



Constitution and Statutes

As Amended through the 9th Session of Congress

Compiled August, 2018

**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.

AMENDMENT I: "HOUSE OF REPRESENTATIVES MEMBERSHIP"

- A. The number of seats in the House of Representatives shall be no less than twenty-five.
- B. Constituencies for each seat in the House of Representatives shall be outlined in the Statutes of the Associated Students of Oregon State University.
- C. Additional constituencies may be added by petition of no less than five percent of the members of the ASOSU. The signatures shall be presented to the Speaker of the House for verification.
- D. The number of seats shall be determined annually by the fifth week of winter term by a bill passed by a two thirds majority of both houses of the ASOSU Congress.
- E. If no bill altering the number of seats and constituencies in the House of Representatives is passed, the number of seats in the House of Representatives shall remain the same as the previous year.

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

Approved by the Associated Students of Oregon State University

Justin Bennett, ASOSU President

Date

Carol Moreno, ASOSU Speaker of the House

Date

Aiden Tariku, ASOSU Senate President

Date

Luke Bennett, ASOSU Judicial Council Chair

Date

Approved by the Oregon State University President

Dr. Edward J. Ray, President

Date

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

Amended 1970, 1973, 1976, 1984, 1989, 1992, 1993, 1994, 2000, 2004, 2006, 2008, 2014, 2018

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

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

A. Enactment

Amendments to the ASOSU constitution shall take effect immediately after passage by the ASOSU, unless otherwise specified by that Amendment(s). Revisions to the ASOSU Statutes shall take effect immediately after the approval of the ASOSU President, unless otherwise specified by that legislation.

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, Section 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, Section 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 at more than two regular meetings per term shall result in the initiation of an Inquiry of Commitment by the Speaker of the House or Speaker Pro Tempore regarding the absent member, until four absences, after which their seat shall be declared vacant. Vote by proxy shall not count against the attendance of the Representative. Proxies shall not be permitted during Joint Sessions of the ASOSU House of Representatives and Senate, or in matters of impeachment. 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. Office hours will be reported to the Speaker of the House and the Congressional Clerk.

6. The House of Representatives shall be composed of twenty-five members chosen each year by the ASOSU. Members shall serve for one year. *(Note: 2018-2019 elections conducted on house membership of 30 UG seats, and 5 grad seats)*

i. Twenty members of the House of Representatives shall be members of the ASOSU which pay undergraduate fees.

ii. Five members of the House of Representatives shall be members of the ASOSU which pay graduate fees.

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. Each Representative shall be required to hold one office hour a week excluding Finals Week. Each Representative shall submit their office hour and office hour location by the second week of each academic session to the Speaker of the House and the Congressional Clerk excluding finals week. All office hours are to be held on the Oregon State University campus at locations approved by the Speaker of the House.

4. 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.

5. 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.

6. Representatives shall attend one 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 or an ASOSU shirt. 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.

7. Representatives shall complete mandatory cultural competency training without exception.

i. It is the duty of the Speaker of the House to plan and organize cultural competency training to occur within three weeks of fall term at a regular scheduled meeting or a professional development training.

ii. Training shall be in collaboration with the Office of Institutional Diversity (OID).

iii. Training is to be given to the body in a regular required meeting session.

iv. Representatives who miss the opportunity to receive the initial training during the provided scheduled time shall independently coordinate with OIS to receive the required training and provide written signed certification of training from OID to the Congressional Clerk within four weeks.

v. Representatives who are sworn in after the fall term training shall independently coordinate with OID to receive the required training and provide written signed certification of training from OID to the Congressional Clerk within four weeks of swearing in.

vi. The Congressional Clerk is tasked with maintaining records of successful completion.

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 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. The Speaker of the House shall display their office hour availability in the ASOSU office.

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.
4. The Speaker Pro Tempore shall preside over the House when articles of impeachment against the Speaker of the House are deliberated.

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 Clerk within five days following each committee meeting.
2. The Committee Chairperson shall submit the Committee's bylaws to the Congressional Clerk 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 serve as members of the ASOSU's student advisory board.
 - a) The ASOSU's liaison to the SFC shall additionally attend all meetings of the Ways and Means Committee.
 - ii. The Committee shall provide review and assistance for ASOSU budgeting requests.
 - iii. The Committee shall review annual budget requests for expenditures from the ASOSU account.
 - iv. The Committee shall evaluate, amend or adjust the proposed ASOSU Budget and expenditures from the ASOSU Discretionary fund.
 - v. The Committee shall present the annual ASOSU budget to the SFC for their advice.

vi. The Committee shall hear a monthly budget report from the ASOSU Faculty Advisor.

2. Appropriations and Budgets

i. The Appropriations and Budgets Committee members shall sit in groups of two in a non-voting capacity on the student advisory boards of all student fee funded units.

ii. The Committee shall provide review and assistance for all Student Incidental Fees budgeting requests excluding the budget for the ASOSU.

iii. The Committee shall review budget requests for expenditures from the Student Fees account after they have been approved by the Student Fees Committee, excluding the budget for the ASOSU.

iv. The Committee shall author a report, to be distributed to both Houses of Congress and the SFC, outlining their budget priorities for consideration by the SFC, prior to the SFC Open Hearing.

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

4. House Projects

i. The ASOSU House of Representatives shall be required to conduct and pursue at least two projects outside of House meetings, to be pursued by the designated Project Committees. These committees shall be created and chaired by the Speaker of the House. The Speaker of the House shall be required to have formulated the committees and established their missions prior to the start of the yearly session of congress.

ii. These Project Committees may be directed towards any end, but must share the common purpose of achieving a tangible change in the institution, policy and make-up of the Oregon State University in a way which benefits the student body.

iii. It shall be the duty of the House of Representatives to pursue these initiatives; should there not be, by the discretion of the Speaker of the House, a sufficient number of voluntary members in these committees, the Speaker of the House may induct additional members into them.

iv. Participation in these Project Committees shall count as a weekly office hour.

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 more than two regular meetings per term shall result in the initiation of an inquiry of commitment by the President of the Senate or President Pro-Tempore regarding the absent member, until four absences, after which their seat shall be declared vacant. Vote by proxy shall not count against the attendance of the Senator. Proxies shall not be permitted during Joint Sessions of the ASOSU House of Representatives and Senate, or in matters of impeachment. 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. Office hours will be reported to the President Pro Tempore or Congressional Clerk. During Fall Term, a Senator may choose to attend a student advisory board in conjunction with members of the House Appropriations and Budgets Committee, in lieu of their regular office hour.

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 hour and office hour by the second week of each academic session to the President Pro Tempore and the Congressional Clerk, excluding finals week. All office hours are to be held on the Oregon State University campus at a location approved by the President of the Senate.

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.

7. Senators shall complete mandatory cultural competency training without exception.

i. It is the duty of the President of the Senate to plan and organize cultural competency training to occur within three weeks of fall term at a regular scheduled meeting or a professional development training.

ii. Training shall be in collaboration with the Office of Institutional Diversity (OID).

iii. Training is to be given to the body in a regular required meeting session.

iv. Senators who miss the opportunity to receive the initial training during the provided scheduled time shall independently coordinate with OIS to receive the required training and provide written signed certification of training from OID to the Congressional Clerk within four weeks.

v. Senators who are sworn in after the fall term training shall independently coordinate with OID to receive the required training and provide written signed certification of training from OID to the Congressional Clerk within four weeks of swearing in.

vi. The Congressional Clerk is tasked with maintaining records of successful completion.

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 up to ten 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 Clerk within five days following each committee meeting.

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

F. Standing Committees

1. Student Government

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

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 up to twenty 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.

5. Upon passage of any legislation, the Congressional Clerk shall be responsible for obtaining the signatures of the Speaker of the House and President of the Senate, and delivering the legislation to the ASOSU President to sign or veto. Upon being signed into effect or vetoed, all legislation shall be returned to the Congressional Clerk for archiving.

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. 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.

F. 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.

G. 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: Special and Select Committees

A. Special and Select Committees

2. Special Committees shall be those committees that are created to investigate a specific topic or issue on an ongoing basis.
 - i. Special Committees shall be authorized for the current term of office or a specified timeframe within it, after which they will expire, unless reauthorized by a simple majority vote in the House(s) they were introduced in.
 - ii. Special Committees that are authorized through the end of a term of office shall be automatically put to a vote on reauthorization during the first meeting(s) of the new term of office.
 - iii. Special Committees shall have no binding authority within the Legislative Branch, and as such may be open to any member of the ASOSU.
 - iv. Agenda items for "Special Committee Reports" shall be added for all Special Committees that a House of Congress has authorized.
 - v. The presiding officer of each House of Congress shall monitor the progress of Special Committees.
3. Select Committees shall be those committees that are created to pursue a specific goal.
 - i. Select Committees shall be authorized until the goal or goals specified in the bills that enact them are completed, at which point they will expire.

- ii. All Select Committees that have not expired by the end of a term of office shall be automatically put to a vote on reauthorization during the first meeting(s) of the new term of office.
 - iii. Select Committees shall have no binding authority within the Legislative Branch, and as such may be open to any member of the ASOSU.
 - iv. Agenda items for "Select Committee Reports" shall be added for all Special Committees that a House of Congress has authorized.
 - v. The presiding officer of each House of Congress shall monitor the progress of Select Committees.
- B. Either or both Houses of Congress may authorize the creation of a special or select committee with a simple majority vote.
 - C. If authorized with a House or Senate bill, the special/select committee shall be titled "House (or Senate) Special/Select Committee on X"; if authorized by a joint bill or a bill passed by both Houses, the special/select committee shall be titled "Congressional Special/Select Committee on X".
 - D. The bills that authorize special and select committees shall specify the intended structure, membership, and functions of each committee, and shall serve as a committee's bylaws until it expires or the bill is amended. Membership in and cooperation with special and select committees shall be strictly voluntary.
 - E. Bills to establish special and select committees shall not alter the statutes, but shall be kept with congressional records and referenced as needed.
 - F. Participation on special and select committees shall not count towards the limit of joint and standing committees that a Representative or Senator may serve on.
 - G. Use of ASOSU resources by special and select committees shall be at the discretion of the authorities specified in these statutes, unless mandated by a binding Act of Congress (see Article III, Section I of the ASOSU Constitution).

Section 7: Sessions of Congress

- A. Sessions of Congress shall begin June 1st at Noon and end June 1st at Noon of the following year.

Section 8: 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 9: 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 Clerk 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 Clerk 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 10: Confirmation Procedures

- A. Senate will confirm hiring position descriptions prior to the start of the hiring process for the Executive Branch.
- B. 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 Branches.
- C. 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.
- D. Confirmation Voting shall require a quorum of Senators present and shall be by majority vote. No nominee for Executive appointment shall officially begin their position until being confirmed by the Senate. A failure of the vote to confirm shall result in the appointment being offered to another candidate from the hiring process or reopening of the hiring process, if deemed necessary by the President.

Section 11: 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 one day prior to initial presentation of the Legislation in that respective house.

E. All legislation, resolutions, and articles of impeachment are subject to two readings.

F. The first reading is considered to be the initial presentation of the Legislation. Questions and discussion may follow the first reading, however voting to pass or fail legislation may not occur until after the second reading. The second reading shall occur the following regular meeting of the respective House of Congress.

G. A second reading can be forgone in the event of a unanimous decision by all members present.

Section 12: 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 an hourly wage 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 Clerk shall be granted an hourly wage for services rendered or duties performed as Congressional Clerk at the Third Congressional Pay Grade (C3)

5. 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 13: Campus 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. Faculty Senate shall have one delegate seat available in each house of Congress to be filled at their discretion. The faculty delegate in each body shall have all the rights of a student delegate.

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 14: 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 Chair 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 Cabinet and Subcabinet 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 Cabinet Officers or Subcabinet Officers, 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.

1. Any Executive positions within the Cabinet or Subcabinet are subject to Senate Confirmation.
2. The President shall not create more positions or assign more staff hours than the ASOSU budget allows.

F. Definitions

1. Cabinet 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. Subcabinet officers are subject-specific service and advocacy officers which are subject to confirmation by the Senate. These positions shall work fifteen office hours per week, eight 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. Student Fees Committee
 - iii. OSU Campus Planning Committee
 - iv. OSU Faculty Senate
 - v. Memorial Union Advisory Board

vi. Oregon Student Association Board of Directors

vii. OSU Beaverstore, Inc. Board of Directors

viii. 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

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 President and Vice President will assemble a Cabinet of Officers from the list of duties below. These 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. The President and Vice President shall assign the following minimum list of duties to Cabinet Officers, other duties may be assigned from year to year.

- i. Be responsible to the President for the organization, administration, coordination, and supervision of the executive officers.
- ii. Arrange for executive officers to give a report to the Houses of Congress each term.
- iii. Be Responsible to the President for the organization, administration, coordination, and supervision of all ASOSU executive branch activities.
- iv. Publicize all ASOSU Programs and Activities and supervise Graphic Designer and Web Designer
- v. Coordinate the publication of The Access each term
- vi. Develop a positive image of the ASOSU to the Campus and Local Communities
- vii. Ensure the availability of the current ASOSU Constitution, Statutes, and other pertinent governing documents to the students of the ASOSU
- viii. Represent the ASOSU on the Faculty Committee on Committees
- ix. Serve as a student coordinator of Independent Committees
- x. Recommend to the Executive Officers those students to serve as At-Large ASOSU members on All-University Committees
- xi. 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
- xii. Notify Congress of vacancies and appointments to committees
- xiii. Attend and provide written records of all Executive Branch staff meetings
- xiv. 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
- xv. Coordinate Executive branch recruitment, with approval of the President
- xvi. Coordinate the selection process for the ASOSU Judicial Council
- xvii. Assist the ASOSU President and Vice President in the conducting of administrative business
- xviii. Act as an advisor to the President and Vice President on significant issues and routine decisions
- xix. Make executive decisions in the absence of the ASOSU President and Vice President
- xx. Train Executive staff and volunteers on the regulations and opportunities of campus resources
- xxi. Schedule meeting rooms, transportation, registers events, and organizes printing and mailing for the executive branch
- xxii. Recruit new volunteers
- xxiii. Be aware of all ASOSU financial transactions and budgets
- xxiv. Maintain a running record of all ASOSU expenditures, funds, and transactions, and coordinate with ASOSU staff in creating annual budget
- xxv. Submit financial reports to the Houses of Congress at least once every term and present at the request of either House.
- xxvi. Serve on the University Budget Committee
- xxvii. Serve on the Technology Resource Fee Committee
- xxviii. 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 comes first. The budget report shall include but not be limited to:
 - A. Any budget changes since the previous monthly report delivered 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 reports delivered to the Ways and means Committee

H. Requests for assistance from the Ways and Means Committee

- xxix. Identify areas of state involvement in which ASOSU should engage itself
- xxx. Inform students of issues and legislation of importance and gather student opinion on the issues
- xxxi. During a legislative year, lobby for student concerns in Salem
- xxxii. Represent the ASOSU on the Oregon Student Association Board
- xxxiii. Gather information about the wide range of national higher education organizations and establish relationship 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
- xxxiv. Establish effective working relationships with key United States Congressional offices, as well as key Senate and House 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 campus, work to involve ASOSU in those visits.
- xxxv. Gather extensive information about various bills and programs at the state and national levels which impact the students of OSU, and create a comprehensive filing system to facilitate ongoing research and data compilation on these issues.
- xxxvi. Coordinate volunteers to accomplish the above
- xxxvii. All positions created shall report to the Houses of Congress at least once each academic term

The President and Vice President will assemble a Subcabinet of officers from the list of duties below. These Executive Officers shall have power to monitor and supervise specific sections of the administrative business and correspondence of the Executive Branch under the direct supervisions of the President. The President and Vice President shall assign the following minimum list of duties to Subcabinet Officers, other duties may be assigned from year to year.

- i. Identify research areas of city involvement in which ASOSU should engage itself
- ii. Represent ASOSU on the City of Corvallis Council, Corvallis Chamber of Commerce, City Advisory Commission on Transit, Corvallis Community Relations Advisory Group, 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 relatives areas where they can get involved
- v. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning disabled students. Serve as liaison between ASOSU and disabled student groups and relevant university offices
- vi. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning environmental affairs
- vii. Serve as liaison between ASOSU and environmental student groups and relevant university offices
- viii. Coordinate "Earth Week" activities
- ix. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Non-Traditional student affairs
- x. Serve as a liaison between ASOSU and Non-Traditional student groups and relevant university offices
- xi. Represent ASOSU on the Graduate Student Council and the Graduate Education Round Table
- xii. Organize and lead fundraising efforts for the annual New Student Picnic
- xiii. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning LGBTQ+ students in higher education
- xiv. Research issues concerning LGBTQ+ students in Higher Education
- xv. Serve as a liaison between ASOSU and Queer Affairs student groups and relevant university offices
- xvi. Represent ASOSU on the Oregon Student Equal Rights Alliance Board
- xvii. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Multicultural student affairs

- xviii. Serve as liaison between ASOSU and Multicultural affairs student groups and relevant university offices
- xix. Represent the ASOSU on the Oregon Students of Color Board
- xx. Research and address issues concerning courses, curriculum, instructors, and learning facilities at Oregon State University
- xxi. Represent ASOSU, and with the ASOSU President, before the Faculty Senate and other appropriate University groups
- xxii. Identify student concerns about non-academic elections of University life
- xxiii. Coordinate the advocacy and programming efforts of the ASOSU on issues concerning Women's affairs
- xxiv. Serve as liaison between ASOSU and Women's affairs student groups and relevant university offices
- xxv. Research and organize campus events concerning, but not limited to: sexual harassment, sexual prejudice and discrimination, personal safety, self-esteem and eating disorders
- xxvi. Play an active role in planning "Take Back the Night"
- xxvii. Serve as liaison between ASOSU and Veteran's affairs student groups and relevant university offices
- xxviii. Represent ASOSU and veteran students on the Veterans Affairs Workgroup, Veterans Affairs Advisory Committee, and the Veterans Budgeting boards
- xxix. Meet with the Veterans Services Advisor once a month
- xxx. Research and organize campus events concerning Veteran's affairs
- xxxi. Coordinate Veteran's affairs volunteers to accomplish the above
- xxxii. Educate the campus about health and wellness issues
- xxxiii. Assist the "Take Back the Night" planning committee
- xxxiv. Assist in planning the annual Sexual Assault Awareness Month
- xxxv. Act as liaison between the ASOSU and relevant student organizations
- xxxvi. Serve on pertinent campus committees organized through ASOSU
- xxxvii. Coordinate volunteers to accomplish the above
- xxxviii. All positions created shall report to the Houses of Congress at least once each academic term

Section 6: 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 7: 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 officers of ASOSU 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 8: Allowances and Compensations

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

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

E. Pay 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)

F. The option of a stipend will be made available for additional support staff for services rendered or duties performed in the support of the operation of the Executive Branch at the Fifth Executive Pay Grade (Ex5)

Section 9: ASOSU Nomination Process for the Oregon State University Board of Trustees Student Member

A. Usage and Purpose

1. When the position of Student Member of the Oregon State University Board of Trustees goes vacant by the end of said Student Member's term or by other means, the ASOSU shall have the right to work with the Oregon Governor's Office to find a set of replacement names.
2. The ASOSU President shall have the right to begin this process nine months prior to the known end of term of the Student Member after consulting with the Oregon State University Office of the Board of Trustees and the Oregon State University Office of Government Relations.
3. The ASOSU President will work to give several names to the Governor's Office by the creation of a Nomination Committee.
4. In the case that a Student Member steps down prior to the end of their term, the Nomination Committee must convene within three weeks to begin the process of searching for possible replacements.

B. Nomination Committee

1. The Nomination Committee will consist of as follows
 - i. The ASOSU President
 - ii. The current Student Member of the Board of Trustees
 - iii. One student recommended by the Office of Diversity and Cultural Engagement
 - iv. One student recommended by the Coalition of Graduate Employees
 - v. One trained Search Advocate
2. The committee will be charged with creating a position description (PD) and using said PD in the selection of nominees. The committee shall also be charged in making sure students are aware of the opportunity in application.
3. The committee will be charged with generating applicants, interviewing and screening applicants in order to recommend several names to the Governor's Office.
4. The committee shall work to abide by search advocate best practices.

C. Final Selection

1. Final selection is done by the Governor's Office in consultation with the ASOSU President as outlined by SB270 and following precedent set by the Oregon Governor's Office.
2. The Governor's final name selection shall be considered ultimate.

Title IV: Judicial Branch

Section 1: 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 Chair shall preside over all regular and special meetings, coordinate activities and orientations, and oversee all operations of the Judicial Council. The Judicial Council Chair 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 Chair shall be considered a member of the Judicial Council and allowed a vote in all rulings of the Judicial Council.

C. The Judicial Council Chair 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 Chair before the Judicial Councilors shall be granted a vote.
2. Meetings of the Judicial Council shall occur on Thursdays at 7pm 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. Meetings shall be publicized on the ASOSU website.
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 Chair 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 Compensation

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. An hourly wage 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" shall be introduced as a House Concurrent Resolution (HCR) instructing the Senate to hold an impeachment trial of any Elected Official or Officer of the Branches of ASOSU.

1. The "Articles of Impeachment" shall specify whatever transgressions against the Constitutions and Statutes of the ASOSU, ethical violations, or gross negligence in executing the duties of office have prompted the resolution's introduction in the House.

2. The "Articles of Impeachment" shall include a non-binding recommendation to the Senate on what remedy is being sought by its sponsors in the House.

3. Any executive officer or elected official facing impeachment must recuse themselves from chairing or voting on their own impeachment.

B. Upon passage of "Articles of Impeachment", the Speaker of the House shall notify the Impeached Individual, Vice-President, President, Judicial Council Chair, Student Fee Chair, and the Faculty Advisor(s) that the individual has been impeached.

C. Upon receiving a resolution which calls for an impeachment trial of any elected official or officer of the branches of the ASOSU, the Speaker of the House, Speaker Pro-tempore, or other acting chair of the House of Representatives shall have a statutory mandate to add "Articles of Impeachment" to the agenda of the next House meeting, and shall be forbidden from striking that item from the agenda, without the consent of the sponsor(s) of the bill.

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 two academic weeks of the passage of the "Articles of Impeachment".

B. The Senators in an Impeachment Trial shall contribute to writing the Concurring 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: Student Fees

A. The Student Fees Committee hereinafter referred to as the SFC, shall be an independent committee of the ASOSU, within the Executive Branch. The SFC shall provide recommendations to the House of Representatives and the Senate on student fees.

B. The Student Fees Committee shall consist of appointed and elected members. There shall be members nominated by each Student Fee Funded Unit to the ASOSU, nominated by the unit's Student Advisory Boards and appointed by the ASOSU President by May 1st, and subsequently subject to confirmation by the ASOSU Senate. There shall also be 4 SFC members elected at-large from the student body during the ASOSU General Election. The ASOSU President shall sit as an ex-officio, non-voting member of the SFC.

1. Members shall serve for one academic year terms, though may be re-elected or re-appointed. Terms shall begin April 16th, and end April 15th the following year. Positions elected prior to June 1st, 2018 shall expire on June 1st, 2019.

2. In addition to the four at-large members elected, the SFC chair will be elected during the ASOSU General Election.

3. The SFC may internally elect one of the at-large members to serve as the Chair Pro-Tempore of the SFC.

4. Appointed Members ("Unit Liaisons") must abstain from voting on matters regarding their own budgets.

C. The SFC shall review its bylaws annually for the upcoming academic year, and submit them to the ASOSU House of Representatives for approval by no later than May 1st of the current term of office. Initial approval of the bylaws shall require a simple majority vote of the House of Representatives. Revisions to bylaws that are currently in effect shall require the concurrence of two thirds.

D. As an independent committee within the Executive Branch of the ASOSU, the SFC, and all Student Advisory Boards participating in the SFC Process, must comply with directives and orders issued by the President of the ASOSU, provided that such do not contradict the approved SFC Bylaws, the provisions of these Statutes, the ASOSU Constitution, University Policy or State and Federal Laws which shall, in succeeding order, take precedence.

E. Budget bills representing the recommendations of the SFC for each unit shall be introduced to the Houses of Congress during week 1 of Winter Term. The SFC Chair shall be present to answer questions from the Members of Congress regarding the SFC Fee recommendations, and summaries of the SFC recommendations shall be made available. These bills shall not be subject to amendment on the floor, and must be passed without amendment or rejected during the Joint Session of Congress that will be held during week 2 of Winter Term.

F. Should a budget bill be sent to Mediation Committee (see Subsections H and G of this Section), it will return to the Houses of Congress for final vote on approval. Amendments to the bills shall be permitted at this stage, and the bills shall be treated as though they are in a second reading.

G. Upon final passage, budget bills shall be submitted to the President of the ASOSU to sign or veto, in accordance with Article III, Section I of the ASOSU Constitution. Should one or more bills be vetoed, the President shall include a list of requested amendments with the bills that are returned to Congress. The bills shall be treated as though they are in a second reading for the purposes of voting on amendments or to overturn a veto.

H. Mediation Committees on a proposed Student 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 shall be returned to the houses of Congress for final approval. Membership of Mediation Committees shall include three members of the House of Representatives, three members of the Senate, the Speaker of the House, acting as Vice-Chair, and the President of the Senate, who shall serve as Chair of Mediation Committees. The Chair will only vote in the event of a tie. A Mediation Committee shall be tentatively scheduled during week three of Winter Term.

I. Mediation Committee will also include seven voting members of the Student Fee Committee (SFC), to be determined by the Chair of the SFC.

Section 2: Budgetary Signing Authority and Contingency Allocations

A. In accordance with University Policy, all expenditures shall require the approval of an ASOSU Faculty Advisor. The ASOSU Faculty Advisor(s) shall have authority to make any expenditure, with the written of a student with signing authority for the account(s) that the expenditure is being funded from, up to \$250.

1. ASOSU Faculty shall also have discretion to make any expenditure, of any amount, from any source, if University Policy or the laws or regulations of the State of Oregon or the United States or any other policy that supersedes the ASOSU Constitution and Statutes compel them to do so. Any expenditure made on these grounds shall require an explanation be presented to both Houses of the ASOSU Congress, accompanied by a written justification that references the policy which supersedes these statutes, and why it required the expenditure to be made, which shall be made available publicly, and presented to the ASOSU President, Speaker of the House, and Chair of the Judicial Council for review."

B. The signatures of a student with signing authority and an ASOSU Faculty member shall be required for any expenditure greater than \$250. Normal budgetary signing authority shall rest with the following individuals, for the following accounts:

1. The ASOSU President and Vice President, as well as one other student employee of the Executive Branch designated by the president, shall have signing authority on all accounts for which signing authority is not granted to other individuals by these statutes.
2. The Speaker of the House, President Pro-Tempore of the Senate, and one other employee of the Legislative Branch, designated by the Speaker of the House, shall have signing authority on the Legislative and SIFC accounts. The Chair of the SIFC, once selected and hired, shall additionally hold signing authority on the SIFC account.
3. The Chair of the SFC shall hold signing authority on specified accounts for sole use by the SFC.
4. The Chief Elections Officer of the Elections Committee, if an employee of the ASOSU, and/or up to one student employee of the ASOSU who are designated by the CEO and are eligible to serve on the Elections Committee, shall have signing authority for the Elections account.
5. Cabinet members shall have signing authority on accounts specified for sole use by their office and employees.
6. Signing authority on any account specified as belonging to the Judicial Council shall rest with the Chair of the Judicial Council.

7. Student signing authority for SafeRide, the Office of Advocacy, and Student Legal Services shall be determined internally, and at the discretion of their faculty.
- C. Between 12:00 p.m. on June 1st, and the first meeting of the House Committee on Ways and Means each academic year, the ASOSU President may, with the signatures and consent of the Speaker of the House (signing on behalf of the House Committee on Ways and Means) and the ASOSU Faculty Advisor(s), move funds from the ASOSU's excess working capital and between accounts within the ASOSU's budget, subject to the following regulations:
1. The total amount of money moved between accounts and/or allocated from excess working capital shall not exceed more than 5% of the ASOSU's total budget, as it was at the beginning of the current term of office.
 2. No money shall be moved from budget accounts until the ASOSU's unallocated excess working capital is within \$2,500 of the ASOSU's minimum working capital requirement.
 3. Money moved from existing accounts shall be limited to a maximum of 50% of the total amount allocated for that account in the ASOSU's budget, as it was at the beginning of the current term of office.
 4. No money shall be moved from an account for which neither the ASOSU President nor Speaker of the House has budgetary signing authority, without first obtaining the consent and signature of a student who has signing authority for that account or, in the case of SafeRide, the Office of Advocacy, or Student Legal Services, the consent and signature of the highest ranking faculty member for each organization.
 5. The ASOSU President, Speaker of the House, and ASOSU Faculty Advisor shall keep a record of all changes made to the ASOSU Budget, and present an explanation and full account of their actions to the House Committee on Ways and Means, during their first meeting in Fall Term. After which time, the committee may vote on any changes to the budget it deems necessary. If the Representatives on the committee believe that negligence, misappropriation, or gross mismanagement of financial resources has occurred, they may independently pursue punitive actions, such as censure or impeachment, and/or file a relevant complaint with the University.
 6. In the event that policies which supersede the ASOSU Constitution and Statutes necessitate money be moved in order to cover a required expenditure, the ASOSU Faculty Advisor(s) shall be empowered to move whatever funds necessary, and shall not be bound by the provisions of this subsection. Funds moved for this reason shall not count towards the 5% limit specified above, but the ASOSU Faculty Advisor(s) shall be subject to the same requirements specified in Subsection A, Number 1 of this section (Title VII, Section 4).
- D. No person with budgetary signing authority shall knowingly authorize any expenditure which would result in overspending in an account by \$250 or 10% of the total funds allocated for the account, whichever is greater. Upon discovering that an account has been overspent, all individuals with signing authority for the account shall be notified immediately, as well as the Speaker of the House and Chair(s) of the House Committee on Ways and Means, who shall arrange to convene a meeting of the committee as soon as is practicable. At least one student with signing authority for the overspent account shall present to the House Committee on Ways and Means, and shall explain why the account was overspent, what additional funds they are requesting (if any), how they will stay within budget for the remainder of the year, and why the committee should authorize additional spending for their account (if requested). The House Committee on Ways and Means shall then vote on whether, and how much, additional money will be authorized for that account. After the committee meeting, if no additional money is authorized for an overspent account, the individuals responsible for that account shall immediately cease authorizing additional expenditures (even if they have not yet reached the \$250 or 10% cap on overspending for that account).
1. This subsection shall not apply to ASOSU Faculty acting under the circumstances specified in Subsection A, Number 1 of this section (Title VII, Section 4); however, the same requirements will apply.

Title VIII: Independent Committees

Section 1. Independent Committees shall be defined as such committees which are not standing 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 attendance of students in ASOSU Independent Committees shall be monitored by an executive officer.

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 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, unless otherwise allotted stipends through university policy.

Section 2: Grades of Pay

- A. Ex1: The First Executive Pay Grade shall be indexed at \$2.75 above the minimum wage of the State of Oregon
- B. Ex2/C1: The Second Executive and First Congressional Pay Grade shall be indexed at \$2.25 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 \$1.75 above the minimum wage of the State of Oregon
- D. Ex4/C3: The Fourth Executive and Third Congressional Pay Grade shall be indexed at \$1.25 above the minimum wage of the State of Oregon
- E. Ex5/C4: The Fifth Executive and Fourth Congressional Pay Grade shall be indexed at \$0.50 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. "Advancing Candidate" means a candidate who has not been eliminated.
- D. "Elector" means any student eligible to vote under the Constitution of the ASOSU.
- 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.
- G. "Continuing Ballot" means a ballot that is not an exhausted ballot.
- H. "Exhausted Ballot" means there are no choices marked other than choices for eliminated candidates.

Section 2: Elections conducted under these guidelines.

Any, 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 begin no earlier than the third academic week of Winter Term and end no later than the ninth academic week of Winter Term.

B. The General Election shall be at least five school days long, and last no longer than 15 academic days, with the election committee ultimately deciding when the election starts and ends, within the timeframe set forth in the previous section.

C. The General Election shall end on a Friday.

Section 4: Vote Tallying Procedures.

A. For the offices of ASOSU President, Vice President, Speaker of the House, and Chair of the Student Fees Committee, the initial round of counting shall be a count of the first choices marked on each ballot. If any candidate receives a majority of the first choices, that candidate shall be declared the winner, pending ratification.

B. If no candidate receives a majority of first choices, there shall be a second round of counting. The last-place candidate shall be eliminated, and all the continuing ballots shall be recounted. Each continuing ballot shall be counted as one vote for that ballot's highest ranked advancing candidate.

C. If no candidate receives a majority at the second round of counting, there shall be a third round of counting, continuing in the manner prescribed above.

D. The process of eliminating the last-place candidates and recounting all the continuing ballots shall continue until one candidate receives a majority of the votes in a round. The candidate who receives a majority of the votes in a round shall be declared the winner, pending ratification.

E. When a ballot does not list a preference for any given round, it shall not be counted in that round or any subsequent round.

F. If there are not sufficient second and lower choices for any candidate to receive a majority, the candidate with the highest number of votes shall be declared the winner, pending ratification.

G. When a ballot becomes an exhausted ballot it shall not be counted in that round or any subsequent round.

H. For ASOSU House, Senate, and SFC At-Large candidates the top vote getters after one round shall be awarded the available seats.

I. 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: 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 has registered for candidacy.

B. The legal name and OSU email address of each candidate for nomination.

C. The phone number of each registered candidate.

Section 6: 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 7: Official general or special election ballots.

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

1. The date of the general election.
2. The legal names of all candidates who have not died, withdrawn or become disqualified.

B. The ASOSU Ballot shall be made available through a link on the ASOSU's website.

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

D. 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.

E. For offices prescribed rank-order voting, one rank-ordered vote shall be permitted per elector for each candidate running for that office. For the offices of ASOSU President and ASOSU Vice President, one rank-ordered vote shall be permitted per elector for each ASOSU President and Vice Presidential ticket. For all other offices, each elector shall be allowed to cast a maximum number of votes equal to the total number of open seats for a particular office, but may only cast a maximum of one vote for any candidate running for a given office.

F. Available space for write-in votes shall immediately follow the last candidate's name for every elected office on the ballot.

G. Candidate names shall be listed in a randomized order on each section of the ballot.

H. For ballot section regarding the ASOSU House of Representatives, undergraduate students of ASOSU will receive a ballot that only includes the candidates for undergraduate representatives, and graduate students of ASOSU will receive a ballot that only includes the candidates for graduate representatives.

Section 8: 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 9: Individuals elected by write-in votes.

A. An individual elected by write-in votes must receive at least 1% of the total votes cast in the election to be considered eligible for office.

B. Upon establishing that an elected individual has received the requisite number of write-in votes, they shall be emailed a preliminary notification of their election by the chief elections officer, subject to an additional eligibility check for the criteria specified in Article VI, Section G of the ASOSU Constitution. The elected individual must accept their election, verbally or in writing, before their election can be certified.

Section 10: 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 office.
2. Issue a proclamation declaring the election of candidates to the offices which shall be sent to the Barometer.
3. Issue a proclamation giving the number of votes cast for or against each measure, and declaring the approved measure 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 11: Certificate of election required before taking oath of office.

No candidate who is elected to an office is required by law to take the oath of office or perform any official duties of their office prior to the certification of their election.

Section 12: Procedure when tie vote.

A. When two or more candidates for the same office have an equal number of votes and there are insufficient seats for all to be elected:

1. In the case of candidates for the Senate, House of Representatives, and SFC At-Large seats, the elections officer shall have the candidates meet publically to decide by lot who is elected.
2. In the case of ASOSU President and Vice President tickets, candidates for Speaker of the House, and candidates for SFC Chair, if no candidate has received the most votes, the ballot shall be held open for an additional five days, beginning the following Monday, and all tied candidates shall be notified at 10pm on Election Day. All candidates receiving fewer votes than those who are tied shall be removed from the ballot prior to it being reopened.

Section 13: Oregon State University requirements for all elected positions.

A. To be eligible for candidate, all prospective candidates for elected office must meet the same requirements for holding office established in Article VI, Section G of the ASOSU Constitution.

Section 14: 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 register for candidacy through the ASOSU website by the deadline specified by the elections committee.

C. Candidates will be notified if they do NOT meet requirements.

D. Candidates who have filed for candidacy may change the position for which they are running before the filing deadline.

E. Candidates appearing on the ballot are required to attend one of several information sessions, the dates of which shall be provided on the calendar of deadlines.

F. Write-in candidates are subject to the same rules as named candidates while campaigning.

Section 15: 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 16: Campaign Materials.

A. All candidates participating in the ASOSU sponsored elections must have all campaign material 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.

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 17: 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 and the Elections Committee.

Section 18: 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 19: 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 five (5) 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. All Elections Committee decisions shall be subject to review by the Judicial Council.

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 20: Campaign Spending Limits; sources of funding.

A. All candidates must abide by the spending limit established by the Elections Committee. No person or ticket that campaigns for multiple offices shall comingle 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 the overall spending limit. No contributions shall be allowed by any organization or individual acting on behalf of an organization.

C. The Elections Committee shall establish a limit up to \$1000, but not below \$300 to serve as the campaign spending limit.

Section 21: Financial statements; dates due.

A. Financial Statements must be filed and shall include an itemized list of all expenditures and a detailed list of all contributions, whether personal or student.

B. The Elections Committee shall establish a date and time to serve as the deadline for both a mid-campaign financial statement and final financial statement. The final financial statement shall be due no earlier than 5pm on Election Day.

Section 29: Stipends for President-elect and Vice President-elect

A. Upon official certification of their election, the President-elect and Vice President-elect shall each be eligible for a voluntary hourly wage for services rendered as President-elect and Vice President-elect of the ASOSU, at the Third Executive Pay Grade (EX. 3).

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

A. Student Health Services

1. Student Health Services is an organization that promotes lifelong healthy behaviors and healthy environments by offering health related programming and services for the OSU campus.
2. ASOSU will oversee the direct efforts of the It's On Us campaign and will have access to the OSU version of the It's On Us logo for marketing purposes.

3. ASOSU and SHS will collaborate on the OSU-It's On Us campaign, specifically, SHS will provide the ASOSU guidance for the appropriate messaging and assist in facilitating programming.
4. A representative from the ASOSU Executive staff will meet at least twice a term with a representative from Student Health Services to coordinate It's On Us initiatives that the ASOSU has put forth.

B. University Administration and Faculty Senate

1. A committee consisting of the ASOSU President, Vice President, Speaker of the House, and President Pro-Tempore of the Senate shall meet during Fall Term to review the Shared Governance Agreement and Student Bill of Rights.
2. Should the committee determine that updates are needed to either the Shared Governance Agreement or Student Bill of Rights, the committee will collaborate with University Administration, Faculty Senate and the Office of General Counsel to agree on whatever updates are deemed necessary.
3. The updated documents, or any separate updates or addendums, should be signed by the President of OSU, President of Faculty Senate and President of ASOSU to certify their validity.

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 shall maintain relations with the OSA, as set forth in a membership agreement between the two organizations.
 - i. Members of the negotiations team shall work to come to an agreement with members of OSA outlining the relationship between ASOSU and OSA for the following fiscal year.
 - ii. The negotiations team shall present the agreement to the ASOSU Congress for review, amendment, and approval.
 - a) All amendments to the agreement must be reviewed and approved by OSA before the agreement is signed.
 - iii. Congress shall approve the negotiation agreement via the passage of a joint bill outlining the agreement.
 - a) If the Congress decides that no mutual agreement can be reached and the relationship with OSA should not continue, ASOSU shall withdraw from OSA only after the passage of a joint bill ordering the President of ASOSU to withdraw from OSA.
 - iv. All bills must be passed by June 1st.
3. ASOSU's terms of membership in the OSA shall be specified in the membership agreement that is to be negotiated by a team consisting of the Speaker of the House of Representatives, President Pro-Tempore of the Senate, ASOSU President, and one of the ASOSU delegates to both OSCC and OSERA. At least three of the five members of the negotiation team must consent to any agreement signed.
4. The OSU representatives on the OSA Board of Directors shall be the ASOSU President and one designee from within their administration. The OSU representatives on OSCC, OSERA, and BOD, with the exception of the ASOSU President, shall be nominated by the ASOSU President, and subject to Senate confirmation prior to their official appointment to each board.

Title XIII: Inquiry of Commitment

Section 1: Grounds for Inquiry

A. For any employed, elected, or appointed official within the ASOSU who has failed to satisfy the duties of their position as outlined by the ASOSU Constitution and Statutes, as well as official employment position descriptions, are subject to an Inquiry of Commitment by any other member of the ASOSU.

1. Any member of the OSU Community who is not an employed, elected, or appointed official within the ASOSU who has a vested interest in filing an Inquiry of Commitment must co-author the Inquiry of Commitment with an employed, elected, or appointed official of the ASOSU.

Section 2: Process

A. Before an Inquiry of Commitment can be filed, a Review Process must be conducted by three of the following members who sit on a Review Committee: (1) President of the ASOSU, (2) Vice-President, and (3) Speaker of the House, (4) Judicial Chair, (5) President Pro-Tempore of the Senate, (6) Speaker of the House Pro-Tempore and the faculty advisor as an ex-facto member. In the event that a member is unable to sit on the committee because of conflict of interest, or a vacancy, the position on the committee will follow this order of succession.

During the review process, the list of inquiries will be reviewed by the committee and presented to the ASOSU employee, elected official, or appointed official in question. After the review a vote shall be taken as to the relevance of the inquiry. Under both of the following conditions, the inquiry of commitment shall be passed; if the inquiries are deemed valid and the person of interest fails to provide valid reasons for under performance. The Inquiry of Commitment will then be advanced to the House of Representatives and the Senate.

In order for a member(s) of the ASOSU to fulfill an Inquiry of Commitment, the Inquiry must subsequently be submitted to both the House of Representatives and the Senate and be passed by a two-thirds majority vote, after having successfully been reviewed by the review committee.

1. Upon receiving of the Inquiry of Commitment, the person of interest will be notified and a meeting will be scheduled with the Review committee within one week.
2. If the Inquiry of Commitment is not passed, the person of interest will be notified as such.

B. The Inquiry of Commitment will act as a resolution internal to the ASOSU. It will follow the same format of an ASOSU Resolution and be subject to a first and second reading with 'whereas statements' followed by the statement: 'Be it hereby resolved by the ASOSU that upon passage: the ASOSU is in formal agreement that (name and position of person of interest) has undermined their employed, elected, or appointed position by the neglect or underperformance of the duties prescribed by their position description. We believe that steps should be taken by this individual to reevaluate their commitment to their position and take any action necessary to fulfill that commitment. Let it be known that we believe (name and position of person of interest) is a valuable member of the ASOSU and their continued involvement is encouraged.

1. The 'whereas statements' shall provide the evidence and reasoning for filing an Inquiry of Commitment.

C. The person of interest must be notified at least 24 hours before the Inquiry of Commitment is filed to both the House of Representatives and the Senate.

1. The person of interest will be invited to attend the House of Representative and Senate meetings when their Inquiry of Commitment on the agenda in order to defend or dispute the Inquiry of Commitment.
2. If the person of interest cannot attend the House of Representatives or Senate meetings, a written testimony of appeal can be submitted and read in their place.

