

# University of Arkansas Associated Student Government

## ASG Code

### **Title I. Executive Code**

#### Section 1 – Executive Oath of Office

- A. Prior to being empowered as an Executive Officer, the President-Elect, Vice President-Elect, Treasurer-Elect, and Secretary-Elect shall take the following Oath of Office:
  - a. “I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to represent the common interests and voice of all students, and to faithfully execute my duties as (President, Vice President, Treasurer, or Secretary).”

#### Section 2 – Duties of the President

- A. The President shall be required to submit a written explanation of every veto of legislation to the Chair of the Senate and the President Pro Tempore of the GPSC within six (6) calendar days after the legislative action is taken by the Senate.
- B. The President, or President’s designee, shall be required to attend all new student orientations, as well as the new Senator orientation.
- C. The President shall be responsible for outlining the duties of the Chief of Staff. The Chief of Staff shall report directly to the President.
- D. The President shall be responsible for outlining the duties of the Executive Cabinet with the Chief of Staff. Cabinet members shall report to the Chief of Staff and the President or other Executive Officer as jointly agreed upon by the President and that officer.
- E. The President, in consultation with the Chief of Staff, shall have the authority to remove any Cabinet member that reports directly to the President at their will with just cause.
- F. The President shall approve the duties for all other Cabinet level positions as submitted by the Vice President, Treasurer, and Secretary.
- G. Should a Cabinet member whose position is specifically outlined in the ASG Constitution be removed or resign from office, the position shall be refilled within two (2) weeks of the removal.
- H. The President or the President’s designee shall chair the Safe Ride Committee.
- I. The President or the President’s designee shall be a member of the following University Committees: the Committee on Committees, Headliner’s Concert Committee, Safe Ride, and Fayetteville Town and Gown Committee
- J. The ASG President shall chair the Program Allocations Board (PAB).

#### Section 3 – Duties of the Vice President

- A. The Vice President shall submit for the President’s approval the duties of the Advisor to the Vice President and a Director of Special Events. These Cabinet members shall report to the Vice President, Chief of Staff or another Executive Officer as jointly agreed upon by the Vice President, the President, and that officer.

- B. The Vice President shall have the authority to remove from office the Assistant to the Vice President and Special Events at their will with just cause. The Vice President shall inform the President of any vacancy in these offices within three (3) business days.
- C. The Vice President shall be responsible for coordinating ASG Family of the Year programming in conjunction with the University's Family Weekend.
- D. The Vice-President shall be responsible for coordinating a campus-wide fall celebration prior to Homecoming Week, which must be open to all students. The Vice President will be responsible for communication regarding the fall event with the other student organizations that would like to co-sponsor the fall event.
- E. The Vice President shall be responsible for coordinating the selection of the Homecoming Court and shall serve as the chair for the selection committee.
- F. The Vice President shall plan an event to honor Dr. Martin Luther King Jr.
- G. The Vice President shall be responsible for coordinating the selection of the Faculty Member of the Year with the Office of Student Activities.
- H. The ASG Vice-President shall be a voting member of the ASG Program Allocations Board (PAB).

#### Section 4 – Duties of the Treasurer

- A. The Treasurer shall ultimately be responsible for maintaining records of all financial dealings of ASG. This responsibility includes any and all duties expressly defined in this Code.
- B. The Treasurer shall reconcile all ASG financial records and affairs by the end of their term. This shall include a line item detail of the funding allocation for each RSO (Registered Student Organizations) that applied for funds. The Treasurer shall notify each RSO and RSO Advisor of the line item detail of the funds allocated to that RSO.
- C. The Treasurer, or Treasurer's designee, shall be required to attend the new Senator orientation.
- D. The Treasurer shall submit accurate and detailed financial records of ASG upon request by any individual as outlined by Arkansas State Law and the ASG Constitution.
- E. The Treasurer shall be responsible for the distribution of monies to RSOs that receive funding from ASG.
- F. The Treasurer, in accordance with the ASG Constitution, shall submit to the ASG Senate an operating budget.
  - a. This operating budget shall be based upon the estimated amount of student fee money that will be collected during the upcoming academic year. This estimation will be determined in August of each academic year.
  - b. The submitted budget shall give the figure amount for the percentages outlined in the ASG Constitution.
  - c. The submitted budgets for the ASG Executive Committee and ASG Senate shall detail expenditures for administrative costs, programming, officer honoraria, and other expenses.
  - d. The submitted budget for the Office of Financial Affairs shall include the amount of money available for allocations in the upcoming academic year.

- G. The Treasurer shall submit for the President's approval the duties of the Deputy Treasurer. The Deputy Treasurer shall report directly to the Treasurer and shall have a liaison relationship to the Chief of Staff.
- H. The Treasurer shall have the authority to remove the Deputy Treasurer at will and without cause. The Treasurer shall inform the President of any vacancy in the Office of the Assistant to the Treasurer within three (3) business days.
- I. The ASG Treasurer shall be a voting member of the Program Allocations Board (PAB) to vote on behalf of RSO allocations through the Office of Financial Affairs.

#### Section 5 – Duties of the Secretary

- A. The Secretary shall serve as the liaison between ASG and any campus or other media groups.
- B. The Secretary shall be responsible for the content of the ASG Website.
- C. The Secretary shall be responsible for submitting minutes of the Executive Committee meetings to the website no later than seven (7) calendar days following said meeting.
- D. The Secretary shall be responsible for informing the ASG Advisor of the date, time, and location of the Executive Committee meetings no later than twenty-four (24) hours prior to those meetings.
- E. The Secretary shall update the ASG Listserv as new members are added and removed from the ASG roster.
- F. The ASG Secretary shall be responsible for sending out a weekly email to the ASG Listserv informing members of events occurring throughout the coming weeks.
- G. The ASG Secretary shall manage all different ASG social media accounts and is responsible for coordinating posts about the organization and its events.
- I. The Secretary, in conjunction with the OSA, shall adequately advertise Senate and Executive Election registration and elections according to the timelines established in the ASG Constitution and Title VI of this Code.
- J. The Secretary shall submit for President's approval the duties of marketing team with positions outlined by the Secretary. The Deputy Secretary shall report directly to the Secretary and shall have a liaison relationship to the Chief of Staff.
- K. The Secretary shall have the authority to remove members of the marketing team at their will with just cause. The Secretary shall inform the President of any vacancy in the Office of the Deputy Secretary within three (3) business days.

#### Section 6 – Executive Office Hours

- A. All members of the Executive Committee shall fulfill a weekly amount of hours related to ASG business that match the required hours to meet stipended compensation as outlined by the Office of Student Activities.
- B. Half of these hours are required to be fulfilled in ASG office hours.
- C. All required office hours shall occur during regular University business hours.
- D. Regularly scheduled office hours shall be distributed over at least three (3) business days per week.
- E. Each ASG agent required to serve office hours shall sign in and out with the Office of Student Activities for office hours served.

#### Section 7 – Executive Office Honoraria

- A. Each of the Executive Officers shall be remunerated an honoraria for their service during their terms as outlined in Title IV of this Code.
- B. Executive and special senate office honoraria shall be distributed in equal increments bimonthly over the academic year.
- C. If an ASG Executive Officer or the Chair of the Senate fails to completely serve their term, the days served shall function to prorate the allocated honoraria from the established honoraria.
- D. If an ASG Executive Officer or the Chair of the Senate fails to fulfill their office hours, pay shall be prorated or withheld from the established honoraria.

#### Section 8 – Duties of the Chief of Staff

- A. The Chief of Staff shall, in conjunction with the President and Vice President, coordinate the activities of the members of the Executive Cabinet.
- B. The Chief of Staff shall organize and administer bi-weekly Executive Cabinet meetings. The Chief of Staff shall be required to maintain communication with each Cabinet member individually when necessary.
- C. The Chief of Staff may recommend to the President that a Cabinet member be removed from office.
- D. The Chief of Staff shall assist the President with other duties as assigned. The Chief of Staff will be required to meet a minimum of once per week with the President.
- E. The Chief of Staff shall be required to attend the meetings of the Executive Council, except in circumstances excused by the President.
- F. The Chief of Staff, in conjunction with the President, shall be required to outline the responsibilities of the Executive Cabinet, to be published prior to the appointment process.
- G. The Chief of Staff shall be responsible for allocating initial programming budgets to fund the initiatives of all Executive Cabinet members. The Chief of Staff must present this budget to the President and Treasurer for consideration in the Executive programming budget.
- H. The Chief of Staff shall be responsible for assisting the President, Vice President, Treasurer, and Secretary to appoint the Executive Cabinet Leadership and Executive Cabinet.
- I. The Chief of Staff shall be required to be present at a minimum of eight (8) meetings of the Senate per semester.

#### Section 9 – Duties of the Executive Cabinet Leadership

- A. Executive Cabinet Leadership shall consist of a Director of Policy, Director of Programming, and Director of Inclusion & Belonging.
- B. Executive Cabinet Leadership shall meet at least once (1) a week.
- C. All members of Cabinet Leadership shall report directly to the Chief of Staff.
- D. The Director of Policy shall oversee all policy initiatives taken on by the Executive Cabinet.
- E. The Director of Programming shall oversee all programming initiatives taken on by the Executive Cabinet.
- F. The Director of Inclusion & Belonging shall work to ensure that all executive cabinet programming and policy is working in the interest of all students and promoting a more equitable campus.

- G. All three Cabinet Leadership positions will manage one-on-one meetings with assigned cabinet members as outlined by the Chief of Staff.
- H. The ASG Secretary, or designee, shall maintain an open invitation to all Cabinet Leadership meetings.

#### Section 10 – Duties of the Executive Cabinet

- I. Executive Cabinet members shall have the full authority to conduct business on behalf of ASG as long as such business falls within the scope of their position description and duties as outlined by the Chief of Staff.

#### Section 11 – Executive Officer Summer Compensation

- A. Executive Officers shall have the option to serve a maximum of twenty (20) office hours per week and one hundred and forty (140) office hours per summer during the fourteen (14) weeks of summer prior to their term.
- B. Executive Officers shall be compensated for hours served during the fourteen (14) week summer with hourly rates matching the State of Arkansas’s minimum wage policy but not exceeding the stipend amount set by the Office of Student Activities.
- C. Executive Officer Summer Compensation shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution.
- D. Executive Officers serving summer office hours shall also receive an extended garage parking permit to be paid out of the Executive Operating Budget.

## **Title II. The Senate Code**

#### Section 1 – Senatorial Oath of Office

- A. Prior to being empowered as a Senator, a Senator-Elect shall take the following Oath of Office:
  - a. “I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to represent the common interests and voice of all students, and to faithfully execute my duties as Senator.”

#### Section 2 – Induction of Senators

- A. Each Senator shall be responsible to attend one (1) new Senator orientation session per term of office.
- B. Failure to attend a new Senator orientation session within one (1) month of a Senator’s election shall result in forfeiture of their seat unless the absence is approved by the Chair of the Senate, the ASG Secretary, and the ASG Advisor.

#### Section 3 – Senator Expectations

- A. Senators shall be expected to serve as active members of ASG and participate in the following ways:
  - a. Serve on at least one (1) standing ASG committee and attend committee meetings;
  - b. Research student concerns and author legislation;
  - c. Participate in discussion on items of business on the Senate floor through asking questions of speakers and formal debate;

- d. Collaborate with members of the ASG Executive Cabinet, administration, faculty, staff, and other campus governing bodies to address student issues.
- B. Senators shall not discuss any matter relating to an accusation of a violation of the Standards of Ethics with any person outside of the established hearing process with the exceptions of allegations of a breach of the Standards of Ethics, which may be discussed by Senators, members of the investigative committee, and the ASG Advisor.
- C. Senators shall have the authority to call the ASG senate into a special session, provided that a petition signed by two-thirds (2/3) of the senate body with a minimum of 24 hour notice given.

#### Section 4 – The Chair of the Senate

- A. The Chair of the Senate shall keep an accurate public journal of all legislation and shall submit this journal to the Legislative Clerk for posting on the ASG Website.
- B. The Chair of the Senate shall arrange for a meeting place on campus for all Senate meetings in conjunction with the OSA. Said meeting place shall have an operating computer and projector, so that all documents can be electronically displayed and edited for the viewing of the entire assembly. If such a meeting room is not available, the Chair of the Senate shall provide paper copies of all materials germane to the subjects of the meeting in sufficient quantities to serve both Senators and guests.
- C. The Chair of the Senate shall be responsible for updating this Code to reflect the legislative changes to this Code passed by the Senate, the general ASG membership, or the Chancellor. The Chair of the Senate shall make the altered documents available to the Senate immediately after the legislation has completed the approval process via paper or the ASG Website.
- D. The Chair of Senate shall have the authority to call the ASG Senate into a special session, provided that a minimum of twenty-four (24) hours notice.

#### Section 5 – The Office of Pro Tempore

- A. The Pro Tempore shall serve as a general resource to senators and general ASG members on issues of drafting and submitting legislation.
- B. The Pro Tempore shall preside over Senate meetings should the Chair of the Senate be absent or need to temporarily step down due to instances of conflict of interest or motions to appeal the decision of the chair. In the case of the absence of the Pro Tempore, the Parliamentarian shall preside.
- D. The Pro Tempore shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

#### Section 6 – The Office of Parliamentarian

- A. The Parliamentarian shall make recommendations on questions of parliamentary procedure when referred to by the Chair of the Senate during Senate meetings.
- B. The Parliamentarian shall serve as a general resource to Senators and other ASG agents on issues of parliamentary procedure.

- C. The Parliamentarian shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution or University Policy.

#### Section 7 – The Office of Legislative Clerk

- A. The Legislative Clerk shall take minutes of all meetings of Senate.
- B. The Legislative Clerk shall be responsible for maintaining an accurate roll and attendance record of Senators.
- C. The Legislative Clerk shall assist the Chair of the Senate in the maintenance of all Senate documentation. The Legislative Clerk, in consultation with the ASG President and the Chair of the Senate, shall track the progress of any legislation passed by the Senate.
- D. The Legislative Clerk shall submit the minutes of all Senate meetings to the ASG Secretary within forty-eight (48) hours after the adjournment of a meeting.
- E. The Legislative Clerk shall have any other authority or duty specified by Senate legislation, the Chair of the Senate, University Policy, or the ASG Code that do not conflict with this Constitution of University Policy.

#### Section 8 – Sergeant at Arms

- A. The Sergeant at Arms shall say the Pledge of Alligance at the beginning of each meeting of the ASG Senate.

#### Section 8 – ASG Senate Committee Membership

- A. The total membership of ASG committees shall be no more than fifteen (15) members and no less than three (3) members.

#### Section 9 – Committee Sign-Up and Assignment Process

- A. By the fourth (4<sup>th</sup>) ASG Senate meeting of the fall semester, each Senator shall indicate their desired committee assignments by order of preference: first (1<sup>st</sup>) choice, second (2<sup>nd</sup>) choice, and third (3<sup>rd</sup>) choice. This shall be done on a committee sign-up sheet provided by the Chair of the Senate.
- B. In the event that more Senators apply for an ASG Senate committee than there are positions available, Senators for that committee shall be selected by a lottery coordinated by the Chair of the Senate.
- C. Senators who do not receive their first (1<sup>st</sup>) preference of committee assignment shall be placed in a pool of applicants for their second (2<sup>nd</sup>) preference of committee assignment.
- D. Following the placement of general ASG Senators in the Senate standing committees, Senators who wish to serve on more than one (1) committee shall receive appointments to those committees, provided there is space available.
- E. Committee vacancies shall be filled at the discretion of the Chair of Senate.

#### Section 10 – ASG Committee Chairs

- A. Committee chairs shall be elected from the ASG senate membership.
  - a. The Chair of the Senate shall coordinate the elections of the ASG committee chairs.

- b. Senators shall sign-up for ASG committees in accordance with Title II, Section 9 of this Code.
- B. The chairs of all ASG Senate committees officially established in this Code or the ASG Constitution shall serve as the presiding officer for their respective committee and shall be responsible for coordinating committee meetings, taking attendance, submitting minutes or a meeting report for each meeting held in accordance with the ASG Constitution.
- C. Committee chairs shall establish regular committee meeting times, and coordinate and announce meeting locations.
  - a. Emergency meetings may be called by the committee chair, who shall announce the date, time and location of said emergency meeting no later than 48 hours prior to the called meeting.
  - b. If an individual, regularly scheduled committee meeting should need to be rescheduled or postponed due to conflicts or other extenuating circumstances, the committee chair shall inform their fellow committee members of the postponement no later than 2 hours prior to the regularly scheduled meeting and shall further announce the time, date, and location of the rescheduled meeting no later than 48 hours prior to said meeting.

#### Section 11 The Infrastructure Committee

- A. The Infrastructure Committee shall be responsible for addressing issues of infrastructure, including parking and transit and sustainability as they relate to the student body, and address issues concerning the purpose of its establishment in conjunction with the University of Arkansas administration, Facilities Management, the Department of Parking and Transit, and the Office of Sustainability.
- B. The Infrastructure Committee Chair shall be the presiding officer of the committee and shall coordinate the committee's meetings.
- C. The Infrastructure Committee Chair shall regularly correspond with University administration, Facilities Management, the Department of Parking and Transit, and the Office of Sustainability.

#### Section 12 The Internal Affairs Committee

- A. The Internal Affairs Committee shall examine legislation that proposes changes to this Constitution and/or the ASG Code, make recommendations to the Senate concerning such legislation, and indicate any apparent conflicts, contradictions, and/or incongruence between proposed legislation and this Code and the ASG Constitution
- B. The Internal Affairs Committee Chair in conjunction with the Chair of the Senate, along with at least three (3) other members of the Internal Affairs Committee selected by the Internal Affairs Committee Chair, shall enforce Senate election standards.
- C. Should a breach of Senate election standards occur, one (1) of two (2) actions must be taken:
  - a. The Chair of the Senate may call a special session of the Senate for the purpose of retaking the vote; or
  - b. A re-vote shall immediately be administered as soon as the roll is called at the next regular session of the Senate.

#### Section 13 The Academics Committee

- A. The Academics Committee shall be responsible for addressing issues of academic matter at the University of Arkansas.

- B. The Academics Committee Chair shall work closely with all college caucuses to enhance academics across campus.

#### Section 14 The Campus Life Committee

- A. The Campus Life Committee shall be responsible for addressing issues pertaining to the betterment of campus life and the promotion of citizenship, including diversity, and safety that will potentially affect the livelihood of students at the University of Arkansas.

#### Section 15– Ethics Committee

- A. The Ethics Committee shall be responsible for addressing ethical complaints and violations of Senate internal elections.
- B. The Ethics Committee shall meet when called upon to deliberate ethics concerns.
- C. Any sitting ASG Senator may summon the Ethics Committee to meet.
- D. The Ethics Committee shall be an accessory committee comprised of the Internal Affairs Chair, Senate Pro Tempore, Chair of Senate, Sergeant at Arms, and three (3) sitting ASG Senators elected among the Senate body.
- E. The Ethics Committee shall be responsible for ruling on behaviors, acts, or conduct of a current ASG Senator occurring while acting in their ASG capacity.
  - a. The committee’s powers are limited to reprimanding, not to exceed suspension of more than one (1) meeting. All cases considered by the Senate Ethics Committee are subject to referral to ASGJ if deemed necessary.

#### Section 16 – Legislation

- A. The ASG Senate shall have the authority to pass bills and resolutions as outlined in Article III, Section 5 of the ASG Constitution.
- B. All Senate legislation shall be formatted in accordance with *Robert’s Rules of Order* and shall have enumerated lines.
- C. All Senate legislation shall be posted on the ASG Website no later than the Sunday prior to the next ASG Senate meeting.
- D. All Senate legislation shall be referred to the appropriate Senate committee(s) established by the ASG Constitution or created by the Chair of the Senate for the purpose of reviewing the legislation and making recommendations to the Senate at the Second (2<sup>nd</sup>) Reading of the legislation in accordance with Article III, Section 9 of the ASG Constitution.
  - a. The committee recommendation(s) shall indicate whether the committee approves, disapproves, is neutral, or is divided concerning the proposed legislation.
  - b. The committee report(s) shall include the rationale for the committee recommendation(s).
- E. All Senate legislation shall be subject to at least two (2) readings in Senate prior to final consideration of the legislation. The Senate may suspend the First (1<sup>st</sup>) Reading of a piece of legislation by two-thirds (2/3) vote and proceed to its immediate final consideration.
- F. The Chair of the Senate shall establish Standing Rules regarding the legislative process.

- G. Final votes on all legislation shall be taken via a ballot vote unless the legislation is approved by a unanimous consent request.
- H. All votes on legislation shall be posted on the ASG Website within six (6) days of the vote in the section deemed appropriate by the Legislative Clerk.
- I. Any material referenced in any part of the legislation from a source other than the original work of the legislation's author(s) shall be formally cited using in-text citations.

#### Section 17– Approval Process

- A. The approval process shall be defined as passage by the ASG Senate and signing by the ASG Chair of Senate and ASG President.

### **Title III. Judicial Code**

#### Section 1 – Judicial Oath of Office

- A. Prior to being empowered as an ASGJ Justice, each Justice-appointee shall take the following Oath of Office at the completion of their training:
  - a. “I, (insert name), do solemnly swear (affirm) to uphold the Constitution and Code of the Associated Student Government, to exercise my office without prejudice or predisposition, and to faithfully execute my duties as a Justice of the ASGJ.”

#### Section 2 – Terms of Office

- A. Each Justice and Judicial Proxy shall serve the entirety of their term unless he or she resigns, graduates, or is removed from office.
- B. All Justices and Judicial Proxies must meet the requirements for participation in co-curricular activities established by the University and outlined in the Student Handbook throughout their entire term of office.
- C. Leaves of absence shall be included in a Justice's term of office.
- D. If a Judicial Proxy is serving as a Justice while a case is currently being heard and their term expires, the Judicial Proxy shall continue to serve for the remainder of the case.
- E. Once a Judicial Proxy has been sworn in to serve for a particular vacancy or leave of absence, the ASG President cannot withdraw their selection of the Judicial Proxy.

#### Section 3 – Jurisdiction of the ASGJ

- A. The ASGJ has the authority to convene for the reasons delineated in Article IV, Section 6 of the ASG Constitution.
- B. The proceedings of the ASGJ are secondary to those of the University of Arkansas as well as local, state, and federal legal systems.
- C. The ASGJ shall not have the jurisdiction to block funding that has been passed by the ASG Senate, and approved by the ASG President.
- D. The ASGJ shall have the jurisdiction to issue final rulings on questions of interpretation, including Arbitration Hearings, which shall be binding on the executive and legislative branches of ASG.

#### Section 4 – Justice Appointment Process

- A. The application process for ASGJ shall be administered by the OSA.
  - a. Applications shall be made available the first (1<sup>st</sup>) day of classes in the fall semester for ten (10) University business days.
  - b. Applications shall be turned in to the OSA. The OSA shall conduct checks to assure that each applicant meets the requirements for co-curricular activities.
  - c. Applications for candidates that meet the requirements for co-curricular activities shall be forwarded to the ASG President for consideration.
- B. The ASG President shall decide how many interviews will be conducted. The ASG President may allow the Chief Justice to participate in the interview process.
- C. By the third (3<sup>rd</sup>) meeting of the ASG Senate, the from the general ASG membership with the advice and consent of the Senate.
- D. The ASG President shall submit appointments to the ASG Senate in accordance with Article IV, Section 3 of the ASG Constitution.
  - a. The Senate shall have the right to question the Justice Candidates in person prior to the vote to affirm or deny the appointment. This shall occur during a regularly scheduled Senate meeting.
  - b. Justice Candidates shall be given five (5) business days' notice by the Chair of the Senate announcing the date, time, and location of the Senate meeting at which their appointments will be considered.
  - c. Appointed Justices and Judicial Proxies shall be confirmed by a two-thirds (2/3) vote of the Legislative Branch as outline in Article I, Section 6 of the ASG Constitution.
  - d. The Senate shall vote only once in regards to each Justice or Judicial Proxy Candidate. Any Justice or Judicial Proxy not confirmed by a two-thirds (2/3) required vote shall not be appointed.
  - e. If any appointments are rejected by the Senate, the ASG President shall continue to appoint members of ASG to be confirmed by the same process, until the nine (9) Justices and two (2) Judicial Proxies are confirmed.

#### Section 5 – Leaves of Absence

- A. A leave of absence request must be submitted to the ASG President no later than forty-five (45) business days before departure, unless prevented by extreme circumstances.
- B. A leave of absence will only be granted in extreme circumstances or in the case that a Justice wishes to pursue educational endeavors that would conflict with their term of office.

#### Section 6 – Duties of Justices

- A. Justices shall act in a fair and impartial manner in regards to any matter that is considered by the ASGJ.
- B. Justices shall attend training sessions facilitated by the OSA and the Chief Justice Failure to complete training within one (1) month of confirmation appointment shall result in the forfeiture of their judicial appointment unless the absence is approved by the ASG Advisor.
- C. Justices shall inform the ASGJ Chief Justice and the ASG Advisor of any conflict of interest or personal affiliation regarding any matter that is considered by the ASGJ, and shall recuse themselves from any decision in these instances.

- D. Justices shall immediately inform the ASGJ Chief Justice and the ASG Advisor if any party attempts to influence a judicial decision in regards to any matter pertaining to interpretation of this Code and the ASG Constitution and/or any matter pertaining to violations of the Standards of Ethics, this Code, and/or the ASG Constitution. This shall include any influence that occurs at any time after the Justice is officially appointed.
- E. Justices shall not discuss a matter of interpretation of this Code or the ASG Constitution with any ASG agent, either directly or indirectly, outside of the established process with the following exceptions:
  - a. Justices may discuss interpretation of this Code or the ASG Constitution with other Justices and the ASG Advisor; and
  - b. Justices are free to discuss any decision that has already been rendered by the ASGJ.
- F. Justices, members of the investigative committee, the complainant, and the defendant shall not discuss any matter relating to an accusation of a violation of the Standards of Ethics with any person outside of the established hearing process with the following exceptions:
  - a. The ASG agents may discuss allegations of a breach of the Standards of Ethics with Justices, members of the investigative committee, and the ASG Advisor.
- G. Failure to maintain confidentiality in regards to any matter shall be grounds for removal from office. ASGJ shall have the authority to determine if a breach of confidentiality has occurred and to determine whether to reprimand or remove from office the offending ASG agent.

#### Section 7 – ASGJ Membership and Vacancies

- A. After a Justice or Judicial Proxy acquires three (3) absences, he or she may be removed from the ASGJ by at least a three-fourths (3/4) majority of the remaining Justices.
- B. The ASGJ shall meet for ASGJ membership issues only if one (1) or more Justices have acquired at least three (3) absences.
- C. If the ASGJ Chief Justice has acquired at least three (3) absences, then the ASG Advisor shall set the date, time, and location of the meeting to address membership issues as outlined in Article IV, Section 7 of the ASG Constitution.
  - a. The ASGJ shall elect from among them an interim ASGJ Chief Justice to chair the membership hearing.
- D. If the ASGJ Chief Justice is removed from office, the ASGJ shall elect a new Chief Justice at that meeting by a two-thirds (2/3) vote of the Justices.
- E. Vacancies shall be reported to the ASG President within two (2) business days.

#### Section 8 – Appointment and Duties of the ASGJ Chief Justice

- A. To be eligible for the position of ASGJ Chief Justice, a candidate must have served in the Associate Justice capacity in a previous academic year.
- B. If fewer than two (2) candidates for ASGJ Chief Justice meet the criteria for eligibility, then the body of Justices may nominate a candidate without previous judiciary experience.
- C. If the ASGJ desires to alternate the chair, a new chair may be designated by a two-thirds (2/3) vote of the Justices.

- a. If the ASGJ Chief Justice is temporarily incapacitated and cannot designate a Justice to chair a meeting, the ASGJ shall elect from among them an interim Chief Justice to chair the meeting.
- D. In the case of the vacancy of the Office of ASGJ Chief Justice, a majority vote of the remaining Justices shall be sufficient to select a new ASGJ Chief Justice.
- E. In the case of a vacancy during the summer period, an interim ASGJ Chief Justice may be elected via a majority vote of the Associate Justices to serve until the beginning of the following fall semester.
- F. The ASGJ Chief Justice shall be responsible for compiling all documents of the court and making them readily available to the ASG President, Chair of the Senate, and ASG Advisor.
- G. The ASGJ Chief Justice shall be responsible for submitting a set of Standing Rules to govern all meetings of the ASGJ.
  - a. The Standing Rules shall be approved and implemented by a two-thirds (2/3) vote of the Justices on roll and may not violate any section of this Code or the ASG Constitution.
  - b. The Standing Rules must adhere to University policy as well as local, state, and federal law.

#### Section 9 – ASGJ Appointed Members

- A. All ASGJ appointed members shall be appointed by the ASGJ Chief Justice and confirmed by a two-thirds (2/3) vote of the Associate Justices.
- B. All ASGJ appointed members must complete an application process and meet the requirements for participation in co-curricular activities established by the University and outlined in the Student Handbook throughout their term of office.
- C. All ASGJ appointed members will serve a term for the duration of one (1) academic year from the beginning of the academic year in which they are sworn in or until their eligibility expires with the exception of the ASGJ Elections Commissioner who will serve a term of for the duration of one (1) calendar year from dead day of the Spring semester until the appointment of their successor.
  - a. (put in standing rules)

#### Section 10 – Meetings of the ASGJ

- A. The latest edition of *Robert's Rules of Order* shall be used as the parliamentary authority of the ASGJ.
- B. The ASGJ Chief Justice shall arrange a meeting place on campus for all ASGJ meetings.
- C. Justices may not send Proxies to any meeting of the ASGJ.
- D. Justices will not be permitted to abstain from voting on any issue, unless in the case of a conflict of interest as defined by the Standards of Ethics.

#### Section 11 – Interpretation

- A. Requests for interpretation of this Code or the ASG Constitution shall reference the specific section(s) to be interpreted.
- B. The ASG agents or ASG members who desire a particular interpretation of this Code or the ASG Constitution shall identify themselves and submit in writing their desired interpretation to the ASGJ Chief Justice.

- a. Prior to the swearing in of the ASGJ, written submissions requesting interpretation of this Code or the ASG Constitution shall be directed to the ASG Advisor and held until the ASGJ is seated. After the ASGJ is sworn in, the ASG Advisor shall immediately forward any requests for interpretation to the ASGJ Chief Justice.
- b. At the end of the academic year, any undecided requests for interpretation shall carry over into the next academic year.
- C. The ASGJ Chief Justice shall immediately submit this information to the ASG Webmaster for posting on the ASG Website. This information shall be posted on the ASG Website no later than ten (10) business days prior to any interpretation hearing.
- D. Any ASG agents opposed to the particular interpretation submitted shall be allowed to submit, in writing, an alternative interpretation to the ASGJ no later than five (5) business days prior to any interpretation hearing.
- E. The ASGJ Chief Justice shall announce the date, time, and location of the interpretation meeting to the Chair of the Senate, the ASG Secretary, and the ASG agents and/or ASG members who desire a particular interpretation no later five (5) business days prior to the meeting.
- F. During the ASGJ interpretation meeting, the ASGJ Chief Justice shall apportion an equal amount of time to each party seeking interpretation to explain the reasons for their desired interpretation.
- G. Deliberations of the ASGJ to discuss the particular interpretation shall occur in closed meeting. A majority vote of those Justices present shall be sufficient to adopt a particular interpretation.
- H. The ASGJ Chief Justice shall appoint the author of the majority report as stipulated in Article IV, Section 8 of the ASG Constitution. This report shall be written and submitted to the ASG Secretary, the Chair of the Senate within five (5) business days of the adoption of a particular interpretation.
- I. If the ASGJ vote was not unanimous, the ASGJ Chief Justice shall appoint the author of the minority report to follow the same guidelines as the majority report.
- J. If there are multiple dissenting views between the Justices, then multiple minority reports shall be authorized by the ASGJ Chief Justice.
- K. The majority of the ASGJ on questions of interpretation is final and shall be enforceable on matters of legislation and executive action.

#### Section 12 – Hearings for an Alleged Breach of the Standards of Ethics

- A. The Chief Justice, in consultation with the ASG Advisor, shall establish Standing Rules for ASGJ hearings for an alleged breach of the Standards of Ethics.
- B. The Standing Rules for a hearing for a breach of the Standards of Ethics shall include the following elements:
  - a. Presumption of innocence as defined in the Code of Student Life;
  - b. The Chief Justice shall notify the complainant and defendant of the date, time, and location of any meeting of the ASGJ that they are requested to attend by University e-mail. It is the expectation of the ASGJ that the university community members, ASG agents, and general ASG members check their University e-mail on a regular basis. University e-mail notification shall be considered adequate notice in regards to ASGJ hearings, meetings, and requests;

- c. When the Chair of the ASGJ receives a complaint against any ASG agent, the chair shall determine the charges against the defendant. Charges shall include: 1) any violation of the Standards of Ethics in this Code or the ASG Constitution. The charges must delineate which of the Standards of Ethics, as described in the ASG Constitution, that has been violated; or 2) any violation of the ASG Election Rules;
  - d. The defendant is defined as the student accused of the violation of the Standards of Ethics. In the event that the defendant chooses not to attend their hearing, a decision shall be rendered in their absence; and
  - e. The complainant is defined as the general ASG member who has filed the complaint against any ASG agent as outlined in Article IV, Section 10, Subsection C of the ASG Constitution. In the event that the complainant chooses not to attend the hearing, a decision shall be rendered in their absence.
- C. If the allegation is deemed appropriate to investigate, the ASGJ shall form an investigative committee to research and investigate the allegation. The committee shall consist of:
- a. Two (2) ASG member appointed by the ASG Senate;
  - b. One (1) ASG member appointed by the ASG President;
  - c. Three (3) Justices of the ASGJ appointed by the ASGJ Chief Justice; and
  - d. The ASG Advisor.
- D. Following the investigation, the Investigations Committee member(s) shall report to the ASGJ and the Chair of Senate within a reasonable time limit when the investigation is finished. Following this report to both the ASG Chief Justice and Chair of Senate the following will occur.
- a. The ASGJ shall have a hearing in regards to the matter, and upon conclusion of the hearing, the ASGJ shall vote, in a closed meeting, on the status of the ASG agent. The agent may be reprimanded or dismissed by a two-thirds (2/3) vote of both the ASGJ and Senate.
  - b. The ASG Senate shall have a hearing in regards to the matter; and upon conclusion of the hearing, the Senate shall vote, in a closed meeting, on the status of the ASG agent. The agent may be reprimanded or dismissed by a two-thirds (2/3) of both the Senate and ASGJ.
- E. In order for an agent to be dismissed from ASG, both ASGJ and the Senate must vote by two-thirds to dismiss the agent.
- a. Should both groups fail to reach the same conclusion of dismissal of the ASG agent, the agent will not be removed from office.
  - b. The decision to not remove an ASG agent from office does not bar them from further disciplinary action as deemed fit by both bodies.
- F. Should the Chair of Senate or the Chief Justice find reasonable cause to appeal the decision of their counterpart's branch, they may do so within 48 hours.
- a. In order to appeal a decision the branch head must email their counterpart and the ASG advisor.
  - b. Appeals of an ASGJ or Senate decision regarding agent removal shall be heard by the ASG Advisor and two (2) members of the OSA selected by the Director of the OSA;

- i. Appeals must be heard within seventy-two hours (72) of the request for appeal and the ASGJ Advisor must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
- ii. The ASG Advisor shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
- iii. All decisions of the ASG Advisor and the OSA are final and may not be appealed;
- iv. The ASG Advisor must report the actions of the ASGJ and the ASG Senate to the ASG Senate at the next viable Senate meeting.

G. After a decision to dismiss an ASG agent from office has been rendered, the defendant shall be afforded the opportunity to resign from office. If the ASG agent declines to resign, the decision shall be final. Following the decision of the ASGJ and the Senate, the ASGJ Chief Justice must convey the decision of the ASGJ in writing to the ASG President, the Chair of the Senate, the complainant, and the respondent within twenty-four (24) hours after the decision is rendered. The Chair of Senate must also convey the decision of the ASGJ in writing to the ASG President, the Chair of Senate, the complainant, and the respondent within twenty-four (24) hours after the decision is rendered. All these individuals shall be held to the same standard of confidentiality as described in Title III, Section 6, Subsections E-G of this Code.

H. Any position vacated by dismissal shall be filled in accordance with this Code and the ASG Constitution.

## **Title IV. Financial Code**

### Section 1 – ASG Budget

- A. The ASG Budget shall be defined as the estimated amount of the student activity fee that will be collected during the upcoming academic year.
- B. The ASG Budget shall be allocated to each branch or committee of ASG as defined in the ASG Constitution.
  - a. The Treasurer, in accordance with Article II, Section 8, Subsection C of the ASG Constitution, shall submit to the ASG Senate an operating budget.
  - b. This operating budget shall be based upon the estimated amount of student fee money that will be collected during the upcoming academic year. This estimation will be determined in August of each academic year. The submitted budget shall give the figure amount for the percentages outlined in Article V of the ASG Constitution.
  - c. The submitted budgets for the ASG Executive Committee and the ASG Senate shall detail expenditures for administrative costs, programming, officer honoraria, and other expenses.

### Section 2 – ASG Executive Operating Budget

- A. The ASG Executive Operating Budget may be used to fund programming administered by the ASG Executive Council or Cabinet as outlined in the ASG Constitution.
- B. Monies funding programming by the ASG Executive Council or Cabinet must be accounted for in the Treasurer's Report outlined in Article II, Section 8, Subsection C of the ASG Constitution.

- C. Copying and other administrative expenses for the ASG Executive Council shall be paid for out of the ASG Executive Operating Budget.
- D. All expenditures from the ASG Executive Operating Budget must be accounted for and reported to the ASG Senate in the Treasurer's Report outlined in Article II, Section 8, Subsection C of the ASG Constitution.
  - a. The ASG Treasurer shall author the ASG Executive Operating Budget.
  - b. Within one (1) month of the first (1<sup>st</sup>) ASG Senate meeting, the Treasurer will present to the ASG Executive Committee the proposed ASG Executive Operating Budget for their approval.
  - c. After Executive Committee approval, the ASG Executive Operating Budget shall be submitted to the ASG Chair of the Senate.
  - d. Upon submission of the ASG Executive Operating Budget to the ASG Chair of the Senate, the Chair of the Senate shall present the ASG Executive Operating Budget to the ASG Senate.
  - e. The ASG Senate shall approve or disapprove the ASG Executive Operating Budget by a majority vote
  - f. The ASG Legislative Branch shall approve or disapprove the ASG Executive Operating Budget by a majority vote, as outlined in Article III, Section 5 of the ASG Constitution.
- E. Programming expenditures in the ASG Executive Operating Budget may be amended by the ASG Executive Committee.
  - a. Amended expenditures for programs costing greater than one thousand dollars (\$1000) shall be subject to approval by a majority vote of the ASG Senate.
  - b. Amended expenditures for programs costing less than or equal to one thousand dollars (\$1000) may occur without the express consent of the ASG Senate. The Treasurer shall submit an expenditure report detailing the expense at the ASG Senate meeting immediately following the expenditure.

#### Section 3 – Executive Officer Honoraria

- A. Executive Officer honoraria shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution.
- B. Executive Officer honoraria shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.
- C. The ASG President shall be remunerated four thousand nine hundred and twenty dollars (\$4920.00) for their term.
- D. The ASG Vice President shall be remunerated four thousand and sixty dollars (\$4060.00) for their term.
- E. The ASG Treasurer shall be remunerated four thousand and sixty dollars (\$4060.00) for their term.
- F. The ASG Secretary shall be remunerated three thousand and one hundred dollars (\$3100.00) for their term.
- G. ASG Executive Council shall receive a reserved garage parking permit to be paid for out of the ASG Executive Operating Budget.
- H. Upon resignation, removal from office, or losing eligibility to hold office, the position in question shall turn their parking permit over to their replacement.

#### Section 4 – Chief of Staff Compensation

- A. Chief of Staff compensation shall be taken from the ASG Executive Operating Budget.
- B. Chief of Staff compensation shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.
- C. The ASG Chief of Staff shall serve a number of office hours per week calculated by the Office of Student Activities for weekly requirement matching Arkansas's minimum wage.
- D. These office hours must be served during regular university business hours.
- E. The ASG Chief of Staff must sign in and out with the Office of Student Activities for office hours served and to be compensated.

#### Section 5 – ASGJ Chief Justice Compensation

- A. ASGJ Chief Justice compensation shall be taken from the ASG Judicial Budget.
- B. ASGJ Chief Justice compensation shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.
- C. The ASGJ Chief Justice shall serve a number of office hours per week calculated by the Office of Student Activities for weekly requirement matching Arkansas's minimum wage.
- D. The ASGJ Chief Justice shall be compensated for office hours served at an hourly matching Arkansas's minimum wage.
- E. The ASGJ Chief Justice must sign in and out with the Office of Student Activities for office hours served and to be compensated.

#### Section 6 – ASG Senate Operating Budget

- A. The ASG Senate Operating Budget may be used for copying, Senator handbook and orientation materials, programming, and other administrative expenses of the ASG Senate.
- B. All expenditures from the ASG Senate Operating Budget must be accounted for and reported to the ASG Senate in the Treasurer's Report as outline in Article I, Section 8, Subsection C of the ASG Constitution.
  - a. The Chair of the Senate shall author the ASG Senator Operating Budget.
  - b. Within one (1) month of the first (1st) ASG Senate meeting, the Chair of the Senate shall submit the proposed ASG Senate Operating Budget to the ASG President and Treasurer of ASG for placement on the next Executive Committee meeting agenda. The Executive Committee shall consider this during the Executive Committee meeting immediately following the Treasurer's submission of the budget.
  - c. The Executive Committee will make recommendations to the Chair of the Senate at the Executive Committee meeting in regards to the ASG Senate Operating Budget. The Chair of the Senate may approve or reject the

recommendations of the Executive Committee to the Senate Operating Budget.

- d. The ASG Senate shall approve or disapprove the ASG Senate Operating Budget by a majority vote.
- e. Once an ASG Senate Operating Budget is approved, the Chair of the Senate will manage the disbursement of ASG Senate Operating Budget Operating Budget monies. The Legislative Clerk will keep records of all budget disbursements.
- f. The Chair of the Senate will make monthly expenditure reports to the ASG Senate and the Executive Committee.
- g. A resolution to amend the unspent portions of the ASG Senate Operating Budget may be approved by a majority vote of the ASG Senate.

#### Section 7 – Special Senate Offices Honoraria:

- A. Special senate offices shall include Pro Tempore, Parliamentarian, Legislative Clerk, Sergeant at Arms, and the ASG Senate standing committee chairs with the exception of the Appropriations Committee Chair.
- B. All special senate office honoraria requests shall be submitted to the ASG Senate in the form of legislation and are subject to approval of the ASG Senate each year.
- C. Special senate office honoraria, if requested and approved, shall be taken from the ASG Senate Operating Budget as outlined in this Code and the ASG Constitution.
- D. Special senate office honoraria shall be remunerated bimonthly only when the officer is officially holding office.
- E. The Chair of the Senate shall have the option to serve a maximum of twenty (20) office hours per week and one hundred and forty (140) office hours per summer during the fourteen (14) weeks of summer prior to their term.
- F. The Chair of the Senate shall be compensated for hours served during the fourteen (14) week summer with the following hourly rate: six dollars (\$6.00).
- G. The Chair of the Senate shall serve a maximum of fifteen (15) office hours per week and two hundred and forty (240) office hours per academic semester in ASG related business. Ten (10) of those weekly hours shall consist of regularly scheduled office hours in the ASG office during regular University business hours.
- H. These office hours must be served during regular university business hours.
- I. The ASG Chair of Senate shall be remunerated three thousand and three hundred dollars (\$3300.00) for their term.

#### Section 8 – RSO Office of Financial Affairs Funding Process

- A. RSO allocations shall be defined by the Office of Financial Affairs Standing Rules.

#### Section 10 – Additional Functions of the ASG Allocations Budget

- A. RSO office space rent and phone charges shall be paid for offices in the RSO Office Space rented to RSOs eligible for ASG funding. The costs shall come directly out of the RSO Allocations Budget in an amount no greater than seven thousand five hundred dollars (\$7500.00). The rent and phone charges will not be requested in RSO budgets nor taken out as administrative costs for those RSOs which are granted space in the RSO office space.

- B. The newly elected ASG Executives may spend up to three percent (3%) of the total ASG Budget in unspent end of the year allocations on new technology or promotional items.
  - a. Technology items must not be of a personal device nature, with the exception of personal computers for the ASG Offices and laptop computers for all of ASG.
  - b. Promotional items must be items that advertise for all of ASG. This should include items to be handed out at orientation and other ASG promotional events.
  - c. All expenditures must be approved unanimously by the ASG Executive Committee.
  - d. Funds must be spent after the swearing in of the Executive Officers and before June 30th of the same year.

## **Title V. Membership Development Coordinator**

### Section 1 – Coordinator Duties:

- A. The Membership Development Coordinator shall be responsible for all duties outlined below and shall report directly to the ASG Advisor or ASG Advisor designee.
- B. The Membership Development Coordinator shall be responsible for overseeing Membership Development Operating Budget, the Freshman Leadership Forum and Associate Member Program.
- C. Shall be required to plan the annual All ASG-Retreat and shall be responsible for planning and implementing All-Calls.
- D. Shall be responsible for overseeing the University committees' appointments.
- E. The Freshman Leadership Forum Coordinator, Associate Member Program Coordinator, and respective staff shall be appointed by the Membership Development Coordinator.

### Section 2 – Compensation for Coordinator

- A. ASG Membership Development Coordinator compensation shall be taken from the ASG Membership Development Budget.
- B. ASG Membership Development Coordinator compensation shall be remunerated bimonthly for the time the officer is officially holding office. Remuneration shall begin in August and end in May of the academic year during service.
- C. The ASG Membership Development Coordinator shall serve a number of office hours per week calculated by the Office of Student Activities for weekly requirement matching Arkansas's minimum wage.
- D. The ASG Membership Development Coordinator shall be compensated for office hours served at an hourly matching Arkansas's minimum wage.
- E. The ASG Membership Development Coordinator must sign in and out with the Office of Student Activities for office hours served and to be compensated.
- F. Membership Development Coordinator compensation shall be taken from the ASG Executive Operating Budget as outlined in this Code and the ASG Constitution

Section 3 – Committees:

- A. The Membership Development Coordinator shall work in partnership with the office of the Vice Chancellor of Student Affairs to appoint students to various University committees as outlined by the office of the Vice Chancellor of Student Affairs.

Section 4—Membership Development Coordinator Budget:

- A. The Membership Development Operating Budget may be used to fund programming administered by the Member Development Coordinator and Directors of the Freshman Leadership Forum and Associate Member Program.
- B. The Budget must be submitted to the ASG Senate no later than one month after the first scheduled Senate meeting.
- C. Programming expenditures in the Membership Development Operating Budget may be amended by the Membership Development Coordinator and Directors of the Freshman Leadership Forum and Associate Member Program.
  - a. Amended expenditures for programs costing greater than one thousand dollars (\$1,000) shall be subject to approval by a majority vote of the ASG Senate.
  - b. Amended expenditures for programs costing less than or equal to one thousand dollars (\$1000) may occur without the expressed consent of the ASG Senate.

**Title VI. Election Code**

Section 1 – General Guidelines for All Elections

- A. General rules governing all elections are as follows:
- B. Elections shall follow the specifications outlined in this Code and the ASG Constitution and shall be administered by the OSA.
- C. General ASG members are eligible to vote.
- D. Verification of an elector's identity must occur prior to their vote being counted. Electors must adhere to all policies outlined in the Code of Computing Practices, this Code and the ASG Constitution, the ASGJ Official Statement on Elections, and University Policy.
- E. No candidate may run for more than one position in any election.
- F. Write in candidates will not be accepted in any election.
- G. The order of candidates on any ballot for any election shall be chosen and assigned randomly.
- H. Campaign rules and regulations are defined as follows:
  - Campaigning shall be defined as an attempt to influence the decision or opinion of a voter in regard to the election;
  - All campaigning must comply with this Code and the ASG Constitution, the Standards of Ethics, University Policy, the Code of Student Life, the Election Rules, and the Code of Computing Practices;
  - c. Candidates must follow all University policies concerning the use of trademarks and licenses the University maintains;

- i. Specific to ASG elections, the university prohibits the use of trademarks (words or logos) for political campaigns, including campus elections. Candidates in ASG elections may use the image of Old Main in their campaign materials, but they are not permitted to use the image of Old Main for any purpose outside of campaigning. Other university trademarks can be found online at <https://osa.uark.edu/registered-student-organizations/forms.php>
  - ii. Candidates may take pictures in front of Old Main, as it itself is not a trademark or silhouette;
  - iii. Candidates may use tents with the Razorback logo if purchased from an officially licensed vendor;
- d. All candidates for any ASG election may not begin campaigning until they have completed the registration process. The registration process includes submitting an application, attending candidate orientation, meeting the requirements for co-curricular activities, and meeting any other requirements as outlined in University Policy. It is the responsibility of Senate candidates to be aware of their eligibility to run and/or campaign for ASG Senate;
- e. Candidates for Executive Office may begin campaigning on a date specified by the ASGJ. This date shall be no sooner than the day after the Executive Officer candidate orientation session. Any campaigning prior to this date will be considered a campaign violation;
- f. During the official time when the election is being conducted, no campaigning shall occur within twenty-five (25) feet of any computer lab on campus, including the general access labs, any departmental labs, or any labs in residence halls, or Greek living units. Additionally, campaigning shall not occur within fifty (50) feet of the official ASG sponsored polling stations. Polling station locations shall be announced no later than the candidate orientation session. The twenty-five (25) feet rule shall only apply to computer labs on the same building floor or level that the candidate is campaigning on; it does not apply to the vertical plane;
- g. All candidates and campaign paraphernalia must comply with this Code and the ASG Constitution, the Standards of Ethics, ASGJ Official Statement on Elections, and University Policy;
- h. Candidates and members of campaign staffs are prohibited from setting up computers or laptops for the purpose of establishing a polling station. ASGJ shall sponsor 2 polling stations per election. Candidates will be notified of ASGJ polling stations no later than 2 weeks prior to the beginning of campaigning. . No candidate or campaign staff member shall work the official polling station. A polling station shall be defined as any computer that accesses the University network for the purpose of casting a vote and/or submitting a ballot. QR codes are not considered a polling station.
- i. An elector cannot be asked or required to cast a vote for a candidate in exchange for any item or service of value;

- j. No state or student fee monies, including ASG monies, shall be used to support or oppose any candidate unless equally dispersed amongst all candidates proportional to their desired position;
  - k. Candidates may not use any ASG, RSO, or departmental property such as, but not limited to, phones, computers, copy machines, office space, printers, and any other supplies or equipment purchased with University funds, for the purpose of campaigning;
  - l. No candidate or campaign staffer shall interfere with the campaigning or campaign materials of an opponent;
  - m. Campaigning via the use of mass, unsolicited e-mails on University networks is strictly prohibited. Candidates must adhere to the Code of Computing Practices at all times;
  - n. The use of the University mail system for campaigning is strictly prohibited;
  - o. Campaigning door to door in any Housing-operated building (residence halls, on campus apartments, etc.) or any off campus living unit (Greek houses, etc.) is strictly prohibited; Candidates may campaign within campus living units if given written permission from University Housing.
  - p. Candidates and campaigns must follow all University Policies and guidelines for posting and flyer distribution, including any policies which may exist within individual buildings and/or areas of campus;
  - q. All campaign materials must be removed within twenty-four (24) hours of the conclusion of the election;
  - r. Candidates are responsible for any litter that is created due to campaign activities;
  - s. Only University of Arkansas students may serve as members of a campaign staff;
  - t. Candidates will be held responsible for the actions and conduct of their campaigns, including the actions of individuals whom the candidate asked to actively campaign on their behalf;
  - u. The use of electronic media by a candidate or agent of a candidate to campaign before the campaigning period begins is strictly prohibited;
  - v. Candidates must follow all University Policies concerning use of buildings and sidewalks for campaigning; and
  - w. All electorate staff shall remove campaign paraphernalia before entering an official polling station.
- I. Guidelines for sitting Executive Officers shall be as follows:
- a. No Associated Student Government Executive Council Member, Freshman Leadership Forum Coordinator, or Associated Member Program Coordinator, currently in office, may publicly endorse one candidate/ticket election candidates with the exception of themselves. These agents are able to give informed answers that are germane to the candidates and their positions, but under no circumstances shall they initiate/create such a conversation (on-campus, social networking sites, and email); and
  - b. The outlined positions above can promote and advertise all the candidate(s)/ticket(s) running or the "[vote.uark.edu](http://vote.uark.edu)" via on-campus, social networks, and email; and

- c. This prohibition will not be considered to include (providing the officer does so as an individual) conversations of a personal nature between groups of five people or less where an officer is merely expressing an opinion.
- J. Ballots for a referendum question provide voters three options which are “yes”, “no” and “skip question”
  - a. By selecting “yes” from a referendum ballot, a voter is indicating a positive or affirming vote that counts as a vote casted and does factor into total votes casted.
  - b. By selecting no from a referendum ballot, this is an indication of negative or dissenting opinion and does count towards total votes casted.
  - c. By selecting “skip question”, a voter is indicating they prefer to abstain from voting on the question. Selecting “skip question” does not count as a vote cast and does not factor into total votes cast. Skip question responses should not be used when calculating if a majority of votes was received for the referendum question.
- K. Ballots for executive elections must include all eligible candidates as well as a “skip question” option. Votes cast for “skip question” are not counted as votes cast and should not be used when calculating if a majority of votes was received.

#### Section 2 – The ASGJ and Elections

- A. The ASGJ shall only have jurisdiction over the elections outlined in Article IV, Section 9 of the ASG Constitution.
- B. The ASGJ shall be responsible for the enforcement of all rules and regulations contained in this Code and the ASG Constitution for all elections within Senate and during the Executive Officer Elections.
- C. The ASGJ shall author an Official Statement on Elections with expanded guidelines established in this Code and the ASG Constitution. The ASG elections packet and all synthesized information must be in concurrence with the ASG Code and must not be in conflict with ASG Code. In any instance of conflict between ASG Elections Packet and ASG Code, the ASG Code supersedes the ASG Elections packets
- D. The ASGJ shall set the date for all elections within its jurisdiction within the timeframe established in this Code and the ASG Constitution.
  - a. All Executive Officer Elections shall occur between Monday and Thursday of the week of the election as decided by the ASGJ.
  - b. All Executive Office Elections shall be open for voting for at least forty-eight (48) consecutive hours and not more than ninety-six (96) consecutive hours.
- E. No ASGJ member shall endorse or campaign in any manner for any ASG candidate other than themselves.
- F. The ASGJ shall organize and staff two ASG Polling Stations for the ASG Executive Elections, ASG Senate Elections, and ASG Sponsored Referenda. The ASGJ shall work in conjunction with Computing Services and the OSA to ensure the polling stations are run in a fair and efficient manner.
- G. The ASGJ shall have the authority to set the official election timeline as established in this code and the ASG Constitution.

- a. The Spring General Election will be comprised of periods of Soft Campaigning and Hard Campaigning.
  - i. Soft Campaigning will last no more than 2 weeks.
  - ii. Hard Campaigning will last no more than 1 week.
  - iii. Further description of Soft and Hard Campaigning shall be defined in the Official Statement on Elections.
- H. The ASGJ shall establish an elections promotions committee to aide in promoting the ASG General Election and Homecoming Election.
  - a. The Election Promotions Committee shall be comprised of undergraduate students who meet co-circular checks and are selected through an application. This is not limited to ASG Agents.
    - i. Campaign staffers and supporters of candidates are prohibited from serving as members of the promotions committee.

### Section 3 – Executive Officer Election Registration

- A. All candidates for Executive Office must turn in with the filing application a two hundred (200) signature petition provided by the ASGJ five (5) business days before the candidates are allowed to start filing.
  - a. Signatures, including ID numbers, must be from unique ASG members (undergraduate students).
  - b. Petitions must have the office you are running for on the petition and must match the position on the filing application.
  - c. All petitions must follow all local, state, and federal law.
  - d. The ASGJ shall be responsible for certifying the petitions.
- B. Any candidate running for executive offices should not host an ASG tabling event, proxy in the Senate, or author legislation from the period of soft campaign to the close of voting, without written permission from ASGJ.

### Section 4 – Executive Officer Elections

- A. Executive Officer Elections shall be administered by the OSA and facilitated by the ASGJ in conjunction with the ASG Advisor.
- B. Prospective candidates for Executive Office must register with the OSA within the timeframes established by this Code and the ASG Constitution and the ASGJ.
- C. When registering, candidates must submit a signed and dated registration packet to the OSA.
- D. Registration packets shall be made available at least five (5) weeks prior to the beginning of the Executive Officer Elections in the OSA and shall list the date, time, and location of any and all candidate orientation sessions.
- E.
  - a. In order to be able to run for the office of ASG President, candidates must have served in an official elected or appointed ASG position (excluding the Freshman Leadership Forum and Associate Member Program) for one

- semester of the current academic year or a complete term in the preceeding academic year.
- b. All Executive Officer candidates shall be verified by the OSA for participation in co-curricular activities as outlined in the Student Handbook. Requirements include minimum GPA and good-standing status with the Office for Community Standards and Student Ethics. Candidates not meeting these requirements will be removed from the ballot.
- F. The ASGJ in conjunction with the OSA shall conduct an Executive Officer candidate orientation session. Executive Officer candidates shall not be allowed to begin campaigning until they have completed candidate orientation and the registration process.
  - G. Candidates for an Executive Office must receive a majority of votes cast in the corresponding election. If no candidate receives a majority vote, a run-off election shall occur as outlined below:
    - a. If no candidate for an Executive Office receives a majority of the votes cast in the election, there shall be a run-off election at a date and time to be determined by the ASGJ, no earlier than five (5) days but within ten (10) days, of the first (1<sup>st</sup>) election. The two (2) candidates receiving the most votes in the general election shall be the candidates in the first (1<sup>st</sup>) run-off election;
    - b. If there is a tie for second (2<sup>nd</sup>) for any Executive Office in the general election, the run-off shall be between the candidate receiving the most votes and all second (2<sup>nd</sup>) place candidates;
    - c. In the event that multiple candidates tie for first (1<sup>st</sup>) place, the candidates receiving the equal number of votes causing the tie shall be placed in the run-off election; and
    - d. All guidelines established by this Code and the ASG Constitution and University Policy shall be adhered to during the run-off election.
  - H. Vacancies occurring within an Executive Office shall be filled in accordance with this Code and Article II, Section 4 of the ASG Constitution.
  - I. Executive Candidate Tickets
    - a. Candidates for President and Vice President shall run together on an official ticket to campaign, be voted upon, and be elected as one Presidential-Vice identical slate.
    - b. Any combination of candidates, including President, Vice President, Secretary, and Treasurer, may run together on an unofficial ticket to pool resources and garner support.
  - J. The Executive Officer campaigns shall begin seven (7) days prior Election Day and shall last only this amount of time. No other period of campaigning shall be held in conjunction with or in place of the seven (7) day campaign.

#### Section 5 – Election of Senators

- A. The Senate Elections shall be as follows:
- B. Senate Elections shall be administered by the OSA and facilitated by the ASGJ.
- C. All Senators shall be elected in publicized, enrollment group-wide or at-large vacancy, secret ballot elections administered by the OSA in conjunction with the ASGJ.

Candidates shall be required to accomplish the following tasks in order to qualify for the ballot:

- a. Submit an official application packet, which must include the signed and dated application form, to the OSA within the given timeframes published by the OSA. The OSA may choose to accept these forms in person or online;
  - b. If a candidate is majoring in more than one (1) college or enrollment group, the candidate shall choose which enrollment group to run in as provided for on the application packet;
  - c. Attend a mandatory candidate orientation meeting held as specified on the application packet; and
  - d. All Senate candidates shall be verified by the Office of Student Activities for participation in co-curricular activities as outlined in the Student Handbook. Candidates not meeting these requirements will be removed from the ballot.
- D. In lieu of a vacated seat in the Associated Student Government Senate, the Chair of the Senate has the power to appoint an At-Large Senator from the pool of general election and first vacancy election candidates to fill the empty seat in order to maintain a full Senate body. The appointee will be a full and legitimate Senator.
- E. The initial Senate election will be held in conjunction with the Executive Officer election.
- F. Electors will vote by enrollment group as established in this Code and Article III, Section 2 of the ASG Constitution.
- a. Electors shall vote within their college or enrollment group according to the data on file with the Registrar's Office. If an elector is a member of multiple colleges or enrollment groups, he or she shall choose which college or enrollment group to vote in.
  - b. Electors within each enrollment group shall have the same number of votes as the number of Senate seats apportioned to that enrollment group. Electors have the option to select no candidates. The number of Senate seats allotted to each college shall be based on enrollment within that college, based on formulas in the ASG Constitution.
  - c. Electors may not cast multiple votes for the same candidate.
- G. The ASGJ shall coordinate significant advertisement outlining Senator Election candidate registration processes and Senator Election voting processes.
- H. Senators shall be elected by a plurality vote. In the case of a tie for the final open seat within an enrollment group, all candidates who tied shall be contacted and asked if they would like to participate in a run-off election in that enrollment group. If more than one (1) candidate still wishes to pursue the Senate seat, a run-off election between the tied candidates will occur within that enrollment group only. The run-off election shall occur at the earliest practicable time.
- I. Vacancies occurring in the Senate may be filled in accordance with this Code and Article III, Section 4 of the ASG Constitution.

#### Section 6 – Internal Senate Elections

- A. Internal Senate Elections shall be secret ballot elections coordinated by the Chair of the Senate. The Ethics Committee shall create and distribute the ballots, count the votes, and provide the results to the Chair of the Senate and the ASG Webmaster.
- B. Internal Senate Elections shall include:
  - a. Chair of the Senate;
  - b. Parliamentarian;
  - c. Legislative Clerk;
  - d. Sergeant at Arms; and
  - e. Any other special senate offices created in addition to those in the ASG Constitution.
- C. In order to be eligible to run for the office of ASG Chair of the Senate, candidates must attend a mandatory candidate orientation session to be conducted by the current Chair of the Senate in conjunction with the OSA. The orientation session should include expectations of the office in addition to the election timeline and guidelines.
- D. All internal Senate elections must follow the following rules in Title VI Section 5.
- E. No candidate for any internal Senate election can spend any money on their campaign.

#### Section 7 – Election Expenditures

- A. No President and Vice President candidates may spend more than two thousand dollars (\$2,000.00) per President-Vice President slate, including donations, for the general election. No Treasurer or Secretary candidate's campaign may spend more than five hundred dollars (\$500.00) each, including donations, for the general election. In the case of a run-off election, the Presidential or Vice Presidential candidates will be allowed a total of two hundred and fifty dollars (\$250.00) each in campaign expenses per run-off campaign, while each Treasurer and Secretary candidate will be allowed a total of one hundred and twenty-five dollars (\$125.00) each in campaign expenses per run-off campaign.
- B. No Senate candidate's campaign may spend more than three hundred and ten dollars (\$310.00) total, including donations for the general election. In the case of a run-off, each candidate will be allowed a total of one hundred and fifty dollars (\$150.00) in campaign expenses per run-off campaign.
- C. A full, itemized report of all monetary contributions and expenses must be submitted to the OSA as a matter of public record by 12:00 p.m. on the day after the general election, and the report will be posted along with the results of the election on the ASG website as a PDF. In the case of a run-off, additional itemized spending reports will be required by 12:00 p.m. on the day after every run-off election and will be posted on the ASG website with the results of the corresponding run-off election. If no money was spent during a candidate's campaign, a written statement with the candidate's signature is still required.
  - a. Monetary Contributions and expenses are defined in Title VI, section 7.F.a and section 7.F.b below.
- D. Campaigns for Executive Officer candidates and Senate candidates may not combine fundraising efforts and/or election expenditures for or with campaigns in another

branch of the Associated Student Government in either the general election or in the case of a run-off election.

- E. ASGJ shall provide candidates with an example of a completed election expenditure report.
- F. Definitions of Financial Terms:
  - a. Monetary Contributions include the source and amount of any and all funds provided to a candidate, ticket affiliate(s), or the ticket itself for the use of furthering that candidate's campaign.
  - b. Expenses are monetary contributions spent on any good or service for the purpose of furthering that candidate's campaign.
  - c. Nonprofit political organizations are defined as any nonprofit group actively seeking to promote any political agenda through university policy.
- G. No candidate for any Associated Student Government executive or senate campaign may accept and/or solicit a monetary donation from a nonprofit political organization not registered with the University of Arkansas;

#### Section 8 – Election Violations

- A. Any member of the University community wishing to file a complaint against a candidate, an unofficial ticket, a campaign, or multiple candidates, unofficial tickets, or campaigns must do so in person with the OSA by the close of the first (1<sup>st</sup>) business day following the alleged violation.
- B. All complaints must be submitted in writing. An official form for this purpose must be used and will be made available by the OSA.
- C. No anonymous complaints will be accepted.

#### Section 9 – Elections Complaint Process

- A. Violations of Elections Rules during any election will be processed as follows:
  - a. The ASG Elections Commissioner shall convene the ASGJ no later than seventy-two (72) hours upon receipt of a complaint;
  - b. Upon convening to discuss the complaint, ASGJ shall determine if the complaint is valid by a 2/3 Quorum Vote
  - c. The ASGJ Elections Commissioner shall notify all parties in the complaint of the time and location of the hearing no less than twenty-four (24) hours preceding hearing ;
  - d. The ASGJ Elections Commissioner must notify the accused party or parties of their right to state their case before the convened ASGJ, as per due process, no less than forty-eight (48) preceding the meeting;
  - e. The ASGJ shall, after hearing relevant testimony, determine whether a violation of the Elections Rules has taken place;
  - f. The ASGJ shall, determine any action to take on the violation, as provided by the Statement on Elections.
  - g. After the ASGJ has made a decision regarding the complaint, the ASG Elections Commissioner must notify all parties involved within twenty-four (24) hours of the decision;

- h. Any party wishing to appeal the decision of the ASGJ must present the request to the ASGJ Elections Commissioner no later than seventy-two (72) hours after the meeting; and
  - i. Appeals of an ASGJ decision on the elections violation shall be heard by the ASG Elections Commissioner and two (2) members of the OSA selected by the Director of the OSA; and
  - j. Appeals must be heard within seventy-two hours (72) of the request for appeal and the ASGJ Elections Commissioner must notify all parties involved no less than forty-eight (48) hours preceding the hearing;
  - k. The ASGJ Elections Commissioner shall notify all parties of the decision within twenty-four (24) hours of the close of the hearing;
  - l. All decisions of the ASGJ Elections Commissioner and the OSA are final and may not be appealed;
  - m. The ASGJ Elections Commissioner must report the actions of the ASGJ to the ASG Senate at the next viable Senate meeting.
- B. Additional rules concerning the complaint process must be written in a Statement on Elections to be passed by the ASGJ and given to the ASG Senate for informational purposes no later than the day prior to the beginning of the registration for the Executive Officer Elections and the day before registration and/or nomination for all other elections.

#### Section 10 – Powers of the ASGJ and Elections

- A. The ASGJ shall have the power to convene to hear complaints filed concerning elections.
- B. The ASGJ shall have the power to determine whether a complaint is a valid violation.
- C. The ASGJ shall have the power to determine a penalty for elections violations.
- D. The ASGJ shall only be able to establish penalties that are provided for in the Statement on Elections and in accordance with all University Policies and local, state, and federal law.
- E. All elections decisions of the ASGJ can be appealed to the ASGJ Elections Commissioner and the OSA.
- F. The ASGJ shall have the power to set up official polling stations during the Executive Elections, the Senate Elections, and ASG sponsored referenda.

### **Title VII. Homecoming Court Process**

ASG provides a service to the University of Arkansas by running the selection process of Homecoming Court.

#### Section 1: Homecoming Court Selection Procedure:

- A. Any participation in the Homecoming process must be limited to senior students who are duly enrolled undergraduate students.
  - i. The Homecoming Court shall be comprised of 7 senior males and 7 senior females who are duly enrolled undergraduate students.
  - ii. Senior status is defined as a student having passed 90 or more undergraduate credit hours, as confirmed during co-curricular checks by the Office of Student Activities.

- iii. All seniors must confirm their intention to graduate within two semesters of the homecoming selection process taking place.
- B. Each student may only accept an organization's nomination and participate in the Homecoming selection process once.
- C. The Homecoming court shall be selected by a panel of judges as outlined in Title VII Section 4 subsection c of the Associated Student Government Code.
- D. Homecoming King and Queen shall be selected from the seven males and seven females chosen to serve on that year's Homecoming court.

#### Section 2: Homecoming King and Queen

- A. There will be one male senior who will be selected by the student body as King.
- B. There will be one female senior who will be selected by the student body as Queen.
- C. ASG reserves the right to use these two individuals as ambassadors for the organization.

#### Section 3: ASG Participation

- A. No ASG Executive Council members may be nominated in the Homecoming Court Selection Process.

#### Section 4: ASG Responsibilities

- A. The ASG Vice-President will oversee all planning and processes regarding the Homecoming Court.
- B. The ASG J will oversee the rules and regulations regarding the Homecoming Court election processes.
- C. Administrators, Faculty, Staff, and Students are to be used as Judges.
- D. No Student who is nominated for King or Queen may simultaneously serve as a judge.

### **Title VIII. Standards of Ethics**

#### Section 1 – Conflicts of Interest

- A. All ASG agents shall remove themselves from any decision in which they have a conflict of interest.
- B. No elected or appointed official of ASG shall attempt to influence the decision of an ASGJ Justice in any way outside of the established process. Any attempt to influence the decision of an ASGJ Justice will be grounds for removal from office.

### **Title IX. Initiative**

#### Section 1 – Student Initiative Process

- A. In order to begin the process of initiative, a general ASG member must first submit the amendment or referendum title and a short statement of purpose to the ASGJ.
- B. The ASGJ has five (5) business days to review the amendment or referendum title and statement of purpose to check for constitutionality and to ensure the title and purpose are not in conflict. Should the ASGJ determine either of these two (2) conditions are not

satisfied, the author of the title and statement purpose is to be notified of the discrepancy and will have the opportunity to submit the title and statement of purpose again.

- C. After the title and statement of purpose have been approved, the author of the initiative has until three (3) weeks prior to any ASG Election to gather the required number of signatures and to submit the petitions to the OSA to determine the validity of each signature.
- D. Valid petitions must include the title at the top of each page, and valid signatures must include a student's printed name, college of enrollment, student ID number, and signed name.
- E. Initiatives are valid for one calendar year after the title and statement of purpose are submitted to and approved by the ASGJ.