



**Constitution of the
Associated Students of Oregon State University**

PREAMBLE

We, the students of Oregon State University, in order to promote academic excellence, encourage the intellectual, social, cultural, and physical development of the student body, and enable the student body to assert its varied interests as members of the academic community through democratic representation, do hereby establish an association and adopt this constitution.

ARTICLE I: NAME

The name of this association shall be the Associated Students of Oregon State University, hereinafter referred to as the ASOSU.

ARTICLE II: MEMBERSHIP

- A. All enrolled students of Oregon State University are members of the ASOSU.
- B. The ASOSU shall not discriminate on the basis of ability, age, color, ethnicity, gender identity/expression, marital status national origin, parental status, race, religion, sex, sexual orientation, or veteran status in any of its policies, procedures or practices.

ARTICLE III: LEGISLATIVE BRANCH

- A. All legislative and fiscal powers herein granted shall be vested in a Congress of the ASOSU, which shall consist of a Senate and a House of Representatives, subject to initiative and referendum of the ASOSU.
- B. The Congress of the ASOSU shall initiate such acts and programs as it deems necessary to carry out its responsibilities as delineated in the ASOSU Constitution.
- C. The Congress of the ASOSU shall establish and maintain a statute system delineating procedural rules of the ASOSU.
- D. The House of Representatives
 - 1. The House of Representatives shall be composed of twenty five members chosen each year by the ASOSU. Members shall serve for one year.
 - a) Twenty members of the House of Representatives shall be members of the ASOSU which pay undergraduate fees.
 - b) Five members of the House of Representatives shall be members of the ASOSU which pay graduate fees.
 - 2. The Speaker of the House shall be elected each year by the ASOSU and shall preside over the House of Representatives.
 - a) The Speaker of the House shall not vote unless it will affect the outcome.
 - 3. The House of Representatives shall choose its officers during its first meeting while in session.
 - 4. All members of the House of Representatives must have taken the Oath of Office before being allowed to vote.
- E. The Senate
 - 1. The Senate shall be composed of twelve members, six chosen by the ASOSU each year. Members shall serve for two years. The first general election immediately following passage of this Constitution shall allow six senators to be chosen by the ASOSU to serve for no longer than one year.
 - 2. The Vice President of the ASOSU shall be the president of the Senate, but shall only vote in the event of a tie.

3. The Senate shall choose its officers during its first meeting in summer term, including a President Pro-Tempore to preside over the Senate in the absence of the Vice President.
4. All members of the Senate must have taken the Oath of Office before being allowed to vote.

F. Sessions of Congress

1. The House of Representatives shall be in session each academic term, with the exception of summer term.
2. The Senate shall be in session each academic term, including summer term.
3. Neither house of Congress shall adjourn for more than seven days while it is in session.

G. Congressional Rules

1. Each house of Congress shall operate in accordance with the latest edition of Roberts Rules of Order.
2. Each house of Congress may establish rules of its proceedings, punish its members for disorderly behavior and with the concurrence of two thirds, expel a member.
3. All meetings of the Congress shall be open to the public and advertised in the Daily Barometer.
4. Each house shall keep records of its proceedings, including recorded votes, minutes and agendas, and submit them to the Daily Barometer each Friday that each house is in session.
5. Each house of Congress shall submit an annual record of its proceedings to the OSU Archives within seven days of its last meeting of spring term.
6. No member of the Legislative Branch shall simultaneously hold a position in the Executive Branch or Judicial Branch of the ASOSU

H. Confirmations

1. The Senate shall be responsible for confirming all Executive Officers before the individuals appointed to those positions officially take office.
2. The Senate shall be responsible for confirming all members appointed by the President to the Judicial Council.

I. Legislation

1. Bills and Resolutions that either increase or decrease the spending or revenue of the ASOSU shall originate in the House of Representatives and are subject to approval of the Senate.
2. Bills and Resolutions that alter the functions of the ASOSU shall originate in the Senate and are subject to approval of the House of Representatives.
3. All Bills and Resolutions shall be presented to the President within three days of passing both houses of Congress. The President shall sign or veto the Bill or Resolution within seven days of the signed receipt of the Bill or Resolution.
4. Any Vote that affects the roles of either the Executive Branch or Judicial Branch shall be presented to the President within three days of passing both houses of Congress. The President shall sign or veto the Vote within seven days of the signed receipt of the Vote. Votes which only affect the house of congress that they originate from are exempt from this rule.
5. If the President does not sign or veto legislation within seven days of the signed receipt of the legislation, the legislation shall automatically go into effect. This rule does not apply if the legislation is presented to the President during or after the ninth week of spring term.

6. All legislation that has been vetoed by the President shall automatically be resubmitted to the house of Congress it originated in. Presidential vetoes shall be overruled by a concurrence of two thirds on the members of each house of Congress.

J. Impeachment

1. The House of Representatives shall be responsible for bringing charges of Impeachment when elected or appointed members of the ASOSU are not fulfilling the duties as delineated in the ASOSU Constitution or ASOSU Statutes.
2. The Senate shall be responsible for trying all Impeachments. While trying Impeachments, Senators shall be on Oath. When the President or Vice President is tried, the Chair of the Judicial Council shall preside over the Senate.
3. Conviction in cases of Impeachment requires a concurrence on two thirds of the members of the Senate present.
4. Judgment in cases of Impeachment shall not extend further than removal from office.

K. Student / Incidental Fees

1. The House of representatives shall be responsible for establishing and maintaining a committee to approve the ASOSU Budget
2. Congress, in joint session, shall vote to approve or reject the annual Student / Incidental Fee Committee Budget Recommendations
3. The House of representatives shall be responsible for establishing and maintaining a Mediation Committee to resolve all rejected Student / Incidental Fee Committee Recommendations

L. Vacancies

1. In the event of vacancies in either the House of Representatives or the Senate, a committee consisting of the Speaker of the House, President Pro-Tempore of the Senate, President and Judicial Council Chair shall fill the vacancy with the person receiving the highest number of votes from the previous election.
2. If there are no eligible candidates from the previous election, the committee shall appoint a member of the ASOSU to fill the vacancy.

M. Succession

1. If the office of Speaker of the House is vacated during the elected term of office, the House of Representatives shall elect successor from within their membership within seven days. The vacancy must then be filled as outlined in Article III. Section L.

ARTICLE IV: EXECUTIVE BRANCH

- A. The Executive power of the ASOSU shall be vested in a President and a Vice President, chosen each year by the ASOSU.
- B. The President and Vice President of the ASOSU shall serve for one year.
- C. The President and Vice President of the ASOSU shall take the Oath of Office before exercising any official duties.
- D. The President of the ASOSU shall be responsible for conducting all administrative affairs of the ASOSU, to include, but not be limited to:
 1. Overseeing and administering the ASOSU budget.

2. Performing policy oversight and providing assistance to the executive committees, task forces and services, and staff of the Executive Branch.
 3. Representing the ASOSU to increase the visibility and influence of the ASOSU both on and off campus.
 4. Performing all duties as outlined in the ASOSU Statutes.
- E. The Vice President of the ASOSU shall :
1. Be responsible for assisting the President as needed and requested, both on and off campus.
 2. Provide supervision to the Executive Officers and Executive Staff.
 3. Perform all duties as outlined in the ASOSU Statutes.
 4. Preside over the Senate of the ASOSU.
- F. The President of the ASOSU shall, in accordance with the ASOSU Constitution and Statutes, and with the advice and consent of the Senate, appoint Executive Officers and members of the Judicial Council.
- G. The President of the ASOSU shall make appointments to Executive Staff positions as outlined in the ASOSU Statutes.
- H. The President of the ASOSU shall be responsible for implementing the ASOSU Executive Policies, and, with the advice and consent of the Senate, modify these policies to meet current needs.
- I. No member of the Executive Branch shall simultaneously hold a position in the Legislative Branch or Judicial Branch of the ASOSU.
- J. The President of the ASOSU shall deliver an address to a joint session of Congress at least once each Fall Term to inform all members of the ASOSU on the State of the Students.
- K. Succession
1. If the Executive Office of President is vacated during the elected term of office, the Vice President shall succeed to the office of President. In the event that the Executive Office of Vice President is vacated during the elected term of office, the President shall, with the advice and consent of the Senate, appoint a member of the ASOSU to succeed to the office.
 2. If the Executive Offices of President and Vice President are vacated during the elected term of office, the Speaker of the House shall succeed to the office of President.

ARTICLE V: JUDICIAL BRANCH

- A. The judicial power of the ASOSU shall be vested in the Judicial Council.
- B. The Judicial Council
1. The Judicial Council shall consist of seven members, appointed by the President of the ASOSU with the advice and consent of the Senate.
 2. Members of the Judicial Council of the ASOSU shall serve for four years.
 3. No member of the Judicial Branch shall simultaneously hold a position in the Legislative Branch or Executive Branch of the ASOSU.
 4. The Judicial Council shall choose its officers, including the Judicial Council Chair, from within its membership at the beginning of fall term each academic year.
- C. The power of the Judicial Council shall arise exclusively from any case or controversy brought before it, pertaining to any questions of interpretation of ASOSU Constitution and Statutes.

- D. The Judicial Council shall be the final authority on questions of interpretation of ASOSU Constitution and Statutes.
- E. The Judicial Council shall be responsible for implementing the Judicial Council Policies and, with the advice and consent of the Senate, modify these policies to meet current needs.

ARTICLE VI: ELECTIONS AND HOLDING OFFICE

- A. An Elections Committee shall be established no later than Friday of the tenth week of fall term.
- B. The Elections Committee
 - 1. The Elections Committee of the ASOSU shall consist of at-large members of the ASOSU, as well as representation from student groups who will be utilizing the ASOSU Ballot in the General Election.
 - 2. The Vice President of the ASOSU shall supervise the creation of the Elections Committee.
- C. It shall be the duty of the Elections Committee of the ASOSU to:
 - 1. Set election dates, filing deadlines, the inauguration date and propose election rules to the House of Representatives and publicize these to the ASOSU.
 - 2. Arrange the election process and provide opportunities for the candidates to express their views to the ASOSU.
- D. Election Procedures and Regulations of the ASOSU Elections Committee
 - 1. Elections shall be held for the following positions
 - a) Members of the Senate
 - b) Members of the House of Representatives
 - c) Speaker of the House
 - d) President
 - e) Vice President
 - 2. Elections shall also be available to other recognized student organizations wishing to hold a campus-wide election. Each organization will determine the position(s) they want elected, the procedure for placing nominations on the ballot, and eligibility for each position. The information shall be due during the beginning of the term prior to the elections for inclusion in the elections packet.
 - 3. The election procedures shall be printed by the first day a candidate may file for election.
 - 4. The Senate may make changes in procedures and regulations in the term prior to that printing. Changes shall not be made after printing without the consent of every candidate.
 - 5. No member of the elections committee shall run for an elected office while serving on the elections committee.
 - 6. Elections shall be by secret ballot
- E. Requirements for Candidacy or Appointed Positions
 - 1. Candidates for any elected or appointed office must meet University requirements to hold office.
 - a) Undergraduate students shall have earned at least six hours of credit in their most recently completed term, be currently registered for at least six hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.

- b) Graduate students shall have earned at least five hours of credit in their most recently completed term, be currently registered for at least five hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.
- F. Failure to enroll during summer term shall not disqualify an otherwise qualified candidate for elections or appointment.
- G. Holding Office
 - 1. The Oath of Office:
 - a) I (full name)... enter into this solemn oath as (position)... of the Associated Students of Oregon State University... with the solemn pledge to be constantly faithful... to the obligation I now accept.
 - b) I swear to uphold and execute... to the best of my abilities... the provisions of the Constitution and such acts... as may be passed according to those provisions.
 - c) These things I solemnly affirm... and stand ready to be challenged... should I fail in my obligation.
 - 2. In accordance with University regulations, Undergraduate students with a grade point average (GPA) of less than 2.00 during any one academic term while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 2.00. Undergraduate students earning less than a 2.00 GPA for two consecutive academic terms while holding office shall be removed permanently from office. Full time status shall be defined as six credit hours per term.
 - 3. In accordance with University regulations, Graduate students with a grade point average (GPA) of less than 3.00 during any one academic term while holding office shall be automatically removed for the remainder of his/her term in the office; unless his/her cumulative GPA on hours earned at Oregon State University is above 3.00. Graduate students earning less than a 3.00 GPA for two consecutive academic terms while holding office shall be removed permanently from office. Full time status shall be defined as five credit hours per term.

ARTICLE VII: AMENDMENT, REFERENDUM, INITIATIVE, RECALL AND REVISIONS

- A. Amendment
 - 1. Amendments to the ASOSU Constitution may be initiated by a signed petition of no less than five percent of the members of the ASOSU or by a bill passed by a two thirds majority vote of both houses of the ASOSU Congress.
 - 2. The ASOSU may amend this Constitution by a two thirds majority vote of the voting members.
 - 3. A minimum of fifteen percent of the members of ASOSU are required to vote in order for an amendment to pass.
- B. Legislative Referendum
 - 1. The Senate, acting on a petition signed by no less than five percent of the members of the ASOSU, may refer any proposed legislation to the ASOSU. A simple majority of those voting is required for passage of the legislation.
- C. Legislative Initiative
 - 1. The ASOSU may petition for initiative measures. All proposed petitions must be submitted to the Judicial Council prior to circulation for signatures. The Judicial Council shall insure that the petition is in correct form, and shall see that clarity, consistency, and full disclosure is maintained throughout the entire initiative process. The Judicial Council must take action, once the petition has been submitted, within five days, excluding finals week and breaks between terms.
 - 2. A petition must be signed by at least five percent of the ASOSU and presented to the President of the ASOSU to verify signatures. Within three weeks following verification of signatures, the President of the ASOSU, in

cooperation with the ASOSU Elections Committee, will authorize a special election concerning the petition. A simple majority of those voting is required for passage of the initiative.

3. A petition shall be declared null and void by the President of the ASOSU, and therefore not subjected to a special election if:
 - a) The petition was not submitted to the Judicial Council prior to the collection of signatures.
 - b) The petition was not signed by at least five percent of the ASOSU.
 - c) The signed petition was not submitted for an election vote during the deadline year it was registered.

A. Financial Initiative and Financial Referendum

1. The process for Financial Initiatives and Financial Referendum are defined in the Student / Incidental Fee Committee bylaws.

B. Recall

1. The elected officials of the ASOSU shall not be subject to recall for six weeks following their election. After that time, recall of any elected official of the ASOSU may be initiated.
2. Recall shall be initiated by a signed petition of at least fifteen percent of the ASOSU or by a signed petition of eight members of the Senate.
3. The petition shall be reviewed by the Judicial Council to ensure clarity and full disclosure.
4. After proper initiation of recall, the Elections Committee shall call a special election within three weeks. A two thirds majority of those voting in the special election is required for recall.

C. Revision

1. Revision shall be taken to mean changes in grammar or structure that do not change the intent of the Constitution.
2. A revision of the Constitution may be adopted by a bill passed by not less than a two thirds majority of the elected members of both houses of the Congress of ASOSU and approved by the Judicial Council

ARTICLE VIII: ENACTMENT

Upon passage of Ballot question 1, the changes shall take effect. This Constitution shall supersede all previous ASOSU Constitution and Statutes.

Revised 1963, 1981, 1984, 1985, 1986, 1987, 1988, 1999, 2006

Amended 1970, 1973, 1976, 1984, 1989, 1992, 1993, 1994, 2000, 2004, 2006, 2008

Approved by the Oregon State University President September 1987, 1989, 2000, 2008

PREVIOUS VERSIONS ARCHIVED 2006 (KERR ADMINISTRATION BLDG, MILNE SECURE SERVERS)

Approved by the Associated Students of Oregon State University

T. Brett Deedon, ASOSU President _____
Date

Thomas Bancroft, ASOSU Speaker of the House _____
Date

Victoria Redman, ASOSU Senate President _____
Date

ASOSU Judicial Council Chair _____
Date

Approved by the Oregon State University President

Dr. Edward J. Ray, President _____
Date

ASOSU STATUTES TABLE OF CONTENTS

Title I: Statute System 13

Section 1: Designations and Forms 13

Section 2: Enactments, Amendments and Revisions 13

Section 3: Subordination of Statutes 13

Title II: Legislative Branch 13

Section 1: Powers and Duties 13

Section 2: House of Representatives 13

Section 3: Senate 15

Section 4: Congressional Officers 17

Section 5: Joint, Conference and Mediation Committees 18

Section 6: Sessions of Congress 19

Section 7: House and Senate Standing Rules 19

Section 8: Records and Archives 19

Section 9: Confirmation Procedures 20

Section 10: Legislation 20

Section 11: Allowances and Compensations 21

Section 12: Student Organization Representatives 21

Section 13: Student Town Hall Meetings 21

Title III: Executive Branch 22

Section 1: Powers and Duties 22

Section 2: Organization of the Executive Branch 22

Section 3: The President 23

Section 4: The Vice-President 23

Section 5: Executive Officers 24

Section 6: Taskforce and Service Directors 27

Section 7: Executive Staff 30

Section 8: Records and Archives 31

Section 9: Allowances and Compensations 31

Title IV: Judicial Branch 32

Section 1: Powers and Duties 32

Section 2: The Judicial Council Chairman 32

Section 3: Judicial Councilors 32

Section 4: Court Procedure 32

Section 5: Rulings 33

Section 6: Records and Archives 33

Section 7: Subsidiary Courts 34

Section 8: Allowances and Compensations 34

Title V: Constitutional and Statutory Revision	34
Section 1: Amendment	34
Section 2: Legislative Initiative.....	34
Section 3: Referendum	34
Section 4: Committee Revision	35
Title VI: Impeachment	35
Section 1: Impeachment	35
Section 2: Impeachment Trial	35
Title VII: Finances	35
Section 1: Activity Grants.....	35
Section 2: Student Incidental Fees Committee.....	35
Section 3: Stipends.....	36
Section 4: Budgetary Signing Authority	36
Title VIII: Independent Committees	36
Title IX: General Government Policy	36
Section 1: Conduct of Officers, Employees and Elected Officials.....	36
Title X: Pay Grades for Officers and Employees of the ASOSU	37
Section 1: Stipends.....	37
Section 2: Grades of Pay	37
Title XI: Elections Guidelines	37
Section 1: Definitions.....	37
Section 2: Elections Conducted Under These Guidelines	37
Section 3: Date of General Election and Primary Election	37
Section 4: Person Receiving Most Votes Elected; Measure Adopted by Majority of Votes; When Measure Conflicts	38
Section 5: Information Regarding Ballot Format and Method of Voting Ballot	38
Section 6: Register of Candidates	38
Section 7: Elections Committee’s Statement of Offices, Candidates and Measures	38
Section 8: Official Primary Election Ballot.....	38
Section 9: Official General or Special Election Ballots.....	39
Section 10: Order of Candidate Names on Ballot	39
Section 11: Ballot Specifications	39
Section 12: Personnel for Receiving Ballot Results	39
Section 13: Contingency for Failure of Electronic Voting System	39
Section 14: Procedures After 10 p.m. on Election Day	40
Section 15: Individual Elected by Write-In Votes; Form; Rules.....	40
Section 16: Chief Executive Officer’s Duties After Election.....	40
Section 17: Certificate of Election Required Before Taking Oath of Office	40
Section 18: Procedure When Tie Vote	40
Section 19: Oregon State University Requirements for All Elected Positions	40
Section 20: Elections Committee Requirements for All Elected Positions	40

Section 21: Organizing	41
Section 22: Campaigning	41
Section 23: Campaign Materials	41
Section 24: Campaign Locations	42
Section 25: General Regulations	42
Section 26: Violations; Process to Appeal Violations	42
Section 27: Campaign Spending Limits; Sources of Funding.....	43
Section 28: Financial Statements; Dates Due	43
Title XII: Internal/External Relationships	44
Section 1: Definitions	44
Section 2: Internal Relationships	44
Section 3: External Relationships.....	44

**Statutes of the
Associated Students of Oregon State University**

Title I: Statute System

Section 1: Designations and Forms

The ASOSU Statutes shall be organized and delineated by Title, Section, Lettered Subsection, Number and Lowercase Roman Numeral. This form of organization shall be maintained by the Senate Student Government Committee.

Section 2: Enactments, Amendments and Revisions

Enactments, Amendments and Revisions shall be incorporated into the ASOSU Statutes by the Senate Student Government Committee which shall determine the proper Title, Section, etc., for these statutory alterations to be included unless otherwise stated in the legislation and/or initiative. Amendments and revisions to the ASOSU Constitution or Statutes shall take effect at the end of the Congressional Session in which the Amendment or Revision was passed.

Section 3: Subordination of Statutes

These Statutes shall be subordinate to the laws and regulations of the ASOSU Constitution as well as all State and Federal law.

Title II: Legislative Branch

Section 1: Powers and Duties

As Stated in the ASOSU Constitution Article III, A., The Congress shall have all legislative and fiscal powers and shall have authority to maintain and establish these ASOSU Statutes. Under this authority, the Congress, as outlined in the ASOSU Constitution Article III, B., Shall have power and duty to initiate acts and programs to these ends.

Section 2: House of Representatives

A. Organization of the House

1. Oaths shall be administered by either the Speaker of the House or Speaker Pro Tempore before the Representatives shall be granted a vote.
2. Regular meetings of the House of Representatives shall occur every Wednesday at Seven O'clock in the evening excluding Summer Term, Finals Week and any Campus Holidays. The location of the regular meetings shall be arranged by the Speaker. The location of the regular meetings shall remain consistent the entire session of Congress unless otherwise altered by majority vote of the House.
3. Terms of Office for Representatives and Speaker of the House shall begin at Noon on June 1st and shall end at Noon on June 1st of the following year. Officers shall begin their duties immediately after hiring or appointment and shall end their duties at the end of the legislative session. All non-elected officers are subject to a re-hiring process following the end of the legislative session.
4. Attendance to regular meetings shall be mandatory for all Representatives and officers of the House of Representatives. Absence in more than four regular meetings per term shall result in the absent member's office or seat being declared vacant by the Speaker of the House. Vote by proxy shall not count against the attendance of a Representative. Committee attendance shall be determined in committee bylaws.

5. Office hours of Representatives shall be mandatory. Any Representative who fails to hold office hours for three consecutive weeks or for four weeks in a single term (excluding week ten and finals week) shall have their seat declared vacant by the Speaker of the House.

B. Representatives

1. Representatives shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.
2. Representatives shall be seated on up to two Committees in the House of Representatives. Conference Committees and Independent Committees shall not be count towards a Representative's two committees.
3. All Representatives shall be allowed one vote, but shall not vote on legislation which the Representative previously voted on in their respective assigned committees.
4. Each Representative shall be required to hold one office hour a week excluding Finals Week. Each Representative shall submit their office hours for the term to the Speaker of the House and the Congressional Clerk by the first Friday of the term. The office hours for each Representative shall be posted by the clerk.
5. Each elected ASOSU Representative shall be required to attend an information session/professional development series, as organized by the ASOSU Speaker of the House and President of the Senate, prior to the start of classes each Fall Term.
6. Each appointed ASOSU Representative shall be required to attend an information session/professional development series, as organized by the ASOSU Speaker of the House and President of the Senate, within two weeks of being sworn into the ASOSU House of Representatives.
7. Representatives shall attend one new student created/sponsored event each term that they do not regularly attend. Representatives shall attend these events as official representatives of ASOSU and shall wear a nametag identifying themselves and their position within ASOSU. A report shall be given in the subsequent meeting of the ASOSU House of Representatives, detailing the event attended. If a Representative does not attend one event during the term, as delineated previously, that Representative will be given the equivalent of one unexcused meeting absence.

C. The Speaker of the House

1. The Speaker of the House shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the House of Representatives. The Speaker shall appoint the Congressional Clerk and other officers, excluding the Speaker Pro Tempore. The Speaker shall serve as a legislative representative on the OSU Faculty Senate. The Speaker shall appoint chairpersons to all House Standing Committees.
2. The ASOSU Speaker of the House shall create and facilitate an information session/professional development series prior to the start of classes each Fall Term. It shall be the responsibility of the ASOSU Speaker of the House to ensure that each appointed ASOSU Representative attends an information session/professional development series within two weeks of being sworn into the ASOSU House of Representatives.
3. The Speaker of the House shall be required to work twenty office hours a week, 10 of which will be held in the ASOSU office, excluding Finals Week.

D. Officers

1. Speaker Pro Tempore shall be any Representative in the House which, upon majority vote of his/her peers, shall assist the Speaker in all their duties and shall act as Chair of regular and special meetings upon the absence of the Speaker.
2. Other officers shall be created under the procedures in Robert's rules of Order.
3. The Speaker Pro Tempore shall be required to determine and report the status of event attendance of Representatives during the House of Representatives meeting in week 9 of the term, and assign an absence during the House of Representatives meeting in week 10 of the term if a Representative has not attended an event by that point in time.

E. Committee Chairpersons

1. The Committee Chairpersons shall preside over all regular and special meetings of their respective committees, coordinate activities, and oversee all operations of their respective committees. The Chairperson shall keep record of attendance and minutes of the meeting to be submitted to the Congressional Secretary within five days following each committee meeting.
2. The Committee Chairperson shall submit the Committee's bylaws to the Congressional Secretary within seven days following passage in the given committee and approval by the Speaker.

F. Standing Committees

1. Ways and Means

- i. The Ways and Means Committee shall provide review and assistance for ASOSU budgeting requests.
- ii. The Committee shall review annual budget requests for expenditures from the ASOSU account.
- iii. The Committee shall evaluate, amend or adjust the proposed ASOSU Budget and expenditures from the ASOSU Discretionary fund.
- iv. The Committee shall present the annual ASOSU budget to the SIFC for their advice.
- v. The Committee shall act as the liaison between Congress and the SIFC.
- vi. The Committee shall hear a monthly budget report from the Executive Director of Finance as outlined in the duties of the Executive Director of Finance in the ASOSU Statutes.

2. Appropriations and Budgets

- i. The Committee shall provide review and assistance for all Student Incidental Fees budgeting requests excluding the budget for the ASOSU.
- ii. The Committee shall review budget requests for expenditures from the Student Fees account after they have been approved by the Student Incidental Fees Committee, excluding the budget for the ASOSU.

3. Educational Activities

- i. The Educational Activities committee shall consist of five at-large students, four representatives, and the ASOSU Executive Director of Finance. With the exception of the Chairperson, all members will be voting members. The Chair votes only if it will affect the outcome.
- ii. The Educational Activities committee shall review budget requests for expenditures in accordance with Education Activities Guidelines.

4. Independent Committees shall report on their activities and progress at least twice per term.

Section 3: Senate

A. Organization of the Senate

1. Oaths shall be administered by either the President of the Senate or President Pro Tempore before the Senators shall be granted a vote.
2. Regular meetings of the Senate shall occur every Tuesday at Seven O'clock in the evening excluding Summers Term, Finals Week and any Campus Holidays. The Location of the regular meetings shall be arranged by the President of the Senate. The location of the regular meetings shall remain consistent the entire session of Congress unless otherwise altered by majority vote of the Senate. Regular meeting during Summer Term shall be determined by majority vote of the Senate.

3. Terms of Office for Senators shall begin at Noon on June 1st and shall end at Noon on June the 1st two years later. Officers shall begin their duties immediately after hiring or appointment and shall end their duties at the end of the legislative session. All non-elected officers are subject to a re-hiring process following the end of the legislative session.

4. Attendance to regular meetings shall be mandatory for all Senators and officers of the Senate. Absence in more than four regular meetings per term shall result in the absent members office or seat being declared vacant by the President of the Senate. Vote by proxy shall not count against the attendance of a Senator. Committee attendance shall be determined in committee bylaws.

5. Office hours of Senators shall be mandatory. Any Senator who fails to hold office hours for three consecutive weeks or for four weeks in a single term (excluding week ten and finals week) shall have their seat declared vacant by the President Pro Tempore of the Senate.

B. Senators

1. Senators shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.

2. Senators shall be seated on up to two Committees in the Senate. Conference Committees and Independent Committees shall not be count towards a Senator's two committees.

3. Each Senator shall be required to hold one office hour a week excluding Finals Week. Each Senator shall submit their office hours for the term to the President Pro Tempore and the Congressional Clerk by the first Friday of the term. The office hours for each Senator shall be posted by the clerk.

4. Each elected ASOSU Senator shall be required to attend an information session/professional development series, as organized by the ASOSU Speaker of the House and President of the Senate, prior to the start of classes each Fall Term.

5. Each appointed ASOSU Senator shall be required to attend an information session/professional development series, as organized by the ASOSU Speaker of the House and President of the Senate, within two weeks of being sworn into the ASOSU Senate.

6. Senators shall attend one new student created/sponsored event each term that they do not regularly attend. Senators shall attend these events as official representatives of ASOSU and shall wear a nametag identifying themselves and their position within ASOSU. A report shall be given in the subsequent meeting of the ASOSU Senate, detailing the event attended. If a Senator does not attend one event during the term, as delineated previously, that Senator will be given the equivalent of one unexcused meeting absence.

C. The President of the Senate

1. This lettered subsection shall refer to the legislative powers and duties of the ASOSU Vice-President. Executive powers and duties are outlined in Title III.

2. The President of the Senate shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the Senate. The President shall appoint Senate specific Officers, excluding the President Pro Tempore. The President shall appoint Chairpersons to all Senate Standing Committees.

3. The duties of the ASOSU President of the Senate shall be extended as to create and facilitate an information session/professional development series prior to the start of classes each Fall Term. It shall be the responsibility of the President of the Senate to ensure that each appointed ASOSU Senator attends an information session/professional development series within two weeks of being sworn into the ASOSU Senate.

D. Officers

1. President Pro Tempore shall be any Senator which, upon majority vote of his/her peers, shall assist the President of the Senate in all their duties and shall act as Chair of regular and special meetings upon the absence of the President.

i. The President Pro Tempore shall be required to hold five office hours per week excluding finals week

2. Other officers shall be created under the procedures in Robert's rules of Order.

3. The President Pro Tempore shall be required to determine and report the status of event attendance of Senators during the Senate meeting in week 9 of the term, and assign an absence during the Senate meeting in week 10 of the term if a Senator has not attended an event by that point in time.

E. Committee Chairpersons

1. The Committee Chairpersons shall preside over all regular and special meetings of their respective committees, coordinate activities, and oversee all operations of their respective committees. The Chairperson shall keep record of attendance and minutes of the meeting to be submitted to the Congressional Secretary within five days following each committee meeting.

2. The Committee Chairperson shall submit the Committee's bylaws to the Congressional Secretary within seven days following passage in the given committee.

F. Standing Committees

1. Student Government

i. The Student Government Committee shall be responsible for incorporating new legislation and Constitutional amendments during that academic year into the ASOSU Constitution and Statutes.

ii. The Student Government Committee shall review and make necessary revisions to the Constitution and Statutes on a yearly basis. When necessary, the committee shall present revisions to the Constitution and Statutes to the ASOSU Senate for formal approval.

iii. The Student Government Committee shall review all bills dealing directly with ASOSU structure, policies, and Senate related business.

2. Student Outreach Committee

i. The Student Outreach Committee shall be tasked with hosting the Student Town Hall meetings. The committee shall recommend legislation to other committees or individual Senators based on the information gained at these meetings.

ii. The Student Outreach Committee shall independently seek other ways of gathering input from the student body at large.

iii. The Student Outreach Committee shall review and provide assistance on all student and campus issues not delegated to other Senate Standing Committees.

iv. The Student Outreach Committee shall be responsible to organize periodic Town Hall Meetings as according to Title II, Section 13 of the ASOSU Statutes.

3. Oversight and Ethics

i. The Oversight and Ethics Committee shall monitor operations of the branches of government in an effort to maintain balance and separation of powers.

ii. The Oversight and Ethics Committee shall establish and maintain an ASOSU Code of Conduct for Officers, Employees and Elected Officials and monitor the ASOSU to ensure the Code of Conduct is followed.

4. Independent Committees shall report on their activities and progress at least twice per term.

Section 4: Congressional Officers

A. Congressional Clerk

1. The Congressional Clerk shall advise the Presiding Officers of the Senate and House of Representatives on questions of parliamentary procedure and act as a consultant in the writing of legislation.

2. The Congressional Clerk shall record, type, copy, and distribute the ASOSU minutes, agendas, bills, and resolutions of the Senate and the House of Representatives. The Congressional Clerk shall maintain files for all ASOSU Congressional business and archive documents when necessary.
3. The Congressional Clerk shall be required to hold twelve office hours a week excluding Finals Week.
4. The Congressional Clerk shall report all absences from office hours of Senators and Representatives at their corresponding meetings.

Section 5: Joint, Conference and Mediation Committees

A. The Joint Standing Committee of Congressional Correspondence shall be a Joint Committee reauthorized annually by the Houses of Congress. This committee shall consist of no more than three members from either house of Congress, excluding Congressional officers. The purpose of this committee is to promote communication between both houses of Congress, as well as provide unbiased education on legislation delivered to the respective houses of Congress.

B. Creation of Joint Committees

1. Joint Committees shall be Non-standing committees created by Congress for specific issues not under the authority of the Standing Committees and not committed to other Congressional committees.
2. Creation of Joint Committees shall require a two-thirds majority vote of both houses of Congress.

C. Bylaws of Joint Committees shall require a two-thirds majority vote of both houses of Congress and shall take effect immediately upon passage.

D. Conference Committees shall be committees to mediate differences in two versions of legislation from the houses of Congress. A Conference Committee shall be automatically called following passage of legislation through both houses of Congress. The Conference Committee shall be chaired by the President of the Senate and the Speaker of the House. Following mediation and passage in a Conference Committee, the legislation shall be sent to the houses of Congress for final approval.

E. Mediation Committees on a proposed Student Incidental Fee or One-Time Fee package shall be considered Conference Committees and shall follow all the provisions outlined under Conference Committee except as otherwise stated in these statutes. Decisions passed in a Mediation Committee are final and are not to be sent to the houses of Congress for final approval. Membership of Mediation Committees shall include three members of the House of Representatives, including the Appropriations and Budget Chairperson; three members of the Senate; the Speaker of the House, acting as Vice-Chair; and all voting members of the Student Incidental Fees Committee. The President of the Senate shall serve as Chair of Mediation Committees.

F. Limitations of Joint and Conference Committees

1. Joint and Conference Committees shall not consist of more than six members of either house of Congress excluding officers.
2. Conference Committees shall expire upon final passage of the legislation for which the Committee was created.
3. Conference Committees must reach a final decision within fourteen days of initial passage of the legislation through both Houses of Congress. Failure to reach a decision within fourteen days will result in failure of both versions of the legislation.

G. Expiration of Joint Committees

1. Joint Committees shall expire at the end of the congressional session in which the committee was created unless expiration is postponed by majority vote of both houses of Congress.
2. Either house of Congress may terminate a Joint Committee by majority vote.

H. Joint Sessions of Congress

1. Joint Sessions shall be defined as those instances in which both houses of Congress meet in whole to hear presentations on Student Incidental Fees, or the ASOSU President's State of the Students address.
2. The Speaker of the House shall serve as Chair of Joint Sessions of Congress and the President of the Senate shall act as Vice-Chair. Only the President, Vice-President or Speaker of the House shall call a Joint Session.

Section 6: Sessions of Congress

A. Sessions of Congress shall begin June 1st at Noon and end June 1st at Noon of the following year. The House of Representatives shall not hold Regular meetings in the Summer Term.

Section 7: House and Senate Standing Rules

A. Robert's Rules of Order shall be the parliamentary authority in all cases not specifically addressed in the ASOSU Constitution, Statutes, and/or the Standing Rules of the houses of Congress.

B. Enactment of Rules

1. Standing Rules of both houses of Congress shall be enacted by majority vote within their respective houses by the fourth week of Fall Term. Until the Standing Rules are approved by their respective house of Congress, the Standing Rules of the previous session shall be enforced.
2. Special Rules Committees shall be automatically created in both houses at the beginning of Fall Term to review and revise Standing Rules of their respective houses.

C. Amendments and waivers of Standing Rules following the passage of the session's Standing Rules shall require a two-thirds majority vote of that house of Congress.

D. The presiding officer of the respective houses shall disburse the standing rules of their house within one week following the passage of the Standing Rules.

Section 8: Records and Archives

A. Designations and Forms

1. The Records of the Congress shall be stored in Archives hereafter referred to as the Congressional Archives.
2. The Congressional Archives shall be organized by specific House of Congress and Session of Congress and subcategorized by date of meeting.

B. Required Catalogue

1. The Congressional Secretary shall archive any and all of the following documents:
 - i. Congressional Standing Rules
 - ii. Meeting Agendas
 - iii. Congressional Legislation
 - iv. Voting Records
 - v. Meeting Minutes
 - vi. Any Other Prudent Documentation

C. Record Distribution

1. The Congressional Secretary shall distribute copies of archival documents upon request of any Student of Oregon State University.
2. No original documents from the Congressional Archives shall be distributed.

Section 9: Confirmation Procedures

- A. Initial Notifications of a confirmation applicant must be sent to the Senate within Three days of the applicant accepting an offer of employment or appointment to the Executive or Judicial Branch.
- B. Confirmation Hearings shall begin within Seven days of the Initial Notification of the Senate. The nominee is required to submit information on their experience and background no less than Seven days before the Confirmation Hearing. The nominee is required to attend their Confirmation Hearing.
- C. Confirmation Voting shall require a quorum of Senators present and shall be by majority vote. A failure of the vote to confirm shall automatically reopen the hiring process for the unconfirmed position. Failure to confirm will automatically remove a person from employment in the given position within the Executive Branch.

Section 10: Legislation

A. Designations and Forms

1. Legislation shall be designated by:

- i. The House in which legislation was originally heard, designated by either "S" for Senate or "H" for the House of Representatives. This letter shall be followed by the designation of "B" for a Bill or "R" for a resolution. Bills are defined as all binding acts of Congress. Resolutions are defined as all non-binding acts of Congress which express the opinion of the Students and/or the Student Government.
- ii. The lettered designation stated in Title I, Sec.10.A.1 of this document shall be followed by a dash and a number which indicates the specific Session of Congress. The Numerical designation shall begin at 69, for the 69th Congress which shall begin its session at the time in which these Statutes shall initially take effect.
- iii. The above legislative designations shall be followed by a period and a number corresponding to the number of the specific legislation. The first bill of the ASOSU Senate in the 69th Congress shall be designated as: SB-69.1.
- iv. Legislation from both houses of Congress shall include a Reference Title in quotations under the official title and archival designation. Any submitted legislation not containing a Reference Title shall default to the name(s) of the chief sponsor(s), followed by the month and year that the legislation in question was first presented to Congress.

B. Representatives and Senators shall be accorded one vote. No elected or appointed official of the ASOSU shall act as a proxy-voter for any other elected official accorded a vote.

C. Legislation shall be delivered to the Joint Committee of Congressional Correspondence within three days of passage of the legislation. Delivery of legislation to the other house of Congress shall occur within three days of the committee receiving legislation. This process can be foregone by a majority vote of the legislation's originating house of Congress.

D. Legislation shall be distributed to the members of a House of Congress no later than seven days prior to initial presentation of the Legislation in that respective house.

Section 11: Allowances and Compensations

A. No allowance and/or compensation shall be granted to Representatives for services rendered or duties performed as members of the House of Representatives.

B. No allowance and/or compensation shall be granted to Senators for services rendered or duties performed as members of the Senate.

C. Compensation of Congressional Officers

1. The Speaker of the House shall be granted a Stipend for services rendered or duties performed as Speaker of the House of Representatives at the First Congressional Pay Grade (C1)

2. The President Pro Tempore of the Senate shall be granted a Stipend for services rendered or duties performed as President Pro Tempore of the Senate at the Second Congressional Pay Grade (C2)

3. No allowance and/or compensation shall be granted to the Speaker Pro Tempore for services rendered or duties performed as Speaker Pro Tempore of the Senate

4. The Congressional Secretary shall be granted a Stipend for services rendered or duties performed as Congressional Secretary at the Third Congressional Pay Grade (C3)

5. The Congressional Parliamentarian shall be granted a Stipend for services rendered or duties performed as the Congressional Parliamentarian at the Fourth Congressional Pay Grade (C4)

6. No compensation or allowances for other officers shall be allowed unless by a two-thirds majority vote of congress

E. Limitations and Restrictions of Allowances and Compensation

1. No legislation varying the compensation for services of Senators and Representatives shall take effect until the end of their term of office.

2. Compensation and allowances shall end upon resignation, termination, or declaration of seat vacancy for Senators, Representatives and Officers of Congress.

3. Allowances and Compensation shall only take the form of monetary award.

Section 12: Student Organization Representatives

A. All student organizations which are registered with Student Involvement shall be allowed one delegate to represent that organization in Congress. The delegate of a student organization shall represent their constituent organization in both houses of Congress.

B. Delegates shall not vote in either house of Congress but shall be allowed to report on activities and event of their constituent organization following reports from Standing, Joint, Conference and Special Committees.

C. Delegates shall serve as non-voting members of Congressional Committees and shall be allowed to speak on all matters before the Houses of Congress.

Section 13: Student Town Hall Meetings

A. Congress shall hold two (2) town hall meetings per term each academic year, excluding the summer term. These Town Hall meetings are to take place during week three and week eight of each term. The date of the Town Hall meetings must be decided two (2) weeks in advance.

B. All Town Hall meetings shall be open to the OSU Community, and those attending shall be asked to sign in with their name and state all group affiliations.

- C. The purpose of the Town Hall meetings shall be to gather student input during week three (3) and evaluate the ASOSU progress during week eight (8).
- D. All Town Hall meetings must be advertised one week prior to the event.
- E. The Town Hall meetings shall be facilitated by a neutral party.
- F. The Town Hall meetings shall be organized by the Student Outreach Committee.

Title III: Executive Branch

Section 1: Powers and Duties

As Stated in the ASOSU Constitution Article IV,A., the Executive Branch shall have all executive powers. Under this authority, the Executive Branch, as outlines in the ASOSU Constitution Article IV,A., Shall have power and duty to initiate acts and programs to these ends.

Section 2: Organization of the Executive Branch

- A. Oaths shall be administered by the Judicial Council Chairman before the President and Vice-President shall be granted the powers and duties of their respective offices.
- B. Terms of Office for President and Vice-President shall begin at Noon on June 1st and shall end at Noon on June the 1st of the following year. Officers shall begin their duties immediately after confirmation by the Senate and shall end their duties on June 1st at Noon. All non-elected officers are subject to a re-hiring process.
- C. Attendance and performance of Executive Officers, Taskforce Directors, and other Executive Staff shall be monitored and evaluated by the President. The President shall comply with all hiring and firing procedures outlined in the ASOSU Constitution, Statutes, and policies of Oregon State University.
- D. All Officers, Employees and Elected Officials of the Executive Branch are subject to Summons by the Judicial and Legislative Branches of ASOSU for the purpose of providing testimony, inquiry and review. All Officers, Employees and Elected Officials shall comply with any Summons submitted to them by the Legislative and/or Judicial Branches.
- E. Creation of additional Executive Officers, Service Directors, Taskforce Directors, Executive Staff, or other Support Staff for the Executive Branch may be accomplished by Executive Order from the President. The President may also remove or modify Executive Branch Positions by Executive Order as long as the modifications do not impair the function or disregard the mission of the Executive Branch, and only when the position is vacant. All positions or modifications thereof by Executive Order will end at the end of the term of the President unless added to the Statutes.
 - 1. Any Executive, Taskforce or Service Director positions created by Executive Order are subject to Senate Confirmation

F. Definitions

- 1. Executive Officers are upper-management positions which are subject to confirmation by the Senate. These positions shall work twenty office hours per week, ten of which shall be held in the ASOSU office, excluding Finals Week.
- 2. Taskforce and Service Directors are subject-specific service and advocacy officers which are subject to confirmation by the Senate. These positions shall work twelve office hours per week, six of which shall be held in the ASOSU office, excluding Finals Week.
- 3. Executive Staff are employees of the Executive Branch which are not subject to confirmation by the Senate. These positions shall hold office hours at the discretion of the President.

Section 3: The President

A. Powers and Duties

1. The President shall conduct the administrative business and correspondence of the Executive Branch.
2. The President shall represent the ASOSU on the following Independent Committees:
 - i. Athletics Intermediary Committee
 - ii. ASOSU Campus Planning and Construction Committee
 - iii. Student Incidental Fees Committee
 - iv. OSU Campus Planning Committee
 - v. OSU Faculty Senate
 - vi. Memorial Union Advisory Board
 - vii. Oregon Student Association Board of Directors
 - viii. OSU Bookstores, Inc. Board of Directors
 - ix. OSU President's Cabinet
3. The President shall ensure that the ASOSU has representation before the Congress of the United States, the Oregon Legislature, the State Board of Higher Education, and in University decision processes.
4. The President shall represent ASOSU at official and social functions.

B. The President shall be required to work twenty office hours a week, five of which must be office hours and is strongly encouraged to spend as much time as possible available to students in the ASOSU office, excluding Finals Week.

C. The President is authorized to delegate any and all powers he/she deems necessary within the Executive Branch excluding those powers specifically vested by the Constitution in the President or the powers vested by these Statutes to specific officers and elected officials.

Section 4: The Vice-President

A. Powers and Duties

1. The Vice-President shall Serve as President of the Senate as outlined in Title I.
2. The Vice-President shall assist, as directed, with the committee work of the President.
3. The Vice-President shall serve as the ASOSU Elections Committee Chair, except in the event that they are seeking office the following year in which case the committee will select its own chair.
4. The Vice-President shall represent the Associated Students on:
 - i. OSU Provost's Council
 - ii. Recreational Sports Committee
 - iii. OSU Faculty Senate
5. The Vice-President shall Succeed to the office of the ASOSU President should a vacancy occur.
6. The Vice-President shall coordinate the ASOSU Alumni Breakfast at Homecoming.

B. The Vice-President shall be required to work twenty office hours a week, five of which must be office hours and is strongly encouraged to spend as much time as possible available to students in the ASOSU office, excluding Finals Week.

Section 5: Executive Officers

A. Powers and Duties

The Executive Officers shall have power to monitor and supervise specific sections of the administrative business and correspondence of the Executive Branch under the direct supervision of the President.

B. Executive Director of Campaign Resources

1. It shall be the duty of the Executive Director of Campaign Resources to:

- i. Be responsible to the President for the organization, administration, coordination, and supervision of the Veteran Affairs, Community Affairs, Campus Affairs, Environmental affairs and Health and wellness Task Forces.
- ii. Develop and update Task Force Director Positions each year.
- iii. Arrange for Task Force Directors to give a report to the Houses of Congress each term.
- iv. Report to the Houses of Congress twice per term.

C. Executive Director of Diversity Programs

1. It shall be the duty of the Executive Director of Diversity Programs to:

- i. Be responsible to the President for the organization, administration, coordination, and supervision of the Multicultural Affairs, Queer Affairs, Women's Affairs, Accessibility Affairs, Veteran's Affairs and Non-Traditional Affairs Task Forces.
- ii. Develop and update Task Force Director Positions each year.
- iii. Arrange for Task Force Directors to give a report to the Houses of Congress each term.
- iv. Report to the Houses of Congress twice per term.

D. Executive Director of Services

1. It shall be the duty of the Executive Director of Services to:

- i. Be responsible to the President for the organization, administration, coordination, and supervision of all ASOSU services.
- ii. Develop and update Service Director Positions each year.
- iii. Arrange for the Service Directors as well as themselves to report to the Houses of Congress twice per term.

E. Executive Director of Public Relations

1. It shall be the duty of the Executive Director of Public Relations to:

- i. Publicize all ASOSU Programs and Activities and supervise Graphic Designer and Web Designer.
- ii. Coordinate the publication of The Access each term.
- iii. Develop a positive image of the ASOSU to the Campus and Local Communities.

- iv. Ensure the availability of the current ASOSU Constitution, Statutes and other pertinent governing documents to the students of the ASOSU.
- v. Serve as the Coordinator of the Public Relations team.
- vi. Report to the Houses of Congress upon request.

F. Executive Secretary

1. It shall be the duty of the Executive Secretary to:

- i. Represent the ASOSU on the Faculty Committee on Committees.
- ii. Serve as a student coordinator of Independent Committees.
- iii. Recommend to the Executive Officers those students to serve as At-Large ASOSU members on All-University Committees.
- iv. Monitor student appointees and be certain they are attending meetings and ensure that any student vacancy is filled.
- v. Keep the handbook on all Independent Committees up to date and be responsible for publicity and arrangements for the following year's Independent Committee selection process.
- vi. Notify Congress of vacancies and appointments to committees.
- vii. Attend and provide written records of all Executive Branch staff meetings.
- viii. Maintain the Archives of the Executive branch in accordance with the regulations set forth in this document and maintain and regulate the ASOSU contacts and staff list serves and Office Supplies.
- ix. Coordinate Executive Branch Recruitment, with approval of the President.
- x. Coordinate the selection process for the ASOSU Judicial Council.
- xi. Report to the houses of Congress upon request.

G. Executive Chief of Operations

1. It shall be the duty of the Executive Chief of Operations to:

- i. Assist the ASOSU President and Vice President in the conducting of administrative business.
- ii. Act as an advisor to the President and Vice-President on significant issues & routine decisions.
- iii. Make executive decisions in the absence of ASOSU President and Vice President.
- iv. Train Executive staff and Interns on the regulations and opportunities of campus resources.
- v. Schedule meeting rooms, transportation, registers events, and organizes printing and mailing for the Executive Branch.
- vi. Recruit new interns and volunteers.
- vii. Report to the houses of Congress upon request.

H. Executive Director of Finance

1. It shall be the duty of the Executive Director of Finance to:

- i. Be aware of all ASOSU financial transactions and budgets.
- ii. Maintain a running record of all ASOSU expenditures, funds, and transactions and coordinate with ASOSU staff in creating annual budget.
- iii. Disburse Activity Grants where necessary.
- iv. Submit financial reports to the Houses of Congress at least once every term and present at the request of either House.
- v. Serve as a voting member of the Educational Activities Committee. Be responsible for the signing of the ASOSU purchase requests.
- vi. Serve on the University Budget Committee.
- vii. Serve on the Technology Resource Fee Committee.
- viii. Deliver a monthly budget report to the House Ways and Means Committee on the date of the first House of Representatives meeting of every month or the first scheduled meeting of the Ways and Means Committee, whichever occurs first. The budget report shall include but not be limited to:
 - a) Any budgetary changes since the previous monthly report delivered by the Executive Director of Finance to the Ways and Means Committee.
 - b) Current and predicted expenditures.
 - c) Current pay rates for all ASOSU paid positions.
 - d) Recent, Current, and predicted travel expenditures.
 - e) Current, potential or recent conflicts of interest relating to the expenditure of ASOSU funds.
 - f) The current state of all ASOSU accounts and budgets.
 - g) Updates on any outstanding issues from prior budget reports delivered to the Ways and Means Committee.
 - h) Requests for assistance from the Ways and Means Committee.

I. Executive Director of Government Relations

- 1. It shall be the duty of the Executive Director of Government Relations to:
 - i. Identify areas of state involvement in which ASOSU should engage itself.
 - ii. Inform students of issues and legislation of importance and gather student opinion on the issues.
 - iii. During a legislative year, lobby for student concerns in Salem.
 - iv. Represent the ASOSU on the Oregon Student Association Board.
 - v. Gather information about the wide range of national higher education organizations and establish relationships with those organizations, assemble research and brief those organizations, produce and evaluate for ASOSU the level of interaction that would be most appropriate for it.
 - vi. Establish effective working relationships with key Senate and Congressional offices, as well as key Senate and committees, focusing on the Northwest Congressional delegation working to establish an ongoing exchange of information with local and Washington, D. C. offices of the delegation. Additionally, when members of Congress make visits to campuses, work to involve ASOSU in those visits.

vii. Gather extensive information about various bills and programs at the national level which impact the students of OSU, and create a comprehensive filing system to facilitate ongoing research and data compilation on critical national issues.

viii. Coordinate Interns and Volunteers to accomplish the above.

ix. Report to the Houses of Congress at least once each academic term.

Section 6: Taskforce and Service Directors

A. Community Affairs Task Force Director

1. It shall be the duty of the Community Affairs Task Force Director to:

i. Identify and research areas of city involvement in which ASOSU should engage itself.

ii. Represent ASOSU on the Corvallis City Council, Corvallis Chamber of Commerce, City Advisory Commission on Transit, Downtown Corvallis Association and any other pertinent city group.

iii. Seek and organize student opinion and input regarding city affairs, and encourage student participation in city government meetings.

iv. Inform students of Corvallis City Council election procedures and other related areas where they can get involved.

v. Coordinate Community Affairs Interns and Volunteers to accomplish the above.

vi. Report to the Houses of Congress at least once each academic term.

B. Accessibility Affairs Task Force Director

1. It shall be the duty of the Accessibility Affairs Task Force Director to:

i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning disabled students.

ii. Serve as liaison between ASOSU and disabled student groups and relevant university offices.

iii. Represent ASOSU on the University Advisory Committee for persons with Disabilities.

v. Coordinate Accessibility Affairs Interns and Volunteers to accomplish the above.

vi. Report to the Houses of Congress at least once each academic term.

C. Environmental Affairs Task Force Director

1. It shall be the duty of the Environmental Affairs Task Force Director to:

i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Environmental Affairs.

ii. Serve as liaison between ASOSU and Environmental student groups and relevant university offices.

iii. Coordinate "Earth Week" Activities.

iv. Coordinate Environmental Affairs Interns and Volunteers to accomplish the above.

v. Report to the Houses of Congress at least once each academic term.

D. Non-Traditional Student Affairs Task Force Director

1. It shall be the duty of the Non-Traditional Student Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Non-Traditional Student Affairs.
- ii. Serve as liaison between ASOSU and Non-Traditional student groups and relevant university offices.
- iii. Coordinate Non-Traditional Student Affairs Interns and Volunteers to accomplish the above.
- iv. Represent ASOSU on the Graduate Council and the Graduate Education Round Table.
- v. Organize and lead fundraising efforts for the annual free fall barbeque.
- vi. Report to the Houses of Congress at least once each academic term.

E. Queer Affairs Task Force Director

1. It shall be the duty of the Queer Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed students in higher education.
- ii. Research issues concerning Lesbian, Gay, Bisexual, Transgendered, Queer, Questioning and Intersexed students in higher education.
- iii. Serve as liaison between ASOSU and Queer Affairs student groups and relevant university offices.
- iv. Represent ASOSU on the Oregon Student Equal Rights Alliance Board.
- v. Coordinate Queer Affairs Interns and Volunteers to accomplish the above.
- vi. Report to the Houses of Congress at least once each academic term.

F. Multicultural Student Affairs Task Force Director

1. It shall be the duty of the Multicultural Student Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Multicultural Student Affairs.
- ii. Serve as liaison between ASOSU and Multicultural Affairs student groups and relevant university offices.
- iii. Coordinate Multicultural Student Affairs Interns and Volunteers to accomplish the above.
- iv. Represent the ASOSU on the Oregon Students of Color Board.
- v. Report to the Houses of Congress at least once each academic term.

G. Campus Affairs Task Force Director

1. It shall be the duty of the Campus Affairs Task Force Director to:

- i. Research and address issues concerning courses, curriculum, instructors, and learning facilities at Oregon State University.
- ii. Represent ASOSU, along with the ASOSU President, before the Faculty Senate and other appropriate University groups.
- iii. Identify student concerns about non-academic elements of University life.
- iv. Coordinate Campus Affairs Interns and Volunteers to accomplish the above.
- v. Report to the Houses of Congress at least once each academic term.

H. Women's Affairs Task Force Director

1. It shall be the duty of the Women's Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Women's Affairs.
- ii. Serve as liaison between ASOSU and Women's Affairs student groups and relevant university offices.
- iii. Research and Organize campus events concerning, but not limited to; sexual harassment, sexual prejudice and discrimination, personal safety, self-esteem and eating disorders.
- iv. Play an active role in the planning of "Take Back the Night".
- v. Coordinate Women's Affairs Interns and Volunteers to accomplish the above.
- vi. Report to the Houses of Congress at least once each academic term.

I. Veteran's Affairs Task Force Director

1. It shall be the duty of the Veteran's Affairs Task Force Director to:

- i. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Veteran's Affairs.
- ii. Serve as liaison between ASOSU and Veteran's Affairs student groups and relevant university offices.
- iii. Represent ASOSU and Veteran students on the Veterans Affairs Workgroup, Veterans Affairs Advisory Committee, and Veterans Budgeting boards.
- iv. Meet with the Veterans Services Advisor once a month
- v. Oversee and maintain the Veterans Lounge.
- vi. Research and Organize campus events concerning Veteran's Affairs.
- vii. Coordinate Veteran's Affairs Interns and Volunteers to accomplish the above.
- viii. Report to the Houses of Congress at least once each academic term.

J. Health and Wellness Taskforce Director

1. It shall be the duty of the Health and Wellness Taskforce Director to:

- i. Educate the campus about health and wellness issues.
- ii. Chair the "Take Back the Night" Planning Committee.
- iii. Plan the annual Rape and Sexual Assault Awareness Week.
- iv. Act as liaison between the ASOSU and relevant student organizations.
- v. Meet bimonthly with the SafeRide Director.
- vi. Report to the houses of Congress at least once each academic term.

K. SafeRide Service Director

1. It shall be the duty of the SafeRide Service Director to:

- i. Work in conjunction with the Motor Pool and its staff members regarding the use of the SafeRide vans.

- ii. Work closely with campus security regarding the use of the Closed-Ban Radios as well as other campus safety issues.
- iii. Educate the campus about rape and sexual assault issues through a week of programming entitled "Rape Awareness Week" to be held Spring term each year.
- iv. Serve on pertinent campus safety issue committees organized through ASOSU.
- v. Maintain a van service that provides free transportation to OSU students in the evenings seven nights a week. This service shall be wheelchair accessible.
- vi. Oversee and direct all aspects of the SafeRide program.
- vii. Hire drivers and dispatchers Fall term & subsequent terms to facilitate van service. Interview for new prospective staff members as needed.
- viii. Coordinate periodic publishing of SafeRide policies.
- ix. Coordinate publicity to inform the campus of van service and current operating hours.
- x. Complete payroll for driver/dispatcher hours once a month.
- xi. Report to the houses of Congress at least once each academic term.

L. Director of Social Resources

- 1. It shall be the duty of the Director of Social Resources to:
 - i. Allocate the ASOSU Health Insurance Subsidy, ASOSU Graduate Conference Registration Subsidy, and Mealbox Subsidy.
 - ii. Co-Chair the Student Committee on Hunger and Poverty.
 - iii. Serve on pertinent campus committees organized through ASOSU.
 - iv. Coordinate Interns and Volunteers to accomplish the above.
 - v. Report to the houses of Congress at least once each academic term.

Section 7: Executive Staff

A. Graphic Designer

- 1. It shall be the duty of the Graphic Designer to:
 - i. Create public relation material as needed, including but not limited to business card designs, logos, posters, and brochures.
 - ii. Serve as a member of the Public Relations Team
 - iii. Meet Barometer deadlines for publishing advertisements.
 - iv. Provide assistant to the Web Designer regarding graphic layout the website.
 - v. Report to either house of Congress upon request.

B. Web Designer

- 1. It shall be the duty of the Web Designer to:

- i. Promote the branches, services, and task forces of ASOSU on the website.
- ii. Create, update Maintain the ASOSU website as needed and ensure that all the links are functioning and that all information is accurate and current.
- iii. Serve as a member of the Public Relations Team.
- v. Post all forms and applications for subsidy programs.
- vi. Report to either house of Congress upon request.

Section 8: Records and Archives

A. Designations and Forms

- 1. The Records of the Executive Branch shall be stored in Archives hereafter referred to as the Executive Branch Archives.
- 2. The Executive Branch Archives shall be organized by specific Year and office and subcategorized by date.

B. Required Catalogue shall be at the discretion of the President to be outlined in writing each term of office and approved by the Senate Oversight and Ethics Committee.

C. Record Distribution

- 1. The Executive Secretary shall distribute copies of archival documents upon request of any Student of Oregon State University.
- 2. No original documents from the Executive Branch Archives shall be distributed.

Section 9: Allowances and Compensations

A. A Stipend shall be granted to the President for services rendered or duties performed as the President of the Associated Students of Oregon State University at the First Executive Pay Grade (Ex1)

B. A Stipend shall be granted to the Vice-President for services rendered or duties performed as the Vice-President of the Associated Students of Oregon State University at the Second Executive Pay Grade (Ex2). This allowance includes services rendered as President of the ASOSU Senate

C. A Stipend shall be granted to the Executive Officers for services rendered or duties performed as the Executive Officers of the Executive Branch at the Third Executive Pay Grade (Ex3)

D. A Stipend shall be granted to the Service Directors for services rendered or duties performed as Service Directors of the Executive Branch at the Third Executive Pay Grade (Ex3)

E. A Stipend shall be granted to the Task Force Directors for services rendered or duties performed as Task Force Directors of the Executive Branch at the Fourth Executive Pay Grade (Ex4)

F. A Stipend shall be granted to the Executive Staff for services rendered or duties performed as Executive Staff of the executive branch at the Fourth Executive Pay Grade (Ex4)

G. A Stipend will be granted to additional support staff, including drivers and dispatchers for the SafeRide program, for services rendered or duties performed in the support of the operation of the Executive Branch at the Fifth Executive Pay Grade (Ex5)

Title IV: Judicial Branch

Section 1: Powers and Duties

As Stated in the ASOSU Constitution Article V,A., The Judicial Branch shall have all judicial powers. To these ends, the Judicial Branch shall have authority to enforce and interpret the ASOSU Constitution and Statutes and shall compel all branches of ASOSU to comply.

Section 2: The Judicial Council Chairman

A. The Judicial Council Chairman shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the Judicial Council. The Judicial Council Chairman shall appoint a Court Recorder from among the members of the Judicial Council to act as secretary during meetings and cases.

B. The Judicial Council Chairman shall be considered a member of the Judicial Council and allowed a vote in all rulings of the Judicial Council.

C. The Judicial Council Chairman shall be required to hold ten office hours a week excluding Finals Week.

Section 3: Judicial Councilors

A. Judicial Councilors shall represent the interests of the student body to the best of their abilities and shall stand ready to assist students in matters relating to the ASOSU.

B. All Judicial Councilors shall be allowed one vote on cases and shall contribute to writing the Concurrent or Dissenting Opinion Reports depending on their vote.

C. The Judicial Councilors shall be required to hold one office hour a week excluding Finals Week.

Section 4: Court Procedure

A. Organization of the Judicial Council

1. Oaths shall be administered by either the President or Judicial Council Chairman before the Judicial Councilors shall be granted a vote.

2. Meetings of the Judicial Council shall occur when necessary excluding Summers Term, Finals Week and any Campus holidays. The Location and Time of the regular meetings shall be arranged by the Chairman. The location of the regular meetings shall remain consistent the entire academic year unless otherwise altered by majority vote of the Judicial Council.

3. Terms of Office for Members of the Judicial Council shall begin immediately upon confirmation by the Senate.

4. Attendance to meetings shall be mandatory for all members of the Judicial Council. Absence in more than four regular meetings per year shall result in the absent member's office or seat being declared vacant by the Judicial Council Chairman. Vote by proxy shall not be allowed.

5. Judicial Council shall review and adjudicate issues and disputes between the Branches of ASOSU. In these cases a "Writ of Judicial Inquiry" shall be submitted by the Branch which is charging another Branch of ASOSU. In cases involving the Executive Branch, the President shall act as advocate for their Branch. In cases involving the Legislative Branch, The Speaker of the House shall act as advocate for their Branch. In cases involving the Senate and the House of Representatives, The Vice-President and the Speaker of the House shall advocate for their respective House of Congress. Rulings by the Judicial Council shall not be overturned by the Legislative or Executive Branches.

6. Judicial Council shall review and adjudicate issues and disputes between the individual Officers, Employees and Elected Officials of ASOSU. In these cases a "Writ of Judicial Inquiry" shall be submitted by the individual who is charging another individual within ASOSU. In cases between individuals, each individual shall act as their own respective advocate. Rulings by the Judicial Council shall not be overturned by the Legislative or Executive Branches.

B. Court Rules

1. The Judicial Council shall form the Court Procedures which shall be approved by the Senate no later than every Fall Term.
2. The Judicial Council shall not form Court Procedures which conflict with the ASOSU Constitutions and/or these Statutes.

Section 5: Rulings

A. Designations and Forms

1. Rulings and Opinions shall be designated by the Last Name of the Prosecuting Party versus the Last Name of the Defending Party. Cases when the prosecutor speaks of behalf of the entire ASOSU shall be designated: ASOSU vs. "Defendant's Last Name". This designation shall be followed by the Month and year of the Court Case.
2. All Opinions and Ruling, whether Concurrent or Dissenting, shall include the following items:
 - i. Names of the Contributing Councilors.
 - ii. Reasons for the Opinion.
 - iii. All necessary Citation.
 - iv. Ruling Implications, which shall be included in the majority opinion only in cases in which previous rulings are either upheld or overturned.

B. Rulings and Opinions must be distributed to all parties involved in the Case following the final ruling as well as the President, Vice-President, and Speaker of the House within Seven days of final ruling.

Section 6: Records and Archives

A. Designations and Forms

1. The Records of the Judicial Branch shall be stored in Archives hereafter referred to as the Judicial Branch Archives.
2. The Judicial Branch Archives shall be organized by specific Year and specific Court and subcategorized alphabetically by "prosecutor" vs. "defendant".

B. Required Catalogue

1. Required Items to be Catalogued shall include, but not limited to:
 - i. All Rulings and Opinions
 - ii. Writs of Inquiry
 - iii. Writs of Appeal
 - iv. Case Records
 - v. Writs of Judicial Review
 - vi. Court Procedures

C. Record Distribution

1. The Judicial Council Chairman shall distribute copies of archival documents upon request of any Student of Oregon State University.
2. No original documents from the Judicial Branch Archives shall be distributed.

Section 7: Subsidiary Courts

- A. Any and all Subsidiary Courts may have their decisions overturned by the Judicial Council. Decisions made in a Subsidiary Court may be appealed to the Judicial Council pending majority vote of the Judicial Council to hear the case. A "Writ of Appeal" shall be submitted to the Judicial Council to hear the cases of a subsidiary court.
- B. Parking Appeals Committee shall be a Subsidiary Court of the Judicial Branch.
- C. The power to create and reorganize Subsidiary Courts shall be vested in Congress.

Section 8: Allowances and Compensations

- A. No allowance and/or compensation shall be granted to the Judicial Councilors for services rendered or duties performed as a member of the Judicial Council.
- B. A Stipend shall be granted to the Judicial Council Chairman for services rendered or duties performed as the Judicial Council Chairman at the first Judicial Pay Grade.

Title V: Constitutional and Statutory Revision

Section 1: Amendment

Amendments made within Congress to the ASOSU Constitution shall be passed by a two-thirds majority vote of Congress and subject to the passage on the ASOSU. Amendments to the ASOSU Statutes require a majority vote of the ASOSU Congress.

Section 2: Legislative Initiative

- A. Legislative Initiatives shall be sent to the Judicial Council before the collection of signatures to determine the Initiative is in proper form. The Judicial Council shall have fourteen days to make a decision on the proposed Legislative Initiative.
- B. The correct form which Legislative Initiatives must follow shall be decided by the Judicial Council before the fifth week of Fall Term and shall be approved by Congress before the end of Fall Term.
- C. Upon approval of a Legislative Initiative by the Judicial Council, the petitioners shall gather the appropriate amount of student signatures. Upon attaining the proper amount of signatures, the Legislative initiative shall be sent to the President who shall establish a special credentials committee to confirm the validity and amount of the signatures.
- D. Following confirmation of the Signatures, the President shall send the Legislative Initiative to the Elections Committee to arrange a Special Election on the Initiative to be held the same term the Initiative was confirmed.

Section 3: Referendum

Referenda shall follow the same verification processes as Legislative Initiatives except where the Referendum process in the ASOSU Constitution outlines otherwise.

Section 4: Committee Revision

The Senate Student Government Committee shall recommend revisions to Congress for approval during Spring Term. Revisions shall be sent to the Judicial Council for approval within fourteen days following passage through the Houses of Congress.

Title VI: Impeachment

Section 1: Impeachment

A. "Articles of Impeachment" are defined as a Bill which calls for an impeachment Trial of any Elected Official or Officer of the Branches of ASOSU. "Articles of Impeachment" shall originate in the House of Representatives.

B. Upon passage of "Articles of Impeachment", the Speaker of the House shall notify the Impeached Individual, Vice-President, President, Judicial Council Chair, and the Executive Director of Finance that the person has been impeached.

Section 2: Impeachment Trial

A. Trial procedures for an Impeachment Case shall be the current procedures used by the Judicial Council. Trials must occur within one month of the passage of the "Articles of Impeachment".

B. The Senators in an Impeachment Trial shall contribute to writing the Concurrent or Dissenting Opinion Reports depending on their vote.

C. No Presidential Veto or pardon shall be allowed or permitted for decisions in Impeachment trials.

Title VII: Finances

Section 1: Activity Grants

A. Activity Grants are defined as those Stipends which are disbursed to the Officers, Employees and Elected Officials of the ASOSU as outlined in these Statutes.

B. Activity Grants not otherwise outlined in these Statutes are at the discretion of the Executive Director of Finance.

Section 2: Student Incidental Fees Committee

A. The Student Incidental Fees Committee herein referred to as the SIFC, shall be an independent budgeting and fee advisory committee. The SIFC shall provide recommendations to the House of Representatives and the Senate on fees and one-time fee packages. The SIFC shall advise Congress in the event a Conference Committee is necessary in Congress to address mediation of a rejected fee recommendation.

B. SIFC Members shall be elected in the General Election in Spring Term.

C. The Speaker of the House and Chairman of the House Appropriations and Budgets Committee shall serve as non-voting members in the SIFC.

D. Recommendations of the SIFC shall be sent to the House Appropriations and Budgets Committee in the form of a written report by the Fifth Week of every Winter Term. The SIFC shall also send a copy to the Congressional Secretary for the Congressional Archive.

E. SIFC shall report to the Houses of Congress upon summons.

Section 3: Stipends

Allowances and Compensations taking the form of stipends shall be allotted at the discretion of the Executive Director of Finance and the House Ways & Means Committee, and approved by both Houses of Congress.

Section 4: Budgetary Signing Authority

A. Normal budgetary signing authority shall rest with the ASOSU Executive Director of Finance.

B. The ASOSU Administrative and Logistics Advocate shall be required in addition to the Executive Director of Finance to sign any of the following expenditures:

1. Any expenditure from any ASOSU account totaling \$5,000 or 10% of the total amount budgeted for the account, whichever amount is smaller.
2. All travel expenditures.
3. All payroll expenditures and changes.

C. In the absence, as defined by University policy, of the ASOSU Administrative and Logistics Advocate, the ASOSU Student Advocate shall replace the Administrative and Logistics Advocate with regards to budgetary signing authority.

D. In the absence, as defined by University policy, of the ASOSU Executive Director of Finance, the ASOSU President shall replace the Executive Director of Finance with regards to budgetary signing authority.

E. The Ways and Means Committee Chair shall be required in addition to the Executive Director of Finance and the ASOSU Administrative and Logistics Advocate to sign any of the following expenditures:

1. Any expenditure totaling \$10,000 or 20% of the total amount budgeted for the account, whichever amount is smaller.
2. Any payroll expenditure changes

F. In the absence, as defined by University policy, of the ASOSU Ways and Means Committee Chairperson, the ASOSU Speaker of the House shall replace the Ways and Means Chairperson with regards to budgetary signing authority.

Title VIII: Independent Committees

Section 1. Independent Committees shall be defined as such committees which are not standing, appeals or special committees within the Legislative and Judicial Branches.

Section 2. University Committees as well as all ASOSU Committees not within the Legislative and Judicial Branches shall be Independent Committees.

Section 3. The Executive Secretary shall monitor the attendance of students in ASOSU Independent Committees.

Section 4. All Independent Committees shall comply with summons of either House of Congress and the summons of the Judicial Branch.

Title IX: General Government Policy

Section 1: Conduct of Officers, Employees and Elected Officials

Officers, Employees and Elected Officials of the ASOSU shall abide by a code of Conduct which shall be determined and enforced by the Senate Oversight and ethics Committee and approved by majority votes of the Houses of Congress. All suspected violations of the Code of Conduct will be addressed and ruled on by the Judicial Council.

Title X: Pay Grades for Officers and Employees of the ASOSU

Section 1: Stipends

A. All Officers and Employees entitled to allowance and compensation according to these Statutes shall be paid a Stipend that is equivalent to an hourly rate indexed above the minimum wage of the State of Oregon for a number of hours defined by the head of each branch or house.

Section 2: Grades of Pay

A. Ex1: The First Executive Pay Grade shall be indexed at forty-three percent (43%) above the minimum wage of the State of Oregon

B. Ex2/C1: The Second Executive and First Congressional Pay Grade shall be indexed at thirty-one percent (31%) above the minimum wage of the State of Oregon

C. Ex3/C2/J1: The Third Executive, Second Congressional, and First Judicial Pay Grade shall be indexed at nineteen percent (19%) above the minimum wage of the State of Oregon

D. Ex4/C3: The Fourth Executive and Third Congressional Pay Grade shall be indexed at thirteen percent (13%) above the minimum wage of the State of Oregon

E. Ex5/C4: The Fifth Executive and Fourth Congressional Pay Grade shall be indexed at seven percent (7%) above the minimum wage of the State of Oregon

Title XI: Elections Guidelines

Section 1: Definitions

As used in this chapter:

A. "Ballot" means any material on which votes may be cast for candidates or measures.

B. "Chief elections officer" means the Chair of the Elections Committee.

C. "Primary Election" means the election which shall occur when necessary for the offices of ASOSU President, ASOSU Vice-President, MU President, MU Vice-President, and the ASOSU Speaker of the House in cases in which any of these positions has more than two nominated tickets.

D. "Elector" means any student eligible to vote under the Constitution of ASOSU as well as the governing documents of the SIFC and the Memorial Union.

E. "Measure" includes any Initiative or Referendum submitted to the students for their approval or rejection at an election.

F. "Vote tally system" means the electronic system which collects and automatically counts ballots.

Section 2: Elections Conducted Under These Guidelines

Any primary election, general election or special election held at Oregon State University shall be conducted under the provisions of these guidelines and shall be under the authority of the ASOSU Elections Committee. The Elections Committee shall have authority to make temporary revisions to these guidelines during the period of the election to be institutionalized through statutory amendment afterward. The Elections Committee shall set all specific dates of events.

Section 3: Date of General Election and Primary Election

A. The general election shall be held on the third week in April.

B. The primary election, where applicable, shall be held on the first week in April.

C. The General Election shall be five school days long, with the election committee ultimately deciding when the election starts during the fourth week of Spring Term.”

D. The Primary Election shall be three school days long, with the election committee ultimately deciding when the election starts during the second week of Spring Term.”

Section 4: Person Receiving Most Votes Elected; Measure Adopted by Majority of Votes; When Measure Conflicts

A. When one person is elected to an office, the person receiving the highest number of votes in the general election shall be elected.

B. No measure shall be adopted unless it receives an affirmative majority of the total votes cast on the measure. If two or more conflicting laws, or amendments to the ASOSU Constitution or Statutes, are approved at the same election, the law, or amendment, receiving the greatest number of affirmative votes shall take precedence and overrule the conflicting measure.

Section 5: Information Regarding Ballot Format and Method of Voting Ballot

Prior to each election, the Elections Committee shall make every reasonable effort to acquaint electors with the ballot process to be used in the election and the method to cast a vote.

Section 6: Register of Candidates

The chief elections officer shall keep a register of candidates engaged in campaigning. The register, if applicable, shall contain the following:

A. The title of each office for which an individual will nominate candidates for election.

B. The name and mailing address of each candidate for nomination.

C. The date of filing for nomination of the candidate.

D. The date of filing of the declaration of candidacy of the candidate. This declaration shall only apply to individuals nominated by a student political party. Any individuals nominating themselves shall be considered as accepting their own nomination.

E. Such other information as may aid the chief elections officer in arranging the official ballot for elections.

Section 7: Elections Committee’s Statement of Offices, Candidates and Measures

A. The Elections Committee shall publish and make available to the general public, the Election Packet no later than 31 days prior to the first official day of campaigning.

B. This Election packet shall contain the following information:

1. This Election Guideline.
2. Descriptions of all elected office including assigned duties.
3. Calendar of all deadlines and other important dates.
4. Copies of all needed forms necessary to conduct campaigning, nomination, petition violations, and appeals.

Section 8: Official Primary Election Ballot

A. The official primary election ballot shall be styled “Official Primary Nominating Ballot” and shall state:

1. The date of the primary election.
2. The names of all candidates at the primary election whose declarations of candidacy have been made and filed, and who have not died, withdrawn or become disqualified.

Section 9: Official General or Special Election Ballots

A. The official general or special election ballot shall be styled "Official Ballot" and shall state:

1. The date of the general election.
2. The names of all candidates at the general election who advanced from the primary election, and who have not died, withdrawn or become disqualified.

B. The word "incumbent" shall follow the name of each candidate seeking re-election to the same office followed by any designation of political affiliation.

C. Except as provided in this section, no information about the candidate, including any title or designation, other than the candidate's name, may appear on the ballot.

D. One vote shall be permitted per elector for an ASOSU President and Vice President ticket and MU President and MU Vice-President Ticket. Each elector is permitted a single vote for any candidate for the SIFC, Senate and House of Representatives, respectively, but shall only be permitted to vote for a maximum number of candidates equal to the number of positions currently available for students for which to campaign in the SIFC, Senate and House of Representatives, Respectively.

E. Available space for write-in votes shall immediately follow the last candidates name for every elected office on the ballot.

Section 10: Order of Candidate Names on Ballot

A. Ballots shall be ordered as follows:

1. Alphabetically for the offices of ASOSU President and Vice-President.
2. Alphabetically for the offices of MU President and Vice-President.
3. Alphabetically for the ASOSU Senate.
4. Alphabetically for the ASOSU House of Representatives.
5. Alphabetically for the SIFC.

Section 11: Ballot Specifications

Official ballots shall be made available through Blackboard®.

Section 12: Personnel for Receiving Ballot Results

The chief elections officer shall act as the primary counter of ballots and may solicit volunteers to aid in this task.

Section 13: Contingency for Failure of Electronic Voting System

In the event of a failure of the electronic voting system, which shall be defined as failure to record ballots, compile accurate election results, or loss of system availability for students to cast votes, the chief elections officer shall declare a new election date which shall occur no later than ten days following a failure of the electronic voting system. In the case of a failure during a primary election, the chief elections officer shall declare a new primary election within four days of a failure of the electronic voting system.

Section 14: Procedures After 10 p.m. on Election Day

- A. Ballots may be tallied by a vote tally system following the closure of the polls at 10 p.m. on election day.
- B. The Chief elections office shall announce the winners of the election no later than 3 a.m. the day following election day. No less than three members of the elections committee shall be on site to confirm the results of the election.

Section 15: Individual Elected by Write-In Votes; Form; Rules

- A. An individual elected to an elected office by write-in votes shall sign and file a form indicating that the individual accepts the office before the chief elections officer may issue a certificate of election. The elections committee by rule shall prescribe the form to be used under this section.

Section 16: Chief Executive Officer's Duties After Election

- A. the Chief elections officer, regarding offices for which the elections committee receives filings for nomination, shall:
 - 1. Prepare, sign, and deliver a certificate of election to each candidate or ticket having the most votes for election to the office.
 - 2. Issue a proclamation declaring the election of candidates to the offices which shall be sent to the Daily Barometer.
 - 3. Issue a proclamation giving the number of votes cast for or against each measure, and declaring the approved measures as the law on the effective date of the measure. If two or more approved measures contain conflicting provisions, the elections committee shall proclaim which has precedence.

Section 17: Certificate of Election Required Before Taking Oath of Office

When a candidate elected to public office is required by law to take an oath of office before entering upon the duties of the office, the candidate shall not take the oath until the candidate has been granted a certificate of election.

Section 18: Procedure When Tie Vote

- A. When two or more candidates for the same office have an equal number of votes and cannot otherwise both fulfill offices in the case of offices in the SIFC, Senate and House of Representatives, respectively:
 - 1. The elections officer shall have the candidates meet publicly to decide by lot who is elected.

Section 19: Oregon State University Requirements for All Elected Positions

- A. Undergraduate students shall have earned at least six (6) hours of credit in their most recently completed term, be currently registered for at least six (6) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 2.00.
- B. Graduate students shall have earned at least five (5) hours of credit in their most recently completed term, be currently registered for at least five (5) hours, not be on conduct probation, and have a minimum cumulative grade point average (GPA) of 3.00.

Section 20: Elections Committee Requirements for All Elected Positions

- A. Candidates must intend to be enrolled for the entire academic year at the Corvallis campus of Oregon State University.
- B. To appear on the ballot candidates must officially declare for candidacy by submitting the required documents no later than 5 p.m. on the specified date to 149 Snell Hall, Student Leadership and Involvement desk.

C. Eligibility will be confirmed of all candidates during Finals Week of Winter Term. Candidates will be notified if they do NOT meet requirements.

D. Candidates who have filed for candidacy by the required deadline may change the position for which they are running no later than 5 p.m. on the specified date.

E. Write-in candidates are subject to all rules and eligibility requirements in this packet and those of the University.

F. Candidates for all elected offices are required to attend an information session the dates of which shall be provided on the calendar of deadlines.

Section 21: Organizing

A. Organizing is considered privately planning or preparing for the campaign process. Organizing includes, but is not limited to the following activities:

1. Asking individuals to be part of your campaign team.
2. Strategizing the campaign.
3. Designing and producing campaign materials.

Section 22: Campaigning

A. Campaigning is considered any public printed, electronic or verbal communication advocating a particular candidate. Campaigning is also considered any organized talk, speech or informational meeting advocating a particular candidate.

B. Campaigning shall not begin until 7 a.m. of the specified date.

Section 23: Campaign Materials

A. All candidates participating in the ASOSU sponsored elections must have all campaign material (including, but not limited to, posters, shirts, fliers, buttons, websites, Facebook or MySpace groups, etc.) submitted to the ASOSU Elections Committee and/or Chair prior to posting.

B. Any changes to original materials must be re-submitted. The Elections Committee will request photocopies of the campaign materials and may maintain a file of all campaign materials for each candidate and ticket.

C. Campaign materials may be submitted to the chief elections officer at asosu.elections@oregonstate.edu. The elections committee shall have 48 hours to deny any material deemed inappropriate.

D. No campaign materials may be placed on building exteriors, light poles, trees or automobiles. Refer to the Schedule of Classes' Student Life Policy.

E. Certain campaign materials, unless otherwise approved, must have the ASOSU Elections website address on them: asosu.oregonstate.edu/elections. These shall include:

1. Campaign posters
2. Social networking sites
3. Websites
4. Fliers

F. No chalking shall be permitted.

G. No candidate or affiliate shall remove or deface the campaign materials of another candidate.

H. Only the members of the Elections Committee shall remove illegal campaign materials. Illegal campaign materials include, but are not limited to, materials that have been previously denied approval, etc.

I. Candidates sending emails over listservs must first obtain permission from that list's administrator.

J. Campaigning may not include the use of Benny the Beaver, Oregon State University logos or symbols, or any pictures or models that may be perceived as an endorsement by the University.

K. Candidates or tickets are not responsible for violations of to campaign materials or campaign location violations by students or other individuals in possession of or displaying non-stationary campaign materials such as shirts, buttons, fliers, stickers, as well as third party posters and social networking sites.

L. All candidates and campaigns shall comply with libel and slander laws under the provisions of ORS-260.532.

Section 24: Campaign Locations

A. Campaigning in University living establishments is at the discretion of that organization. Candidates are expected to abide by all regulations of the organization as well as University regulations. University recognized housing includes residence halls, co-ops, fraternities, sororities, etc.

B. Campaigning in classes and lectures is left to the discretion of the instructor.

Section 25: General Regulations

A. All candidates must follow every deadline. Requests for extension of deadlines must be submitted to the ASOSU Elections Chair three days prior to the original deadlines.

B. Candidates may not provide the means for any student to vote at any time.

C. Candidates that violate any rules, regulations, or standing procedure administered by an OSU organization may be considered in violation of ASOSU election policies subject to the discretion of the ASOSU Elections Committee.

Section 26: Violations; Process to Appeal Violations

A. Major Offenses shall include the following violations:

1. Providing students with the means to vote.
2. Submitting votes for other students.
3. Tampering with the electronic election system.
4. Harassment, intimidation, bribery or fraud with the intent of affecting the outcome of the election.
5. Tampering with another campaign's materials with malicious intent.
6. Failing to file required documents on time unless an extension prior to due date.
7. Intentional actions to mislead or obstruct the duties of the Elections Committee.
8. Failing to comply with the rulings of the Elections Committee.
9. Exceeding the campaign finance limit by more than one percent on any Financial Statements.
10. Promising to hire any student, or making overtures to hire or appoint students to positions prior to the final election, particularly in order to gain support for a campaign. Candidates may openly recruit individual students and students at-

large to apply for positions, and are encouraged to do so. Candidates may also describe their desire in having individual students or students at-large take interest in specific positions, but candidates are prohibited from "earmarking" students for positions and vice-versa.

11. Hiring paid employees of the campaign.

12. Committing five or more Minor Offenses.

B. Minor Offenses are any violations of the Elections rules and regulations not specifically stated as a Major Offense.

C. Any alleged violation of campaign rules must be reported to the chief elections officer within 24 hours after the offense has been observed. Any party who witnessed the offense may report the violation with documented proof of the incident. Alleged violation reports must include the candidate committing the offense, date, place and time of offense and any other pertinent information.

D. Once a complaint has been filed, the Elections Committee will review the violation at the next scheduled meeting. The candidate will be notified immediately of the charges against him or her.

E. Candidates accused of committing a major offense will receive a hearing by the Elections Committee. Candidates will receive a 48 hour notice of their hearing time.

F. Candidates and/or campaigns to whom a violation is issued from the Elections Committee may appeal. Appeals must first be submitted to the Elections Committee within two working days of receiving the violation notice. The Elections Committee will review the appeal and must make their decision within two working days of receiving the appeal form.

G. The Election Committee may disqualify a candidate for any Major Offense, gross violations of the University policies, or actions that cause great harm to the student body.

Section 27: Campaign Spending Limits; Sources of Funding

A. All campaigns are limited to \$1,000 for each individual or ticket regardless of the office. No person or ticket that campaigns for multiple offices shall commingle any funding from individual campaigns, or combine the spending limits of any other campaigns.

B. There shall be no limitation on amount or proportion of funding to come from student contributions or personal contributions, so long as the cumulative contributions do not exceed \$1,000.

Section 28: Financial Statements; Dates Due

A. Financial Statements must be filed and shall include the following:

1. An itemized list of all Expenditures.
2. A detailed list of all Contributions, whether personal or student.

B. Financial Statements shall be due in the following weeks by 5 p.m. the dates of which shall be decided by the Elections Committee:

1. First Week of April
2. Third Week of April Prior to the General election
3. The final week of April. This Financial Statement shall act as the final statement and shall be due at 9 a.m. on the specified day.

C. Final financial statement due three days following election day. Final financial statement must be submitted in order to receive a certification of election.

Title XII: Internal/External Relationships

Section 1: Definitions

- A. Internal Relationships shall be those relationships with entities that are considered part of Oregon State University.
- B. External Relationships shall be those relationships with entities that are not considered part of Oregon State University.

Section 2: Internal Relationships

Section 3: External Relationships

A. Oregon Student Association

1. The Oregon Student Association (OSA) is a statewide advocacy and organizing non-profit, that was established in 1975 to represent, serve, and protect the collective interests of students in postsecondary education in Oregon.
2. ASOSU is a member of OSA and is responsible for: sending two (2) delegate members of the ASOSU to serve as members of the OSA Board of Directors as well as providing the standard funding allocation determined by OSA and approved SIFC and ASOSU Congress, to OSA as funding to support OSA operations.
 - i. The members are the ASOSU President and ASOSU Executive Director of Government Affairs
3. A Memorandum of Understanding between OSA and ASOSU shall be written as a manifestation of the obligations that OSA and ASOSU will have to one another.
4. The negotiation team for ASOSU shall be made of a team appointed by the ASOSU President, including the Speaker of the House and the President Pro-Tempore of the Senate.
5. This Memorandum of Understanding shall be reviewed each year by OSA and ASOSU and renegotiated and signed by an executive officer of each by the end of July.

Revised by the Speaker of the House
Of the 73rd ASOSU Congress
July 3, 2013
Thomas Bancroft, Speaker of the House