



Affirmed by ASUPS Senate as Updated and Effective as of February 8, 2018

Article I. ASUPS Organization

Section 1. General Policies

General policies for student organization are established and administered by the Senate.

Section 2. Standing Committees

The Standing Committees of the Senate are the Awards and Scholarships Committee, Budget Committee, Election Committee, Finance Committee, Green Fee and Expressions Fund Review Committee, Food, Health and Safety Committee, Governance Committee, Media Board, **Student Ideas and Concerns Committee**, Student Union Board, and any other committee that may be formed on a permanent basis.

Membership of the President's Council is the President, Vice President, Director of Business Services, Director of Marketing and Outreach, Director of Technology Services, Director of Student Interests, Chair of Senate, and one other Senator elected by the Senate. The Council provides a first-level forum to discuss current issues, new ideas, and concerns. The Council meets weekly as determined by the President.

Article II. The Senate

- A. The Senate must hold a formal meeting every week during the academic year. These meetings must be regularly publicized in a manner that is readily available to a majority of the student body. These meetings are open to the student body and the general public.
- B. The Senate may also hold informal meetings as often as it sees fit. These meetings are open to the student body and the location and time of these meetings must be available upon request, but need not be publicized. Informal meetings are for discussion and review. If there is to be any official business occurring at that meeting it is, therefore, an official meeting and should be conducted in accordance with the By Laws Article II, Section 1. Informal meetings may be closed provided they comply with the federal Freedom of Information Act of 1967.
- C. An emergency session of the Senate may be called by an Executive Officer, the Chair of Senate, or one-third of the Senate. Twelve-hour notice must be given to all members of the Senate and must be available for public viewing.
- D. The Chair of the Senate presides over all meetings of the Senate in accordance with parliamentary procedure.
- E. All legislative action must be presented in written Senate Bill format available two calendar days prior to the formal Senate meeting at which it will be presented.

Section 2. Senate Responsibilities

The Senate is the liaison between the student body and its government. This is accomplished through the following means:

- A. Open forum. The Senate will arrange at the beginning of each official meeting an open forum during which students and other interested parties can present grievances and other items of importance.
- B. Liaison. Each Senator will represent, as a liaison, particular living organizations or graduating classes, and is responsible to those constituents.

Section 3. The Senate Chair

- A. The Senate Chair shall have the following duties:
 - 1. Facilitate conversation during Informal Senate meetings, when such meetings are held.
 - 2. Composition of the ASUPS Senate Formal Agenda.
 - 3. Preside over ASUPS Senate Formal Senate, in accordance with their preferred version of Robert’s Rules of Order.
 - a. Robert’s Rules of Order, of whatever version specified, shall be operative except where in conflict with these By-Laws, or the ASUPS Constitution, as the Governance Committee shall from time to time determine.
 - b. The Senate may by majority vote require the use of a different version of Robert’s Rules of Order to govern any item, action or business of the Senate.
 - 4. The Chair shall issue rulings on Parliamentary Procedure, as circumstances require. All rulings are subject to an appeal by 2/3 majority vote by ASUPS Senate.
 - 5. Monitor and supervise the work of Senators to guarantee the completion of individual or collaborative Senate Projects. The Chair shall create a mechanism for the creation and approval of Senate Projects.
 - 6. Attend the weekly President’s Council to provide a report on the status of Senate.
 - 7. The Senate Chair shall appoint Senators to committees within two weeks of the confirmation of Senators following a General Election, and as from time to time vacancies may require. All committee appointments shall be made in conjunction with and be confirmed by the ASUPS Vice President.
 - 8. Plan the Senate Retreat within 2 weeks of the confirmation of Senators following a General Election.
 - 9. Serve as the administrator of all ASUPS Student Senate social media and email accounts.
 - 10. Manage Senate-related ASUPS Budgets, in consultation with the ASUPS Vice President

Section 4. Committee Responsibilities

- A. All Senators serve as members of and liaisons to at least one Standing Committee or work on a task assigned by the Executive Officers in consultation with the Senate Chair.
- B. Each Senator will report on committee activities to the Senate on a regular basis.
- C. A Senator or Executive who misses more than two committee meetings with an unexcused absence is subject to removal from the committee and possible recall on the grounds of malfeasance. Refer to the Constitution Article VII.

Section 5. Senate Projects.

Each Senator must collectively or individually complete at least one project. The project must be submitted to the Chair as a proposal to improve the campus community.

Section 6. Committee Appointments.

- A. All student-at-large¹ members of Standing Committees of the Senate shall be confirmed by the Senate prior to sitting on any such Standing Committee..
- B. The President and/or Vice-President shall, respectively, within two weeks of the confirmation of Senators following a General Election, and as from time to time vacancies may require, present the names of individuals nominated for appointment to Standing Committees of the Senate.

¹ See clarification in the Article VIII

- C. The Senate shall vote by simple majority to confirm or reject the nomination of individual students-at-large for appointment to a Standing Committee of the Senate.
- D. Students-at-large duly confirmed to sit on any Standing Committee of the Senate are subject to removal as stated in Article IV, Section 1, Subsection G.

Section 7. Senate Transition

- A. Senate Retreat. All Senators are required to attend the Senate retreat, held within two (2) weeks of elections, in order to promote continuity. At the retreat, the following must be covered:
 - 1. The Senate Chair appoints the Senators to their respective committees by the Senate Retreat.
 - 2. Determine goals for the upcoming term, as well as long-term goals for ASUPS.
 - 3. Educate elected officials on ASUPS structure and its formal documents.
- B. Inauguration. Inauguration for all newly elected Senators takes place prior to the first Formal Senate meeting after election.
- C. Oath of Office. The following format is followed when administering the oath of office to all elected or appointed Senators, Executive Officers, and ASUPS Honor Court Justices:
 - 1. An ASUPS Honor Court Justice will address each individual as follows: "The obligations and responsibilities of the (title of office) are stated in the ASUPS Constitution and By Laws. Do you understand and accept these obligations and responsibilities of your office?" (The individual responds in the affirmative.)
 - 2. The Justice will then administer the oath of office as follows: "Please repeat after me: I, (state your name), do solemnly swear that I will support and preserve the Constitution and By Laws and will, to the best of my ability, faithfully discharge the duties of the office of (title of office) of which I am about to enter."
- D. The first Formal Senate meeting following Inauguration is chaired by the Vice President and nominations for Senate Chair, Club Liaison Director, Club Sports Liaison, and President’s Council Liaison are accepted.
- E. The second Formal Senate meeting following Inauguration is chaired by the Vice President and Senate Officers are elected after the meeting's adjournment. Thereafter, Senate Officers assume all responsibilities and powers of the offices to which they are elected.
- F. To provide for continuous representation the graduating class Senator will have an extended term ending at Spring commencement instead of Spring elections.

Article III. ASUPS Directors

Section 1. Appointment of Directors

Director positions are created and terminated, and personnel appointed, by the Vice President in consultation with the President, subject to Senate approval.

Section 2. Creation of Job Descriptions

Personnel job descriptions are written by the Vice President.

Section 3. Job Descriptions of Directors

Suggested positions and job descriptions follow.

- A. Director of Business Services
 - 1. The Director of Business Services (DBS) is a full fee-paying member of ASUPS.
 - 2. DBS is appointed following the Spring Elections and prior to Inauguration.
 - 3. The DBS has the following powers and responsibilities, to
 - a. Monitor the ASUPS budget in cooperation with the Vice President, making necessary amendments and changes as approved by Senate.
 - b. Maintain records of all ASUPS accounts.
 - c. Manage and act as custodian of all rented ASUPS equipment.
 - d. Facilitate purchase order tracking procedure with all necessary documentation.

- e. Process and retain all records for ASUPS organizational stipends.
 - f. Provide adequate financial instruction for ASUPS organizations.
 - g. Track and maintain an updated inventory of all ASUPS physical assets.
 - h. Serve as a non-voting member of and provide financial counsel for the ASUPS Budget and Finance Committees.
 - i. Oversee the financial operations of the ASUPS Publicity Office.
 - j. Maintain, update, amend, and add relevant information to the DBS Continuity files.
 - k. Work with and provide all external auditors with information of financial transactions.
 - 1. Reconcile all ASUPS books with the financial documentation kept by each organization, program or media.
 - m. Meet weekly with the President's Council to provide necessary input and information.
 - n. Work closely with the Office of Finance, including regular meetings
 - o. Any other related duties as assigned by the President or Vice President.
4. The DBS is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
 5. The DBS must fulfill a one-month paid transition period.
- B. Director of Marketing and Outreach**
1. The Director of Marketing and Outreach (DMO) is a full fee-paying member of ASUPS.
 2. The DMO is appointed following the Spring Elections and prior to Inauguration.
 3. The DMO has the following powers and responsibilities, to:
 - a. Publicize ASUPS events, including club and organization programs and student-initiated events.
 - b. Work with the University Office of Communications.
 - c. Contribute to and promote the University events calendar.
 - d. Plan and execute the ASUPS Spring Inauguration.
 - e. Plan the ASUPS Executive Reunion, if required.
 - f. Serve as Programs Boards Co-Chair, with the following powers and responsibilities, to:
 1. Serve as the communication link between student organizations on campus.
 2. Coordinate events with the various campus organizations.
 3. Act as a liaison between the Programmers and President's Council.
 4. Assist as necessary with the publicity of ASUPS events.
 5. Coordinate the sale of tickets to ASUPS events, as necessary.
 - g. Meet weekly with the President's Council to provide necessary input and information.
 - h. Any other related duties as assigned by the President or Vice President.
 4. The DMO is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.
 5. The DMO must fulfill a one-month paid transition period.
- C. Director of Technology Services**
1. The Director of Technology Services (DTS) is a full fee-paying member of ASUPS.
 2. The DTS is appointed following the Spring Elections.
 3. The DTS has the following powers and responsibilities, to:
 - a. Maintain, update and develop new functionality for the ASUPS website
 - b. Maintain, manage, secure, support, and improve ASUPS technology infrastructure including servers, computers, printing systems and signage displays.
 - c. Provide, manage, and support ASUPS Active directory accounts (including emails for clubs)
 - d. Management and provide ASUPS Club Websites.

- e. Maintain and improve the systems that provide critical ASUPS services.
 - f. Manage student and organization accounts on the ASUPS server.
 - g. Develop and maintain documentation files, continuity files, and tutorials.
 - h. Maintain a working relationship with Technology Services.
 - i. Determine technological goals for ASUPS and plan for their completion and continuity.
 - j. Meet weekly with the President's Council.
 - k. Supervise support staff for ASUPS Technology Services., if applicable
 - 1. Any other related duties as assigned by the ASUPS President or Vice President.
4. The DTS must fulfill a one-month paid transition period.
 5. The DTS is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.

D. Director of Student Interests

1. The Director of Student Interests (DSI) is a full fee-paying member of ASUPS.
2. The DSI is appointed following the Spring Elections and is a member of the ASUPS executive team.
3. The DSI has the following powers and responsibilities:
 - a. Serve as the chair of the Green Fee and Expression Fund Proposal Review Committee, plan, and oversee diversity, inclusion and sustainability projects.
 1. Ideas should be:
 - a. Produced by the DSI
 - b. Proposed by the ASUPS Executive team or Senate
 - c. Proposed by the student body.
 - b. Serve as a voting member of the Student Ideas and Concerns Committee.
 - c. Serve on Food, Health, and Safety Committee
 - d. Serve as the official liaison between ASUPS and the Center for Intercultural and Civic Engagement (CICE) and all its affiliates and attend all events, summits, and programs that don't create academic conflicts and are deemed necessary.
 - e. Serve as Programs Boards Co-Chair, with the following powers and responsibilities, to:
 - i. Serve as the communication link between student organizations on campus.
 - ii. Coordinate events with the various campus organizations.
 - iii. Act as a liaison between the Programmers and President's Council.
 - f. Director will work with Senate and Student Ideas and Concerns Committee to create a mechanism for soliciting, reviewing and approving student interest
 - g. Manage, assist and follow-up with approved student interest-based projects.
 - h. Act as a point of contact for student body sustainability efforts on campus.
 - i. Work with Sustainability Services.
 - ii. Serve as a member of the SAC Executive Committee.
 - iii. Serve on the Sustainability Pilot Grant Subcommittee.
 - i. Meet weekly with the President's Council to provide necessary input and information.
 - j. Fulfill any other related duties as assigned by the President, Vice President and Senate.
4. The DSI is required to primarily remain on campus or in the Tacoma area during the summer months to carry out the above duties at the discretion of the ASUPS President and Vice President.

Article IV. ASUPS Office Manager

1. The ASUPS Office Manager is Staff Member of the University of Puget Sound.
2. The Office Manager position is filled as needed, with the assistance of Human Resources.
3. The Vice President is responsible for approving the timesheet, with back up from the President.
4. The Office Manager has the following powers and responsibilities:
 - a. Maintains and demonstrates a full understanding of the University's process regarding deposits, disbursements, P-card accounting, working closely with the ASUPS Director of Business Services.
 - b. Provides support and assistance to the ASUPS Executive Team, the ASUPS Student Programmers, the ASUPS Senators, the Student Media Heads, and representatives from all ASUPS-recognized clubs and organizations.
 - c. Manages the ASUPS Van Rental program and the Orca Bus Program.
 - d. Assists and coordinates key events, including two general elections, Award ceremonies, ASUPS Executive inauguration, retreats, and other events.
 - e. Assists with the organization of the Budget Process at the request of the ASUPS Vice President. Tasks may include creating the budget timeline, budget packets for all clubs and organizations and maintaining budget appointments and appeal appointments.
 - f. Provides support to the ASUPS President in preparation for the Board of Trustees by assisting with letters, reports and organization.
 - g. Prepare necessary financial documents/forms to the Office of Finance on behalf of ASUPS Executives.
 - h. Orders and maintains office supplies and demonstrates a complete understanding of the University's procurement process.
 - i. Maintains office records, updates all contact lists for the ASUPS, including but not limited to employees, clubs, and organizations and campus contacts, and oversees the filing system of club documents and constitutions in the office.
 - j. Lends support, as needed, to the ASUPS Executive Team for social media communication.
 - k. Assist and coordinate transitions between new Executive administrations to ensure smooth transfer.
 1. Prepare and provide training to new ASUPS Executive team to ensure year-to-year continuity.
 - m. Performs other administrative duties related to the ASUPS as delegated by the ASUPS Executive Officers.
 - n. Oversee work-study students.
 - o. Assist the President and Vice-President Elect in the hiring of other inter-office personnel, if requested.

Article V. Standing Committees of Senate

Section 1.

The following standards apply to all Standing Committees:

- A. A quorum is two-thirds of the voting membership of the committee (rounded up).
- B. All committee meetings may be closed provided they comply with the Freedom of Information Act of 1967.
- C. Meetings occur as stated in the By Laws, or at the request of one-half of the Senate.
- D. In the event of vacancies, the Executive Officer, as stated in the respective section, is empowered to appoint no more than two new members to any one committee. If three or more vacancies occur, vacancies will be filled according to the format outlined in the respective section. When not stated, they will be filled according to the By Laws Article II, Section 5.

- E. If a Chair and a Recorder/Secretary is not specified in the By Laws, one must be chosen from the voting membership of each respective committee within two weeks following regular appointments. The Chair must be a committee member serving the second half of the term or must be formally approved by Senate.
- F. Committees must record minutes and post to the ASUPS website on a regular basis, and be presented to the Chair of Senate or ASUPS Executives upon request.
- G. Grounds for removal:
 - 1. A member of the committee may be removed by a two-thirds vote of Senate for the following:
 - a. More than two unexcused absences.
 - b. Conviction by the ASUPS Honor Court during the member's term.
 - c. Conviction of criminal charges during the member's term.
 - d. Voting on the basis of external pressure or reward.
- H. Any and all actions of the committees will be subject to review by the Senate.
- I. All committee members are voting members unless specified as non-voting.
- J. The Senate will charge each standing committee with specific goals for each academic year. This must be completed by the third regular Senate meeting of the academic year.

Section 2. Awards and Scholarship Committee

- A. Purpose:
 - 1. To recognize outstanding participatory students, faculty and staff, according to the selection processes of each scholarship or award.
- B. Powers and Responsibilities:
 - 1. To gather nominations and select recipients for various ASUPS and other awards and scholarships.
 - 2. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.
 - 3.
- C. Membership shall be comprised of:
 - 1. One Senator, Chair.
 - 2. Three students at large. Appointed by the President in consultation with the Vice President.
 - 3. ASUPS President.
 - 4. Dean of Students or Dean of Students' designee.
 - 5. One member of the faculty, chosen in accordance with regular Faculty Committee appointment procedures.
- D. Meetings. The Awards and Scholarship Committee will meet in the spring to determine recipients of ASUPS' awards and scholarships, or as necessary.
- E. No member of the Awards and Scholarship Committee is eligible for the scholarships given out by ASUPS.

Section 3. Budget Committee

- A. Purpose
 - 1. To serve as the first evaluator of all budget requests.
- B. Powers and Responsibilities.
 - 1. Form policies for the budget.
 - 2. Collect budget requests from clubs.
 - 3. Utilize expense and revenue to allocate budgets that reflect the club or organization's needs.
 - 4. Make budget recommendations and communicate that information to clubs in a timely manner.
 - 5. Allow clubs the opportunity to appeal budget decisions, with at least three business days' time.

6. Present budget recommendations to the ASUPS Senate.
7. Meet individually with a representative from each group requesting funds as necessary.
8. Evaluate budget proposals with viewpoint neutrality, using criteria outlined in the ASUPS Financial Code, Article II, Section 4.4.
9. Present the budget recommendations to the ASUPS Senate three weeks before the final meeting.
10. Publish the final budget after Senate approval before the end of the Spring Semester.
11. Keep minutes from budget meetings.
12. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

C. Membership:

1. Vice President, Chair.
2. Two students at large. Appointed by the President in consultation with the Vice President.
3. Two Senators.
4. President, non-voting.
5. Director of Business Services, non-voting.
6. President-Elect, non-voting
7. Incoming Director of Business Services, non-voting, if appointed at the time of meeting.
8. Vice President Elect, non-voting.

D. Meetings:

1. Called by the Vice President, held primarily during the Spring Semester following the general election.

E. For further details, refer to the ASUPS Financial Code.

Section 4. Elections Committee

A. Purpose:

1. Organize and coordinate all student elections.

B. Powers and responsibilities.

1. Conduct all ASUPS elections in accordance with the Constitution, By-Laws and the Senate.
2. Submit guidelines for campaign publicity and timeline in writing to the Senate two weeks prior opening of nominations for Senate approval.
3. Enforce campaign guidelines and regulations as determined by the Elections Committee and ASUPS Senate.
4. Make public the amount of money each candidate may spend on elections publicity.

C. Membership.

1. Five (5) students at large. Appointed by the Vice President in consultation with the President.
2. Two Senators,
3. Vice President, non-voting.
4. Any person running for an elected office cannot be a member of the Elections Committee or participate in any of its duties.
5. If the Vice President is unable to serve on the Elections Committee, the President of the ASUPS shall be a non-voting member. The Executive's seat shall remain vacant if neither can serve on the Committee

D. Meetings:

1. The Committee shall meet as deemed necessary by the Chair in agreement with the committee members.

E. Elections Guidelines:

1. The nominating procedures for ASUPS elected offices are as follows:
 - a. Candidates file their intention to run for an elected position.
 - b. A list of the candidates and the positions for which they have filed must be made

- public in the Wheelock Student Center beginning the first day of filing and ending the last day.
- c. All candidates, processed or write-in, must be full-time students at the time of the general election, as defined by the University of Puget Sound, with a cumulative grade point average of 2.0 or higher. First semester Freshmen are excluded from the GPA requirement. Proof of both claims must be provided by the candidate before the general election or, concerning a write-in candidate, no later than 48 hours after the close of the election.
 - d. All Executive candidates must be full-time students for the semester preceding the election as defined by the University of Puget Sound Registrar's Office.
2. The dates for filing, nomination, and election are determined by the Senate upon the recommendations of the Elections Committee.
 3. Any member of the ASUPS, as defined by the Constitution Article II, Section 2, may be written in as a candidate for an office in the elections. A write-in candidate must adhere to guidelines pertaining to their campaign set forth by the Elections Committee.
 4. ASUPS general elections are conducted as follows:
 - a. Nominations must be completed at least two weeks prior to the General election.
 - b. elections are held no later than the sixth week of each semester.
 - c. The form of the ballot is determined by the Elections Committee.
 - d. Spaces will be provided for write-in votes in all offices.
 - e. A process of random generation will determine the order of names on the ballot.
 - f. The Elections Committee will, designate the time of voting, the number of polling places, the location of polling and the number of booths at each polling place.
 - g. After all votes have been cast, a secret counting of the ballots will be made by machine or students authorized by the Elections Committee to assist in the counting. A member of the ASUPS Honor Court must certify election results.
 - h. Until the winners are announced, only the Elections Committee may know the ballot totals.
 - i. Election results must be announced to the candidates, KUPS, and The Trail as soon as they are tallied, no later than thirty-six hours after polls have closed. Ballot totals will be made available only upon request of the Elections Committee.
 5. Campaign spending includes all cash, goods and professional services at the fair market value as determined by the Elections Committee provided for and utilized in support of a candidate's election.
 - a. The Elections Committee determines the campaign spending limit for all elected offices each semester, subject to Senate approval.
 - b. Candidates may not exceed the campaign spending limit.
 - c. Candidates must submit campaign expenditures to the Election Committee within twenty-four hours of notification of official final election results.
 6. ASUPS Special Elections must be conducted in the same manner as ASUPS General Elections
 7. In case of a tie between two or more candidates in an election, the Elections Committee will conduct a runoff election within one week of the election in which the tie occurred; in a manner consistent with election rules.
 8. A plurality vote is required to elect the officers of ASUPS.
 9. No student may hold more than one position in the Senate or Executive Office at the same time. A student who intends to run for a second office and whose present term will overlap with the desired office must resign from present position prior to inauguration.
 10. Penalties for violations of campaign regulations, guidelines, or rules as established by the Elections Committee, the Senate, and the By Laws, may be imposed by the Committee.
 11. Penalties that may be enforced by Elections Committee prior to the election may include, but

are not limited to, the removal of the candidate's publicity materials, public notification of the candidate as a violator or removal of the candidate's name from the ballot.

12. After an election, the ASUPS Honor Court is empowered, and is the only body empowered, to invalidate a candidate's election after receiving a complaint or after being requested to do so by the Elections Committee and after due process. These invalidation proceedings must be commenced within three weeks after the election in question.

Section 5. Finance Committee

A. Purpose:

1. To serve as the first evaluator of funding requests made throughout the year, which are separate from the spring budget requests.

B. Powers and Responsibilities:

1. Review and approve the Finance/Capital Request Form, proposed by the ASUPS Vice President.
2. Formulate guidelines for the use of ASUPS Finance Account in accordance with the ASUPS Financial Code.
3. Make expenditure proposals to Senate for all ASUPS Finance and Capital funds and their use.
4. Recommend budget allocations for clubs who are approved after the annual budgeting process
5. Recommend amendments to the ASUPS Budget as necessary to ensure the financial accountability of ASUPS.
6. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

C. Membership:

1. Vice President, Chair.
2. Two to four students-at-large. Appointed by the Vice President in consultation with the President.
3. Two Senators, who should serve staggered terms
4. President, non-voting.
5. Director of Business Services, non-voting.

D. Meetings:

1. Weekly as designated by the Chair in agreement with the committee members.
2. To be considered official, financial recommendations from the Finance Committee must be adopted by a majority vote at a formal Senate meeting.

- E. The Finance Committee must act according to the provisions set forth in the ASUPS Financial Code.

Section 6. Food, Health and Safety Committee

A. Purpose:

1. Serve as a forum for discussing views and concerns of the student body that are pertinent to Dining and Conference Services; Counseling, Health, & Wellness Services; and Security Services,

B. Powers and Responsibilities:

1. Formulate priorities and objectives regarding Dining and Conference Services; Counseling, Health, & Wellness Services; and Security Services.
2. Report to the ASUPS Senate concerns regarding Dining and Conference Services; Counseling, Health, & Wellness Services; and Security Services.
3. When forming policy, acknowledge the limitations under which Dining and Conference Services; Counseling, Health, & Wellness Services; and Security Services operate.
4. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

5.

C. Membership:

1. Three to Five students-at-large. Appointed by the Vice President in consultation with the President.
2. Two Senators. Serving staggered terms. Most senior Senator as chair.
3. Director of Security Services, non-voting.
4. Director of Dining and Conference Services, non-voting.
5. Director of Counseling Health and Wellness Services, non-voting
6. Director of Student Interests
7. ASUPS Office Manager, non-voting. Also takes minutes.

D. Meetings:

1. Bi-monthly, as designated by the Chair in agreement with the committee members.
2. Food, Health, and Safety must advertise their meeting times to the student body.

Section 7. Governance Committee

A. Purpose:

1. Serve as a first level evaluator of ASUPS documents, policy and procedure, ensuring consistency, accuracy and legality.

B. Powers and Responsibilities:

1. Evaluate and review the ASUPS Constitution, By Laws and any other ancillary documents and present recommendations to Senate.
2. Be familiar with the documents to ensure they're not in conflict.
3. Report any breeches of the Constitution, By Laws, or any other formal documents to the ASUPS Senate and ASUPS Honor Court. Recommend corrections of these breeches to the Senate and Honor Court.
4. The Governance Committee may establish sub-committees to examine specific documents or portions of documents.
 - a. Each sub-committee must have one voting member of the committee as the Chair and an undetermined number of students at large that need not be ap- proved by the Senate.
 - b. Any member of the committee, Executive Officer or Senator may serve on a sub-committee.
 - c. All members of the sub-committee have equal status and each member has one vote.
 - d. Each sub-committee is responsible to the Governance Committee.
 - e. A sub- committee is disbanded upon completion of their appointed task as determined by the Governance Committee.
5. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

C. Membership:

1. Three students at large. Appointed by the President in consultation with the Vice President.
2. Two Senators
3. Vice President, non-voting
4. President, non-voting.

D. Meetings:

1. At least once a month, if not more regularly, as deemed necessary by the Chair in agreement with the committee members.

E. Any committee members serving on other committees or boards are not allowed to vote on policy concerning that committee.

Section 8. Student Ideas and Concerns Committee

A. Purpose:

1. Gather, determine and prioritize concerns of the student community.

B. Powers and Responsibilities:

1. Obtain student input on various student concerns as the Senate deems necessary.
2. Organize events, programs and/or surveys conducive to achieving maximum student input.
3. Submit results to the Senate to aid in effective policymaking regarding the student concerns at hand.
4. Respond to student concerns and make the effort to proactively address student concerns or ideas.
5. The Student Concerns Committee may establish sub-committees to examine specific student concerns.
 - a. Each sub-committee must have one voting member of the committee as the Chair and an undetermined number of students at large that need not be approved by the Senate.
 - b. Any member of the committee, Executive Officer or Senator may serve on a subcommittee.
 - c. All members of the sub-committee have equal status and each member has one vote.
 - d. Each sub-committee is responsible to the Student Concerns Committee.
 - e. A sub-committee is disbanded upon completion of their appointed task as determined by the Student Concerns Committee.
6. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

C. Membership.

1. Three to five students at large. Appointed by the President in consultation with the Vice President.
2. Two Senators, most senior Senator as chair.
3. Director of Student Interest
4. President, non-voting.

D. Meetings:

1. Bi-monthly as designated by the Chair in agreement with the committee members.

Section 9. Student Media Board

A. Purpose. Editors and the General Manager are given the discretion to establish the editorial and program direction of their respective medium. With this in mind, the primary purpose of the Board is to provide those forms of direction and support to the official student communication media that will lead to the highest levels of journalistic and broadcasting quality.

B. Powers and Responsibilities.

1. Review the editorial/broadcast, advertising, fiscal, production, and personnel policies of the media heads.
2. Ensure long term quality by setting goals and establishing broad editorial and program guidance.
3. Adhere to and support the principle of a free and unbiased press with particular attention to the statements of the Society of Professional Journalists (Sigma Delta Chi) and the National Association of Broadcasters.
4. Advocate the position of the media to ASUPS and the University of Puget Sound.
5. The Board will select and remove Editors and General Managers.
6. The Board has the authority to require that an editor print a retraction or that the general manager broadcast a public apology when it is evident that a published or broadcast statement is clearly contrary to libel laws or Federal Communications Commission (FCC) regulations.

7. Any and all complaints from any member of the readership or listening public should first be taken to the appropriate media head. If either party determines that substantive matters remain unresolved, the Board may be convened to consider the complaint and take action as necessary. If the complaining party is unwilling to approach the media head directly, the Board will receive his/her complaint, notify the media head, convene to consider, and take necessary action.
8. In the event a dispute arises between a media head and the media advisor that can not be resolved to the satisfaction of both parties, the Chair of the Board should be consulted in the attempt to resolve the matter. If after consultation, either party determines that substantive matters remain unresolved, the Board may be convened to settle the matter.

C. Membership.

1. Two (2) students at large: Non-staff members of the student sponsored media selected by the Vice President with alternating two (2) year terms.
2. Vice President.
3. One Senator, Chair
4. One faculty member, serving an indefinite term selected by Faculty Senate.
5. Dean of Students or his/her designee.
6. The Media Advisor(s). In cases where more than one Media Advisor attends that meeting, the sum of the Advisor votes carries that same number, one, as other voting members.
7. Editors and General Managers of the medium, non-voting.
8. Vacancies are filled as they arise according to the same procedure by which members are selected.

D. Meetings.

1. Meetings of the Board are to be convened at least twice a month or as determined by the Chair. In order to provide adequate direction, it is essential that the Board meet with Editors and the General Manager during the first three weeks of each semester.
2. All meetings are open unless closed by a majority vote of the Board. The voting members of the Board reserve the right to meet in executive session, excluding ex-officio members, for deliberation on sensitive issues.

E. Selection of Editors and General Managers

1. The Board solicits applications for Editors and General Managers after spring break of the spring semester.
2. The Board will select the Editor of each publication and the General Manager of KUPS-FM and Photo Services no later than the May 1
3. The Board will interview all candidates who meet the minimum qualifications of Undergraduate Student as defined by the University of Puget Sound Bulletin, with a cumulative grade point average of 2.0 or higher. Proof of both claims must be provided by all candidates prior to the interview.
4. The Board may request certain additional information from applicants, including letters of reference from faculty or staff, samples of journalistic writing, resumes, and personal statements.
5. No elected official of the ASUPS may serve as an Editor or a General Manager.
6. The Board fills vacancies in the position of Editor or General Manager as they occur in a manner similar to the annual selection process. If the regular selection process would jeopardize normal operation of the medium, an interim Editor or General Manager may be appointed to serve until regular selection processes can occur.

F. Removal of an Editor or General Manager

1. The Board may decide to remove an Editor or General Manager under the following conditions:
 - a. Failure to perform. If an Editor or General Manager fails to carry out the duties assigned to them such that regular operation of the publication or station is severely

jeopardized, he/she may be removed from office by a simple majority decision of the Board.

- b. Engaging in illegal acts. An Editor or General Manager found guilty of conduct in violation of the Student Integrity Code or Federal or State law will be removed from office.
 - c. Violation of libel laws or FCC Regulations. An Editor or General Manager who violates libel laws or FCC regulations can be removed from the position by a simple majority decision of the Board. The Board may suspend, by simple majority vote, an Editor or General Manager during the time in which charges are being adjudicated.
2. The process by which the Board considers the removal of an Editor or General Manager should be characterized by a concern for due process and objectivity. The individual in question should receive written notification specifying the reasons for such consideration. An Editor or General Manager should be given sufficient time to prepare an answer to such charges. A hearing on the charges should be scheduled within ten (10) days unless the individual charged requests an extension which must be approved by the Board. The individual should also be given the opportunity to request that the Board's considerations of the charges be conducted in an open public meeting. The final vote on the charges is conducted in an executive session of the Board.
 3. The decision of the Board to remove an Editor or General Manager may be appealed to the President of the University. Such an appeal should be made within five (5) days of the receipt of the decision of the Board. The decision of the President is final.
 4. Staff members of the various media are subject to the same standards mentioned above. It is the responsibility of Editors or General Managers to suspend or dismiss staff members found in violation of these standards. In the event of a dispute between a staff member and an Editor or General Manager concerning the severity of a violation, the Board serves as the final arbiter. Failure on the part of an Editor or General Manager to act on such a suspension or dismissal is considered failure to perform and renders the Editor or General Manager subject to considerations for suspension or dismissal by the Board.

G. Powers and Responsibilities of Editors and General Managers.

1. Carry a minimum of two (2) units per semester, maintain a cumulative grade point average of 2.0 or higher, and must be a fee-paying member of ASUPS during their tenure of office.
2. Establish and implement sound editorial/broadcast, advertising, fiscal, production, and personnel policies.
3. Be responsible for the editorial content of their media.
4. Be free from prior restraint and review, except as stated in the KUPS-FM Charter.
5. Select all staff members.
6. Supervise the daily operations of their respective media.

H. Prepare and submit a budget to the Budget Committee. Powers and Responsibilities of a Media Advisor.

1. Advise the media on editorial/broadcast, legal, fiscal, production, and personnel policies. Serve as administrative liaison between student media, relevant academic departments, the University, the Board of Trustees and ASUPS.

I. The Official ASUPS Media Departments

1. Definition.
 - a. ASUPS Media serve a distinct, long-term need or area of interest that is not met by other media, clubs, or organizations.
 - b. ASUPS Media produce student work and are managed by students committed to the advancement of that creativity.
 - c. The opportunity to participate in ASUPS Media should be accessible to all members of the University of Puget Sound community, as should the ASUPS Media Department's product.

2. Membership

- a. The Trail. The weekly student newspaper.
- b. Tamanawas. The student yearbook.
- c. Crosscurrents. The student literary and arts journal published at least once a year.
- d. KUPS-FM. The student operated non-commercial, educational radio station, as defined by the KUPS-FM Charter.
- e. Photo Services. The student photography service.
- f. Wetlands Magazine. Wetlands Magazine is the University of Puget Sound campus publication dedicated to the critical interrogation of gender, sexuality, ability, age, class, race, embodiment, intersectional identities and social justice as well as the celebration of related art, poetry, literature and performance.
- g. Elements. The student science magazine published at least once a year
- h. Other such official publications or electronic media as are approved by the ASUPS Senate through the process listed below.

3. Becoming an ASUPS Media Department

- a. An organization must be active as an officially recognized or registered ASUPS Club for no fewer than three full academic years before it is eligible to apply for the Evaluation Phase. Prior to the Evaluation Phase an organization should clearly define its goals and operations.
- b. Upon completing at least three years as an ASUPS Club, an organization may appeal to the ASUPS Senate to enter the Evaluation Phase. The ASUPS Senate will decide, based on a simple majority vote, if the organization will be allowed to enter the Evaluation Phase.
- c. The Evaluation Phase
 1. With ASUPS Senate approval, the evaluation will be administered by the ASUPS Media Board.
 2. The evaluation does not have a time restriction.
 3. During the Evaluation Phase, the ASUPS Media Board has the power to adjust the organization's status. Decisions to change an organization's status must be approved by a 2/3 majority vote of the ASUPS Media Board.
 4. The ASUPS Media Board is responsible for conducting a semesterly evaluation of any organization in the Evaluation Phase, using the definition of ASUPS Media Departments as well as a list of practical provisions including, but not limited to, financial planning, demonstration of student commitment and continuity, effort to involve the campus community, faculty involvement and advisor roles, and plans for future growth.
 - a. For each semester that the organization is under evaluation, the ASUPS Media Board must submit a Report of Recommendation to the ASUPS Senate outlining their decision to:
 - i. Make the organization an ASUPS Media Department;
 - ii. Keep the organization in the Evaluation Phase. Upon this decision the ASUPS Media Board will also evaluate the progress of the organization in question and advise the organization on areas of needed change.
 - iii. Remove the organization from the Evaluation Phase and return it to normal club status.
 - iv. A Report can be submitted by the ASUPS Media Board to the ASUPS Senate at any time during the semester, but must be submitted at least once each semester for each organization in the Evaluation Phase. Each Report of Recommendation must contain a detailed justification of the ASUPS Media Board's

decision.

- v. During the Evaluation Phase, an organization will operate with all of the privileges and responsibilities of an ASUPS club.
 - vi. If, during the Evaluation Phase, the ASUPS Media Board determines that an organization should become an ASUPS Media Department, the ASUPS Senate must approve, with a 2/3 majority vote, the organization's status as an officially recognized ASUPS Media Department. At such time the organization will gain all privileges and responsibilities of an ASUPS Media Department.
4. Regular Performance Reviews
- a. Each ASUPS Media Head will be responsible for regularly updating the ASUPS Media Board on the editorial, fiscal, production, and personnel policies of their ASUPS Media Department.
 - 1. Each ASUPS Media Head will formally present documented continuity to their successor at the last meeting of the ASUPS Media Board for the spring semester with the next year's budget proposal for that medium.
 - 2. Copy of the continuity for each medium is filed with ASUPS and kept in a binder in the ASUPS office as well as a cloud storage space, managed by the ASUPS Vice President.
 - b. If any of these requirements are not filled, or if the contents of a presentation suggest that action should be taken, the ASUPS Media Board may choose to file a complaint against the Media Head in question.
5. The Emergency Review Process
- a. Instating an Emergency Review
 - 1. Following an unresolved complaint under section B.7, B.8, or 1.4.b, the ASUPS Media Board may agree by unanimous vote of those present to recommend to the ASUPS Senate that an Emergency Review process be conducted.
 - 2. The ASUPS Senate must vote by a 2/3 majority to approve the Emergency Review.
 - b. Conducting an Emergency Review
 - 1. An Emergency Review process must consist of:
 - a. A financial audit
 - b. An individual interview with the ASUPS Media Head
 - c. Individual interviews with staff of the Media Department
 - d. A review of the physical workspace of the ASUPS Media Department
 - e. At least one publicized open forum for members of the campus community to address the concerns regarding the ASUPS Media Department under review.
 - 2. An Emergency Review may consist of other elements if deemed necessary by the ASUPS Media Board.
 - 3. The ASUPS Media Board or a subcommittee of the ASUPS Media Board must administer each element of the Emergency Review process. However, the ASUPS Media Board may choose to out-source the financial audit.
 - 4. The ASUPS Media Board may request, if necessary, that the ASUPS Vice President appoint members of the campus community as temporary ASUPS Media Board members to assist in the Emergency Review process.
 - 5. The Emergency Review process does not have a limited time frame, but should the Review need to occupy more than one semester the ASUPS Media Board must report to the ASUPS Senate with a formal update at least once each

semester.

- a. Reporting the Results of an Emergency Review¹. Upon completion of an Emergency Review, the ASUPS Media Board will submit a written report and formally present their findings and recommendations to the ASUPS Senate. The ASUPS Media Board will recommend one of the following actions:
 - i. End the Emergency Review as the ASUPS Media Department was able to rectify the situation.
 - ii. Continue the Emergency Review of the ASUPS Media Department in question for an additional semester, with specific conduct recommendations to that ASUPS Media Department.
 - iii. Terminate the ASUPS Media Department.
 1. The ASUPS Media Board must issue a full copy of this report to the ASUPS Media Head in question.
 2. The ASUPS Media Board must retain a fully copy of the report in its records for no fewer than ten years.
 3. The public portions of the report will be made available to the campus community.
- J. Revisions of the Student Media Board By Laws. Any future alteration of the Student Media Board section of the By Laws must be reviewed by the Board of Trustees' Academic and Student Affairs Committee prior to final Senate approval.

Section 10. Union Board

Approved by the Board of Trustees on February 23, 2018

- A. Purpose. The University of Puget Sound Wheelock Student Center is the community center of the university serving students, faculty, staff, alumni and friends.
 1. Provide a variety of meeting spaces for convening groups from the on-campus and off-campus communities.
 2. Enhance leadership and co-curricular opportunities by providing an environment and programs, which stimulate the intellectual, social, cultural, recreational and personal development of individuals and groups within the campus community.
 3. Provide access to services, conveniences, amenities, and centralized information.
 4. Exhibit and encourage the diversity, vitality, and dynamism, which characterize the university.
- B. Powers and Responsibilities.
 1. Initiate and review policies regarding the facilities, services, and activities provided by the Wheelock Student Center.
 2. Provide direction and support to the Director of Student Life Operations in the implementation of the plans and policy directives of the Board.
 3. Evaluate the changing and diverse needs and interests of the university community in the accessible utilization of the Wheelock Student Center.
 4. Create sub-committees by a majority vote of the members of the Board as needed.
 5. Encourage facility use by various university community constituencies and offer support and assistance.
 6. Encourage the development of new activities and services not currently being offered within the Wheelock Student Center.
 7. Approve, in conjunction with a delegate of the Union Board, the annual hiring of a Student Wheelock Student Center Art Curator who oversees the caution of student and Union Board art exhibits in the Wheelock Student Center.
 8. Approve use of the Union Board Budget

9. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.
- C. Membership. Vacancies are filled as they arise according to the same procedure by which members are selected.
1. One ASUPS Senator, Chair,
 2. One student at large,
 3. ASUPS Vice President,
 4. One ASUPS Programmer
 5. KUPS General Manager or their Core Staff designee,
 6. One Media Board Representative, (can rotate between media Heads, excluding the KUPS General Manager),
 7. Information Center Student Manager (can rotate between managers)
 8. Diversions Café Student Manager (can rotate between managers),
 9. Cellar Student Manager (can rotate between managers),
 10. One staff member, preferably student staff, representative from Counseling, Health and Wellness Services (can rotate),
 11. The Associate Vice President of the Business Services,
 12. Director of Student Programs,
 13. Vice President of Student Affairs or their designee (Director of Student Union and Programs),
 14. Director of Dining and Conference Services or their designee,
 15. Bookstore Manager,
 16. Mail Services Coordinator,
 17. Wheelock Student Center Art Curator (non-voting member),
 18. Associate Vice President for Facilities Services, or their designee,
 19. Student Life Operations Administrative Specialist, non-voting member and also takes minutes.
- D. Meetings
1. The Board meets once a month in regular sessions during the academic year. Other scheduled meetings are arranged by the Chair as required.
 2. Special meeting of the Board may be called by the Chair, the Director of Student Union Programs or their designee, or by one-third (1/3) of the voting membership of the Board by submitting a request to the Secretary of the Board.
 3. All meetings are open unless the Board chooses to go into executive session to discuss personnel or contractual business. A two-thirds (2/3) majority vote is required.
- E. Reporting. The Vice President for Student Affairs or their designee bears the primary responsibility for ensuring the effective coordination of Wheelock Student Center's programs and facilities. Periodic reports to the ASUPS Senate and the Board of Trustees Academic and Student Affairs Committee on the status of the Union will be provided as needed by the Vice President for Student Affairs or the designee.
1. The Assistant Director of Student Activities for the Wheelock Student Center will provide monthly reports to Union Board regarding the use of the building.
- F. Special Circumstances.
1. Artwork. As the Union Board purchases artwork for permanent installation in the building, any requests to remove such pieces must be discussed and voted on by the Union Board. Any vote to remove artwork must carry a two-thirds (2/3) majority vote.
- G. Revisions. Any further alteration of the Union Board section of the By Laws must be sent in writing to the Board of Trustees' Academic and Student Affairs Committee members for review.

Section 11. Green Fee and Expression Fund Review Committee

- A. Purpose. The purpose of the Green Fee and Expression Review Committee is to approve, oversee

and administer the Green Fee and Expressions Fund

B. Powers and Responsibilities

- a. Create and publicize the process for applying for the Green Fee and Expressions Fund
- b. Review and approve the Green Fee and Expression Fund applications
- c. Allocate and oversee the administering of the Green Fee and Expressions Fund
- d. Perform any other such duties as may be delegated by the Constitution, By Laws, Financial Code, or the Senate.

C. Membership

- a. The Director of Student Interest, Chair
- b. One Senator
- c. Two Students-At-Large, Appointed by the DSI in conjunction with the Vice-President
- d. The Chair of the Sustainability Advisory Committee or their Designee, Non-Voting
- e. The Director of Intercultural Engagement or their Designee, Non-Voting
- f. Director of Business Services, Non-Voting

D. Meetings

- a. will be held at the discretion of the chair at least once a month

Section 12. Student Leader Review Committee

A. Purpose. The purpose of the Student Leader Review Committee is to create internal equity² within ASUPS Student Leadership Stipends.

B. Powers and Responsibilities

1. Review leadership position descriptions of ASUPS Student Leaders.
2. Review proposed stipend amounts. These should be provided by ASUPS Heads of Department and Budget Managers.
3. Review and approve the stipend proposal forms to be collected from the respective departments
4. Make a recommendation, regarding stipend amounts and job descriptions, to be approved by Senate before the beginning of the budgeting process.
5. Respond to appeals and approve additional stipends when necessary.
6. Share decisions with the Budget Committee, President-Elect, and Vice-President Elect after their election
7. Perform any other such duties as may be delegated by the Constitution, By-Laws, Financial Code, or the Senate.

C. Membership. Vacancies are filled as they arise according to the same procedure by which members are selected.

1. Vice President or their Designee, Chair
2. Director of Business Services, non-voting
3. One Senator
4. One programmer, appointed by the Programmer's Board
5. One Media Head, appointed by Media Board
6. One Student at Large
7. Human Resources, Director of Compensation & Benefits, or their Designee

D. Meetings

1. The Board meets prior to the fiscal year Budgeting process.
2. When it is necessary to respond to appeals or new stipended positions.

² Internal Equity is the comparison of positions within your business to ensure fair compensation. You must compensate employees or independent contractors fairly compared to colleagues. Employees and independent contractors must also perceive that they are paid fairly compared to their colleagues.

Article VI. Student Programs Board

Section 1. Purpose.

To educate Student Programmers and coordinate activities of the Office of Student Programs.

Section 2. Membership.

- A. Director of Student Interests, Co-Chair
- B. Director of Marketing and Outreach, Co-Chair
- C. Student Programmers
- D. Vice President
- E. Director of Student Programs
- F. One Senator
- G. One Student-at-Large, appointed by the Co-Chairs in consultation with the Vice-President

Section 3. Meetings.

The Student Programs Board meets weekly or as designated by the Chair.

Section 4. Coordination

ASUPS Student Programs is coordinated by the DSI and DMO in consultation with the Director of Student Programs.

Section 5. Responsibilities

Programmer responsibilities are determined by the Vice President, DMO, and DSI in consultation with the Director of Student Programs and the Programmer

Section 6. Director of Student Programs

- A. Powers and Responsibilities
 - 1. The Director of Student Programs is employed by the Dean of Students, but has the following responsibilities to ASUPS:
 - 2. Advise and assist in the education of the Student Programs Board.
 - 3. Assist Programmers in preparing budgets for presentation to the Budget Committee.
 - 4. Serve as an ex-officio member on all interviewing and evaluation panels for ASUPS Programs Chairs.
 - 5. Report the status of programs to the Senate as necessary.

Section 7. Criteria for Selection of ASUPS Programmers

- A. Candidates must be full-time students at the time of their selection, as defined by the University of Puget Sound, with a cumulative grade point average of 2.0 or higher. Proof of both claims must be provided by the candidate upon request.
- B. Selection of ASUPS Programs Chairs is determined by an interviewing panel comprised of the Vice President, one Senator, the President, ex-officio, and the Director of Student Programs, ex-officio. The panel determines criteria and procedures for evaluation, and screens prospective candidates. The former, respective Programmer may also attend as ex-officio.
- C. All selections are subject to Senate approval confirmation.

Section 8. Programmer Job Descriptions

Job descriptions are written or amended by the Vice President in consultation with the Director of Student Programs, DMO, DSI and the respective Program Chair.

Article VII. Amendments and Revisions

Section 1. Amendment through Senate

- A. The By Laws may be amended by a two-thirds majority vote of the Senate members present and voting

Section 2. Amendment through Election

- A. At the request of a majority vote of the Senate or upon petition of ten percent of the ASUPS, the By Laws may be amended by a majority vote in an ASUPS election.

Section 3. Publication of Amendments

- A. Proposed amendments to the By Laws must be presented to the Senate and publicly available the week before being voted upon by the ASUPS or Senate.

Section 4. Suspension of By Law

- A. Suspension of a By Law may occur with a two-thirds majority of the Senate after first being submitted in writing to the ASUPS Governance Committee for their review and recommendation.

Article VIII. Clarifications

Section 1. Student-at-Large

- A. A student at large is defined as any non-elected member of the ASUPS, appointed to a committee of ASUPS

Section 2. Ex-Officio

- A. The word "ex-officio" in every ASUPS document is defined as the person, by right of office, is a member without voting privileges.

Section 3. Federal Freedom of Information Act of 1967

Federal Freedom of Information Act of 1967 as it applies to ASUPS. The public has the right to examine any document in ASUPS possession, with the exception of income tax returns, inter-agency letters, and other documents deemed confidential by an ASUPS Executive or Chair of Senate.

- A. Information requests about ASUPS:
 - 1. An Executive or Chair of Senate should be consulted and requests sent to the appropriate ASUPS representative. No reason need be given for asking for the requested material.
- B. Response to Requests: Response to an initial request must be made within ten working days. An additional ten days may be granted in the event of "unusual circumstances" which may include the need to obtain records from an auxiliary organization or committee, or consult with an- other department, agency, or organization.
- C. ASUPS is not responsible for any charges that may accrue due to duplication and/or distribution of requested materials. However, charges for the requested material will not exceed market prices for materials equal in value.

Section 4. Meeting

- A. A meeting is defined as the physical, and not electronic, gathering of sufficient members of a body to have attained quorum proper to such body.
 - 1. If necessary, electronic gatherings, such as, but not limited to, e-mail votes, electronic chat or forums, social media, electronic text-based communication programs, and phone calls may count as formal meeting when it is necessary for quorum.
 - 2. No gathering of sufficient members of a body to have attained quorum shall constitute a "meeting" for the purposes of any and all ASUPS activities, administration, record- keeping, and policies, unless formal recorded minutes were composed at such meeting, publicly available upon request.
 - a. Exemptions:
 - i. The only exemption to the "physical" qualification of the definition of "meeting" introduced in Article VII., Section 5., A., is if such relevant body shall have voted to expressly grant to a specific, named member, the privilege to be recorded as present and vote by a live, web-cam based streaming

- service, to be agreed upon by the members of such body by two-thirds (2/3) majority vote during the previous meeting, and such body shall vote on each proposed exemption individually, and not severally at once.
- b. All meetings of the Senate, the President's Council, any Standing Committee of the Senate, the meetings of any special or select committees as the Senate may establish, shall take place on the University of Puget Sound campus, and when possible such meetings are to occur in the Student Union Building, the Collins Memorial Library, or some other publicly accessible space. If possible, meetings shall not be held in Residential Halls, On-Campus Residential Houses, Greek Houses, or academic buildings.

Article VIII Normal Rules of Parliamentary Procedure

Section 1: Purpose

- A. Rules contained in this Article shall be operative in all instances and for all business of the Senate unless by 2/3 vote of members present and voting the Senate shall vote to suspend a rule in this Article.
- B. Voting: Each voting member of the Senate shall have one vote for the purposes of each motion, item, or act undertaken or considered by the Senate.

Section 2: Proxy Votes

Votes by proxy shall be permitted if and only if the Chair shall determine to grant such privilege according to the following conditions:

- a. Privilege Granted by Chair:
 - i. If, twenty-four hours prior to the calling to order of the Senate or a committee, a voting member of the body shall have submitted to the Chair of the Senate, or of the relevant committee, in writing, a notification of their absence and their intention to vote by proxy, then the Chair may grant such privilege and the absent Senator, or other voting member, shall be principal to their proxy.
 - ii. If in the course of a regular or special meeting of the Senate or any of its committees, a voting member of that body is due to circumstance required to leave prior to normal adjournment, the Chair of such body may extend the privilege of a proxy vote to another member present, identified by the member so leaving; this decision of the Chair shall be subject to an appeal to a simple majority of the Senate.
 - a. Any voting member of such relevant body may raise a motion to appeal the decision to extend the privilege under this rule.
 - b. In order to preserve quorum, if a voting member present for roll call is due to circumstance required to leave prior to normal adjournment, the Chair may choose at their discretion to assign someone as proxy for such absent voting member.
 1. The Chair shall not assign one person more than one proxy under the rule established at Article VIII., B., 1., a., ii., b.
 - iii. Under the rule established here at Article VIII, B. b. i., the Senator will include in their notification the name of the voting member of the Senate who will act as their proxy.
 - iv. The Chair of the Senate may decline to grant the privilege established at Article VIII., B., 1., a., i.
 - v. Proxy votes shall terminate and return to their principal at the adjournment of such meeting where the proxy vote is granted.
 - vi. Proxy votes shall terminate upon recess or adjournment of the Senate or relevant committee. The only exception to this is if the Chair has granted the privilege established at Article VIII, B.