

Associated Students' Government Colorado State University-Pueblo

Official Policy Manual

Table of Contents

1 - AUTHORIZATION AND AUTHORITY	6
2 - POLICY MANUAL MANAGEMENT	6
2.01 ASG Policies	6
3 - SENATE BYLAWS POLICY.....	6
3.01 Senate Bylaws.....	6
4 - JUDICIAL OPERATIONS CODE AND POLICY	6
4.01 Judicial Operations Code	6
5 – ELECTION CODE.....	7
5.01 Election Code	7
6 - EXECUTIVE COMMITTEE BYLAWS	7
6.01 Purpose Statement.....	7 6.02
Composition	7 6.03
Meetings.....	
8	
6.04 Actions	8
7 - CODE OF CONDUCT.....	8
7.01 Ethics Directive	8
7.02 Lawful Conduct	8
7.03 Respect for Others.....	9
7.04 Student Trust and Authority.....	9
7.05 Gifts and Gratuities	9
7.06 General Conduct.....	9

7.07 Special Regulations.....	10
7.08 Security and Information	10
7.09 Grooming and Appearance.....	10
7.10 Liability and Credibility	11
7.11 Attendance.....	1
7.12 Disciplinary Action	11
7.13 Good Faith	11
8 - EXECUTIVE OFFICERS	12
8.01 President.....	12
8.02 Vice President.....	12
9 – EXECUTIVE STAFF.....	13
9.01 Administrative Assistant(s).....	13
9.02 Assistant(s).....	13
9.03 Executive Director of Academic Affairs	14
9.04 Executive Director of Finance and Administration.....	15
9.05 Executive Director of Information Technology	16
9.05 Executive Director of Internal Affairs	17
9.07 Executive Director of Student Affairs	18
9.08 Executive Director of Public Relations.....	20
9.09 Staff.....	21
9.10 Employment.....	22
9.11 Staff.....	22
10 - ASG OFFICE POLICIES.....	23
10.01 ASG Office	

Space.....	23	
10.02 Common		Space
.....	23	
10.03		Desk
Space.....	23	
10.04		Office
Computers.....	23	
10.05		Operating
Hours.....	24	
11 - FISCAL MANAGEMENT.....	24	
11.01 Personnel		
Budget.....	24	
12 - PERSONNEL MANAGEMENT	24	
12.01 Presidential Authority		
.....	24	
12.02		ExternalAppointments
.....	24	
12.03		
Resignation.....	25	
12.04		Authority
Senate		
.....	25	
12.05		Vacancy
Procedures.....	25	
12.06		
Classifications.....	25	
13 - PUBLIC JOURNAL.....	26	
13.01 Official		
Record.....	26	
13.02 Meeting Minutes.....	26	
14 - ASG ADVISORS POLICY.....	27	
15 - ASG OFFICIAL SEALS POLICY.....	27	
15.01 Approved Seals		
.....	27	
15.02 Use of Seals.....	28	

16 – PRESIDENTIAL APPOINTMENTS.....	28
16.01 Presidential Appointments requiring approval of the Senate	28
16.02 Presidential Appointments not requiring the approval of the Senate.....	28
16.03 Senate	
Confirmation.....	29
APPENDIX A: SENATE BYLAWS.....	29
SECTION 1: DEFINITIONS.....	29
1.01 The Senate.....	29
SECTION 2: THE SENATE STRUCTURE.....	29
2.01 Composition	29
2.02 Speaker Pro Tempore.....	30
2.04 Election Speaker of the Senate and Speaker Pro Tempore.....	30
2.05 Parliamentarian.....	31
2.06 Removal of Officers.....	32
2.07 Senate Advisor(s).....	32
SECTION 3: DUTIES AND RESPONSIBILITIES OF A SENATOR.....	32
3.01 Preparation.....	33
3.02 Senator Pay Breakdown	33
3.03 Working Hours	34
3.04 Public Support.....	34
3.05 Advocacy.....	34
3.06 Responsibility.....	34
3.07 Collaboration.....	34
SECTION 4: MEETING AND VOTING PROCEDURE.....	34
4.01 Regular Meetings of the Senate.....	34
4.02 Special Meetings of the Senate.....	35
4.03 Voting Procedure.....	35
4.04 Participation.....	3

4.05	Quorum	36
4.06	Public Interaction	36
4.07	Robert's Rules of Order	36
SECTION 5: DISCIPLINARY PROCEDURES		36
5.01	Official Reprimand	36
5.02	Suspension Hearings	37
5.03	Removal from Office	38
SECTION 6: SENATE COMMITTEES		38
6.01	Standing Committees	38
6.02	Temporary (Ad Hoc) Committees	39
SECTION 7: LEGISLATION APPROVAL PROCESS		39
7.01	Format of Legislation	39
7.02	Sponsorship	40
7.03	Submission of Legislation	40
7.04	Introduction of Legislation (First reading)	40
7.05	Final Passage of Legislation (Second reading or further readings)	41
APPENDIX B – JUDICIAL OPERATIONS CODE		
41	SECTION 1: PURPOSE	
41 1.01	Judicial Operations Code	41
SECTION 2: GENERAL RULES OF PROCEEDINGS		
41 2.01	Student Court Quorum	42
2.02	Business Meetings	42
2.03	Deliberations and Private Conferences	42
2.04	Judgments and Decisions	43
2.05	Subpoena	43
2.06	Voting	43

SECTION 3: DUE PROCESS.....	43
3.01 Introduction	43
3.02 Requests of the Court.....	43
3.03 Appeals.....	44
3.04 Complaints	44
3.05 Service of Complaint	45
3.06 Pretrial Conference.....	46
3.07 Trial.....	47
3.08 Temporary Orders	48
3.09 Written Opinions, Summary Judgment, Default, Settlement, and Retrial	48
3.10 Statute of Limitations	50
3.11	
Representation.....	5
0	
Appendix C: Election Code	50
Section 1: Authority and Authorization.....	50
Section 2: Responsibility, Definitions	50
Section 3: Timelines	51
Section 4: Election Personnel and Duties.....	52
Section 5: Elections.....	54
Section 6: Eligible Voters.....	54
Section 7: Voting	54
Section 8: Eligibility of Candidates.....	54
Section 9: Petition Rules.....	55
Section 10: Write-In Candidates.....	56
Section 11: Candidate Campaigns.....	57
Section 12: Determination of Winners	58
Section 13: Infraction of the Rules	58
Section 14: Referenda	59
Section 15: Amendments.....	60

1 - AUTHORIZATION AND AUTHORITY

This Policy Manual, approved, and all policies within it shall constitute an act of the Senate to institute policies and procedures necessary and appropriate for executing the powers vested by the Constitution of the Associated Students' Government. All policies contained in this manual shall be binding upon all members and officers of the Associated Students' Government of Colorado State University-Pueblo (herein referred to as "student government" or "ASG"). All officers shall read and maintain familiarity with, perform their duties according to; and conduct themselves within the framework of this manual.

2 - POLICY MANUAL MANAGEMENT

2.01 ASG Policies

2.01.1 Unless otherwise stated, the President may amend any portion of this policy manual with a $\frac{2}{3}$ majority vote of the senate in the form of a senate bill; which will thereby be amended by the judicial branch

3 - SENATE BYLAWS POLICY

3.01 Senate Bylaws

3.01.1 The Legislative Branch (Senate) shall keep and maintain bylaws which shall be attached to this Policy Manual as Appendix A.

3.01.2 These bylaws shall govern the official meetings and actions of the Senate and shall provide specific directions and procedures for all Legislative operations.

4 - JUDICIAL OPERATIONS CODE AND POLICY

4.01 Judicial Operations Code

- 4.01.1 The Senate shall keep and maintain a Judicial Operations Code which shall be attached to this Policy Manual as Appendix B, and be subject to the Legislation Approval Process outlined in the Senate Bylaws.
- 4.01.2 This Operations Code shall govern the official meetings and actions of the Student Court and shall provide specific directions and procedures for judicial operations, including, but not limited to:
- a. Due Process
 - b. Hearing procedures
 - c. Rules of its proceedings
 - d. Temporary orders
- 4.01.3 Changes to the Judicial Operations Code may not affect the process, procedure, or rules for hearing a case initiated prior to final approval of the legislation. For the purpose of this policy, a case shall be considered initiated when a complaint or request is filed with the court.

5 – ELECTION CODE

5.01 Election Code

- 5.01.1 The Senate shall keep and maintain an Election Code which shall be attached to this Policy Manual as Appendix C, and be subject to the Legislation Approval Process outlined in the Senate Bylaws.
- 5.01.2 This Election Code shall govern the official meetings and actions of the Election Commission and shall provide specific directions and procedures for election operations, including, but not limited to:
- a. Election procedures
 - b. Voting regulations
 - c. Referendum and initiative regulations
 - d. Election rules and regulations
 - e. Procedure for complaints regarding violations of the Election Code
- 5.01.3 Changes to the Election Code may not affect the process, procedure, or rules for elections initiated prior to final approval of the legislation. For the purpose of this policy, an election shall be considered initiated when the election commission begins accepting candidates.

6 - EXECUTIVE COMMITTEE BYLAWS

6.01 Purpose Statement

The Executive Cabinet is an advisory body to the ASG President, and provides a forum for discussion of executive goals and strategies.

6.02 Composition

6.02.1 Voting Members:

- a. President
- b. PresidentASG Vice President
- c. Executive Directors
- d. Speaker Pro Tempore of the Senate

6.02.2 The President shall be the Chair of the Executive Committee.

6.02.3 The ASG Vice President shall be the Vice Chair of the Executive Committee.

6.02.4 The President may appoint or remove non-voting members as he/she sees fit, including committee advisors.

6.03 Meetings

6.03.1 Meetings of the Executive Cabinet shall be open to all Colorado State University-Pueblo students.

6.03.2 Executive Cabinet meetings and records shall be available to the public upon request.

6.03.3 Meetings of the Executive Cabinet shall be carried out in accordance with the most recent edition of Roberts Rules of Order.

6.04 Actions

6.04.1 All official actions of the Executive Cabinet shall be reported to the Senate.

6.04.2 Actions of the Executive Cabinet do not require approval by any other outside person or body.

7 - CODE OF CONDUCT

7.01 Ethics Directive

An officer shall not commit or omit any acts in violation of any rule, regulation, order or directive contained in this section; nor shall aid and guide another to do so.

7.02 Lawful Conduct

7.02.1 Officers shall conduct themselves in a lawful manner. Officers shall obey the laws of the United States of America and all laws of the State of Colorado and local jurisdiction. A criminal conviction (either misdemeanor or felony) for violation of a law is initial evidence of the violation of this rule.

7.02.2 Officers shall remain in good standing with the university and shall abide by the Student Code of Conduct.

7.02.3 Truthfulness

Officers shall be truthful in all matters associated with the student government.

7.03 Respect for Others

Officers shall treat all others with civility and respect.

7.04 Student Trust and Authority

7.04.1 Officers are entrusted to non-abusively safeguard the authority and student trust vested in them and other officers. Officers shall always use their position, office, resources, and credentials appropriately.

7.04.2 Officers shall not make promises or arrangements with outside persons, students, or faculty without the knowledge and authorization of the President or designee.

7.05 Gifts and Gratuities

7.05.1

Officers shall not use their Elected or Appointed status with the intention to seek or accept for themselves or others, any favors, gifts, benefits, rewards or gratuities which may compromise the officer's integrity of the position or office and/or would not ordinarily be afforded the student body. A gratuity is defined as a free or reduced price, service, or item given to or accepted by an identified officer of the student government with the anticipation of influencing or gaining additional presence or service from the member or other officer of the student government.

7.05.2 No officer of the student government will use their official position to secure privileges for themselves.

7.06 General Conduct

7.06.1 Officers shall use reasonable judgment and refrain from conduct that reflects unfavorably upon the student government. Regulations of this section shall apply while working within the ASG Office, Official Meetings, **on the official ASG social media accounts as well as personal social media accounts**, and student government activities

in addition to time on campus in a student capacity. This type of conduct includes:

- a. That which brings the student government into disrepute.
- b. That which reflects discredit upon the individual as an officer of the student government.
- c. That which tends to impair the operation, effectiveness, or efficiency of the student government.
- d. That which interferes with student government operations.

7.06.2 Officers shall be courteous to the student body and faculty, be tactful and restrained in the performance of their assigned duties. Officers shall exercise patience and discretion and shall control their temper and not engage in any malicious physical retaliation, even in the face of extreme provocation.

7.06.3 Officers shall not abuse their position including the following:

- a. Officers shall not abuse their authority and student trusts vested in them and are prohibited from using their credentials, identification, or position in an unofficial or unauthorized capacity.
- b. Officers shall not be allowed to use their name, photograph, or official title that identifies them as members of the student government to endorse or advertise any product, service, policy, or action without the permission of the President or designee.
- c. Officers shall not use their title or office in the student government for the purposes of soliciting, selling, or purchasing any product or service without express permission of the President or designee.
- d. Officers shall not use their title or office in the student government to avoid the consequences of illegal acts, or to obtain privileges not available to the student body or general public, except as defined in the performance of their duties.
- e. Officers shall not use the ASG Office address for receiving personal mail or as a "home address."

7.06.4 Members shall not maliciously coerce or maliciously intimidate any person or maliciously engage in speech or conduct **both in person or through virtual formats such as social media or email** which is discourteous, abusive, profane, obscene, or threatening.

7.07 Special Regulations

Officers shall not belong to, or be affiliated with any person or group that advocates insurrection, treason, anarchy, or the overthrow of the government through unconstitutional means, or supports the superiority of one race over another.

7.08 Security and Information

7.08.1 Unless deemed Public Information, officers shall treat the official business of the student government as confidential.

7.08.2 Officers shall not access, review or remove any report or record deemed private other than for student government purposes.

7.08.3 Officers shall not communicate any sensitive or privileged information that may jeopardize the safety and privacy of fellow officers, students, and CSU Pueblo faculty/staff.

7.09 Grooming and Appearance

7.09.1 Officers shall maintain themselves at a level of conditioning to adequately perform their official duties and responsibilities.

7.09.2 When meeting with a university administrator, board member, or state official, officers shall adhere to a strict regimen of good personal hygiene, to include breath, body odor, teeth, fingernails, and clean, trimmed and styled hair.

7.10 Liability and Credibility

7.10.1 Whenever an officer is involved in an incident where there may be a question as to student government liability or misrepresentation, the officer shall write a memo to the Chief Justice via the Executive Director of Internal Affairs. The memo will include who was involved, what occurred, who was notified and when. The Executive Director of Internal Affairs will review the memo and will decide if any policy or bylaw violations have occurred prior to forwarding the memo to the Chief Justice.

7.10.2 Officers shall not publicly criticize or ridicule the student government, its policies or its officers where such statements are defamatory or obscene.

7.10.3 Officers shall not represent the student government or any branch or body therein publicly without the permission of the President or the head of the body being represented.

7.11 Attendance

7.11.1 Officers shall report to official meetings and office hours at the time and place scheduled. This includes student government meetings, committee meetings, special meetings, judicial subpoenas, and notice of hearings.

7.11.2 If a member of the Senate or Executive Branch fails to attend two meetings without notifying the ASG President or Vice President 24 hours in advance, he or she shall be subject to impeachment.

7.11.3 All members of the Senate and Executive Branch are required to conduct at least 5 office hours every week. All members of the Judicial Branch are required to conduct at least 3 office hours every week.

7.12 Disciplinary Action

7.12.1 If an elected officer violates any of these codes of conduct, they are subject to disciplinary action including, but not limited to, suspension or removal from office.

7.12.2 If an appointed officer violates any of these codes of conduct, they are subject to disciplinary action including, but not limited to, suspension or termination.

7.12.3 The Executive Director of Internal Affairs shall be charged with the enforcement of these codes of conduct.

7.13 Good Faith

7.13.01 Good faith shall apply when prior knowledge exists of an actionable event or cause and evidence thereof is received after the fact or;

7.13.02 An officer of the ASG acts on reasonable information provided by another officer of the ASG and said information is discovered to be unfounded, inaccurate, or in error after the fact.

7.13.03 Good faith shall be an affirmative defense against all penalties described within this manual and/or applicable bylaws and any action or cause made under false claim or false pretense shall become nullified.

8 - EXECUTIVE OFFICERS

8.01 President

8.01.1 The President of the Associated Students' Government shall be elected to serve an active term from May 1st of the calendar year in which he/she was elected until April 30th of the following year.

8.01.2 If a President completes a term and is not re-elected to an additional term, he/she may serve, and be compensated for, one month of inactive, advisory service from May 1st until May 31st in order to orient the incoming President and conduct the training of the new elected officers.

8.01.3 The President shall also serve as the Student Representative on the CSU System Board of Governors. This term shall begin the day after the annual May Board of Governors meeting and shall end at midnight the day of the annual May meeting of the following year.

8.01.4 The President shall conduct his or her duties as directed by the Senate. The President, unless excused, shall attend all meetings of the Senate to give status reports and seek approval and direction from the Senate.

8.02 ASG Vice President

- 8.02.1 The ASG Vice President of the Associated Students' Government shall be elected to serve an active term from May 1st of the calendar year in which he/she was elected until April 30th of the following year.
- 8.02.2 If a ASG Vice President completes a term and is not re-elected to an additional term, he/she may serve, and be compensated for, one month of inactive, advisory service from May 1st until May 31st in order to orient the incoming Vice President and conduct the training of the new elected officers.
- 8.02.3 The ASG Vice President shall act in absence of the President on any urgent matter and shall become President if the office is vacated.
- 8.02.4 The ASG Vice President shall be the presiding officer over the senate.
- 8.02.5 The ASG Vice President shall appoint Senators to standing and non-permanent Subcommittees of the senate. This refers to internal committees.
- 8.02.6 The ASG Vice President shall enforce senate bylaws regarding the format of legislation presented to the senate. This is the responsibility of the internal affairs committees.
- 8.02.7 The ASG Vice President shall be the presiding speaker of the Senate.

9 – EXECUTIVE STAFF

9.01 Administrative Assistant(s)

- 9.01.1 The President may employ administrative assistant(s) to coordinate office services and administrative tasks as directed by the ASG Vice President including, but not limited to:
- a. Maintaining an informed first point of contact for inquiries and communication from the campus community.
 - b. Attending ASG meetings and recording the proceedings.
 - c. Assembling and maintaining formal records (minutes) for public review.
 - d. Maintaining office resources, including ordering supplies and submitting repair requests.
 - e. Reserving rooms and filing paperwork for ASG functions.
 - f. Other tasks as assigned
- 9.01.2 Administrative assistants shall:
- a. Work under the ASG Vice President and the Executive Director of Internal Affairs
 - b. Aid the Executive Director in the completion of their duties as defined by this policy manual.
 - c. Exercise independent judgment in the resolution of administrative problems.
- 9.01.3 Administrative assistants shall not:

- a. Speak on behalf of the Student Government or its officers without approval of the President.
- b. Be required to perform any task that does not benefit the Student Government or aid in the accomplishment of its goals and/or initiatives.

9.01.4 Hiring Procedures

The President may exercise any methods to select administrative assistants within the confines of state law and CSU-Pueblo hiring policies.

9.01.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.01.6 Classification

This position shall be classified as "Executive" .

9.02 Executive Assistant(s)

9.02.1 The President may employ executive assistants to complete tasks and aid in the administration of his or her duties and communication with representatives of Colorado State University-Pueblo, the Colorado State University System and the State of Colorado, including, but not limited to:

- a. Managing and arranging appointments and scheduling for the President and ASG Vice President.
- b. Screening and responding to correspondence from the campus community.
- c. Researching issues and proposals and creating executive summaries.
- d. Other tasks as assigned President, ASG Vice President, and any directors.

9.02.2 The executive assistant shall:

- a. Work under the direction of the President and ASG Vice President.
- b. Work an average of 20 hours a week.
- c. Be assigned tasks and report to the President.
- d. Maintain and monitor the budget of the ASG in all cases.
- e. Shall report all budgetary changes, updates or issues directly to the senate and the executive branch.

9.02.3 The executive assistant shall not:

- a. Speak on behalf of the Student Government or its officers without approval of the President.
- b. Be required to perform any task that does not benefit the Student

- Government or aid in the accomplishment of its goals and/or initiatives.
- c. Shall not keep any budgetary information from the senate or executive branches.

9.02.4 Hiring Procedures

The President or designee may exercise any methods to select an Executive Assistant within the confines of state law and CSU-Pueblo hiring policies.

9.02.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.02.6 Classification

This position shall be classified as "Executive".

9.03 Executive Director of Academic Affairs

9.03.1 The President may employ an Executive Director of Academic Affairs to complete tasks and aid in the accomplishment and management of Associated Students' Government goals and initiatives. Job responsibilities may include:

- A. Regular meetings with the President and Vice President.
- B. Overseeing that students are receiving fair and exceptional academic services and experiences . .
- C. Communicating to relevant university staff members students' challenges and successes. Further, advocating and promoting any changes or adjustments that must occur in order to address the challenges students' face.
- D. C. Supervising entry level staff.
- E. D. Sitting on ASG and University committees.
- F. E. Attendance at ASG and University events.

9.03.2 The Executive Director of Academic Affairs shall:

- a. Serve a single term beginning upon appointment and ending on May 30th.
- b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President and work a minimum of 15 hours per week.
- d. Be assigned tasks and submit progress reports to the President and ASG Vice President

9.03.3 The Executive Director of Academic Affairs shall not:

- a. Speak on behalf of the Associated Students' Government or its officers without the approval of the President.
- b. Be required to perform any task that does not benefit the Associated Students' Government or aid in the accomplishment of its goals and/or initiatives.

9.03.4 Hiring Procedures

The President must conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the Executive Director of Academic Affairs. A formal interview with both the ASG President and Vice President will then occur. Then, the selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.

9.03.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.03.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.04 Executive Director of Finance and Administration

9.04.1 The President may employ an Executive Director of Finance and Administration to complete tasks and aid in the accomplishment and management of Associated Students' Government goals and initiatives. Job responsibilities may include:

- a. Regular meetings with the President and Vice President.
- b. Overseeing the ASG budget.
- c. Advising on potential purchases ASG is interested in investing in for events and projects.
- d. Supervising entry level staff.
- e. Sitting on ASG and University committees.
- f. Attendance at ASG and University events.

9.04.2 The Executive Director of Finance and Administration shall:

- a. Serve a single term beginning upon appointment and ending on May 30th.
- b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President and work a minimum of 15 hours per week.
- d. Be assigned tasks and submit progress reports to the President and ASG Vice President

9.04.3 The Executive Director of Finance and Administration shall not:

- a. Speak on behalf of the Associated Students' Government or its officers without the approval of the President.
- b. Be required to perform any task that does not benefit the Associated Students' Government or aid in the accomplishment of its goals and/or initiatives.

9.04.4 Hiring Procedures

The President must conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the Executive Director of Finance and Administration. A formal interview with both the ASG President and Vice President will then occur. Then, the selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.

9.04.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.04.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.05 Executive Director of Diversity and Inclusion

9.05.1 The President may employ an Executive Director of Diversity and Inclusion to complete tasks and aid in the accomplishment and management of Associated Students' Government goals and initiatives. Job responsibilities may include:

- a. Facilitating collaboration between the ASG and the Center for International Programs and Inclusive Excellence.
- b. Overseeing committees and events sponsored by ASG that promote diversity and inclusion.
- c. Advocating for diversity and inclusion in order to ensure that CSU Pueblo itself is diverse and inclusive.
- d. Supervising entry level staff.
- e. Sitting on ASG and University committees.
- f. Attendance at ASG and University events.

9.05.2 The Executive Director of Diversity and Inclusion shall:

- a. Serve a single term beginning upon appointment and ending on May 30th.
- b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President and work a minimum of 15 hours per week.

- d. Be assigned tasks and submit progress reports to the President and ASG Vice President

9.05.3 The Executive Director of Diversity and Inclusion shall not:

- a. Speak on behalf of the Associated Students' Government or its officers without the approval of the President.
- b. Be required to perform any task that does not benefit the Associated Students' Government or aid in the accomplishment of its goals and/or initiatives.

9.05.4 Hiring Procedures

The President must conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the Executive Director of Diversity and Inclusion. A formal interview with both the ASG President and Vice President will then occur. Then, the selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.

9.05.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.05.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.06 Executive Director of Internal Affairs

9.06.1 The President may employ an Executive Director of Internal Affairs to complete tasks and aid in the accomplishment and management of Associated Students' Government goals and initiatives. Job responsibilities may include:

- a. Regular meetings with the administration appointed ASG fiscal authority.
- b. Supervising entry level staff.
- c. Sitting on ASG and University committees.
- d. Attendance at ASG and University events.
- e. Advising all branches within ASG on matters of policy

9.06.2 The Executive Director of Internal Affairs shall:

- a. Serve a single term beginning upon appointment and ending on May 30th. b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President and work a minimum of 15 hours per week.
- d. Be assigned tasks and submit progress reports to the President and ASG Vice President

9.06.3 The Executive Director of Internal Affairs shall not:

- a. Speak on behalf of the Associated Students' Government or its officers without the approval of the President.
- b. Be required to perform any task that does not benefit the Associated Students' Government or aid in the accomplishment of its goals and/or initiatives.

9.06.4 Hiring Procedures

The President **may exercise any methods, with Senate confirmation of 2/3 majority vote, to select an Executive Director of Internal Affairs within the confines of state law and CSU-Pueblo hiring policies.**

9.06.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.06.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.07 Executive Director of Student Affairs

9.07.1 The President shall employ an Executive Director of Student Affairs to complete tasks and aid in the accomplishment of the Associated Students' Government goals and initiatives as they relate to the CSU-Pueblo Division of Student Affairs and all offices and activities within it. Job Responsibilities may include:

- a. Acting as a liaison between ASG and the CSU-Pueblo Division of Student Life.
- b. Regular meetings with CSU-Pueblo Student Life Staff, including the Dean of Student Life.
- c. Supervising entry level staff.
- d. Sitting on ASG and University committees.
- e. Attendance at ASG and University events.

f. Advising the President on matters of student affairs.

9.07.2 The Executive Director of Student Affairs shall:

a. Serve a single term beginning upon appointment and ending on May 30th.

b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.

c. Work under the direction of the President, and work a minimum of 15 hours a week.

e. Be assigned tasks and submit progress reports to the President.

9.07.3 The Executive Director of Student Affairs shall not:

a. Speak on behalf of the Associated Students' Government or its officers without approval of the President.

b. Be required to perform any task that does not benefit the Student Government or aid in the accomplishment of its goals and/or initiatives.

9.07.4 Hiring Procedures

The President may exercise any methods, with a Senate confirmation of 2/3 majority vote, to select an Executive Director of Student Affairs within the confines of state law and CSU-Pueblo hiring policies.

9.07.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.07.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management). 20

9.08 Executive Director of Public Relations

9.08.1 The President shall employ an Executive Director of Public Relations to complete tasks and aid in the accomplishment of Associated Students' Government goals and initiatives as they relate to the CSU-Pueblo Division of External Affairs and all offices and activities within it. Job responsibilities may include:

a. Acting as a liaison between ASG and the CSU-Pueblo Division of External Affairs

b. Regular meetings with CSU-Pueblo External Affairs Staff including the

Executive Director of External Affairs.

- c. Supervising entry level staff.
- d. Sitting on ASG and University committees.
- e. Attendance and involvement at ASG and University events.
- f. Regularly communicating with the student body and members of the press.
- g. Advising the President on matters of the press and general student opinion.
- h. Maintaining and updating all ASG social and other media under direction of the President.

9.08.2 The Executive Director of Public Relations shall:

- a. Serve a single term beginning upon appointment and ending on May 30th.
- b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President, and work a minimum of 15 hours a week.
- e. Be assigned tasks and submit progress reports to the President.

9.08.3 The Executive Director of Public Affairs shall not:

- a. Speak on behalf of the Student Government or its officers without approval of the President.
- b. Be required to perform any task that does not benefit the Student Government or aid in the accomplishment of its goals and/or initiatives.

9.08.4 Hiring Procedures

The President may exercise any methods, with a Senate confirmation of 2/3 majority vote, to select a Executive Director of Student Relations within the confines of State Law and CSU-Pueblo hiring policies.

9.08.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.08.6 Classification

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.09 Associate Staff

9.09.1 The President may employ associate staff to complete tasks and aid in the accomplishment of Associated Students' Government goals and initiatives including, but not limited to:

- a. Organizing and attending events.
- b. Sitting on committees.
- c. Promoting Student Government initiatives.

9.09.2 Associate staff shall:

- a. Work under the Executive Director to which they are assigned by the President,
- b. Aid the Executive Director in the completion of their duties as defined by this policy manual.

9.09.3 Associate staff shall not:

- a. Speak on behalf of the Student Government or its officers without approval of the President.
- b. Be required to perform any task that does not benefit the Student Government or aid in the accomplishment of its goals and/or initiatives.

9.09.4 **Hiring Procedures**

The President may exercise any methods to select associate staff within the confines of State Law and CSU-Pueblo hiring policies.

9.09.5 **Removal**

The president shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.09.6 **Classification**

This position shall be classified as "Executive" pursuant to Policy 12 (Personnel Management).

9.10 **Special Employment**

9.10.1 All special employees shall be under the direct supervision of the Executive Director of Internal Affairs unless otherwise stated in the job description.

9.10.2 Before accepting applications, a special project shall first be established and identified as needing contractual employment for the implementation and a job description must be approved by the Senate which shall include:

- a. The specific project to be accomplished.
- b. A job title.
- c. A clearly stated job description.
- d. A timeline by which the project shall be completed from start to finish
- e. The compensation the contractor shall receive; and when they shall receive compensation.

9.10.3 **Classification**

The Classification for the contractor, shall be Executive pursuant to Policy 12 (Personnel Management).

9.11 Chief of Staff

9.11.1 The President may employ an Chief of Staff to complete tasks and aid in the accomplishment and management of Associated Students' Government goals and initiatives. Job responsibilities may include:

- a. Regular meetings with the President and Vice President in order to assist with the conduction of all ASG related business, especially concerning the ASG Senate meetings.
- b. Intervening and mediating any concerns or issues that arise in ASG before such issues are presented to the executive branch.
- c. Conducting roll calls during all regular session ASG Senate meetings.
- d. Obtain and review all weekly Senator Reports.
- e. Supervising entry level staff.
- f. Sitting on ASG and University committees.
- g. Attendance at ASG and University events.

9.11.2 The Chief of Staff shall:

- a. Serve a single term beginning upon appointment and ending on May 30th.
- b. Be paid a monthly stipend in accordance with the approved ASG personnel budget.
- c. Work under the direction of the President and work a minimum of 15 hours per week.
- d. Be assigned tasks and submit progress reports to the President and ASG Vice President

9.11.3 The Chief of Staff shall not:

- a. Speak on behalf of the Associated Students' Government or its officers without the approval of the President.
- b. Be required to perform any task that does not benefit the Associated Students' Government or aid in the accomplishment of its goals and/or initiatives.

9.11.4 Hiring Procedures

The President must conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the Chief of Staff position. A formal interview with both the ASG President and Vice President will then occur. Then, the selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.

9.11.5 Removal

The President shall have discretionary authority to terminate employment. The Senate may remove this officer according to the policies outlined in the Senate Bylaws.

9.11.6 Classification

This position shall be classified as “Executive” pursuant to Policy 12 (Personnel Management).

10 - ASG OFFICE POLICIES

10.01 ASG Office Space

The President may, at his or her discretion, assign office space to individuals or groups.

10.02 Common Space

Any officers of ASG may use any shared or common space in the office. Shared space should be cleaned and vacated of personal belongings and records after use.

10.03 Desk Space

Officers are welcome to keep belongings or other personal property in or on their desks. ASG is not responsible for lost or stolen belongings left unattended in the office. Desks should maintain an appearance of professionalism and avoid unnecessary clutter.

10.04 Office Computers

Each officer will be assigned a specific login and student employee account which should not be shared with anyone. Officers are responsible for all activities conducted under their username on the computers.

10.05 Operating Hours

The operating hours for the ASG office are 9am to 5pm Monday through Friday. Officers must have permission from the President to be present in the office outside of those times.

11 - FISCAL MANAGEMENT

11.01 Personnel Budget

11.01.1 Each year, the President shall submit a personnel budget for the following fiscal year to the Senate for approval.

11.01.2 The personnel budget shall include the operating budget, pay rates, working hours, and benefits of all elected and appointed officers.

11.01.3 The Senate may amend the budget presented by the President before approval. 11.01.4
Once approved, the personnel budget may be amended by the Senate with a 2/3 vote.

12 - PERSONNEL MANAGEMENT

12.01 Presidential Authority

12.01.1 The President, as Chief Executive, may designate duties for all other elected or appointed executives and staff, as appropriate within the boundaries of their job description.

12.01.2 The President may add or remove staff positions with the approval of the Senate. The President may alter the job descriptions of any appointed staff with the approval of the Senate.

12.01.3 The President may suspend any appointed staff, with or without pay, for no more than thirty days with reasonable cause **including but not limited to violations in the CSU Pueblo Student Code of Conduct and all other ASG policies** .

12.01.4 The President shall have discretionary authority to terminate appointed executive staff **with reasonable cause including but not limited to violations in the CSU Pueblo Student Code of Conduct and all other ASG policies**.

12.02 External Appointments

12.02.1 The President shall have the final authority concerning appointments to external ASG, except where Senate approval is required by policy.

12.03 Resignation

12.03.1 Members of the Associated Students' Government who wish to resign must express this to the ASG Vice President, who will communicate this to all members of the Associated Students' Government. This resignation must be in writing at least two weeks in advance, and include the date in which the resignation will take effect.

12.03.2 Submission of a resignation to the President with a request to distribute to the members of ASG shall be sufficient to satisfy this requirement.

12.04 Senate Authority

12.04.1 The Senate may suspend any Senator regardless of their position within the Senate, with or without pay, for no more than thirty days with just cause **including but not limited to violations in the CSU Pueblo Student Code of Conduct or any ASG policies.**

12.04.2 The Senate may remove any Senator regardless of their position within the Senate with probable cause with a 2/3 vote.

12.04.3 The Senate Bylaws shall outline the procedure for suspension and removal of ASG officers.

12.05 Vacancy Procedures

12.05.1 Elected Positions

The President may appoint a student to act as interim for an elected position with appointment **after conducting the following steps:**

- a. **Conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the vacant position.**
- b. **A formal interview with both the ASG President and Vice President will then occur.**
- c. **The selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.**

12.05.2 Executive Positions

The President shall **refer to staff policies** in order to fill vacancies in a reasonable period of time:

- a. **Conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the vacant Executive Position.**
- b. **A formal interview with both the ASG President and Vice President will then occur.**
- c. **The selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.**

12.05.3 Deliberative Positions

The President shall have final authority to appoint members to fill vacancies in the Election Commission and Judicial Branch, but should allow the head of the respective body to have significant input into the selection process.

12.06 Classifications

12.06.1 Elected Positions which are elected by a vote of the student body shall be classified as "Elected."

12.06.2 Executive Positions filled by presidential appointment for executive purposes shall be classified as “Executive”.

12.06.3 Deliberative Positions filled by presidential appointment in the Judicial branch or on the Election Commission shall be classified as “Deliberative”.

12.06.4 External Positions which represent ASG to external organizations, and are filled by “student-at-large” appointments shall be classified as “External”.

13 - PUBLIC JOURNAL

13.01 Official Record

13.01.1 All official and public meetings shall be recorded. **All recordings will be accessible to the public through the ASG official Facebook page or upon request.**

13.01.2 The Election Commission shall, upon completion of an election and certification of results, file all records and original documents with the Dean of Student Affairs for storage. These records shall be considered public record and, with the exception of documents containing protected personal information, will be made available to the public, upon request.

13.01.3 The Judicial Branch shall, upon completion of a case, interpretation, or other request of the court, file all records and original documents with the Dean of Student Affairs for storage. These records shall be considered public record and, with the exception of documents containing protected personal information, will be made available to the public upon request.

13.02 Meeting Minutes

13.02.1 The administrative assistant(s) shall be responsible for all activities concerning meeting minutes. This includes, but is not limited to: recording, distributing, and correcting official minutes.

13.02.2 All minutes shall be approved by the voting members of the body in question.

13.02.3 All minutes are public record and shall be kept in a public journal alongside the agenda for the meeting in question, as well as any materials distributed during the meeting which pertain to Senate business.

a. The administrative assistant(s) shall be responsible for upkeep and updating this journal.

b. There shall be both a hard copy **upon request** and an electronic copy of the public journal.

c. The public journal, both the electronic and hard copies, shall be made easily available for all students **within 5 business days following the adjournment of the meeting. The public journal will be stored in a folder on the ASG Facebook page.**

13.02.4 Executive Session-Anything discussed in executive session shall not be recorded in

meeting minutes and shall not be considered public record.

13.02.5 Protected Policy -The Public Journal Policy may only be amended by an act of the Senate in accordance with the legislation approval process as defined by the Constitution and Senate Bylaws.

14 - ASG ADVISORS POLICY

14.01 Any ASG officer or body may select and appoint advisors at their own discretion.

14.02 Advisors may never be granted the right to vote or otherwise interfere with ASG business.

14.03 An advisor may be dismissed at the discretion of the officer or body which appointed them.

15 - ASG OFFICIAL SEALS POLICY

15.01 Approved Seals

15.01.1 The Senate approves the use of the following Associated Students' Government seal for the transaction of official business and transmission of official communication.

15.01.2 The approved seal is authorized for use by the branch or officer designated in the seal.

15.01.3 The approved seal may only be modified, replaced, removed, or added with approval of the Senate. The official seal of the Associated Students' Government shall be housed in the Office of the President.

15.01.4 The official seal of the Associated Students' Government shall be:



15.02 Use of Seals

15.02.1 The approved ASG seal is to be used for transaction of official ASG business and transmission of official ASG communication only.

15.02.2 Approved seal may not be used on promotional material or unofficial communication.

15.02.3 No seal may be used on official documents unless the seal design and use has been approved by the Senate and included.

16 – PRESIDENTIAL APPOINTMENTS

16.01 Presidential Appointments requiring approval of the Senate

16.01.1 Positions within ASG:

- a. Interim Senator
- b. Interim ASG Vice President
- c. Chief Justice of the Judicial Branch
- d. Associate Justice of the Judicial Branch
- e. Justice
- f. Election Commission Chair
- g. Election Commissioners
- h. Executive Director - Associated Students of Colorado (If not President)
- i. ASG Representative to the Colorado Legislature (If not President)
- j. Student Representative to the CSU System Board of Governors (If not President)

16.01.2 All positions on campus-wide committees:

- a. The President must conduct an interview process with all potential candidates consisting of a resume and cover letter concerning why the individual would be a good candidate for the Executive Director of Internal Affairs.
- b. A formal interview with both the ASG President and Vice President will then occur.
- c. The selected candidate will need to present their cover letter in front of the Senate, where a 2/3 Senate majority confirmation vote will be required to approve the candidate for the position.

16.02 Presidential Appointments not requiring the approval of the Senate

16.02.1 Positions within ASG:

- a. Advisor to the Executive Committee
- b. Associate Staff
- c. Executive Assistant
- d. Administrative Assistants

16.03 Senate Confirmation

The Senate reserves the right to confirm all presidential appointments, but may **waive** that right for specific positions by their inclusion in section 16.02. Any position(s) not listed in section 16.02 shall require a confirmation vote of the Senate.

APPENDIX A: SENATE BYLAWS

SECTION 1: DEFINITIONS

1.01 The Senate

The Senate, as the governing board of the Associated Students' Government (ASG), has the authority to direct all business of ASG, including the establishment of goals and initiatives. The Senate has the full authority to issue directives to the President regarding spending, executive staff, and the official ASG position on any issue.

SECTION 2: THE SENATE STRUCTURE

2.01 Composition

2.01.1 The Senate is composed of 10 Senators, **but may go below this number if Senators resign, are impeached, or are not elected during the regular election period leaving the position vacant. If vacancy positions occur for any reason, quorum shall be based upon the number of Senators currently serving within ASG, not on the 10 Senator positions that are ideally filled.**

2.01.2 The ASG President shall be the Executive Advisor to the Senate. a. The President may designate an officer to attend the Senate meetings in their place should they be unable to attend a meeting.

2.01.3 The Senate may appoint other advisors in accordance with these by-laws.

2.02 Speaker Pro Tempore

2.02.1 The Speaker Pro Tempore shall be responsible for chairing the Senate meetings in absence of the ASG Vice President.

2.02.2 The Speaker Pro Tempore shall only make temporary appointments of Senators to standing and non-permanent sub-committees of the Senate only if there are exigent circumstances for such appointment to be made in the absence of the ASG Vice President.

2.02.3 The Speaker Pro Tempore shall only represent the Senate to the Executive and/or Judicial Branch if there is exigent circumstance for the ASG Vice President not to be present.

2.02.4 In the case of a vacancy in the office of Speaker Pro Tempore, there shall be another election amongst the senators.

2.02.5 In the event that the offices of both ASG Vice President and Speaker Pro Tempore become vacant simultaneously, the ASG president shall call to order and chair the next meeting of the Senate with the first order of business, following roll call, being the election of a new Speaker Pro Tempore.

2.02.6 The Pro Tempore shall also serve as the Chairperson of the Academic Affairs committee to complete tasks and aid in the accomplishment of Student Government goals and initiatives as they relate to CSU-Pueblo Complex of Academic Affairs and all offices and activities within it. Job Responsibilities may include:

- a. Acting as a liaison between ASG and the Provost's complex of Academic Affairs.
- b. Regular meetings with CSU-Pueblo Academic Affairs Staff and Administration.
- f. Advising the President and senate on matters of academics.

2.02.7 The Pro Tempore and Chairperson of Academic Affairs shall:

- a. Serve a single term beginning upon appointment and ending on May 30th b. Be assigned tasks and submit progress reports to the President and Senate.

2.02.8 The Pro Tempore and Chairperson of Academic Affairs shall not: a. Speak on behalf of the Student Government or its officers without approval of the President.

- b. Be required to perform any task that does not benefit the Student Government or aid in the accomplishment of its goals and/or initiatives.

2.02.9 The Pro Tempore ASG Vice Presidents shall be the official spokesperson of the Senate.

2.03 Election Speaker Pro Tempore

2.03.1 The Senate shall elect from among themselves with a majority vote a Speaker Pro Tempore of the Senate.

2.03.2 The ASG Vice President shall chair the meeting and will conduct the election of the Speaker Pro Tempore.

2.03.3 The following process shall be used in the election of the Pro Tempore of the Senate:

- a) The President shall call for those desiring to be Pro Tempore to make their intentions known verbally.
- b) Senators may nominate other senators, in which they can accept or deny the nomination.
- c) Each candidate shall then have the opportunity to speak to their fellow Senators on why they would make an appropriate Speaker Pro Tempore.
- d) If there is only one Senator who has interest she/he shall win by default. e) The election for a Speaker Pro Tempore shall be done by secret ballot voting. The President shall ask each Senator to write on a piece of paper their choice for Senate Speaker Pro Tempore.

- f) Senators may exercise their option to abstain from the vote, this abstention must be made to the ASG Vice President and noted in the minutes.
- g) The President shall then count the votes.
- h) One Senator, who is not a candidate, shall verify the count.
- i) If any candidate receives a majority of the votes cast, they shall be declared the winner. j) If no candidate receives the requisite votes, a yes or no ballot vote shall be taken on the candidate that received the most votes.
- k) If a majority of the Senators vote yes, the candidate shall be declared the winner. l) If no winner can be declared, the President shall continue to chair the meeting and a new vote shall be taken at the next meeting of the Senate.

2.04 Parliamentarian

2.04.1 The Parliamentarian shall ensure the Senate meeting is being conducted in accordance with these by-laws and answer point of order questions referred to them as well as any other clarification on parliamentary procedure.

2.04.2

2.04.3 The Parliamentarian has the authority to enforce the rules as needed, including overriding a ruling of the ASG Vice President.

2.04.4 The following process shall be used in the election of the Parliamentarian

- a) The ASG Vice President shall call for those desiring to be The Parliamentarian to make their intentions known verbally.
- b) Senators may nominate other senators, in which they can accept or deny the nomination.
- c) If there is only one senator who has interest she/he shall win by default. d) Each candidate shall then have the opportunity to speak to their fellow Senators on why they would make an appropriate Parliamentarian.
- e) The election for a The Parliamentarian shall be done by secret ballot voting. The ASG Vice President shall ask each Senator to write on a piece of paper their choice for The Parliamentarian.
- f) Senators may exercise their option to abstain from the vote, this abstention must be made to the ASG Vice President and noted in the minutes.
- g) The ASG Vice President shall then count the votes.
- h) One Senator, who is not a candidate, shall verify the count.
- i) If any candidate receives a majority of the votes cast, they shall be declared the winner. j) If no candidate receives the requisite votes, a yes or no ballot vote shall be taken on the candidate that received the most votes.
- k) If a majority of the Senators vote yes, the candidate shall be declared the winner. l) If no winner can be declared, the Pro-Tempore shall be the acting Parliamentarian and a new vote shall be taken at the next meeting of the Senate.

2.05 Removal of the Speaker Pro-Tempore or the Parliamentarian

2.05.1 The Speaker Pro-Tempore or Parliamentarian may be removed from their position with a two-thirds (2/3) vote of the Senate.

2.05.2 The removed officer shall not lose his/her Senate position by being removed as Speaker Pro Tempore or Parliamentarian.

2.06 Senate Advisor(s)

2.06.1 The Senate may identify an individual or individuals who can contribute insight or information to the deliberative process of the Senate to be recognized to speak during meetings of the Senate.

2.06.2 Advisors shall be considered non-voting members of the Senate. 2.06.3 Any person may be nominated to be a Senate Advisor by any two Senators.

2.06.4 Advisors are appointed with a majority vote of the Senate following nomination.

2.06.5 The Senate may, but is not required to, recognize CSU-Pueblo Administration appointed advisors.

2.06.6 An appointed advisor shall serve until resignation, removal, or the end of the academic year in which they were appointed.

SECTION 3: DUTIES AND RESPONSIBILITIES OF A SENATOR

3.01 Preparation

Senators shall prepare for meetings by reviewing minutes and other materials and become well informed on subject matters to be discussed in order to participate actively in decisions.

3.02 Senator Pay Breakdown

3.02.1 The ASG Vice President shall enact the following pay percentages each month to ensure senators are completing the tasks and responsibilities in order to be fully compensated.

3.02.2 Senator Weekly Reports

- a. Senators will turn in a weekly report of their activities 24 hours prior to the coming week's Senate meeting.
- b. Each Senator report will comprise **10%** of senators' monthly pay for a total 40% per month

- i. Reports will be evaluated based on their completeness, lack of change from prior weeks, and/or plagiarism.

3.02.3 Office Hours

- a. Office hour(s) will comprise 20% of the following month's pay.
- b. Senators are required to complete 5 office hours a week.
- c. Office hour(s) must be completed within the Associated Students' Government Office within regular business hours. However, non-office hour activities which serve the ASG and are previously agreed upon by the ASG Vice President and Speaker Pro Tempore may be considered as substitutes for these office hours.

3.02.4 Professionalism

- a. Professional conduct will comprise 10% of the following month's pay. This shall be graded in concordance with Roberts Rules of Order in addition to these guidelines:
 - 1. No activity on cellular devices during Senate meetings unless permission has been granted beforehand
 - 2. No distracting materials in use during Senate Meetings (I.E. Food, personal computing devices)
- b. Dress code will comprise 10% of the following month's pay. This shall be graded in concordance with the current definition of appropriate dress set forth by the ASG Vice President and Internal Affairs Director of ASG each year.

3.02.5 Weekly Senate and Committee Meetings

- a. Weekly Senate will be held Mondays at 6:00 p.m. starting the first Monday of the academic school year.
- b. Weekly Senate and Committee meetings are mandatory and as such they will comprise **20%** of your monthly pay.
 - i. Failure to attend Senate meetings without a validated excuse from the ASG Vice President will result in a decrease of the current month's pay of 5%.
 - ii. Failure to attend committee meetings without a validated excuse from the committee chair will result in a decrease of the current month's pay of 5%.

3.03 Working Hours

Senators shall be available to attend the Senate meeting and the meetings of their respective committees with fellow students and ASG personnel.

3.04 Public Support

Senators shall support and participate in ASG sponsored programs and activities as their professional and personal schedules allow.

3.05 Advocacy

Senators shall be an advocate for ASG and the students it serves.

3.06 Responsibility

Senators shall assume responsibilities willingly.

3.07 Collaboration

Senators shall work collaboratively and cooperatively with their fellow Senators and Officers of the ASG and campus community, staff, faculty, and administration.

SECTION 4: MEETING AND VOTING PROCEDURE

4.01 Regular Meetings of the Senate

4.01.1 Senate meetings shall be held each week during the academic year (excluding summer). **The time this weekly Senate meeting will be held must be determined by the end of the first week of the semester.**

4.01.2 The Senate shall only meet during weeks when classes are not in session if urgent matters require such a meeting. Senators are automatically excused from such meetings unless notice of the meeting is distributed at least four weeks in advance.

4.01.3 The Senate shall remain in session until all scheduled business is completed.

4.02 Special Meetings of the Senate

4.02.1 Special meetings of the Senate may be called at any time by the President, the ASG Vice President or shall be called by the ASG Vice President upon the written request of a majority of Senators.

4.02.2 Upon the call for a special meeting, the ASG Vice President shall provide such notice to each member, stating the time, place and purpose of the meeting; such notice shall be received no later than twenty-four (24) hours prior to the hour set for the meeting.

4.02.3 No business other than that stated in the notice shall be transacted unless all members of the Senate are present and consent to the consideration that other business be discussed and/or acted upon.

4.03 Voting Procedure

4.03.1 Each Senator shall have one (1) vote.

4.03.2 Senators may abstain from voting when a conflict of interest or exigent circumstances warrant it.

4.03.3 The Senate shall vote by acclamation on all matters unless otherwise specified.

4.03.4 Official actions of the Senate shall require a simple majority (>50%) unless otherwise specified.

4.03.5 Senators may not vote in absentia or by proxy.

4.03.6 If 50% or more of the current Senators either abstain from or are absent for any vote, the vote shall be considered invalid.

4.03.7 If 30% or more of the current Senators either abstain from or are absent for any vote requiring a two-thirds majority, the vote shall be considered invalid.

4.03.8 In the case of a tie in a vote, the ASG Vice President shall have the option of casting a tie-breaking vote. If the ASG Vice President is absent for this option, such option shall be waived and the aforementioned motion shall fail.

4.04 Participation

4.04.1 All ASG members have the right to participate in Senate meetings following Robert's Rules of Order.

4.04.2 Individuals who are not members of the Associated Students' Government may only address the Senate if recognized by the ASG Vice President. **Failure to be recognized by the ASG Vice President before speaking can result in the individual's removal from the Senate meeting. Continued interruptions of concurring Senate meetings can result in permanent expulsion from all future Senate meetings hereafter.**

4.05 Quorum

4.05.1 Quorum shall be obtained with a simple majority (>50%) of the Senators **currently serving** and either the ASG Vice President of the Senate or Speaker Pro Tempore present.

4.05.2 No official business shall be conducted without quorum.

4.05.3 If a meeting loses quorum for more than ten (10) minutes, the ASG Vice President shall adjourn the meeting.

4.06 Public Interaction

4.06.1 The ASG Vice President may allow for public comment and interaction prior to voting on

any business.

4.06.2 The ASG Vice President may recognize members of the public to speak during discussion and debate.

4.07 Robert's Rules of Order

4.07.1 Unless otherwise specified, the Senate shall conduct all meetings in accordance with the most current edition of Robert's Rules of Order.

SECTION 5: DISCIPLINARY PROCEDURES

5.01 Official Reprimand

5.01.2 The Senate may suspend a Senate officer, with pay, as part of the resolution of reprimand. If appealed to the Judicial Branch, the suspension shall expire after a ruling is issued, but the suspension shall not last more than 30 days from the original date of issuance. If the officer does not appeal the reprimand, then the suspension shall expire after 7 days.

5.01.3 A two-thirds (2/3) vote of the Senate is required to include a suspension clause in a resolution of reprimand.

5.01.4 The ASG Vice President or a designee shall notify an officer issued a reprimand in writing within 24 hours of the reprimand being issued. CSU-Pueblo email shall be an acceptable form of notification. If the officer was in attendance of the Senate meeting when the reprimand was passed, he or she shall be considered notified upon adjournment of the meeting.

5.01.5 An officer to whom a reprimand has been issued shall have the right to dispute all or part of the reprimand to the Judicial Branch within five (5) business days of notification.

5.01.6 If the Judicial Branch upholds the reprimand or the officer fails to dispute it, a suspension or removal hearing may be initiated by a majority vote of the Senate at the next regular meeting. Such a vote shall require a motion and second and may not be debated by the Senate.

5.02 Suspension Hearings for Members of Legislative Branch

5.02.1 The ASG Vice President shall schedule a suspension hearing within 10 business days of the Senate action initiating it.

5.02.2 Suspension hearings shall adhere to the following procedure:

- a. Call to Order.
- b. Roll Call

- c. Reading of the reprimand(s) and any Judicial Branch opinions or rulings concerning to the reprimand(s).
- d. The officer in question shall be recognized to speak for no more than five (5) minutes during each portion of the hearing.
- e. The Senate shall decide whether or not to suspend the officer in question. (Requires two-thirds vote).
- f. Upon an affirmative decision to suspend the officer, the Senate shall decide the duration of the suspension, which shall not exceed 30 days. (Requires simple majority vote).
- g. Upon an affirmative decision to suspend the officer, the Senate shall then decide whether the suspension shall occur with or without pay (Requires simple majority vote).

5.02.3 During parts D, F, and G of a suspension hearing, an officer recognized by the ASG Vice President shall speak for no more than two minutes on their first recognition and debate shall be limited to no more than 25 minutes. The parliamentarian shall enforce this rule.

5.02.4 During part E of a suspension hearing, an officer recognized by the ASG Vice President shall speak for no more than 5 minutes and debate is limited to no more than 1 hour. The parliamentarian shall enforce this rule.

5.03 Removal from Office for Members of Legislative Branch

5.03.1 The ASG Vice President of the Senate shall schedule a removal hearing within 10 business days of the Senate action initiating it.

5.03.2 The removal hearings shall adhere to the following procedure:

- a. Call to Order.
- b. Roll Call
- c. Reading of the reprimand(s) and any Student Court opinions or rulings concerning the reprimand(s).
- d. The officer in question shall be recognized to speak for no more than 5 minutes during each portion of the hearing.
- e. The Senate shall decide whether or not to remove the officer in question. (Requires two-thirds vote).

5.03.3 During part D of a removal hearing, an officer recognized by the ASG Vice President shall speak for no more than two minutes on their first recognition and debate shall be limited to no more than 25 minutes. The Parliamentarian shall enforce this rule.

5.03.4 During part E of a removal hearing, an officer recognized by the ASG Vice President shall speak for no more than 5 minutes and debate is limited to no more than 1 hour. The parliamentarian shall enforce this rule.

5.03.5 Any member of the legislative branch may also be immediately removed from office by the ASG Advisor if they no longer meet the requirements set forth in the ASG Constitution.

5.04 Grievances Against Members of Leadership

- a. Senators and Directors may also file a grievance of actions or inactions against anyone in leadership including the President, ASG Vice President, Chief of Staff, Pro-Tempore, Chief Justice or Parliamentarian.
- b. The final is a grievance of peer review, in which a review of the actions or inactions of an ASG Senator, Director or Justice. This will be done in the same way as the other review processes.

SECTION 6: SENATE COMMITTEES

6.01 Standing Committees

6.01.1 The Senate may establish standing committees for specific purposes.

6.01.2 Each standing committee shall be composed of no less than two (2) Senators, appointed by the ASG Vice President as in compliance with the Constitution.

6.01.3 The ASG Vice President shall appoint one member of the committee to serve as chair.

6.01.4 The ASG Vice President shall, in consultation with the chair, select a weekly meeting time for each standing committee.

6.01.5 Standing committees ought to allow CSU-Pueblo Students to participate in meetings as guests in a non-disruptive manner.

6.02 Temporary (Ad Hoc) Committees

6.02.1 The Senate may, from time to time, establish temporary committees to fulfill a specific purpose.

6.02.2 Ad hoc committees may be established by Senate action or, without objections, by an announcement issued from the ASG Vice President at a public meeting.

6.02.3 The ASG Vice President shall appoint no less than three (3) Senators, to an established ad-hoc committee.

6.02.4 The ASG Vice President shall then appoint one member of the committee to serve as chair.

6.02.5 An ad hoc committee shall be provided, as part of the action which created it, with the specific goals to be accomplished and a time frame for each objective.

SECTION 7: LEGISLATION APPROVAL PROCESS

7.01 Format of Legislation

7.01.3 Legislation to allocate funds, make official recommendations, express support or opposition, confirm appointments, make endorsements, join an external organization, and any other official action taken by the Senate shall be in the form of a resolution containing the following:

- a. The date of passage.
- b. The preamble clause beginning with, "WHEREAS," followed by a numbered list.
- c. The operative clause begins with "BE IT THEREFORE RESOLVED", followed by a numbered list.

7.02 Sponsorship

7.02.1 All legislation shall be sponsored by at least one (1) Senator.

7.02.2 Sponsors shall have the responsibility of drafting the legislation, in consultation with the ASG Vice President, if necessary, and carrying the legislation, including submitting the legislation to the Senate for consideration, being the primary spokesperson for the legislation, and seeking input from interested parties regarding the legislation.

7.02.3 Any student may propose legislation to the Senate, but shall secure one (1) Senator to act as the legislation's sponsor. In such a case, the student shall have the right to speak on the legislation's behalf during the first reading.

7.03 Submission of Legislation

7.03.1 Legislation shall be submitted electronically to the ASG Vice President for consideration by the Senate. The ASG Vice President shall then request that the submitted legislation be placed on the agenda of the next meeting of the Senate, and see that the submitted legislation is delivered by student government staff to all voting and non-voting members of the Senate.

7.03.2 The ASG Vice President may deny a submission if the legislation does not meet the approved format or if the Judicial Branch states that the legislation would violate the Student Government Constitution or Policies.

7.03.3 A sponsoring Senator may move, during approval of the agenda of any regular meeting, to have their legislation listed for first reading.

7.04 Introduction of Legislation (First reading)

- 7.04.1 Submitted legislation shall be introduced in a meeting of the Senate. When legislation is introduced to the Senate the ASG Vice President shall read aloud the bill number and bill title. The legislation's sponsor may briefly summarize the legislation, but no discussion or debate may occur.
- 7.04.2 Upon introduction, the ASG Vice President may refer legislation to an appropriate Senate committee or committees for review, or establish a committee to review the legislation.
- 7.04.3 The Senate may choose to bring introduced legislation to discussion and debate immediately with a two-thirds (2/3) majority vote.
- 7.04.4 Following introduction, changes to the legislation may only be made by the referred committee or the Senate as a whole.
- 7.04.5 Committees shall review and/or amend referred legislation promptly.
- 7.04.6 Once committee review is completed, the legislation shall be brought before the Senate for a second reading with a written summary of any changes made by the committee.

7.05 Final Passage of Legislation (Second reading or further readings)

- 7.05.1 At the time that legislation comes before the Senate for a second reading, the chair of the committee that reviewed the legislation (if any) shall report any changes made and any committee recommendations regarding the legislation.
- 7.05.2 The Senate shall then enter into discussion and debate of the legislation.
- 7.05.3 Unless the legislation is postponed or otherwise delayed, the Senate shall proceed to a vote upon conclusion of debate.
- 7.05.4 Legislation passed by the Senate shall be printed as an enactment and signed by the ASG Vice President. Upon signature by the ASG Vice President, the enactment shall be delivered to the President for approval or veto, as outlined in the ASG Constitution, Article IV, Section 5, Paragraph A.
- 7.05.5 The Senate may override a presidential veto and enact the legislation with a three fourths (3/4) majority vote.

APPENDIX B – JUDICIAL OPERATIONS CODE

SECTION 1: PURPOSE

1.01 Judicial Operations Code

The purpose of this Code is to provide specific directions and procedures for matters related to the operations of the Student Court of the Associated Students' Government of Colorado State University-Pueblo. The Student Court shall also follow other procedures as may be established by appropriate legislation.

SECTION 2: GENERAL RULES OF PROCEEDINGS

2.01 Student Court Quorum

The presence of three justices shall constitute a quorum for the conduct of all business, conferences, trials, and deliberations, and for the exercise of all powers and responsibilities vested in the Student Court. The Chief Justice shall preside during business meetings, conferences, trials, and deliberations except as otherwise provided.

2.02 Business Meetings

2.02.1 Meetings of three or more justices during which business is conducted are open to the public. This provision does not apply to any chance meeting or to any social gathering at which the discussion of public business is not the central purpose.

2.02.2 The purpose of the business meetings is to conduct administrative duties and address other matters deemed necessary by the Court.

2.02.3 The Student Court, prior to the beginning of each new semester, shall convene to schedule a minimum of one business meeting time per week for said semester

2.02.4 Notice of all business meetings shall be written and posted at least three business days in advance in accordance with the following requirements: Said notice shall be posted at the front of the ASG Office, located in the Occhiato University Center, Suite 217; In situations when an emergency meeting must be convened, notice shall be posted in the same location 2 hours before said meeting takes place, and the Chief Justice shall also notify the ASG Vice President of the ASG Senate, the President of the ASG, and the Editor-in-Chief of the student newspaper.

2.02.5 *Robert's Rules of Order, Newly Revised* shall serve as a source of relief for procedural disputes during business meetings.

2.03 Deliberations and Private Conferences

2.03.1 Following arguments, all deliberations of the Court shall be conducted in private, without party, press, or public access. The advisor(s) may be allowed in deliberations, but only by invitation of the Court.

2.03.2 The Student Court shall convene in private conference for the purpose of responding to a request for interpretation that is not part of a complaint or appeal. Private conferences shall be regarded as deliberations.

2.03.3 In all matters pending before the Court, any student is at liberty to submit amicus curiae briefs to the Court prior to private deliberations or conferences. The purpose of an amicus curiae brief is to inform the Court of the opinions and viewpoints of persons who are not parties to a case or request, and to persuade the Court of the validity of such viewpoints.

2.04 Judgments and Decisions

The Student Court has the authority to hear arguments and enter judgment in all cases arising under its jurisdiction, and to fashion appropriate, just, and equitable remedies to implement its decisions.

2.05 Subpoena

The Student Court has the authority to issue subpoenas requiring the attendance of witnesses to testify or requiring the presentation of evidence in any matter or case pending before the Court.

2.06 Voting

Each justice shall have one vote, and the concurrence of a majority of those justices present and voting on any matter before the Court shall be sufficient to effect a decision.

SECTION 3: DUE PROCESS

3.01 Introduction

Any student may ask the Court to adjudicate a complaint, hear an appeal, or fulfill a request. Upon receipt of a complaint, appeal, or request, the Court shall have authority to decide if all appropriate resources have been sought for remedy prior to litigation, as well as to rule on the appropriateness of such resources. If the Court determines the matter to be within its jurisdiction, it shall proceed accordingly. Any item dealing with elections, the Student Court, shall use the rules and regulations set forth in the Election Code for purposes of forming an opinion. It shall be considered a superior document in the one and only sense of elections.

3.02 Requests of the Court

3.02.1 Requests may be submitted to the Court regarding the ASG Constitution, policies, legislation, policy manual, or other measures without being a part of a case or

complaint. Request forms and guidelines for filing a request may be obtained in the Office of the Associated Students' Government, and will be provided in an electronic format upon request.

3.02.2 Purposes of requests may include (but are not necessarily limited to) interpretation, definition, or clarification of intent, proper procedures, or due process.

3.02.3 Requests may be made by any student and shall be delivered to the Chief Justice in writing or via Student Court email. This shall occur by using a "Request of the Court" form. All applicable guidelines for filing a request shall apply.

3.02.4 The Chief Justice shall communicate via Student Court email to the ASG Vice President of the ASG Senate and the ASG President that the Court is in receipt of a request within two business days of such receipt; the ASG Vice President and President shall thereupon coordinate efforts to inform the student body of the matter with a view toward affording interested students of the opportunity to submit amicus curiae briefs on the matter.

3.02.5 The Court shall meet within six business days of receipt to determine jurisdiction and accept or reject a request. If the request does not fall within the jurisdiction of the Court, it shall be rejected and the requestor(s) shall be notified within one business day.

3.02.6 A request shall be fulfilled within six business days of its acceptance by the Court.

3.02.7 Conferences of the Court for the purpose of fulfilling requests shall be considered private deliberations.

3.03 Appeals

Appeals shall follow the same procedures and protocol set forth herein for complaints, except that a separate form shall be utilized for filing purposes.

3.04 Complaints

3.04.1 Complaint forms and guidelines for filing a complaint may be obtained in the Office of Associated Students' Government, and will be provided in an electronic format upon request. Contact information for the Court and the Court's procedures shall be attached. Complaints shall be submitted in accordance with the appropriate guidelines.

3.04.2 A complaint shall name at least one plaintiff and one defendant. For purposes of this code, the term "plaintiff" is inclusive of the term "petitioner," and the term "defendant" is inclusive of the term "respondent." Any student(s), student organization(s), or any division(s) of student government may be named as parties. Parties named shall remain constant until a decision or judgment has been rendered or a settlement has been accepted by the Court.

3.04.3 The complaint shall specify each allegation, be accompanied by supporting evidence, and include a specific request for relief. The complaint shall also cite necessary documentation that may serve as the basis for complaint and/or relief.

3.04.4 Complaints filed with the Court are not amendable. If there is an error or reconsideration, the plaintiff(s) shall be required to re-file.

3.04.5 The Chief Justice shall communicate via Student Court email to the defendant(s), the ASG Vice President, and the President that the Court is in receipt of a complaint within two business days of such receipt; the ASG Vice President and President shall thereupon coordinate efforts to inform the student body of the matter with a view toward affording interested students of the opportunity to submit amicus curiae briefs on the matter.

3.04.6 The Court, within six business days of receipt of a complaint, shall meet to determine jurisdiction. If the complaint does not fall within the jurisdiction of the Court, it shall be rejected and the plaintiff(s) shall be notified within one (1) business day.

3.04.7 If the Court finds the complaint falls within the purview of the Court's jurisdiction, the complaint shall be accepted as a case and the Court shall continue with service of the defendant(s) named.

3.05 Service of Complaint

3.05.1 When a complaint is accepted as a case, the defendant(s) named shall be served an exact copy of the complaint and accompanying evidence within five business days of the case being accepted.

3.05.2 When served, the defendant(s) shall sign and date a letter of receipt. If the defendant cannot be served in person, Student Court email must be used for delivery of an exact copy of the complaint with evidence. A printed copy of the sent email shall constitute a letter of receipt, and shall be filed with the other documentation related to the case.

3.05.3 When served, the defendant(s) shall be informed in writing that a response to the complaint must be filed with the Court no later than one business day prior to the time set for convening the pretrial conference. Said notification shall include the guidelines for response. The response shall address each of the allegations made and shall include supporting evidence.

3.05.4 The notification to the defendant(s) shall stipulate that failure to respond within the timeframe allotted shall result in the defendant(s) being found to be in default. Should defendant(s) default, the Court shall enter a summary judgment.

3.05.5 Service of the complaint upon the named defendant(s) begins the motion period. The purposes for a motion may include (but are not limited to) change of venue; requests for extension of the period for responding to a complaint; and dismissal of a case. Motions must be made in writing and shall be delivered directly to the Chief Justice in the Associated Students' Government office or sent to the Chief Justice via the Student Court email account; in no case, however, may a motion be submitted after the close of the pretrial conference. Upon receipt of a motion, the Chief Justice shall forward it either in person or via Student Court email to the opposing party within two business

days.

3.05.6 An opposing party to a motion shall have the right of response for a period of time extending no further than the close of the pretrial conference. Responses to motions shall be delivered and forwarded according to the same procedures established for the delivery and forwarding of motions themselves. All motions and responses shall be considered by the Court on the date initially set for the pretrial conference, provided that if a motion for the extension of the period for responding to a complaint is brought forth, it shall be given precedence of consideration by the Court.

3.06 Pretrial Conference

3.06.1 The Chief Justice shall coordinate with the associate justices and the parties to a case for the purpose of setting a date for a pretrial conference. The date set for a pretrial conference shall be neither more than twelve business days nor be less than six business days from the time of service. However, the Court may grant an extension for responding to a complaint that may allow a defendant up to twelve additional business days. An extension may be granted upon demonstration of an inability to obtain evidence within the allotted time or other such barrier. Upon the granting of an extension, the Chief Justice shall coordinate with the associate justices and the parties to a case for the purpose of rescheduling the pretrial conference.

3.06.2 The parties will be expected to indicate their readiness for trial at the pretrial conference.

3.06.3 The purposes of a pretrial conference include (but are not limited to) consideration by the court of motions and responses; acknowledgement of uncontested facts; determination of claims to be tried; establishment of the agenda for the subsequent trial; establishment of agreement among the parties regarding witnesses and documentation to be employed at trial; and facilitation of a settlement. A genuine issue of material fact is an issue that can be sustained by substantial evidence if the facts alleged are such as to constitute a legal defense or are of such nature as to affect the result of the action.

3.06.4 All sitting justices of the Court shall attend the pretrial conference in addition to all involved parties and accompanying representation/advocates, provided that a justice who recuses him/herself from participation shall not attend.

3.06.5 Either party has the right to the process of subpoena. In order for the Court to issue a subpoena, a party must submit a request in writing. Requests must usually be submitted no later than the recess that follows first-day deliberations; however, the Court may, at its own discretion, accept and consider requests for subpoenas at subsequent intervals. The requestor must show that the person(s) named in the request would provide testimony and/or evidence pertinent to the pending case. The Court shall consider a request for, and may issue, a subpoena immediately following the close of the court session during which the request shall have been submitted. The physical address, e-mail address, and phone number of the witness should be included in the request for subpoena if available. In addition, the following rules shall apply:

a. If a subpoenaed witness cannot attend at the appointed time, the witness

- shall submit to the Court a reason for the absence before the trial date;
- b. A witness may submit a written statement in the event that said witness is unable to attend. The statement shall include contact information of the witness for the purpose of validation;
- c. If a witness is unresponsive to a subpoena without good cause, the Court may so find, and it may request the University to compel the student to attend, the Court may further refer matters of noncompliance to the University Judicial Officer.

3.07 Trial

3.07.1 At trial, the Court considers the plaintiff(s) request for judgment after careful consideration of all evidence and testimony introduced in trial, without regard for the differences in the legal expertise of the parties or their representation.

3.07.2 The method of proceeding at trial is arranged at the pretrial conference. The following procedure shall be used if the parties do not agree to an alternate procedure: First day of trial proceedings –

- a. Introduction of the Justices
- b. Introduction of plaintiff(s) and defendant(s)
- c. Introduction of parties' representation
- d. Opening statements by plaintiff(s)
- e. Opening statements by defendant(s)
 - f. Witnesses and evidence for plaintiff(s), and cross-examination by defendant(s), redirection of questions by plaintiff(s), rebuttal by defendant(s)
- g. Questions from the Bench
 - h. Witnesses and evidence for defendant(s) and cross-examination by plaintiff(s), redirection of questions by defendant(s), rebuttal by plaintiff(s)
- i. Questions from the Bench
- j. Summation by plaintiff(s)
- k. Summation by defendant(s)
- l. Trial recess
- m. Private Court conference for consideration of second-day matters n. Court issues necessary subpoenas

Second day of trial proceedings (second day need not be the immediate next calendar or business day) – Court hears additional testimony or presentation of evidence from parties Summation by Court Trial Adjournment Private Deliberations by Court

3.07.3 Parties shall restrict their arguments to facts and issues pertinent to the matter under consideration. Except in the instance of a Court-issued subpoena, parties may bring to trial only those witnesses, documents, and other items agreed to at the pretrial conference.

3.07.4 Trials shall begin neither more than twelve business days nor less than six business days after the pretrial conference. Exceptions shall be allowed only in the form of Student Court-approved extensions, which shall be for a duration not to exceed twelve

business days.

3.08 Temporary Orders

3.08.1 Any student has the right to request a temporary restraining order, injunction, order to show cause, or other such judicial orders at any time. The Chief Justice or a majority of the Court shall have the authority to issue such a judicial order within six business days of the submission of a request; and the order must include a date for a continuance hearing within twelve business days of issuance for the purpose of considering continuance of the order. The opposing party shall be permitted to dispute the continuance of a temporary judicial order at a continuance hearing.

3.08.2 A temporary judicial order is extraordinary in nature and shall not be granted unless the granting authority finds that the petitioning party may be entitled to judgment; that the commission or continuance of an act would injure the petitioning party; or that a party is committing, or about to commit, an act that would result in irreparable harm to the petitioning party, or in harm that would tend to render a later judgment ineffectual. Evidence shall be provided for allegations of irreparable harm at the time of request.

3.08.3 The form for requesting a temporary judicial order, and guidelines for filing such a request, may be obtained in the Office of the Associated Students' Government, and will be provided in an electronic format upon request. The Chief Justice shall, in person or via Student Court email, provide a copy of a temporary judicial order to the opposing party within two business days for use in the continuance hearing. A complaint further to decide the matter in a trial may be filed within twelve business days after the continuance hearing. Should a complaint not be filed, the continuance of the temporary judicial order shall cease twelve business days after the continuance hearing occurs.

3.09 Written Opinions, Summary Judgment, Default, Settlement, and Retrial

3.09.1 A written opinion will be issued whenever a judgment, final order, or decision of the Court is made. The Chief Justice shall determine which member of the Student Court shall write a Court opinion, and no Student Court decision shall be considered final until a written opinion is issued. The opinion shall be issued no later than twelve business days following the adjournment of the trial or private conference; it shall be posted by the Chief Justice in the ASG Office, and it shall be delivered by the Chief Justice, either in person or via Student Court email, to the parties involved, the ASG Vice President of the ASG Senate, and the ASG President. Only those justices present for the pretrial conference, trial, and deliberations shall be able to enter a judgment or decision and participate in the writing of a Student Court opinion.

3.09.2 Any justice(s) may issue a concurring or dissenting opinion in a specific case, provided the justice(s) participated in the pretrial conference, trial, and deliberations.

3.09.3 Any party to a case may move for a summary judgment at any time, provided that written motions for summary judgment shall not be submitted less than eight business days before the convening of a trial. Said motion may be directed toward all or part of a complaint; it may be made based on the pleadings or other portions of the record in the case; and it may be supported by affidavits or other outside material. Upon receipt of a

motion for summary judgment, the Chief Justice shall, in person or via Student Court email, provide a copy of the motion to the opposing party within two business days. The opposing party has six business days from receipt of its copy of the motion to submit all relevant evidence in response. Should the Court accept the motion, it shall thereupon privately deliberate within six business days and enter judgment according to the timeframes herein established for the issuance of a court opinion following full litigation.

3.09.4 The Court may deliberate and enter appropriate judgments upon default by the defendant; and the Court may dismiss a case upon defendant's or the Court's own motion for plaintiff's failure diligently to proceed, or on the Court's own motion that the complaint on its face is frivolous.

3.09.5 Parties to a case are at liberty (and are encouraged) to settle a dispute prior to the commencement of a trial, except in matters wherein the interpretation of the ASG Constitution, policy manual, bylaws, or other documentation governing the ASG is at question. The Court shall consider a settlement agreement within two business days after its submission. The Court shall review the agreement to insure that it does not involve a question of interpretation; if the Court finds that it does, it shall order the parties to proceed to trial.

3.09.6 Settlement may (but need not necessarily) involve arbitration, mediation, or another form of alternate dispute resolution. In such case, an out-of-Court agreement shall be filed with the Court, and it shall include any necessary stipulations and be signed by all parties named. The Court may consider further remedy upon failure of the parties to adhere to the stipulations of a settlement agreement. Allegations of such failure shall be treated by the Court as complaints, and they shall follow the same procedures and protocol set forth herein for complaints, except that the statute of limitations shall not apply.

3.09.7 Student Court decisions and judgments are final except under the following circumstances:

Less than three justices hear the case at trial without a written consent of all parties involved, or – The Court's procedures were violated by one or more parties during the evolution of the case, or – New evidence surfaces that might have substantially altered the court's decision and/or judgment.

3.09.8 Only a student who was party to a case has standing to move for reconsideration. If a party to a case feels that any of the above-listed circumstances has occurred, the party shall submit to the Court a motion for reconsideration. The motion shall allege that one or more of the above-listed circumstances has occurred; and it shall include supporting evidence. The student court shall meet within six business days to consider the motion, and it shall have discretionary authority to grant or deny the motion. If the court grants the motion, it shall assemble again to hear arguments for reconsideration within six business days following the granting of the motion. The granting of a motion for reconsideration shall not be construed as an admission of error on the part of the student court, nor shall it be construed as an entitlement to a subsequent finding in favor of the moving party.

3.10 Statute of Limitations

Complaints, appeals, and motions for reconsideration must be filed no later than twenty-five business days after the petitioning party knew, or reasonably should have known, of the occurrence upon which the complaint, appeal, or motion for reconsideration is based. The forgoing requirement, however, shall not apply to election disputes. The Court, at its own discretion, may grant extensions of time to file a complaint or appeal where good cause is shown.

3.11 Representation

All parties may represent themselves before the Court, or they may retain the services of professional representation or non-professional advocates. During proceedings, neither the parties to a case nor persons serving in the capacities of professional representation or non-professional advocate shall address other litigants or parties directly; nor shall they address the Court (other than to raise objections) except at the explicit request of the Court.

Appendix C: Election Code

Section 1: Authority and Authorization

The authority for this Election Code comes from the Constitution and Policy Manual of the Associated Students' Government of Colorado State University-Pueblo. This code in no way shall compromise the authority of the ASG Constitution.

Section 2: Responsibility, Definitions

2.01.1 Responsibility for holding elections (Primary, General, Special, etc.) shall be vested in the Election Commission authorized by the Senate.

All mentions of "days" and "weeks" within this document refer to academic days and weeks, unless otherwise noted.

All currently enrolled mandatory fee paying students of CSU-Pueblo shall be known as the Association in accordance with the Associated Students Government Constitution.

Section 3: Timelines

3.01.1 An election code timeline will be established by the Election Commission no later than the first three weeks of the spring semester, and will be published and made available to anyone who requests copies during an election.

- 3.01.2 The timeline for the ASG General Elections will be as follows:
- A - By the first Senate meeting of the Spring semester, the president shall appoint an Election Commission Chairperson, requiring a two thirds (2/3) majority vote of the active membership of the Senate present to be confirmed. The authority of the Chair will last until the conclusion of Election Protest Period, unless extended by the ASG Senate.
By the fourth Senate meeting of the Spring semester, the Election Commission Chairperson shall submit up to four (4) nominees to the President to be appointed as Election Commissioners. These commissioners shall be confirmed by a two-thirds (2/3) majority vote of the active membership of the Senate present.
 - B - By the fourth Senate meeting of the Spring semester, the Election Commissioner shall submit a detailed outline for the general election to the ASG General Assembly.
 - C - By the fifth Senate meeting of the Spring semester, the Election Commissioner shall submit a detailed outline of his or her plan of action. The plan of action shall be defined as all activities and commitments that the candidates will participate in, and the activities that the Election Commissioner will partake in, in regards to the election.
 - D - No later than one (1) month before the scheduled conclusion of the ASG General Elections, an Election Code Interpretation meeting shall take place for all candidates.
 - E - Candidate petitions shall be made available at the conclusion of the Election Interpretation meeting.
 - F - The Election Protest Period shall begin at the conclusion of the Election Interpretation meeting and end two (2) weeks following the election.
 - G - All Candidate petitions will be due to the Election Commission no later than three (3) weeks from date of the initial interpretation meeting. Petitions shall be due by 5 pm on the specified date; there will be no exceptions made for late petitions. Specific time and date information will be noted on all petitions. Candidates will not be penalized for submitting their petitions ahead of schedule.
 - H - No later than seven (7) days after petitions are due, the Election Commission shall post the names of all eligible candidates. The eligible candidate roster will only be posted after all candidates are verified. The Election Commission Chair will post the roster of candidates on the ASG Facebook page.
 - I - Any referendums will be due to the ASG Office four (4) weeks before the general elections and introduced to the Senate. Any changes to the schedule must be made prior to the Election Interpretation meeting.
 - J - All referenda will be presented to ASG for a two-thirds (2/3) majority vote of the ASG Senate.
 - K - The campaign period will begin after Spring break and last one (1) week through the polling period. The campaign period will be set at least one week after Spring break and no later than the second week

before the end of the Spring semester. Advertisements and campaign materials will follow all the guidelines for the election. The ballot for the election will be advertised to the CSU-Pueblo community.

L - All write-in candidates' letters of intent to run will be due in the Student Affairs Office by 5 pm the day before the ASG General Election.

The results of the election will be posted on the ASG Facebook Page, and in the Student Life office, no later than one (1) day after polls close, unless extended by the Judicial Branch of ASG.

Section 4: Election Personnel and Duties

- 4.01.1 Members of the Election Commission (including the chair) must be members of the Association, and may not be currently holding a position in the Judicial Branch or the Associated Students' Government as defined in its Constitution or Policy Manual.
- 4.01.2 The Election Commission will consist of the following members: **the Election Commission Chairperson (1) and four (4) Election Commissioners.**
- 4.01.3 **Election Commission Chairperson hereinafter referred to as the "Chair". The Chair shall be paid for services rendered during the Election process in accordance with the personnel budget.**
- 4.01.4 **Up to five (5) election Commissioners hereinafter referred to as "commissioners". The commissioners shall be paid for services rendered during the election process in accordance with the personnel budget which shall be determined by the senate before appointment of the chair.**
- 4.02 The chairperson shall be nominated by the president **under the guidance of the Assistant Dean of the Student Engagement and Leadership Department** and presented to the ASG Senate for approval by a two-thirds (2/3) majority vote of the active membership of the Senate present no later than the **first** Senate meeting of the Spring semester.
- 4.03 Duties of the Chair shall be to:
- 4.03.1 **Select** members of the election commission and present them to the ASG President and ASG Senate for approval by a two-thirds (2/3) majority vote of the active membership of the Senate present, no later than the **fourth** Senate meeting of the Spring semester.
- 4.03.2 Report to the Senate on the progress of the election when necessary or requested by the ASG Senate.
- 4.03.3 File an official tally following the conclusion of the election with the Chief Justice of the Judicial Branch of ASG.

4.04 Duties of the election commission shall be to:

4.04.1 Be responsible for enforcing the Election Code.

4.04.2 Publish the following advertisements at least five (5) days before nominating petitions are released. Advertisements are to be funded by the ASG general budget. The following must be advertised:

- a. The election name
- b. The election date(s)
- c. The office/seat/position to be elected and the eligibility requirements
- d. The date, time, and place that petitions are due
- e. The date, time, and place of the Election Code Interpretation meeting.

4.04.3 The Election Commission has the authority to delegate all advertisement responsibilities, including any previous or upcoming articles pertaining to advertisement.

4.04.4 Publish the election in reasonably available media, this should include media like Facebook, Twitter, the CSU-Pueblo Today and others, beginning at least five (5) days prior to the election and continuing up to the election.

4.04.5 Display no less than one (1) poster per academic building advertising the election beginning at least five (5) days prior to the election.

4.04.6 Determine the eligibility of all candidates according to the ASG Constitution and the ASG Policy Manual.

4.04.7 Post a list of all eligible candidates and the offices for which they are running. During election week, the commissioners are required to promote and maintain voting stations. in order to increase the amount of voting students.

4.05 All advertisements pertaining to the General Election shall be approved by the Election Commission Chairperson and ASG Advisor or designee prior to posting.

Section 5: Elections

5.01 All elections shall be run in accordance with the ASG Constitution and the ASG Policy manual.

5.02 The General Election shall be initiated no later than the second week before the end of the Spring semester.

A - The ASG President, ASG Vice President and twelve (12) Senators as outlined within the Constitution and Policy Manual are to be elected in the general election.

Section 6: Eligible Voters

6.01 All members of the Association are eligible to vote upon having their enrollment status

verified by authorized personnel.

Section 7: Voting

7.01 Polls shall open at 8:00am on the first day of the Election. All polls will close at 5:00pm on the final day of the election voting period. The election voting period will be a minimum of two days.

7.02 Information designating the number of candidates that may be voted for in each office shall be displayed on the voting website.

7.03 The following must be present on all ballots:

A - The designation of "official ballot"

B - The date(s) of the election

C - The listing of all candidates will be determined by the Election Commission.

i - Candidates will have the option to use a given name on the ballot if she/he chooses to do so. The given name must remain professional. The professionalism of the given name will be determined by the election commission. For example Steven "Steve" for a first name will be allowed.

D - The Executive ticket(s) must be present on the ballot.

E - The Senate positions, listed by the college or specified position must be present on the ballot.

Section 8: Eligibility of Candidates

8.01 The following will be elected in each General Election:

A - One (1) President, one (1) ASG Vice President, to be elected on a single ticket.

B - Twelve (12) Senators

8.02 The candidate's major will be determined by the major on record in the Office of the Registrar. All candidates must be members of the Association.

All candidates must be in good judicial standing with the university. The list of candidates will be reviewed by the Dean of Student Life and Director of Student Conduct and Case Management

8.03 To be eligible to run for the office of President or ASG Vice President candidates must meet the criteria outlined within the ASG Constitution

A- Must have and maintain at least a 3.0 GPA.

B- Undergraduate students must be enrolled in a minimum of twelve (12) credit hours from CSU-Pueblo per semester. Graduate students must be enrolled in at least **six (6)** credit hours from CSU-Pueblo per semester.

C- Each presidential candidate must have accumulated at least sixty (60) credit hours of which 12 must have been earned from CSU-Pueblo at the time of running for office.

D- Each ASG Vice President candidate must have accumulated at least sixty

(60) credit hours of which 12 must be from CSU-Pueblo at the time of running for office.

8.04 To be eligible to run for the Office of Senator, candidates must meet the criteria outlined within the ASG Constitution.

A - Must have and maintain at least a 2.75 cumulative GPA.

B - Must be enrolled in a minimum of twelve (12) credit hours from CSU-Pueblo per semester.

8.05 The twelve (12) Senators must be comprised of the following:

A - Two (2) senators representing the College of Humanities and Social Sciences (CHASS);

B - Two (2) senators representing the College of **Education, Engineering, and Professional Studies (CEEPS)**;

C - Two (2) senators representing the College of **Science and Mathematics (CSM)**;

D - Two (2) senators representing the Hasan School of Business (HSB).

E - Four (4) senators elected At-Large

8.06 Senators representing a college or school must hold and maintain a declared major within that college or school.

8.07 If there are not enough senatorial candidates for all the positions available in the election:

A - The election will run with those positions vacant on the ballot. B - At the conclusion of the election, those candidates who did not obtain an office in their slated candidacy will be ranked by number of votes received, and then used to fill vacant positions.

8.08 All candidates must attend an Election Code Interpretation meeting. If a candidate fails to attend an Election Code Interpretation meeting, the candidate must run as a write-in candidate.

A - The Election Commission will hold one initial interpretation meeting as outlined by the timeline in Section 3.02 C of this document. The Election Commission has the discretion to provide additional interpretation meetings as needed.

Section 9: Declaration of Candidacy

9.01 Petitions will be available at the interpretation meeting. The Election Code and other pertinent material will be included with each petition.

A- Candidates must complete a *Declaration of Candidacy* indicating the position sought .

Section 10: Write-In Candidates

10.01 All individuals of the Association are eligible to be elected as write-in candidates if the individual can meet the criteria established in the Constitution and Policy Manual.

10.02 Write-in candidates must abide by the Election Code and statutes regarding

elections.

10.03 Write-in candidates must notify the chair of their intention to run for office, in writing prior to the election containing the following information and must fill out the same documents as standard candidates (failure to include any of the following invalidates the write-in petition):

A - Complete name

B - Address

C - Telephone number

D - E-mail address

E - Major

F - The position the individual is running for

G - Failure to include all of the above invalidates the write-in petition.

10.04 The deadline for the written statement will be at 4:00 pm, in the Office of Student Life, at least one (1) day prior to the Election.

10.05 Write-in candidates' names will not appear on the ballot.

Section 11: Candidate Campaigns

11.01 Each candidate or organization must strictly adhere to the ASG Election Code.

11.02 Painting on the body or glass of an automobile will be prohibited on campus, unless the owner of the automobile chooses to do so.

11.03 Painting or defacement of university buildings or property will be prohibited.

11.04 No campaign material will be placed on vehicles located on university property.

11.05 Illegally placed material may be confiscated by authorized persons as identified by the Election Commission Chairperson.

11.06 No mailings will be authorized through on-campus mail, including campus email unless it is used to promote the election itself by the Election Commission Chairperson, or the Election Commission.

11.07 No off-campus advertising will be allowed.

11.08 There will be no campaigning, media advertising, social events, display or distribution of campaign materials prior to the open campaign period listed in the election calendar.

11.09 Bribery and coercion will not be tolerated. Destruction of campaign property or material by unauthorized persons will not be permitted. Charges of such will be brought before the Election Commission.

11.010 No student fee monies will be used to support a candidate's campaign with the exception of tech printing fees designated for individual students' use.

- 11.011 The use of campus technology and services for **designing** campaign material only will be permitted. The use of campus technology for printing or distributing of election material will not be permitted unless it is used by the Election Commission Chairperson, Election Commission, or Executive Committee to promote the election itself
- 11.012 Social media and technology may be used in the campaigns of individuals under these restrictions
- A - All web pages, social media pages, or other technology based information must be presented to the chair or Election Commission to uphold the rules stated below.
 - B - All libel, or written defamation of a person, will not be tolerated.
 - C - All inappropriate comments or remarks towards the opposition of the individuals or parties must be removed as soon as possible.
 - D - The Election Commission will monitor and determine the appropriateness of the campaign online.

11.013 The chair and Election Commission shall determine a schedule for events that pertain to the Election. The scheduling of these events can be edited due to time restraints. All of these will be set under the schedule determined earlier and can be, but are not limited to, any of the following:

- A - Debate (style determined by the Election Commission)
- B - Question and answer sessions with Students
- C - Personal interviews
- D - Speeches

Section 12: Determination of Winners

- 12.01 Candidates will be ranked according to the number of votes received after completion of the election; the highest ranked candidates will fill the available positions, barring disqualification.
- 12.02 The number of votes cast for each candidate will be recorded and then signed by the Chair of the Election Commission and the Chief Justice of the Associated Students' Government. The records will be kept on file for seven (7) years in the Office of Student Life.
- 12.03 It will be the responsibility of the Election Commission, as well as the other personnel appointed by an ASG advisor or designee, to verify the results.
- 12.04 Candidates and members of the Associated Students' Government will not be banned from the verification of the votes. They may not, however, participate in the verification.

The At-Large Senate positions, will be the four (4) candidates who receive the greatest number of votes and who were elected to the position of At Large Senator.

12.05 If there is a tie for any position, the Election Commission Chairperson shall extend the election time to break the tie by a simple majority. The run-off election rules will be under the same requirements as the normal election.

Section 13: Infraction of the Rules

13.01 Any member of the Association may file a grievance of any infraction of the Election Code.

13.02 The grievance will follow the route below to determine legitimacy: A -

Chair

B - Election Commission

C - CSU-Pueblo Director of Student Conduct and Case Management or
Dean of Student Life only if the infraction is a disciplinary matter

D - ASG Judicial Branch

Any grievances filed against the chair or the Election Commission will be reported directly to the CSU-Pueblo Director of Student Engagement and Leadership, Director of Student Conduct and Case Management, or the Dean of Student Life.

13.03 All grievances shall be as follows:

A - Submitted in writing using the appropriate documents which will be provided by the chair upon request.

B - Presented to the chair within twenty-four (24) hours of the alleged infraction.

13.04 Upon receipt of a grievance, the chair will:

A - Notify the alleged party of the infraction.

B - Investigate the perceived infraction.

C - Render a decision or refer to the Election Commission.

D - Provide a written response to the complainant that details their decision.

13.05 Upon receipt of a grievance, the Election Commission will:

A - Fully investigate the perceived infraction.

B - Take one of the following actions:

i - Dismiss the reported charges.

ii - Issue an injunction(s).

iii - Disqualify the candidate(s) against whom the charge was made.

iv - Call the election "no contest" and call for a new election.

v - If other action is required refer to the CSU-Pueblo Director of Student Engagement and Leadership, Director of Student Conduct and Case Management, or Dean Student Life.

C - Provide a written response to the complainant(s) that details their decision.

13.06 The Judicial Branch is always available to hear student grievances. The Judicial

Branch will follow its established procedures.

13.07 Non-adherence to stated time parameters do not of themselves necessarily invalidate either a general or special election process.

13.08 If a member of the Association feels that there is a valid reason to grieve the election process, such a grievance should be handled as would any other infraction.

Section 14: Referenda

14.01 Any measure referred to the Senate for consideration shall be known as a referendum.

14.02 Any member of the Association may initiate a referendum by a presentation to the Senate.

A - Any member of the Association may initiate a referendum by presenting a petition containing fifteen percent (15%) support of the total Association to the ASG President and Senate.

14.03 Referendum for consideration will be due to the ASG office six (6) weeks before the general election and introduced at any meeting of the Senate prior to the deadline.

14.04 After approval of the proposed referendum by the Senate, the ASG President will submit the referendum to the university president for discussion with the President's Cabinet and Legal Counsel.

Section 15: Amendments

15.01 Proposals to amend any portion of the Election Code may come from the Association.

15.02 No changes can be made to the ASG Election Code after the interpretation meeting is held for the current election year.

15.03 Amendments shall be enacted immediately upon passage by a two-thirds (2/3) vote of the Senate present, and signed by the President:

A- Upon enactment, said amendment, and all supporting documents, shall immediately be incorporated into the current code.

B- If all or part of the Election Code is amended according to established procedures, the newly adopted amendments supersede any existing reference to the same.