems appropriate.
- (d) **Cancellation of meetings.** Meetings shall not be cancelled except due to circumstances beyond the Association's control, and provided that standard forty-eight (48) hour notice based on the commencement of the Friday business meeting is provided to all members. Cancellation of meetings must be publicly announced within twenty-four (24) hours of original meeting time.
- (e) **Meeting in the absence of the Speaker and the Speaker Pro-Tempore.** In the absence of the Speaker and the Speaker Pro-Tempore, the presiding officer of the legislative body at the institution hosting the meeting shall serve as presiding officer of the General Assembly and in the absence of the presiding officer of the host, the Board of Directors shall direct a temporary speaker.

Rule 4. Motions.

- (a) **Debatable motions.** When a debatable motion is made and properly seconded, if a second is required, the Speaker shall cause it to be read and then proceed to state the question on the motion. After the question is stated, the motion shall be in the possession of the General Assembly and may not be withdrawn by the author except by unanimous consent.
- (b) **Order of Precedence of Motions.** The order of precedence of motions shall be as follows:
1. to adjourn;
 2. to recess;
 3. questions of privilege;
 4. to lay on the table;
 5. the previous question;
 6. to limit or extend debate;
 7. to postpone to a certain time;
 8. to refer to committee;
 9. to amend;
 10. to postpone indefinitely;
 11. main motions.

All these motions shall have the characteristics assigned to them by *Robert's Rules of Order, Newly Revised*, except where they come into conflict with these Rules.

- (c) **Motion to adjourn.** The motion that the General Assembly adjourn shall be decided without debate. All motions to adjourn shall be understood to adjourn the Assembly to the next date and time scheduled, whether already placed on the schedule or added later by any of the methods prescribed by these Rules. The motion to fix the time to which to adjourn shall be out of order.

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- (d) **Motion to adjourn *sine die*.** The General Assembly shall only adjourn *sine die* by Assembly resolution. Such a resolution shall set the time and date of adjournment *sine die* as 11:59pm of April 30th. A session may also be considered adjourned *sine die* without a resolution when the Speaker of the new session assumes office.
- (e) **Previous question.** The previous question, or motion to end debate and order an immediate vote, shall be decided without debate, and shall require the consent of a two-thirds (2/3) majority of the General Assembly. The previous question shall be out of order on the consideration of the adoption of legislation unless at least half of the time allowed for debate in both the affirmative and the negative has expired. This Rule may not be suspended.
- (f) **Germaneness rule.** All amendments not germane to the subject of the motion under consideration shall be out of order in meetings of the General Assembly and its committees.
- (g) **Points of order.** If any member has cause to believe that one or more of the Rules of the General Assembly are not being followed, he or she may rise and inform the Speaker that he or she rises to a point of order. The member raising the point of order may interrupt a speaking member, and the Speaker shall recognize all points of order. The Speaker shall recognize the member raising the point of order for a period not to exceed one (1) minute to explain his or her point. Following the Speaker's ruling on the point of order, the motion to appeal from the decision of the chair shall be in order. Such motion shall be debatable except where these Rules provide otherwise, and a simple majority shall be required to overturn the ruling of the Speaker.
- (h) **Dilatory motions.** Any motion that is dilatory in nature shall be out of order in meetings of the General Assembly.

Rule 5. Assignment of the Floor.

- (a) **Recognition of members.** A member who seeks recognition shall raise his or her placard, and shall wait to be recognized before addressing the General Assembly, unless otherwise permitted by these Rules.
- (b) **Recognition of non-members.** No one save members of the General Assembly shall be extended the floor except by the Speaker. No one save members of the Assembly shall be recognized in debate, unless approved by a two-thirds (2/3) vote of the Assembly.

Rule 6. Conduct of Debate.

- (a) **Time and speech limits.** All debate time shall be evenly divided between affirmative and negative debate in the manner deemed appropriate by the Speaker. No member shall be entitled to speak in debate more than twice on any one question. The total time for debate on a motion shall be as follows:
 1. The total time for debate on the adoption of legislation shall not exceed twenty-one (21) minutes;
 2. The total time for debate on other debatable motions shall not exceed ten (10) minutes.
- (b) **Questions in debate.** Once debate has begun, a member speaking in debate shall be entitled to yield the floor to other members for questions. A member desiring to ask a question of the speaking member may interrupt him or her to request that the speaking member yield. The speaking member's response to such questions shall be counted against his or her debate time.

Rule 7. General Decorum.

- (a) **Decorum of members.** The Speaker shall have general direction of the meeting room and shall maintain the proper decorum of the General Assembly. All members shall observe decency of speech, avoid disrespect of personalities, leave the meeting room to engage in conversations, and avoid walking between a speaking member and the Speaker.
- (b) **Decorum of visitors.** Visitors to the General Assembly shall be seated around the back and side walls of the meeting room except at the discretion of the Speaker. Visitors shall refrain from disrupting the business of the

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Assembly. The Speaker, with the aid of the Sergeant-at-Arms, may ask any visitor to leave the meeting room at any time for disorderly conduct.

Rule 8. Voting.

- (a) **Power to vote.** All members of the General Assembly, except as otherwise provided by the Association Constitution and these Statutes, may vote on all matters coming before the Assembly for consideration.
- (b) **Voting rights of the Speaker.** The Speaker shall have no vote but in the case of a tie.
- (c) **Certain voting methods prohibited.** No vote concerning any matter under consideration by the General Assembly or any of its committees may be cast in absentia, by mail or electronic mail, or by telephone. Pursuant to the Association Constitution and the requirements of both the North Carolina Open Meetings Law and Public Records Law, all votes by ballot must include the printed name and signature of the member casting the vote in order to be counted. Ballot votes lacking a printed name or signature shall be invalid.
- (d) **Procedure for voting.** The General Assembly shall proceed to an immediate vote on the question before it when (1) the question is on the adoption of an undebatable motion; (2) all debate on a debatable motion is exhausted or the time for debate has expired; or (3) the previous question is ordered. In initiating a vote, the Speaker shall first, if necessary, cause the Sergeant-at-Arms to call all members from the lobby and, upon their entry, ensure that no member enters or leaves the meeting room during the voting procedure. The Speaker shall then cause the motion to be read and put the question to a vote of the Assembly. No member shall vote who was not present in the meeting room when the question was put. Any member may abstain from voting.
- (e) **Business in order during a vote.** Only motions, parliamentary inquiries, and points of order pertaining directly to the vote on the question before the General Assembly shall be in order after the question is put. Any such motion, inquiry, or point of order may be offered at any time during a vote, but shall not be taken up until after the voting procedure currently in progress is completed. Any such motion, inquiry, or point of order shall be taken up and disposed of before the final result of the vote is announced.
- (f) **Votes by roll call.** It shall be in order as a privileged motion for any member to ask that the ayes and nays be recorded in the journal on any question, with the consent of one-fifth (1/5) of those members present. The ayes and nays shall be recorded by a call of the roll. The Speaker shall proceed directly to a vote by roll call on the second reading and third reading of all legislation, without intervening voice vote or standing vote, unless such legislation is adopted by unanimous consent or acclamation.

Rule 9. Standing Committees; Generally.

- (a) **General duties of standing committees.** Standing committees shall be established to meet one of the core functions or interests of the General Assembly. Committees shall be responsible for the consideration of all legislation referred to them by the General Assembly or the Speaker, the preparation of legislation they deem necessary for the welfare of the student body, or as instructed by the General Assembly, and the preparation of all reports required by these rules or otherwise deemed necessary.
- (b) **Meetings and quorum.** Standing committees shall meet as required by these Rules and at other times at the call of the chairperson. Quorum shall be a simple majority of active delegates.
- (c) **Membership of standing committees.** The membership of each committee shall be the chairperson, the Speaker, any other members designated by these rules, and one delegate from each institution. The delegates shall be appointed by the Speaker in accordance with the preferences of the delegate to be appointed. No more than one delegate from each institution shall be appointed to the same committee. No member may be appointed to a committee except with that member's consent, and no member may be removed from a committee except with that member's consent.

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- (d) **Committee chairpersons.** The standing committees shall have a chairperson as provided by these rules, who shall be responsible for duties typical of the office, including presiding over meetings of the committee, facilitating broad and open discussion among members, and maintaining order during the deliberations of the committee. The chairperson shall prepare agenda items for each meeting, as well as ensure that the members of the committee are actively participating and fulfilling assigned obligations. The chairperson shall also fulfill other duties as requested by the Speaker, provided they are consistent with the Constitution and Statutes. The chairperson shall not serve as a voting member of the committee, even in the case of a tie.
- (e) **Additional committee officers.** The chairperson of each committee shall appoint a secretary to maintain the journal. The committee shall elect a chairperson *pro tempore* to preside in the absence of the chairperson. The chairperson may also appoint other officers as needed.
- (f) **Annual report.** Prior to the adjournment *sine die* of each session, each committee shall prepare an annual report for presentation to the General Assembly outlining its activities over the course of the session.

Rule 10. Select Committees; Generally.

- (a) **Generally duties of select committees.** Select committees shall be established to fulfill a secondary or intermittent function of the General Assembly. Committees shall be responsible for the consideration of all legislation referred to them by the General Assembly or the Speaker, the preparation of legislation they deem necessary for the welfare of the student body, or as instructed by the General Assembly, and the preparation of all reports required by these rules or otherwise deemed necessary.
- (b) **Establishment of select committees.** There shall be three permanent select committees; The Council of Student Body Presidents, the Committee Budget and Finance, and the Committee on Internal Operations. The formation of any additional select committee may occur at the discretion of the Speaker or by motion of any member with the consent of a simple majority of the General Assembly.
- (c) **Meetings and quorum.** Select committees shall meet as required by these Rules and at other times at the call of the chairperson. Quorum shall be a majority of active delegates.
- (d) **Committee chairpersons.** The select committees shall have a chairperson as provided by these rules, who shall be responsible for duties typical of the office, including presiding over meetings of the committee, facilitating discussion among members, and maintaining order during the deliberations of the committee. The chairperson shall prepare agenda items for each meeting, as well as ensuring the members of the committee are actively participating and fulfilling assigned obligations. The chairperson shall also fulfill other duties as requested by the Speaker, provided they are consistent with the Constitution and Statutes. The chairperson shall not serve as a voting member of the committee, even in the case of a tie.
- (e) **Additional committee officers.** The chairperson of each committee shall appoint a secretary to maintain the journal. The committee shall elect a chairperson *pro tempore* to preside in the absence of the chairperson. The chairperson may also appoint other officers as needed.

Rule 10A. Select Committees; Duties.

- (a) **Council of Student Body Presidents.** The Council of Student Body Presidents shall be the main policy making committee in The Association. Each institution's Student Body President shall be a member of the Council of Student Body Presidents and shall retain the right to be a member of the Council throughout their service as Student Body President.
- (b) **Select Committee on Budget and Finance.** The Committee on Budget and Finance shall be responsible for practices and policies relating to the fiscal management of the Association, including budget review, administration of grant programs, and other similar areas. The Vice President of Budget and Finance shall serve as chairperson of the committee. The Committee on Budget and Finance shall receive all Finance Bills at the discretion of the Senior Vice President.

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- (c) **Select Committee on Internal Operations.** The Select Committee on Internal Operations shall be responsible for practices and policies relating to the internal operations and structure of the Association of Student Governments. The committee shall also review proposed amendments to the Association Constitution, Association Statutes, and Standing Rules, except as otherwise provided herein, and conduct any investigations regarding the punishment of Association officials in accordance with the General Assembly's punitive powers. The committee shall meet as necessary. The Chief of Staff shall serve as chairperson of the committee and this committee shall receive all Governmental Bills at the discretion of the Senior Vice President.

Rule 11. Committee Procedure.

- (a) **Call of meetings.** Standing committees shall meet at least once during every regular meeting of the General Assembly, at the time and place prescribed by the Speaker. Committees may meet at such other times in the discretion of the President, Speaker or Chairman. A simple majority of the committee's membership may, by written petition, instruct the Chairman to schedule a meeting. Standard two-day notice shall be provided for all committee meetings not regularly scheduled. Committees may enact such other rules, not inconsistent with these Rules, as they see deem beneficial to their operation.
- (b) **Consideration of legislation.** Committees shall consider all legislation referred to them. No legislation may be considered at a committee meeting unless either (i) the consideration is noted on the publicly distributed agenda, (ii) the Chairman announced its consideration to the General Assembly, or (iii) a member announced intent to move for its consideration. Such announcements shall be sent by electronic mail to all members, at least twelve (12) hours prior to the meeting.
- (c) **Committee reports.** Committees may, upon completing their deliberations, report legislation to the General Assembly by a simple majority vote of the committee. A favorable committee report shall cause the legislation to automatically be calendared for second reading by the Assembly. A neutral committee report shall cause the legislation to be calendared for second reading upon a motion made by a non-member of the reporting committee and properly seconded. An unfavorable committee report shall leave the legislation idle in committee until reconsidered or discharged.
- (d) **Discharge from consideration.** Any legislation remaining in a committee may be discharged from the committee, upon adoption of a motion to that effect by a two-thirds (2/3) majority vote of the Assembly.
- (e) **Participation in committee deliberations.** No one save members of a committee shall be entitled to participate in the committee's deliberations, however non-members may be extended the floor at the discretion of the committee Chairman.

Rule 12. Committee of the Whole Assembly.

- (a) **Dissolution into Committee of the Whole.** It shall be in order as a privileged motion for any member to move to dissolve the General Assembly into the Committee of the Whole Assembly, subject to the approval of a simple majority of the Assembly, and such a motion shall be decided without debate. In the absence of a quorum, the Speaker shall be empowered to declare the Assembly dissolved into the Committee of the Whole Assembly as provided under Rule 4(a).
- (b) **Business in order in Committee of the Whole.** The Committee of the Whole Assembly may consider any main motion which is referred to it by the General Assembly or is on the calendar for the present meeting.
- (c) **Chairman of the Committee of the Whole.** The Committee of the Whole Assembly shall be chaired by the Speaker *Pro Tempore*. In no case shall anyone serving as Speaker also preside over the Committee of the Whole Assembly. The Speaker shall have all the rights and privileges of a delegate in meetings of the Committee of the Whole Assembly.

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- (d) **Quorum in the Committee of the Whole.** A quorum of the Committee of the Whole Assembly shall consist of one-fifth (1/5) of all active delegates.
- (e) **Debate in the Committee of the Whole.** Debate in the Committee of the Whole Assembly shall not be restricted, unless any member should so move with the consent of two-thirds (2/3) of the Committee. All rules regarding the decorum of the General Assembly shall continue to apply.
- (f) **Motions in order in the Committee of the Whole.** The motion that the Committee of the Whole Assembly rise and report, the motion to report the pending question to the General Assembly, motions to amend the pending question, and such inquiries, points of order, and motions related to debate and voting as are necessary for its operation shall be the only motions in order in the Committee of the Whole. All questions to be considered by the Committee of the Whole Assembly must be reported before the motion that the Committee rise and report shall be in order.
- (g) **Types of Reports by the Committee of the Whole.** It shall be in order for any member to move that the Committee of the Whole Assembly report the pending question, and such a motion shall contain a recommendation that the General Assembly vote immediately or that it debate further. Such a report shall be decided without further debate and shall require the consent of a simple majority of the Committee.
- (h) **Reports by the Committee of the Whole.** The Speaker shall bring before the General Assembly, in the order reported, all main motions reported by the Committee of the Whole Assembly upon reconvening the Assembly. If the Committee reported a question with a recommendation that the Assembly vote immediately, the President shall put the previous question on that motion to an immediate vote of the Assembly.

Rule 13. Legislation Generally.

- (a) **Types of Legislation.** The General Assembly shall recognize two types of legislation, which shall be known as Bills and Resolutions. The Speaker shall determine the proper format for the presentation of all forms of legislation and inform all members of the requirements thereof.
- (b) **Bills.** All legislation creating or affecting a change in the Association Constitution, Statutes or other body of law within the legislative powers of the General Assembly, or providing for the budgeting and appropriation of funds entrusted to the Association, shall be presented in the form of a Bill. The specific bill types shall be as follows:
 1. **Assembly Bill.** An Assembly Bill exercises the powers of the General Assembly that does not amend Association Constitution, Statutes or the Standing Rules of the General Assembly such as the expression of the punitive powers of the General Assembly and other such appropriate powers. Such bills shall be referred to the Council of Student Body Presidents for review and shall be adopted by a majority vote of the General Assembly.
 2. **Finance Bill.** A Finance Bill establishes the budget of the Association or otherwise authorizes or modifies the expenditure of funds previously budgeted. Such bills shall be adopted by majority vote.
 3. **Government Bill.** A Government Bill amends the Association Constitution, Statutes, or other body of law within the legislative power of the Association. Such bills shall be adopted by a three-fourths (3/4) majority vote in the case of amendments to the Association Constitution and a two-thirds (2/3) majority vote in the case of amendments to the *Association Statutes*.
- (c) **Legislative expiration.** Upon adjournment *sine die* of a session, all legislation not definitively disposed of by the General Assembly is to be considered postponed indefinitely and can only be brought up in a new session by reintroduction.

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Rule 14. Introduction of Legislation.

- (a) **Initial introduction.** A member may file legislation for introduction by submitting an electronic copy in the manner prescribed by the Speaker to him or her and to the Secretary. Legislation filed by midnight on the Sunday prior to a meeting of the General Assembly shall be placed on the agenda for first reading at that meeting. The Speaker shall also cause the legislation to be posted on the Association website no later than one (1) day following the legislative deadline established in this section.
- (b) **Late introduction.** Legislation filed up to one (1) day late may be calendared by simple majority vote of the General Assembly, without debate. Late legislation so calendared shall be ineligible for fast-track as provided in Rule 15.
- (c) **Sponsorship of legislation.** Any member(s) filing legislation for first reading shall be designated as the primary sponsor(s) of the legislation filed, and one (1) primary sponsor shall be designated as the corresponding sponsor for all administrative matters relating to the legislation. After the first reading of any piece of legislation, any number of members may join as secondary sponsors of the legislation with the consent of the primary sponsor(s). The General Assembly shall not amend the names of primary or secondary sponsors without the consent of those members whose names are to be amended.

Rule 15. First Reading of Legislation, Incidental Motions, and Referral to Committee.

- (a) **First reading of legislation.** At the appointed time, the Speaker shall cause all legislation on the calendar for first reading to be read by title only, unless any member should ask for a full reading with the consent of one-fifth (1/5) of those members present.
- (b) **Incidental motions generally.** Standard two-day notice to all members via electronic mail shall be required for any incidental motion provided under this Rule to be in order. Incidental motions provided by this rule shall be decided without debate and shall require adoption by a two-thirds (2/3) majority vote.
- (c) **Incidental motions: objection.** Immediately after first reading, the Speaker shall recognize any member wishing to make an incidental motion objecting to consideration of the legislation. If the motion is adopted, the affected legislation shall be considered postponed indefinitely.
- (d) **Incidental motions: fast track.** Immediately after first reading, the Speaker shall recognize any member wishing to make an incidental motion that the legislation bypass committee consideration. Such a motion shall be called a motion to “fast track.” If the motion is adopted, the affected legislation shall be instantly calendared at the end of second reading.
- (e) **Referral to committee.** At the appointed time following first reading and the disposition of any incidental motions, the Speaker shall refer all legislation read for the first time to the committee he or she deems appropriate according to these Rules.
- (f) **First reading in the absence of quorum.** First reading of legislation and referral to committee shall be in order in the absence of a quorum, provided that an opportunity for making incidental motions is provided during a period of miscellaneous business where a quorum is present. No legislation referred to committee in the absence of a quorum shall be considered before such an opportunity for making incidental motions is provided.

Rule 16. Second Reading of Legislation and Assembly Consideration.

- (a) **Two reading rule.** All legislation shall be read twice, and such readings shall occur at two (2) different meetings of the General Assembly except as provided elsewhere in these Rules.

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- (b) **Placement on calendar for second reading.** Legislation shall be placed on the calendar for second reading by the Speaker once it is reported by committee pursuant to Rule 13(c). Any legislation which is fast-tracked shall be considered placed at the end of the calendar for second reading.
- (c) **Procedure for second reading.** At the appointed time, the Speaker shall cause the first item of legislation on the calendar for second reading to be read by title only, unless any member should ask for a full reading with the consent of one-fifth (1/5) of those members present. Following the reading of the item of legislation, the Speaker shall recognize the Chairman of the committee issuing a report (if any) on the legislation for a period not to exceed five (5) minutes, during which time the Chairman shall give a summary of the committee's report. At the conclusion of the report, the Speaker shall state the question on the adoption of the legislation and the motion to object to its consideration shall be out of order.
- (d) **Sponsor report and question period.** After stating the question on the adoption of an item of legislation, the Speaker shall then recognize the corresponding sponsor of the legislation under consideration for a period not to exceed five (5) minutes, during which time the corresponding sponsor may yield to other members for questions. It shall be out of order for any querying member to use such time for debate.
- (e) **Amendment of legislation.** All motions to amend legislation during second reading shall be written and shall be submitted to the Secretary prior to their introduction.

Rule 17. Third Reading for Annual Budgets and Constitutional Amendments.

- (a) **Third reading required for specific legislation.** Finance Bills adopting the recurring budget of the Association and Government Bills proposing amendments to the Association Constitution shall be read three times, with such readings to occur at three different meetings except as provided elsewhere in these Rules.
- (b) **Placement on calendar for third reading.** Upon passage after second reading, affected legislation shall be automatically calendared for third reading to occur at the next successive meeting of the General Assembly.
- (c) **Rule suspension limited.** This rule shall not be suspended with respect to Finance Bills adopting the non-recurring budget of the Association and Government Bills proposing amendments to the Association Constitution. For Finance Bills adopting the recurring budget of the Association, this rule may only be suspended in the event it is impossible for a third reading to occur prior to the start of the fiscal year.

Rule 18. Closed Rule on Amendments.

- (a) **Effect of the closed rule on amendments.** When under the closed rule on amendments, no amendments to a given act of legislation shall be in order in the General Assembly except by general consent.
- (b) **Invocation of the closed rule on amendments.** Legislation may be placed under the closed rule on amendments (1) by the corresponding sponsor at any time prior to first reading, upon a statement to that effect submitted in writing to the Speaker; (2) by a committee upon recommending legislation favorably to the General Assembly for second reading; or (3) by the Assembly, following the sponsor's report but before debate has begun, upon a motion to that effect adopted by a majority vote of the Assembly. Such a motion shall be considered without debate. In addition, the closed rule on amendments shall be automatically invoked for Local Resolutions unless specifically waived in writing by the corresponding sponsor at any time prior to first reading of the legislation.
- (c) **Revocation of the closed rule on amendments.** The closed rule on amendments for any given piece of legislation may be revoked at any time upon a motion to that effect adopted by a two-thirds (2/3) majority of the body currently considering the legislation. Such a motion shall be considered without debate.

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Rule 19. Engrossment and Enrollment of Legislation.

- (a) **Engrossment of bills and resolutions.** Within seven (7) days of the adoption of a bill or resolution which must be submitted to the President, the Speaker shall cause a copy of the bill or resolution, corrected by the Secretary, to be engrossed and submit an engrossed and signed copy of the bill or resolution to the President for his or her signature.
- (b) **Enrollment of legislation.** The Speaker shall cause legislation to be enrolled and distributed as necessary to achieve its purpose within seven (7) days of: (1) the receipt of a bill or resolution signed by the President; (2) the adoption of a motion to override a veto by the President; (3) the expiration of the tenth day following the submission of a bill or resolution to the President with no communication from him or her; or (4) the adoption of legislation not requiring presentment to the President.

Rule 20. Ethics in Leadership Requirement.

No member of the General Assembly who has previously been impeached in an office of the Assembly shall be permitted to hold any position beyond that of member, including, but not limited to, any committee chairmanship, or any other officer position within any committee. Additionally, no such members shall be permitted to serve on any select committee.

Rule 21. Confirmation of Appointments.

- (a) **Presentation of appointments.** The President shall give notice to the Speaker of the intention to present an appointee to the General Assembly no later three (3) days prior to the meeting date. The Speaker shall place the appointee, with name and position of appointment, on the agenda for consideration at the meeting in the form of an Assembly Resolution.
- (b) **Introduction of confirmation resolutions.** Upon notice to the Speaker of an appointment, an Assembly Resolution bearing the President's name as sponsor shall be automatically introduced providing for the confirmation of the individual appointment. The Assembly Resolution shall be considered for first reading, subject to any incidental motions properly noticed, and automatically calendared for second reading pursuant to the Association Constitution.
- (c) **Confirmation of appointments.** The appointee shall be allowed to speak for a period not to exceed three (3) minutes, followed by a period of questions for the appointee that will not exceed ten (10) minutes. Appointees shall be escorted from the meeting room prior to a period of debate, and debate shall not exceed ten (10) minutes. Consideration of an appointment confirmation on the floor shall proceed by the same manner regardless if a simple motion is under consideration or a confirmation resolution is on second reading.
- (d) **Administration of Oath.** All confirmed appointees shall be administered the oath of office prior to the conclusion of the period of appointments.

Rule 22. Matters Regarding These Rules.

- (a) **Suspension of these Rules.** The General Assembly may, by a two-thirds (2/3) majority vote, temporarily suspend one or more of the Rules of the Assembly. However, no Rule may be suspended which specifies otherwise, or derives its authority from any other portion of the Association Constitution, these Statutes, or local, state or federal law. Furthermore, no Rule mandating advance notice may be suspended, unless suspended prior to the advance notice deadline.
- (b) **Amendment of these Rules.** The General Assembly may permanently amend one or more of the Rules of the Assembly, upon adoption by majority vote of an Assembly Bill stipulating the amendment(s).

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- (c) **Matters not covered by these Rules.** All procedures not covered by these Rules shall be governed by Robert's Rules of Order, Newly Revised. In cases where a conflict arises, these Rules shall govern.

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Article 2. Punitive Powers of the General Assembly.

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- §2-2.18. **Removal from Office.**
- §2-2.19. **Applicability of Ethics in Leadership Requirement.**
- §2-2.20. **Charges Generally.**
- §2-2.21. **Improper Qualifications.**
- §2-2.22. **Neglect of Duty (Nonfeasance).**
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- §2-2.24. **Fraudulent Misrepresentation on Official Documents.**
- §2-2.25. **Abuse of Power.**
- §2-2.26 to 2-2.30. *Reserved for future use.*
- §2-2.31. **Dismissal by Officer.**
- §2-2.32. **Resignation.**
- §2-2.33. **Exclusivity.**

§2-2.1. **Definitions and Conventions.**

Within this article, the following definitions shall apply:

- (a) A “**charge**” is an allegation that some specific regulation on official conduct, as listed within this article, has been violated by an Association Official.
- (b) A “**specification**” is an allegation of some action by an Association Official that supports a particular charge.
- (c) “**Evidence**” is some form of testimony or document that supports or refutes an allegation made in a specification.
- (d) The punitive process outlined in this article is inherently a political, and not criminal, proceeding. All terms of adjudication used refer to this punitive process and not criminal prosecution.

- (e) An “**Association Official**” is any position that receives a stipend or funds from ASG.

§2-2.2. **Purpose of Punitive Process.**

Recognizing that the Student Body places a certain trust in this Association and its Officials, it is appropriate and necessary to maintain a process wherein sanctions may be duly leveled against those who violate that trust.

§2-2.3. **Scope of Punitive Powers.**

The punitive powers of the General Assembly shall extend to all elected and appointed Association Officials, including those in which the Association Constitution and Association Statutes do not require confirmation of the General Assembly for appointment.

§2-2.4. **Standard of Proof.**

The Select Committee on Internal Operations shall only report to the General Assembly those charges supported by a preponderance of the evidence; that is, those charges that, based on the evidence provided, are more likely to have occurred than not.

§2-2.5. **Effective Date of Punitive Statutes.**

Amendments made to this article shall not take effect until the adjournment *sine die* of the session in which the amendment is adopted. No punitive resolution shall specify charges not contained in this article at the time of the alleged infraction.

Part I. Formal Charges.

§2-2.6. **Format of Formal Charges.**

All formal charges shall be in the form of Assembly Resolutions containing, at minimum:

- (a) the name and position of the Association Official against whom sanctions are sought;
- (b) a resolving clause for each specific charge alleged against the Association Official, including corresponding specifications adequately supported by evidence; and,
- (c) the specific sanction(s) sought.

Any resolution lacking any of the foregoing elements shall be out of order.

§2-2.7. **Introduction of Formal Charges.**

All Assembly Resolutions containing formal charges shall be filed with either:

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- (a) the sponsorship and signatures of the Chairman and Vice Chairman of the Council of Student Body Presidents, following a motion made and adopted by the Council to file formal charges against an Association Official; or
- (b) the sponsorship and signatures of five (5) delegates of the General Assembly, provided that no such sponsors are members of the Select Committee on Internal Operations.

§2-2.8. Retention of Sponsorship.

Throughout its consideration, an Assembly Resolution containing formal charges shall retain at least the same number of sponsors as when it was introduced. Remaining sponsors shall be provided a reasonable amount of time, not to extend beyond the time of adoption, to replace sponsors who withdraw. Any resolution lacking the required number of sponsors after this time shall be considered postponed indefinitely.

§2-2.9. Notification of Charges.

As soon as practicable following the filing of formal charges, the Sergeant-at-Arms shall notify the accused Association Official in writing. The notice shall include the filed Assembly Resolution in its entirety and shall be delivered by hand or by certified mail; except that, in the event the accused deliberately avoids notice for at least two (2) weeks, notice may be mailed to the Student Government office of the institution the official attends. The Select Committee on Internal Operations shall not report a resolution containing formal charges, nor shall the General Assembly consider such a resolution on second reading, until notice has been provided.

§2-2.10. Charges Concerning the Senior Vice President.

In the event the Senior Vice President is accused in any formal charges, all duties affecting the involved Assembly Resolution usually discharged by the Senior Vice President shall instead be discharged by the Speaker *Pro Tempore*.

§2-2.11. First Reading and Referral.

All Assembly Resolutions containing formal charges shall be referred to the Council of Student Body Presidents following first reading. Such Assembly Resolutions may not be fast-tracked under any circumstances.

§2-2.12. Committee Consideration.

- (a) Within one (1) month of referral, the Council of Student Body Presidents shall schedule a hearing

on the charges, at which time the accused official shall have the right to present his/her initial defense. The accused official shall have the right to seek and receive clarification to any charge or specification while at this hearing.

- (b) If, after the initial hearing, the Committee believes that the charges merit additional investigation, the Committee shall schedule one or more evidentiary hearings at which the sponsors and the accused shall be both be permitted to present evidence supporting or refuting the specifications supporting the charges.
- (c) The committee shall attempt to have the accused official present for all hearings. Accordingly, all hearings shall be announced with standard two-day notice as provided in Article 1 of this Chapter.
- (d) At any point in its deliberation of formal charges, the Committee shall be empowered to remove or reduce any specification, charge, or sanction contained in the Assembly Resolution.
- (e) At the conclusion of its deliberations, the Committee shall issue a final report either dismissing the charges or recommending them to the General Assembly for consideration. In a report recommending General Assembly action, the Committee shall detail the evidence supporting the specifications, justify the charges based on those specifications, and explain why the charges merit the ordered sanction.

§2-2.13. Discharge of Committee Consideration.

It shall be the policy of the General Assembly to allow the Select Committee on Internal Operations adequate discretion on the length of committee investigation into formal charges. However, if the interests of justice so require, the General Assembly may by a two-thirds (2/3) vote discharge an Assembly Resolution containing formal charges from committee, provided that at least two (2) weeks have elapsed since the date of referral.

§2-2.14. Second Reading.

Seconding reading of Assembly Resolutions containing formal charges shall proceed according to the Standing Rules of the Assembly, provided:

- (a) Following the presentation of the committee report and the sponsors' report, the accused official shall have no less than fifteen (15) minutes to present a defense;
- (b) Adoption of a resolution providing censure as a sanction shall require a two-thirds (2/3) vote;

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- (c) Adoption of a resolution rescinding an appointment as a sanction shall require a three-fourths (3/4) vote;
- (d) Adoption of a resolution providing impeachment as a sanction shall require a three-fourths (3/4) vote, and shall have the effect of indicting the accused official on the specified charges and scheduling a trial on the date specified within the resolution, or at the next regularly-scheduled meeting of the Association, whichever is later.

§2-2.15. **Impeachment Trial.**

Should an impeached official fail to attend his/her trial, the trial shall be conducted *in absentia*. The procedure for the impeachment trial shall be as follows:

- (a) The Chairman of the Select Committee on Internal Operations, or another author of the final report of the committee, shall present a report of the evidence found during the investigation of the accused.
- (b) The accused shall then respond to the charges and may call witnesses on his/her behalf. Members of the General Assembly may question the accused or any witness that may be summoned.
- (c) Following the hearing of evidence, the accused shall be escorted from the chambers by the Sergeant-at-Arms and the General Assembly shall enter into its deliberations.
- (d) Senators shall have unlimited debating privileges during deliberations, and upon conclusion of debate shall proceed to a vote on whether to remove the impeached official from office.
- (e) When voting is completed, the meeting shall be opened and the presiding officer shall immediately announce the result of the vote before the General Assembly.
- (f) An impeached official shall only be convicted and removed from office by a three-fourths (3/4) majority vote of the General Assembly.

Part II. Sanctions.

§2-2.16. **Sanctions Generally.**

No sanction shall be levied that is not explicitly provided for by this article.

§2-2.17. **Censure and Optional Suspension of Stipend.**

A censure shall be considered the strongest possible rebuke provided by this article short of removal from office. In addition, a sanction censuring an

Association Official may optionally include the suspension of any stipend received by the Official.

§2-2.18. **Removal from Office.**

Removal from office shall result upon the adoption of a resolution rescinding an appointment or upon conviction in an impeachment trial. No removal from office shall include a ban on future service, except as provided by §2-2.19 below.

§2-2.19. **Applicability of Ethics in Leadership Requirement.**

All officials affected by this Part shall consequently be affected by the Ethics in Leadership provisions contained in *Association Statutes* §1-2.3 and in Assembly Standing Rule 24.

Part III. Specific Charges.

§2-2.20. **Charges Generally.**

No charge shall be levied that is not explicitly provided for by this article.

§2-2.21. **Improper Qualifications.**

The charge of Improper Qualifications to Hold Office shall apply where an Association Official lacks one or more qualifications required to hold the office in which he/she serves.

§2-2.22. **Neglect of Duty (Nonfeasance).**

The charge of Neglect of Duty or Nonfeasance shall apply where an Association Official fails to perform a required duty to the best of his/her ability.

§2-2.23. **Breach of Ethical Duty.**

The charge of Breach of Ethical Duty shall apply where an Association Official violates the Association Ethics Act provided in Chapter 1, Article 2 of the *Association Statutes* in a manner that is both substantial and willfully malicious.

§2-2.24. **Fraudulent Misrepresentation on Official Documents.**

The charge of Fraudulent Misrepresentation on Official Documents shall apply where an Association Official files an official document containing knowingly false information or files an official document under false pretenses.

§2-2.25. **Abuse of Power.**

The charge of Abuse of Power shall apply where an Association Official exercises his/her official power in a manner inconsistent with its just purpose or fair

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use, to the detriment of the Association and the Student Body.

§§2-2.26 to 2-2.30. *Reserved for future codification purposes.*

Part IV. Removal by Other Processes.

§2-2.31. **Dismissal by Officer.**

Association Officials empowered to make appointments shall generally have the authority to terminate said appointments.

§2-2.32. **Resignation.**

All Association Officials shall be permitted to resign their office in writing. Such resignations shall be effective at the date specified by the resignation, and shall be accepted by:

- (a) the General Assembly, in the case of the President or Senior Vice President;
- (b) the institution's delegation leader, in the case of delegates; or,
- (c) by the supervising official, in all other cases.

§2-2.33. **Exclusivity.**

Except as provided elsewhere in these statutes for discipline within Divisions, the provisions contained in this article shall be the exclusive processes for termination of any Association Office.

ⁱ *Chapter revision history*

- Created by: AB 18, 38th Session (2009-2010), adopted 10/24/2009.
- Amended by:
 - GB 26 (creates Article 2), 38th Session (2009-2010), adopted 01/30/2010;
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 - AB 18 (amends Article 1, Rule 3(a, b, c, d), 40th Session (2011-2012), adopted 02/25/2012.
 - AB 01 (amends Article 1, Rule 4(a), repeals Article 1, Rule 4(g), amends Article 1, Rule 6(a), repeals and replaces Article 1, Rules 10, 11, 12, creates Article 1, Rules 12A, amends Article 1, Rule 16(a), Article 1, Rule 19(a), and Article 1, Rule 22(c)), 41st Session (2012-2013), adopted 08/25/2012.
 - GB 23 (amends Rule 3b, creates Rule 3e), 41st Session (2012-2013), adopted 10/06/2012.
 - GB 32 (amends Article 2 to reassign punitive powers from the defunct Committee on Government Operations and Community Services to the Select Committee on Internal Operations), 41st Session (2012-2013), adopted 11/10/2012, implemented 04/20/2013 per §2-2.5.
 - GB 3 (creates Rule 4bi), 42nd Session (2013-2014), adopted 2/22/2014.
 - GB 5 (creates Rule 16d), 42nd Session (2013-2014), adopted 2/22/2014.
 - GB 1 (amends Rule 11 a-d), 43rd Session (2014-2015), adopted 9/6/2014.
 - GB 7 (amends Article 1, Rules 1b, 2c, 3a-c, 3e, 5-8, 9c, 10b, 10e, 10A a-c, 12a, 13a, 13c, 14b; repeals and replaces Rules 4, 10d, and 11; repeals Rule 14d, Rule 22 and Rule 23; amends Article 2, 2-2.1(e), 2-2.11, and 2-2.12), 43rd Session (2014-2015), adopted 3/21/2015.

Chapter 3. Executive Board.

CHAPTER 3. Executive Branch.ⁱ

Article 1. Executive branch generally.

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- §3-1.1. **Definitions and conventions.**
- §3-1.2. **General organization.**
- §3-1.3. **Departments; purposes and organization.**
- §3-1.4. **Departments; list.**
- §3-1.5. **Offices; purposes, creation and organization.**
- §3-1.6. **President.**
- §3-1.7. **Executive orders.**
- §3-1.8. **Office of the President.**
- §3-1.9. **Chief of Staff.**
- §3-1.10. **Office of the Chief of Staff.**
- §3-1.11. **Other Executive Officers.**
- §3-1.12. **Mission.**
- §3-1.13. **Role of strategic planning.**
- §3-1.14. **Strategic and Advocacy Plans.**
- §3-1.15. **Objectives established.**
- §3-1.16. **Monthly report.**
- §3-1.17. **Transition (Annual) report.**
- §3-1.18. **Council review.**

§3-1.1. **Definitions and conventions.**

A “**delegate**” is one of the four representatives of a constituent institution.

The “**Campus Liaison**” is one of the four representatives from a constituent institution which has at least fifty percent of his or her work dedicated to ASG and receives a stipend from ASG.

The “**Department Chair**” is an elected position of each Department which shall help the Vice President of each Department coordinate the meetings of that Department.

Part 1. Executive organization.

§3-1.2. **General organization.**

The executive of the Association shall be organized

into departments and offices, each created for the purpose of fulfilling certain specific duties relating to the Association’s mission and operations. Each delegate shall be assigned within a specific department or office under the supervision of an executive officer.

§3-1.3. **Departments; purposes and organization.**

Each department shall be tasked with the accomplishment of a major component of the Association’s core mission. Each department shall be headed by a Vice President or equivalent officer, who may be assisted by an Associate Vice President, and responsible for implementing the statutory mission and recurring programs of that department.

§3-1.4. **Departments; list.**

As explained further in Chapter 3, Article 2 the departments of the Association are: Governmental Outreach, Media Outreach, and Campus Outreach.

§3-1.5. **Offices; purposes, creation, and organization.**

Offices shall be responsible for the accomplishment of specific goals or initiatives, or for the accomplishment of duties relating to the operations of the Association. Offices may be established by statute or executive order. Unless otherwise provided, each office shall be headed by a Director and shall report to the President.

Part 2. President.

§3-1.6. **President.**

The President, in accordance with Article 3, Section 5 of the Association Constitution, shall be the chief executive officer of the Association. Subject to the Constitution and these statutes, the President shall be responsible for formulating and administering the policies of the executive branch.

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§3-1.7. **Executive orders.**

The President shall have the authority to issue Executive Orders, or formal written documents relating instructions based on presidential powers. Each order shall include—

- (1) in its introduction, a title faithfully indicating its effect or subject area and a number indicating the session during which it was issued and the sequence in which it was ordered;
- (2) a clause citing the President's authority to issue the order under the governing documents;
- (3) a clause outlining the background of or events prompting its promulgation;
- (4) one or more clauses containing the order itself; and,
- (5) in its conclusion, the date of its promulgation and the President's signature.

§3-1.8. **Office of the President.**

There shall be an Office of the President (with the attributes of an office conferred by §3-1.5.) headed by the President and comprised of the President, Senior Vice President, the Chief of Staff, and such other officers as may be appointed thereto, except that officers appointed to other offices or departments shall not be resident within the Office of the President.

Part 3. Chief of Staff.

§3-1.9. **Chief of Staff.**

The Chief of Staff shall be chief logistics officer of the executive branch, reporting to the President and Senior Vice President. The Chief of Staff shall be responsible for executive accountability, reporting, transition, and the executive officer review.

§3-1.10. **Office of the Chief of Staff.**

There shall be an Office of the Chief of Staff (with the attributes of an office conferred by §3-1.5.) headed by the Chief of Staff and comprised of the Chief of Staff and such other officers as may be appointed thereto, except that officers appointed to other offices or divisions shall not be resident within the Office of the Chief of Staff.

§3-1.11. **Other Executive Officers**

During the first meeting of The Association the following officers shall be elected:

- (a) Association Head Delegate

The Association Head Delegate shall:

- i. assist the Senior Vice President and Chief-

of-Staff in the logistics and coordination of meetings of the Association;

- ii. coordinate with the Department Chairs of each of the Executive Departments to maximize efficiency and joint projects;

- iii. fulfill the role of the Senior Vice President when the Senior Vice

President is unavailable

- iv. any other duties that The Association may deem appropriate.

- (b) Association Secretary

The Association Secretary shall:

- i. help coordinate communication between ASG Delegations before, after and during meetings of The Association;

- ii. take minutes during meetings of The Association and compile minutes of all the Executive departments and General Assembly committees for publishing

Part 4. Strategic planning, reporting, and accountability.

§3-1.12. **Mission.**

Founded and funded by students, the University of North Carolina Association of Student Governments champions the concerns of students and ensures affordability and accessibility to quality education today and tomorrow.

§3-1.13. **Role of strategic planning.**

Strategic planning shall be those activities in which the Association engages in order to guide decision making. The Board of Directors shall approve a new Strategic Plan after the conclusion of the current Strategic Plan which is compiled by the Office of the President with consult from the Board of Directors.

The executive shall engage in strategic planning in order to—

- (1) achieve the core mission of the Association during each session through specific objectives;
- (2) implement the specific objectives of the current administration;
- (3) operate in a way that is accountable to its constituents and the General Assembly; and,
- (4) equip the next generation of student leaders with the tools to fulfill the Association's core mission.

§3-1.14. **Strategic and Advocacy Plans.**

At the September meeting of each session, the President shall give a report containing (1) a summary and update of the current multi-year

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strategic plan (referred to as the Strategic Plan) and (2) a comprehensive vision and goals for the executive for the following year including that year's contribution to the Strategic Plan (referred to as the Annual Advocacy Plan). The Board of Directors must endorse the Annual Advocacy Plan. These goals shall be organized in a logical and consistent manner.

§3-1.15. Objectives established.

- (a) Each department shall establish formal objectives based on the Strategic and Annual Advocacy Plans in order to evaluate progress. These objectives shall be reported to Council of Student Body Presidents at the next meeting following the adoption of the Annual Advocacy Plan.
- (b) Objectives should reflect the following criteria: specific, measurable, ambitious, realistic, and time-specific.

§3-1.16. Monthly report.

Each department and office shall issue a report each month by a date established by the Chief of Staff.

This report shall contain —

- (1) plans for the next month, including objectives to be addressed;
- (2) progress in the previous month, including objectives that were addressed;
- (3) timelines and important dates for the remainder of the session; and,
- (4) contact information for executive officers and committee officers,
- (5) and sent out to the General Assembly listserv.

§3-1.17. Transition (Annual) report.

By the April business meeting, each department and office shall issue a transition report. This report shall replace the monthly report for April and shall contain documents necessary for the executive officers of the next session. The transition report shall include, but be not limited to—

- (1) a summary of actions taken by the department or office during the session;
- (2) recommendations to improve or expand upon the operations of the department or office;
- (3) legislation considered during the session relevant to the operations of the department or office; and,
- (4) other formal documents issued or used by the department or office, including forms and letters.

§3-1.18. Council review.

During the December Council of Student Body Presidents meeting, the Council shall conduct a review of executive officer performance with the support of the Chief of Staff and the Association Advisor.

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Article 2. Appointments.

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§3-2.1. **Definitions and conventions.**

§3-2.2. **Department's mission.**

§3-2.3. **Department Leadership.**

§3-2.4. **Department of Governmental Outreach.**

§3-2.5. **Department of Media Outreach.**

§3-2.6. **Department of Campus Outreach.**

§3-2.7. **Department Officers.**

§3-2.8. **Election of Department Officers.**

§3-2.1. **Definitions and conventions.**

A “**delegate**” is one of the four representatives of a constituent institution.

The “**Campus Liaison**” is one of the four representatives from a constituent institution which has at least fifty percent of his or her work dedicated to ASG and receives a stipend from ASG.

The “**Department Chair**” is an elected position of each Department which shall help the Vice President of each Department coordinate the meetings of that Department.

The “**Department**” is an executive branch function that has a task-oriented mission

§3-2.2. **Department's mission.**

Departments will be administered by a Vice President as assigned by the President and composed of delegates of the Association. Each Department will be in charge of implementing one of the core advocacy functions of the Association.

§3-2.3. **Department Leadership.**

Each department will be led by a Vice President assisted by an Associate Vice President when applicable and other such officers as the Department is prescribed or elects to choose

§3-2.4. **Department of Governmental Outreach.**

(a) This Department shall be led by the Vice President of Governmental Outreach.

(b) The Department of Governmental Outreach shall:

- i. draft open letters;
- ii. plan advocacy trips

iii. monitor legislative and governmental actions;

iv. and other such actions deemed appropriate by the President, Council of Student Body Presidents, General Assembly and Department..

§3-2.5. **Department of Media Outreach**

(a) This Department shall be led by the Vice President of Media Outreach.

(b) The Department of Media Outreach shall:

- i. draft press releases;
- ii. craft multi-media campaigns;
- iii. create videos related to initiatives of the Association;
- iv. engage in social and traditional media on behalf of the Association;
- v. draft and send out newsletters to interested constituents;
- vi. and other such actions deemed appropriate by the President, Council of Student Body Presidents, General Assembly and Department

§3-2.6. **Department of Campus Outreach.**

(a) This Department shall be led by the Vice President of Campus Outreach.

(b) The Department of Campus Outreach shall:

- i. conduct campus visits;
- ii. perform surveys and polls to collect data concerning the opinion of the Student Body;
- iii. facilitate interaction and collaboration between similar student organizations across the UNC system;
- iv. and other such actions deemed appropriate by the President, Council of Student Body Presidents, General Assembly and Department.

§3-2.7. **Department Officers.**

(a) Each Department shall elect from its membership on its first meeting:

- i. a Department Chair to assist the Vice President in coordinating the efforts of the members of the and other such duties that is needed for the Department,
- ii. a Secretary to keep record of the work done by the Department in each meeting

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coordinate meeting agendas and drafting documents needed by the Department.

ii. Any other officers deemed appropriate by the Vice President of the Department.

(b) paid ASG Campus Liaison are encouraged to seek officer roles in their Department but officers are not required to be paid ASG Campus Liaisons.

§3-2.8. Election of Department Officers.

The election process shall be governed by the General Assembly Standing Rules and applied to the membership of the Department.

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Article 3. Appointments and ASG Campus Liaisons.

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- §3-2.1. **Definitions and conventions.**
- §3-2.2. **Position announcement.**
- §3-2.3. **Appointment announcement.**
- §3-2.4. **Effective date of appointments.**
- §3-2.6. **Appointments to vacated positions.**
- §3-2.7. **Initiation of confirmation review.**
- §3-2.8. **Confirmation process.**
- §3-2.9. **ASG Delegate.**
- §3-2.10. **Campus Liaison Checklist.**
- §3-2.11. **Appointment of ASG Delegate.**
- §3-2.12. **Punitive Process for Campus Liaisons.**

§3-3.1. **Definitions and conventions.**

(a) The term ASG Delegate shall refer to the paid delegate representing each institution.

§3-3.2. **Position announcement.**

At least seven days prior to making any appointment requiring confirmation by the General Assembly, the appointing official shall announce that the position is available by means of the electronic mailing list.

§3-3.3. **Appointment announcement.**

Appointments shall be announced by the appointing official within one calendar day of appointment by means of the electronic mailing list of the General Assembly.

§3-3.4. **Effective date of appointments.**

- (a) All appointments not requiring confirmation shall take effect upon announcement of the appointment.
- (b) All appointments requiring confirmation by the General Assembly shall take effect upon confirmation, but shall be considered acting until such time as they are confirmed or rejected.

§3-3.5.

Reserved for future use.

§3-3.6. **Appointments to vacated positions.**

In the event that a stipended position is vacated, the appointing official shall appoint a replacement

official no later than fifteen days thereafter.

§3-3.7. **Initiation of confirmation review.**

Upon notice of an appointment requiring confirmation, the Senior Vice President shall cause appropriate confirmation legislation to be introduced in the General Assembly.

§3-3.8. **Confirmation process.**

The confirmation process shall be governed by the General Assembly Standing Rules

§3-3.9. **ASG Campus Liaisons.**

Any institution that creates a position in their student government which:

- (a) spends at least half of his or her role in student government dedicated to ASG-related activity;
- (b) assists the Student Body President coordinate the logistics needed for the ASG Campus Liaison from the respective institution;
- (c) ensures that work is being done by the delegation in each of the departments of the Association;
- (d) coordinates campus visits in consultation with the ASG President and Student Body President, shall receive a stipend, determined by the ASG Budget and Finance committee, which shall be included in the annual budget.

§3-3.10. **Campus Liaison Checklist.**

The President, or his or her designee, shall present a checklist for review by the Council of Student Body Presidents at the beginning of each year to detail the specific expectations for each Vice President and Campus Liaison. The President shall hold all Association Officials accountable to these checklists, including the Campus Liaisons. Significant breach of these checklists, by a Campus Liaison, can result in the Student Body President or Board of Directors dismissing the Campus Liaison in accordance with §3-3.2.

§3-3.11. **ASG Campus Liaisons.**

The appointment of ASG Campus Liaisons shall:

- (a) be governed by the same process of other appointed positions unless otherwise stated in this statute:

- i. interested applicants shall apply through

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ASG using the same system as applicants for Vice Presidents;

ii. candidates shall be full-time students enrolled in a constituent institution in good academic and conduct standing;

iii. the Senior Vice President shall share the applicants for ASG Campus Liaisons for each campus with the Student Body President prior to the summer SBP training;

iv. each Student Body President shall choose an ASG Campus Liaison from the candidates who applied through the ASG process and relay their choice to the Senior Vice President before the first meeting of the Association;

v. each appointed ASG Campus Liaison shall be confirmed by the General Assembly at the same time as the Vice Presidents;

vi. if the appointed ASG Campus Liaison is failed to be confirmed then the Student Body President must choose another ASG Campus Liaison from the candidate pool;

vii. if the Student Body President fails to make significant progress in choosing an ASG Campus Liaison before the first meeting of the Association or the meeting which the Vice

Presidents are confirmed then the ASG President shall have the authority to appoint an ASG Campus Liaison subject to confirmation from the General Assembly

§3-3.12. Punitive Process for Campus Liaisons.

Campus Liaisons are both delegates and stipended association officials:

- (a). the Student Body President of each institution shall have full control of who they bring to each ASG meeting and the Campus Liaison can be removed as a delegate from the campus' Student Body President, delegation head, or any process prescribed by that institution's governing documents.
- (b). the Board of Directors may hold a hearing to dismiss the stipends from a Campus Liaison provided substantial dereliction of duty on behalf of the Campus Liaison. If the Board of Directors removes the stipend from the Campus Liaison, then that student will still be allowed to attend ASG meetings provided they meet the qualifications of §2-1 Rule 1(a).

Chapter 3. Executive Board.

Article 4. Board of Directors.

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- §3-3.1. **Definitions and conventions.**
- §3-3.2. **Powers and duties.**
- §3-3.3. **Membership.**
- §3-3.4. **Chair and vice chair.**
- §3-3.5. **Secretary.**
- §3-3.6. **Meetings.**

§3-3.1. **Definitions and conventions.**

Reserved for future use.

§3-3.2. **Powers and duties.**

The Board shall have such powers and duties as are specified in the Constitution, and shall be generally responsible for preserving the operational autonomy of the Association between meetings of the General Assembly. Additionally, the Board shall:

- (1) be responsible for those duties related to employment and personnel as provided by Chapter 4 of these statutes; and
- (2) be responsible for those duties related to finance as provided by Chapter 5 of these statutes.

§3-3.3. **Membership.**

As specified in the Association Constitution, the membership of the Board shall be the President, Senior Vice President, Speaker Pro Tempore of the General Assembly, Association Secretary, Chairman and Vice Chairman of the Council of Student Body Presidents, Chief of Staff, and Vice President of Budget and Finance.

§3-3.4. **Chair and vice chair.**

At the first meeting of the Session, the Board shall elect the following officers from its membership:

- (1) Chair, who shall call and preside over meetings of the Board; and
- (2) Vice Chair, who shall preside over meetings of the Board in the absence of the Chairman.

§3-3.5. **Secretary.**

The Association Secretary shall serve as secretary, and shall keep a journal of the proceedings of the Board, including a record of all votes.

§3-3.6. **Meetings.**

Any member of the Board of Directors may call a meeting of the Board which shall be reported to the Board Secretary for scheduling with the Senior Vice President. The Board shall meet at the beginning of every session to endorse and approve the Annual Advocacy Plan in relation to the Strategic Plan.

ⁱ *Chapter revision history*

- Created by: GB 14, 39th Session (2010-2011).
- Amended by:
 - GB 17 (creates §3.3-6), 39th Session (2010-2011), adopted 09/28/10;
 - GB 30 (amends §3.3-2), 39th Session (2010-2011), adopted 03/26/11;
 - GB 13 (creates §3.7-6,7,8), 40th Session (2011-2012), adopted 10/24/11.
 - GB 02 (amends §3.1-3, §3.1-4, §3.1-8, repeals and replaces §3.1-9 and §3.1-10, amends §§3.1-15, 16, 17, amends §3.3-3, and repeals Articles 4, 5, 6, 7), 41st Session (2012-2013), adopted 08/25/12.
 - GB 32 (repeals §3-2.5), 41st Session (2012-2013), adopted 11/10/12.

Chapter 3. Executive Board.

- GB 6 (amends §3-1.1 to 3-1.4, §3-1.8 to 3-1.9, §3-1.12 to 3-1.17. §3-2.1; repeals and replaces §3-1.11, §3-2.2 to 3-2.8, Article 3; creates §3-1.18, Article 4), 43rd Session (2014-2015), adopted 3/21/2015

CHAPTER 4. Employment and Personnel.ⁱ

Article 1. Association Personnel Act.

Contents.

- §4-1.1. **Definitions and conventions.**
- §4-1.2. **Board of Directors.**
- §4-1.3. **Association Ethics Act applied.**
- §4-1.4. **Employee positions.**
- §4-1.5. **Compensation.**
- §4-1.6. **Oversight.**
- §4-1.7. **Employee selection and termination.**
- §4-1.8. **Paid Association Offices.**
- §4-1.9. **Compensation.**
- §4-1.10. **Selection and termination.**
- §4-1.11. **Other contracted positions.**
- §4-1.12. **Compensation.**
- §4-1.13. **Oversight.**

§4-1.1. **Definitions and conventions.**

Within these statutes, the following definitions and conventions shall apply:

- (1) “**Personnel**” shall be those individuals receiving paid compensation for their work on behalf of the Association. Personnel shall be either employees or contractors.
- (2) “**Employees**” shall be personnel who the University of North Carolina General Administration classifies as such under State law.
- (3) “**Contractors**” shall be personnel who are not employees.

Part 1. Policies and procedures.

§4-1.2. **Board of Directors.**

The Board of Directors shall be responsible for—

- (1) the selection of employees, their administrative oversight, and the termination of their employment, in accordance with these statutes;
- (2) the administrative oversight of contractors; and
- (3) the administration of policies and processes established by this Act.

§4-1.3. **Association Ethics Act applied.**

- (a) The letter, spirit, and intent of the Association Ethics Act shall be applied in the administration of personnel policies and procedures.
- (b) Pursuant to the Association Ethics Act, no Association Official shall be selected as an employee

until at least one academic year has intervened following that Official’s departure from office.

Part 2. Employees.

§4-1.4. **Employee positions.**

- (a) Employee positions shall be explicitly established by the recurring budget.
- (b) Any employee positions shall be clerical in nature. No position shall be established with substantial policy or lobbying duties.
- (c) The Association shall retain at least one administrative employee, the office manager.

§4-1.5. **Compensation.**

The Association shall provide for the compensation of employees at a rate consistent with State law. The Association shall also provide for overtime pay, benefits, tax contributions, and other compensation, if required by State law.

§4-1.6. **Oversight.**

The office manager shall report to the President. The Board of Directors shall have administrative oversight of the office manager. Any other employees shall report to the office manager.

§4-1.7. **Employee selection and termination.**

- (a) Candidates for employee positions shall be identified pursuant to applicable University procedures. The Board of Directors shall determine the candidate to be offered the position.
- (b) The Board of Directors shall determine if an employee is to be terminated, if termination of an employee is warranted and authorized pursuant to University employment policies and State law.

Part 3. Paid Association Officials.

§4-1.8. **Paid Association Offices.**

Association Offices shall be established pursuant to the Constitution and other portions of these statutes. The recurring or non-recurring budget shall establish which offices are to be paid. Paid Association Officials shall be contractors.

Chapter 4. Employment and Personnel.

§4-1.9. Compensation.

(a) Paid Association Officials shall be compensated according to a tiered schedule at a rate established by the recurring or non-recurring budget. Paid Association Officials shall not be entitled to any compensation other than a stipend.

(b) Stipends for any stipend tier shall not increase or decrease by more than ten percent (10%) between sessions.

§4-1.10. Selection and termination.

(a) Association Officials shall be selected pursuant to the Constitution and other portions of these statutes.

(b) Elected Officials may be terminated by the General Assembly through the punitive processes established in Chapter 2 of these statutes.

(c) Executive Officers shall be terminated (i) upon dismissal for any reason by the President, (ii) upon majority vote of the Board of Directors for good cause shown, subject to reversal by a majority vote of the General Assembly, or (iii) by the General Assembly pursuant to the punitive processes provided in Chapter 2 of these statutes.

*Part 4. Other Contractors.***§4-1.11. Other contracted positions.**

Contracted positions other than Association Offices shall be established by the recurring or non-recurring budget of the Association.

§4-1.12. Compensation.

Contracted positions other than Association Officials shall be compensated at a rate established by the recurring or non-recurring budget of the Association. Contractors who are not Association Officials shall not be entitled to any compensation other than a stipend.

§4-1.13. Oversight.

Contractors other than Association Officials shall report to the President. The Board of Directors shall have administrative oversight of these contractors.

§4-1.14. Selection and Termination.

Contractors other than Association Officials shall be selected as provided by the General Assembly. If no process is established, the Board of Directors shall establish procedures to identify candidates and select a candidate.

Chapter 4. Employment and Personnel.

Article 2. Office and Operations.
Contents.

§4-2.1. **Definitions and conventions.**

§4-2.2. **Office Manager.**

§4-2.1. **Definitions and Conventions.**

This section reserved for future use.

§4-2.2. Office Manager.

(a) In accordance with University policy, there shall be an Office Manager, who shall be the chief employee and administrator, and who shall:

- (1) administer the Association's office and the affairs of the same on a day-to-day basis;
- (2) oversee any other employees of the Association;
- (3) administer finance regulations in accordance with Chapter 5 of these statutes and in cooperation with the President and Office of Finance and Administration; and
- (4) serve as a point of contact for matters of finance to General Administration and other external entities.

(b) The Office Manager shall report to the President and the Board of Directors.

ⁱ *Chapter revision history*

- Created by: GB 17, 39th Session (2010-2011).
- Amended:
 - GB 30 (creates Article 2 and amends §4-1.9), 39th Session (2010-2011), adopted 03/26/11.
 - GB 32 (amends §4-1.9), 41st Session (2012-2013), adopted 11/10/2012.

CHAPTER 5. Finance.ⁱ

Article 1. Division on Finance and the Budget.

Contents.

§5-1.1. **Definitions and conventions.**

§5-1.2. **Purpose and mission.**

§5-1.3. **Organization.**

§5-1.4. **Chief Finance Officer.**

§5-1.7. **Legislative oversight.**

§5-1.1. **Definitions and conventions.**

Within this article, the following definitions and conventions shall apply:

(1) The “**division**” is the Division on Finance and the Budget.

§5-1.2. **Purpose and mission.**

The Division on Finance and the Budget shall administer finance regulations and assist the President to manage the financial obligations of the Association.

§5-1.3. **Organization.**

The office shall be organized pursuant to §3-1.3.

§5-1.4. **Chief Finance Officer.**

The division shall be headed by a Vice President, who shall have the title of Chief Finance Officer. The Chief Finance Officer shall be responsible for the overall execution of the purpose and mission of the division.

§5-1.5.

Reserved for future use.

§5-1.6.

Reserved for future use.

§5-1.7. **Legislative oversight.**

The Council of Student Body Presidents shall exercise oversight of the division.

Article 2. Budget.

Contents.

§5-2.1. **Definitions and conventions.**

§5-2.2. **Budget of funds.**

§5-2.3. **Budget timeline.**

§5-2.4. **Line items.**

§5-2.5. **Budget organization.**

§5-2.6. **Tiered compensation schedule.**

§5-2.7. **Amendments to budget.**

§5-2.1. Definitions and conventions.

Within this chapter, the following definitions and conventions shall apply:

- (1) the fiscal year of the Association shall be from July 1 to June 31 of the following calendar year.
- (2) the “**recurring funds**” are those from projected fee revenues for a given fiscal year.
- (3) the “**non-recurring funds**” are all other projected funds for a given fiscal year, including surpluses from previous fiscal years.
- (4) a “**line item**” is an itemized expense within the budget.

§5-2.2. Budget of funds.

There shall be a budget of recurring and non-recurring funds for each fiscal year, which shall be binding on the Association. No funds shall be spent except in accordance with the budget. The budget shall be established by means of the General Assembly’s legislative process according to the timeline in section 3 of this article.

§5-2.3. Budget timeline.

- (a) No later than the second to last scheduled business meeting of each session, the President shall propose a budget of recurring funds for the following fiscal year to the General Assembly.
- (b) At the first scheduled business meeting of each session, the President shall propose a budget of non-recurring funds for the current fiscal year to the General Assembly.

- (c) If a budget of recurring funds is not adopted prior to adjournment, the Board of Directors shall adopt one prior to the beginning of the fiscal year.

§5-2.4. Line items.

- (a) The budget shall be organized into line items, which shall be numbered, include a statement of their purpose, and be as specific as the General Assembly requires.
- (b) All employees and contractors paid a stipend or salary shall be explicitly included as an individual line item in the budget.

§5-2.5. Budget organization.

Line items shall be organized into the following sections:

- (1) Income and base budget.
- (2) Stipends, salaries, and compensation.
- (3) Office and operating expenses.
- (4) Meetings, lodging, and travel.
- (5) Advocacy, outreach, and discretionary funds.
- (6) Administrative fees, expenses incurred by prior administrations, and reserve.

§5-2.6. Tiered compensation schedule.

Paid Association Officials shall be compensation according to a tiered schedule and at a rate established by the budget (§4-1.9.) The President shall set the tiers and assign each officer to them by executive order. In each tier, all positions shall be paid at the same rate. If one position in a tier is paid, all positions must be paid. No higher numbered tier shall be paid at an amount higher than a lower number tier.

§5-2.7. Amendments to budget.

The budget may be amended by means of the General Assembly’s legislative process.

Chapter 5. Finance.

Article 3. Administration.
Contents.

- §5-3.1. **Definitions and conventions.**
- §5-3.2. **Ledger of funds.**
- §5-3.3. **Financial statements and reports.**
- §5-3.4. **Independent audit.**
- §5-3.5. **Transfers between line items.**
- §5-3.6. **Over budget line items.**
- §5-3.7. **Credit of unexpected funds to line items.**
- §5-3.8. **Disbursement of funds generally.**
- §5-3.9. **Disbursement of salaries and stipends.**
- §5-3.10. **Disbursement of travel funds.**
- §5-3.11. **Prohibited expenditures.**

§5-3.1. Definitions and conventions.

Within this chapter, the following definitions and conventions shall apply:

- (1) the “**monthly report**” is the report described by §3-1.15.
- (2) “**authorized travel**” is travel (i) for which a travel authorization form has been submitted to the UNC General Administration or (ii) to a scheduled business meeting of the Association in accordance with all other policies.

§5-3.2. Ledger of funds.

The Chief Finance Officer shall maintain a ledger of funds based on the budget. The ledger shall account for each expense, and each expense shall be deducted from the appropriate line item.

§5-3.3. Financial statements and reports.

In accordance with the requirement of Article 4, Section 3 of the Association Constitution, the financial records of the Association shall be a matter of public record. As a part of the monthly report, the Chief Finance Officer shall publish a summary of all expenses incurred since the previous report, including the number and description of the line item from which funds were drawn. The Chief Finance Officer shall also publish the ledger each month at the time of the monthly report.

§5-3.4. Independent audit.

Each fiscal year, the Chief Finance Officer shall commission an external, independent audit of the Association’s financial practices and expenditures. Copies of this report shall be published, and shall be distributed to the Board of Directors.

§5-3.5. Transfers between line items.

At the direction of the President, the Chief Finance Officer shall transfer funds between line items in the budget. Any such transfers shall be included in the monthly report, and may be overturned by a vote of the Board of Directors.

§5-3.6. Over budget line items.

If a line item is overdrawn, the Chief Finance Officer shall note the circumstance in the monthly report, and which, if any, remedial actions were taken. Additionally, no further expenditures shall be authorized from an over budget line item.

§5-3.7. Credit of unexpected funds to line items.

If the Association receives funds in excess of those budgeted, the President shall credit them to an appropriate line item in the budget of non-recurring funds. The Chief Finance Officer shall note such an action in the monthly report. Such an action may be overturned by vote of the Board of Directors.

§5-3.8. Disbursement of funds generally.

Except as otherwise noted, funds shall be disbursed by UNC General Administration at the direction of the Chief Finance Officer. No funds shall be disbursed without a receipt or invoice for the goods or services purchased. No funds shall be disbursed except in accordance with the budget and these statutes.

§5-3.9. Disbursement of salaries and stipends.

Salaries and stipends shall be disbursed over the course of the fiscal year by the UNC General Administration according to a regular monthly schedule.

§5-3.10. Disbursement of travel funds.

Funds for travel shall be disbursed by the UNC General Administration at the direction of the Office Manager, and after the submission of a travel reimbursement form. Travel shall be reimbursed at a rate equal to the prevailing per diem recognized across the UNC System. Only authorized travel shall be reimbursed.

§5-3.11. Prohibited expenditures.

No Association funds shall be expended except in accordance with local, state, and federal law. No Association funds shall be expended on alcohol, tobacco, or donations to external organizations. Additionally, no funds shall be expended for individual gain.

§5-3.12. Policy on lodging expenditures.

No later than seven days prior to any regular business meeting, the delegation leader for each institution shall indicate whether his or her delegation intends to attend that meeting. If any delegation which has

indicated their intent to attend the meeting subsequently fails to do so, the Chief Finance Officer shall charge that institution's student government for the cost of unoccupied lodging. The President may, in cases of medical or personal emergency, or in other unforeseen circumstances, direct the Chief Finance Officer to waive this charge. If any institution's student government is charged under this section, the President shall contact that institution's student government advisor and inform them of the circumstances under which the charge was made.

ⁱ *Chapter revision history*

- Created by: GB 30, 39th Session (2010-2011).
- Amended by:
 - GB 13, amended §5-2.6.(2), 40th Session (2011-2012).
 - GB 17, amended §5-1.1, §5-1.2, §5-1.3, §5-1.4, repealed §5-1.5, §5-1.6, amended §5-1.7, §5-2.6, §5-3.1, §5-3.3, §5-3.10, 41st Session (2012-2013), 09/15/2012.
 - GB 23, added §5-3.12, 41st Session (2012-2013), 10/06/2012.

CHAPTER 6. INFORMATION TECHNOLOGY.ⁱ

Article 1. Office of Information Technology.

Contents.

§6-1.1. **Definitions and conventions.**

§6-1.2. **Office generally.**

§6-1.3. **Chief Information Officer.**

§6-1.4. **Reporting and accountability.**

§6-1.5. **Web management.**

§6-1.6. **Account information list.**

§6-1.7. **Electronic mail.**

§6-1.8. **Electronic mailing lists.**

§6-1.9. **Contracts for services.**

§6-1.1. **Definitions and conventions.**

Within these statutes, the following definitions and conventions shall apply:

- (1) “**Information technology**” is any hardware, software or service used to manage or deliver information in the form of voice, data, or video.
- (2) The “**office**” is the Office of Information Technology.
- (3) Unless it is specified otherwise or apparent from context, the “**website**” is the primary website of the Association.
- (4) An “**account**” is an identity used to access information technology.
- (5) “**Account information**” is information used to access an account, including user names and passwords.

§6-1.2. **Office generally.**

- (a) The office shall be organized pursuant to §3-1.5 and shall be headed by Advisor and President.
- (b) The purpose of the office shall be to provide information technology planning, acquisition, and maintenance for the Association.

§6-1.3.

Reserved for future use.

§6-1.4. **Reporting and accountability.**

The office shall be considered a division for the purposes of reporting and accountability requirements established by §§3-1.15 through §3-1.17.

§6-1.5. **Web management.**

The office shall be responsible for web development and the maintenance of the Association’s websites as provided by article 2 of this chapter.

§6-1.6. **Account information list.**

The Advisor shall maintain a file containing a list of accounts held by the Association and corresponding account information. This information shall be confidential, and accessible only to the Advisor, the President, and other such officials as the President may direct.

§6-1.7. **Electronic mail.**

The office shall provide email addresses for the President, Senior Vice President, and other such purposes as the President may direct.

§6-1.8. **Electronic mailing lists.**

The office shall maintain electronic mailing lists for the Association, including one for the General Assembly, the Executive branch, the Board of Directors, and other such purposes as the President may direct. Communications transmitted by means of Association mailing lists shall be public record.

§6-1.9. **Contracts for services.**

Contracts for information technology services shall be made in the name of the Association, and not in the name of any Association official.

Article 2. Web management.

Contents.

§6-2.1. **Definitions and conventions.**

§6-2.2. **Association website.**

§6-2.3. **Publication of records.**

§6-2.4. **Other websites.**

§6-2.1. **Definitions and conventions.**

Reserved for future use.

§6-2.2. **Association website.**

The office shall be responsible for maintaining a primary website for the Association. The website shall be divided into sections including one for the President, the Senior Vice President, each statutory division and office, and the General Assembly.

§6-2.3. **Publication of records.**

(a) The office shall be responsible for publishing electronic copies of the following records on the website —

(1) the Association Constitution and Association Statutes;

(2) records of the General Assembly including agendas, minutes, legislation, and roll calls;

(3) records of the Executive including Executive Orders, monthly reports, transition reports, and research reports; and,

(4) financial records including the recurring and non-recurring budgets, statements, and the general fund ledger.

(b) It shall be the duty of each Association Official to comply with the requirements of this section by

providing the Advisor and President with an electronic copy of any document listed in subsection

(a) within three days of the date of its creation.

§6-2.4. **Other websites.**

At the order of the President, the office shall develop and maintain other websites for the Association and its projects.

Chapter 6. Information Technology.

ⁱ *Chapter revision history*

- Created by: GB 22, 39th Session (2010-2011).
- Amended by:
 - GB 13 creates: §6-2.3(a,b), 40th Session (2011-2012).
 - GB 32 amends: §6-1.2, 41st Session (2012-2013), November 10, 2012.
 - GB 3 amends; §6-1.2, §6-1.3, §6-1.6, §6-2.3, 42nd Session (2013-2014).

Chapter 7. Elections.

**CHAPTER 7.
Elections.ⁱ**
Article 1. Elections Procedure.
Contents.

- §7-1.1. **Definitions and Conventions.**
- §7-1.2. **Annual Spring Election.**
- §7-1.3. **Candidate Nominations.**
- §7-1.4. **Information Session.**
- §7-1.5. **Nomination and Acceptance.**
- §7-1.6. **Campaigning.**
- §7-1.7. **Notification of Candidates.**
- §7-1.8. **Selection of Presiding Officer.**
- §7-1.9. **Conduct of Elections.**
- §7-1.10. **Majority Vote Required.**
- §7-1.11. **Runoff Election.**
- §7-1.12. **Basic Qualifications for Office.**
- §7-1.13. **Qualifications for President.**
- §7-1.14. **Qualifications for Senior Vice President.**
- §7-1.15. **Ballot Contents.**
- §7-1.16. **Ballot Signatures Required.**
- §7-1.17. **Write-in Candidates.**
- §7-1.18. **Spoiled Ballots.**

- §7-1.1. **Special Elections.**

- §7-1.1. **Definitions and Conventions.**

Within these Statutes, the following definitions shall apply:

- (a) A “**candidate**” is a qualified student who has been nominated for office and accepted the nomination.
- (b) A “**ticket**” is a candidate for President and a corresponding candidate for Senior Vice President.
- (c) A “**majority**” of a session shall be a simple majority of all calendar days between the first regularly scheduled business meeting of the General Assembly or Council of Student Body Presidents in a given session and the final meeting of either body in the same session.
- (d) “**Campaigning**” shall consist of the distribution of promotional materials or media, both physical and electronic.

Part I. Timeline of Elections.

- §7-1.2. **Annual Spring Election.**

Pursuant to the Association Constitution, a combined

election for both President and Senior Vice President shall occur during its March meeting. If the General Assembly does not have quorum at that meeting, the election shall take place during its April meeting. This election shall be known as the annual Spring election.

- §7-1.3. **Candidate Nominations.**

Nomination of candidates for the offices of President and Senior Vice President shall occur in February during the last regularly scheduled business meeting of the General Assembly in the month.

- §7-1.4. **Information Session.**

During a regularly scheduled business meeting of the General Assembly, no earlier than January 1st and no later than the meeting where candidate nominations occur, the President and Senior Vice President shall hold an information session for all interested candidate(s) to explain the roles and responsibilities of each office, and the procedures for the election.

Part II. General Election Procedures.

- §7-1.5. **Nomination and Acceptance.**

- (a) At the designated time, any delegate present may request the floor and shall be recognized to jointly nominate two candidates for President and Senior Vice President, respectively.
- (b) Every candidate so nominated must verbally accept the nomination or, if nominated *in absentia*, must provide a signed writing to the Senior Vice President and Secretary signifying acceptance at or before the time of his/her nomination.
- (c) Delegates shall be permitted to nominate themselves, and shall automatically be considered to have accepted if self-nominated.
- (d) Nominations for office shall be closed automatically upon the exhaustion of nominations.

- §7-1.6. **Campaigning.**

Candidates may begin campaigning following their nomination, subject to the restrictions provided by Article 2 of this Chapter.

Chapter 7. Elections.

§7-1.7. Notification of Candidates.

No later than ten (10) calendar days prior to the election, the Secretary shall send to the delegates' electronic mailing list a comprehensive list of the accepted candidates and corresponding contact information.

§7-1.8. Selection of Presiding Officer.

- (a) Generally, the Senior Vice President shall preside over the debate on candidates and the subsequent election.
- (b) If the Senior Vice President is a candidate, the Speaker *Pro Tempore* shall preside
- (c) If both the Senior Vice President and Speaker *Pro Tempore* are candidates, prior to candidate addresses the General Assembly shall elect from its membership a temporary presiding officer pursuant to the rules governing the election of a Speaker *Pro Tempore* as provided in Chapter 2 of the *Association Statutes*.

§7-1.9. Conduct of Elections.

- (a) During the regularly scheduled business meeting when elections take place, but prior to any debate on the candidates, each candidate for President and Senior Vice President shall be allowed a fixed time to address the General Assembly. The General Assembly shall affix the time of address by majority vote. The Assembly may in its discretion similarly designate a fixed time for any delegate to ask questions of the candidates.
- (b) Immediately prior to the election, delegates shall be permitted to debate the merits and qualifications of any candidate pursuant to the rules governing debatable motions provided in Chapter 2 of the *Association Statutes*.
- (c) Following the conclusion of debate on the candidates, written ballots containing the names of each candidate shall be distributed to each delegate. Every active delegate, including candidates serving as delegates, shall be permitted to vote.
- (d) After the expiration of a reasonable time, the presiding officer shall collect the ballots and tally the votes in the presence of the Association Secretary. The tallying of votes shall be open to any delegate and any member of the public.
- (e) Once all votes have been tallied, the presiding officer shall state the results to the General Assembly.

§7-1.10. Majority Vote Required.

Pursuant to the Association Constitution, the President and Senior Vice President shall be elected by a majority vote of valid ballots cast.

§7-1.11. Runoff Election.

In the event no candidate receives a majority vote, the two tickets receiving the highest number of votes shall advance to a runoff election. In the event of a tie among multiple tickets with the second-highest number of votes, all such tickets shall advance to a runoff election. The procedure for the runoff election shall be as provided by §7-1.8(c-e) herein.

Part III. Qualifications for Candidacy.

§7-1.12. Basic Qualifications for Office.

All candidates for elective office must be students in good standing and comply with the applicable Ethics in Leadership restrictions, both as provided in Chapter 1 of the *Association Statutes*.

§7-1.13. Qualifications for President.

Pursuant to the Association Constitution, all candidates for President must have first served as a delegate to the Association or executive officer of the Association for the majority of at least one session. There shall be no additional qualifications for the office of President.

§7-1.14. Qualifications for Senior Vice President.

Pursuant to the Association Constitution, all candidates for Senior Vice President must have first served as a delegate to the Association or executive officer of the Association for the majority of at least one session. There shall be no additional qualifications for the office of Senior Vice President.

Part IV. Ballots.

§7-1.15. Ballot Contents.

Each ballot shall contain the names of each candidate on a ticket, including a clear designation of the office each candidate is seeking. In addition, each ballot shall include a section to write in a pair of candidates. Finally, each ballot shall include sections for the printed name, institution, and signature of each voter.

§7-1.16. Ballot Signatures Required.

Pursuant to North Carolina state law and the Association Constitution, anonymous voting shall not be permitted in any election for President and Senior Vice President, and any ballot cast must bear the printed name and signature of the voter to be counted as valid.

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§7-1.17. Write-in Candidates.

Delegates shall generally be permitted to jointly write in candidates for President and Senior Vice President, respectively. Write-in candidates must meet the same minimum qualifications as other candidates to be eligible for election, and votes for write-in candidates shall be tallied alongside those candidates. No write-in candidates shall be permitted in a runoff election, unless advanced to a runoff by the results of the previous round of voting.

§7-1.18. Spoiled Ballots.

Any ballot that does not clearly designate a vote, designates multiple votes, or that does not bear the printed name and signature of the voter as required by state law, shall be considered a spoiled ballot and shall not be concluded in the tally of votes. In the case of a missing printed name or signature, the voter shall first be permitted an opportunity to correct the deficiency before the ballot is considered spoiled.

Part V. Miscellaneous Provisions.**§7-1.19. Special Elections.**

The General Assembly may at any time schedule a special election for President and Senior Vice President, upon adoption of a motion to that effect by three-fourths (3/4) majority vote. Such a motion shall comply with the rules for calling special meetings as provided in Chapter 2 of the *Association Statutes*. In addition, no such motion shall be in order unless it provides at least the same length of time for nominations, campaigning and elections as provided by Part I herein.

Chapter 7. Elections.

Article 2. Campaign Regulations.
Contents.

- §7-2.1. **Definitions and Conventions.**
- §7-2.2. **Construction with Association Ethics Act.**
- §7-2.3. **General Campaign Obligations.**
- §7-2.4. **Documentation of Expenditures.**
- §7-2.5. **Use of Public Funds Prohibited.**
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- §§7-2.7 to 7-2.19. *Reserved for future use.*
- §7-2.20. **Enforcement.**

§7-2.1. Definitions and Conventions.

Within this article, the following definitions shall apply:

- (a) An “**expenditure**” is the use of monies for the purpose of persuading a delegate, directly or indirectly, to support a candidate.
- (b) “**Public funds**” are monies compulsively provided by students and/or taxpayers in the form of fees, tuition, and/or taxes.

§7-2.2. Construction with Association Ethics Act.

The regulations of this article shall be construed jointly with, and in addition to, the Association Ethics Act provided in Chapter 1 of the *Association Statutes*.

§7-2.3. General Campaign Obligations.

Candidates shall conduct campaigns that are responsible, truthful and ethical.

§7-2.4. Documentation of Expenditures.

All funds expended by a candidate in excess of \$25.00 shall be thoroughly documented, and such documentation shall be furnished to the Association Secretary prior to the election. Expense documentation shall be considered public records and open to inspection by any candidate, Association Official, or member of the public.

§7-2.5. Use of Public Funds Prohibited.

No candidate shall use public funds for campaigning, including publicly-financed vehicles provided by a campus Student Government.

§7-2.6. Use of Association Resources Prohibited.

No candidate shall use any resource provided by the Association for campaigning, including electronic mailing lists, website space, or office supplies. This regulation shall not apply to resources provided uniformly to all candidates.

§§7-2.7 to 7-2.19. Reserved for future codification purposes.
§7-2.20. Enforcement.

- (a) At any time after a candidate is nominated and until he/she is either defeated or sworn into office, violation of any section of this article shall be cause for punitive action as provided in Chapter 2 of the *Association Statutes*.
- (b) Severe breaches by a candidate in the course of an election shall remain just cause for punitive action throughout the duration of that person’s subsequent service in the Association.

Chapter 7. Elections.

ⁱ *Chapter revision history*

- Created by: GB 33, 38th Session (2009-2010).
- Amended by: GB 32, amends §7-1.2, §7-1.3, §7-1.4, §7-1.13, §7-1.14, §7-1.7, 41st Session (2012-2013), February 23rd, 2013