

ASCSI By-Laws

BY-LAWS OF THE ASSOCIATED STUDENTS OF THE COLLEGE OF SOUTHERN IDAHO SENATE

Article I: Duties of the Student Senate are:

Section 1. To approve by majority vote all events concerning the ASCSI.

Section 2. To meet each Monday from 3:15 pm – 6 pm throughout the school year, except when such a meeting falls on a school holiday.

Section 3. Senate has the discretion to change the meeting and material submission times by unanimous vote.

Section 4. To promote in every way possible the interests and spirit of CSI.

Section 5. To authorize all appropriations from ASCSI funds.

Section 6. To approve the annual budget the last meeting of April, for the ensuing year.

Clause 1. All annual budget proposals must be scheduled through the ASCSI Secretary.

Section 7. To keep the ASCSI members informed of all business brought before the Senate and any action taken.

Section 8. To ratify all ASCSI Presidential appointments.

Section 9. To perform its appropriate duties when a vacancy occurs.

Section 10. To enforce recall of any Senator, President, Vice-President, Secretary, or Treasurer missing three regularly scheduled meetings. Unless he/she can show just cause why he/she should not be recalled. Showing up more than fifteen minutes late constitutes an absence.

Clause 1. To enforce the recall of any Senator missing three regularly scheduled Council or Standing Committee meetings per semester. Unless he/she can show just

cause why he/she should not be recalled. Showing up more than fifteen minutes late constitutes an absence.

Clause 2. To enforce the recall of any Executive council member missing three regularly scheduled Executive Council meetings. Unless he/she can show just cause why he/she should not be recalled. Showing up more than fifteen minutes late constitutes an absence.

Section 11. In the absence of the ASCSI Vice-President:

Clause 1. The ASCSI Pro-Tempore is to conduct the meeting; if the Pro-Tempore is also absent the ASCSI President may recommend a member of the ASCSI Senate to conduct the meeting.

Clause 2. If no recommendation is made then the ASCSI President shall conduct the meeting.

Clause 3. In the case that both the President and Vice-President are unable to attend a meeting, the Treasurer will preside and the Pro-tempore will conduct the meeting. In the event that three of the four executives are unable to make the meeting, then the meeting will be cancelled for that week.

Section 12. Submit a weekly Council or Standing Committee report to the ASCSI Secretary.

Clause 1. The weekly report must be submitted electronically by Friday at 11:59pm during the week in which the meeting took place, or as established by the Rules Committee.

Clause 2. The report will include a brief summary of the council meeting, and attendance.

Section 13. Attend all Council meetings and Committee meetings to which they are an appointed Committee Chairperson or liaison.

Article II: Duties of the Elected and Appointed Officers

Section 1. The elected offices are as determined in the constitution.

Section 2. Each officer shall be required to work at various Senate sponsored activities.

Section 3. Duties of the elected officers:

Clause 1. Attend all regularly scheduled Senate meetings.

Clause 2. Each Senator shall serve four hours in the Senate office each week.

Clause 3. The President, Vice-President, Secretary and the Treasurer shall serve six

office hours each week.

Clause 4. Office hours shall be posted outside the Senate office at all times.

Clause 5. All office hours must be must occur between 7 am – 7 pm, Monday through Friday. Except in the case of working a senate sponsored activity the working office hours time and days are extended for the benefit of ASCSI; councils, clubs, and organizations.

Clause 6. In the event that a school week is shortened for any reason the Senate may vote to lessen required office hours for that week with a simple majority vote.

Clause 7. Office hours will be reported on the official office hours sheet and must be submitted to the ASCSI Vice-President no later than the Executive Meeting in the week in which the office hours took place, or as established by the Rules Committee.

Clause 8. Office hours may include but are not limited to; work for any Senate related event or project, committee meetings other than standing committees, helping with events of other councils, or any other work that benefits the ASCSI.

Clause 9. Office hours do not include attending required Council meetings, Executive Council meetings, regular Senate meetings, standing committee meetings, or any other activities not deemed Senate related according to the Rules Committee.

Clause 10. If the Rules Committee determines that the office hours of any member of the ASCSI Senate were not utilized for the benefit of the ASCSI, the Rules Committee must report their findings in writing to the individual within 7 days of the Rules Committee meeting.

Clause 11. In the event that there is no Senate related business that must be completed during a particular week Senators and Executives may work on other school related matters, but must still complete the minimum required amount of office hours and report on the office hour form.

Section 4. The President shall:

Clause 1. Attend all Senate meetings, except once a month when the Board of Trustees meeting occurs.

Clause 2. Call all special meetings of the Senate.

Clause 3. Make recommendations for appointed offices.

Clause 4. Has the power to veto legislations appointed by the Senate. The veto must be done within 10 days of approval by the Senate.

Clause 5. Call all special elections in the case of an initiative or referendum.

Clause 6. Appoint members of the Senate to serve as liaisons or chairs of the various

Councils or Senate established Standing Committees.

Clause 7. Coordinate legislative contact on the state and local level assuming responsibility for student interest lobbying.

Clause 8. Has the power to approve the emergency expenditure of no more than \$200 per semester from the Senate budget without a vote from Senate.

1. The money must be used in the benefit of an official ASCSI Senate event or activity.
2. No more than \$100 per event may be approved by the President.
3. Any emergency Presidential expenditure must be reported to the ASCSI Senate during the next Senate meeting.
4. The President may only approve the use of these funds if time doesn't allow for a Senate meeting or emergency Senate meeting to take place before the event or activity.

Clause 9. Serve on at least one committee established by the Senate each semester.

Clause 10. Be responsible for providing an annual report to the ASCSI Senate and incoming ASCSI Senate and Advisors.

Section 5. The Vice-President Shall:

Clause 1. In the absence of the President, shall assume all of the duties of the President.

Clause 2. Serve as the chair of the Senate.

Clause 3. Vote in the case of a tie.

Clause 4. Create the weekly Senate meeting agenda.

1. The agenda must be completed and made available to all the members of the Senate no later than 24 hours before the regularly scheduled Senate meeting.
2. Guest speakers, Senators, Executives, or ASCSI Senate Advisor who wish to propose anything to the Senate that requires an official Senate vote must submit their proposal to the ASCSI Vice-President no later than 5 pm on the Thursday before the next Senate meeting.
3. Any Guest Speaker, Senator, Executive, or ASCSI Senate Advisor who does not submit a proposal to the Vice-President in the required time may still present in the Senate meeting with a supermajority vote of approval.
4. The Vice-President shall include all proposals and speakers on the agenda and must send out complete proposals with the agenda.
5. Any proposals to the Senate must be made available by the Vice-President to all the members of the Senate no later than 5 pm on the Friday before the

next regularly scheduled Senate meeting.

6. The Senate meeting agenda must contain at the minimum: the date, term, what week in the term it is, who is presiding, who is conducting, call to order, attendance, agenda approval, minutes approval, speakers from the floor, guest speakers, announcements, Council or Senate established Standing Committee reports, old business, new business, for the good, Treasurer's report, Vice-President's report, President's report, advisor's report, board liaison's report, ending roll call, and adjournment.

Clause 5. Serve on at least one committee established by the Senate each semester.

Clause 6. Shall be responsible for providing an annual report to the ASCSI Senate, President, and incoming ASCSI Senate and Advisors.

Section 6. The Treasurer Shall:

Clause 1. Monitor and report all ASCSI controlled accounts.

Clause 2. Keep a file of budget requests up to date.

Clause 3. Present the most up to date Senate budget and projected budgets during the Treasurer's report.

Clause 4. Shall keep track of all Senate established committee expenditures.

Clause 5. Serve on at least one committee established by the Senate each semester.

Clause 6. Shall be responsible for providing an annual report to the ASCSI Senate, President, and incoming ASCSI Senate and Advisors.

Section 7. The Secretary shall:

Clause 1. Record and disseminate all records of the ASCSI Senate.

Clause 2. Keep minutes of all meetings of the ASCSI Senate.

Clause 3. Provide all correspondence and clerical work for the ASCSI Senate.

Clause 4. Be in charge of filing and reporting all petitions, referendums, initiatives, and impeachments.

Clause 5. Be in charge of keeping records of all Council Constitutions.

Clause 6. Make Senate meeting minutes available to all the members of Senate by 5 pm on the Friday during the week in which the meeting took place.

Clause 7. Keep track of all committee attendance by monitoring committee reports.

Clause 8. Serve on at least one committee established by the Senate each semester.

Clause 9. Shall be responsible for providing an annual report to the ASCSI Senate, President, and incoming ASCSI Senate and Advisors.

Clause 10. Shall be responsible for posting all weekly reports each week for Rules Committee to review.

Section 8. The Senators shall:

Clause 1. Be liaisons as defined in Article VIII of the ASCSI Senate By-laws.

Clause 2. Assist in providing activities for the ASCSI.

Clause 3. Propose and enact legislation.

Clause 4. Serve on at least two committees established by the Senate each semester.

Clause 5. Shall be responsible for providing an annual report to the ASCSI Senate, President, and incoming ASCSI Senate and Advisors.

Article III: Dismissal of Senators

Section 1. Any member of the ASCSI Senate or its Councils who is convicted of a misdemeanor or felony may be immediately dismissed from the ASCSI Senate or Council. Students may appeal to the Senate if they believe there are extraordinary or extenuating circumstances.

Article IV: Legislative Powers of the Senate

Section 1. To enact legislation of the ASCSI.

Clause 1. The Senate shall be barred from voting on any presented proposals the day that it is presented unless the Senate votes to wave this rule with a supermajority vote.

Section 2. To establish committees or other appendages necessary to assist in legislative and administrative functions.

Section 3. To approve all ASCSI expenditures.

Section 4. To conduct investigations into matters concerning student welfare and to make recommendations to appropriate college authorities.

Section 5. To establish election rules.

Section 6. To grant recognition to campus clubs and organizations.

Section 7. To approve the annual ASCSI Budget.

Section 8. Can override a veto by a supermajority vote.

Article V: Procedures of the Senate

Section 1. A quorum must be present in order for the Senate to conduct official business. A quorum will be a simple majority of voting members.

Section 2. Senate meetings shall be conducted under Robert's Rules of Order.

Section 3. In the case of a voting member being absent from a Senate meeting, he/she may vote by a proxy written ballot on issues brought before the Senate, via any voting Senate member present at the meeting.

Section 4. When the need arises, an appeals committee shall be formed to address an appeal.

Clause 1. An appeals committee will consist of the ASCSI Executive Council, who will review the circumstances and determine if the appeal warrants further consideration.

Clause 2. Recommendations of the appeals committee must be approved by a supermajority of the Senate. If the Senate does not concur with the recommendations of the appeals committee, the appeal will be returned to the committee for further consideration.

Clause 3. No appeal shall be brought before the ASCSI Senate more than two times.

Clause 4. A Senator or Executive member can only appeal twice during their full tenure in office.

Section 6. In the event that an ASCSI Senator or Executive is absent from a Senate, Council or Senate established Standing Committee meeting in which they are obligated to attend they may submit an absence excuse form.

Clause 1. The Senator or Executive wishing to submit an absence excuse form may do so within exactly 7 days before the absence, or up to 7 days after an absence.

Clause 2. The absence excuse form must be submitted to the Rules Committee no later than 5 pm on the 7th day after the absence.

Clause 3. All absence excuse forms will be reviewed by the Rules Committee during the next regularly scheduled Rules Committee meeting.

Clause 4. Absence excuse forms are voluntary and are made available for the benefit of ASCSI Senate and Executive members who have missed three regularly scheduled Senate meetings, three Council or Senate established Standing Committee meetings and thus must show just cause as to why he/she should not be recalled.

Article VI: Councils

Section 1. Requirements of Being a Council:

Clause 1. All councils so recognized must meet the requirements as set forth by the ASCSI Senate. These requirements will be evaluated each year by the ASCSI senate to review the standing councils and student liaison positions.

Clause 2. The term “student Council” shall apply to all structured groups which conform to the qualifications of the Senate, have a constitution that conforms with the ASCSI Senate constitution, have the ASCSI Senate liaison duties clearly outlined in their constitution, constitution approval form, have at least one Advisor and at most two, one of which MUST be an employee of the College. There must be a list of members, council registration form, budget, and a council summary.

Clause 3. A council will be defined as a structured group whose soul intention(s) is for the betterment of all fee-paying CSI students, with the purpose of creating a positive student experience.

Clause 4. Councils shall have at least one ASCSI Senate liaison so the ASCSI Senate and Councils may work in unity to bring about a collaborative student experience.

Clause 5. Councils will submit a spending report to their ASCSI liaison at the request of the ASCSI Senate.

Clause 6. All current College of Southern Idaho Councils will not discriminate based on race, color, religion, sex, age, national origin, or disability. (Civil rights Act of 1964, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973.)

Clause 7. All councils must have a minimum of 8 current members, not including their executive team or officers.

Clause 8. All councils must be fully composed of CSI students.

Clause 9. At least 100% of the council’s membership must be currently enrolled CSI students. Some councils may further define and limit their membership based upon non-discriminatory practices.

Clause 10. Individuals who are non-CSI students may join a council as non-voting members at the discretion of the individual council. Non-CSI students may not receive funding from the council. Councils may not discriminate against non-student members in a manner prohibited by law.

Clause 11. Personal beliefs or viewpoint specific beliefs may not be used as criteria for membership or for eligibility to hold an officer position within the council, except that officers may limit to students who share the beliefs, values and purposes of the council.

Clause 12. Only CSI students may serve as officers in councils.

Clause 13. In order to be considered for receiving student fee monies, a Council must have a student member present their Council's proposed budget during the annual Senate budgetary hearing.

Clause 14. The Senate may disband or revoke approval of any council who fails to maintain qualifications required by the Senate or by unanimous vote of the current ASCSI Senate.

Clause 15. Upon the event that the request to be considered a council is denied, Senate reserves the right to approve them as a club or organization.

Clause 16. Advisors are not eligible for voting or making money related decisions.

Article VII: Standing Committees

Section 1. The Legislative Affairs Committee:

Clause 1. Shall consist of one Senator appointed by the ASCSI President to be the Chairperson and shall be open to any voting member of Senate.

Clause 3. Legislative Committee must have a minimum of four voting Senate members, plus one executive member, for a total of five members, not including the Chairperson.

Clause 4. Standing meeting time is to be determined by standing members through supermajority vote, with a minimum of one meeting per month.

Clause 5. The Chairperson shall call special sessions when necessary to protect and maintain the welfare of the ASCSI Senate.

Clause 6. All standing members, excluding the Chairperson and executive member(s), shall have the power to vote. The Chairperson shall have the power to vote in the case of a tie.

Clause 7. Will have responsibility for organizing efforts to advocate to the Idaho State Legislature, the CSI Board of Trustees, and other bodies whose actions concern ASCSI in order to represent the best interests of students and the College.

Clause 8. Will have responsibility for planning and holding Regional and Statewide Leadership workshops and/or meetings.

Clause 9. Chairperson shall assign a member of the committee to record minutes.

Clause 10. Chairperson shall create and submit all weekly and annual committee reports and keep record of all official documents related to the Legislative Affairs Committee.

Section 2. The Rules Committee:

Clause 1. Shall consist of one Senator appointed by the ASCSI President to be the Chairperson and shall be open to any voting member of Senate.

Clause 2. Chairperson shall assign a member of the committee to record minutes.

Clause 3. Rules Committee must have a minimum of four voting Senate members, plus one executive member, for a total of five members, not including the Chairperson.

Clause 4. Standing meeting time is to be determined by standing members through supermajority vote, with a minimum of one meeting per month.

Clause 5. The Chairperson shall call special sessions when necessary to protect and maintain the welfare of the ASCSI Senate.

Clause 6. All standing members, excluding the Chairperson and executive member(s), shall have the power to vote. The Chairperson shall have the power to vote in the case of a tie.

Clause 7. Chairperson shall create and submit all weekly and annual committee reports and keep record of all official documents related to the Legislative Affairs Committee.

Clause 8. Shall resolve procedural, legislative, ethical, and constitutional questions and matters related to the legality and jurisdiction of the Constitution and By-laws.

Clause 9. Shall oversee the structural and organizational needs of the ASCSI and will propose amendments and/or solutions that will, in the committee's judgment, facilitate the execution of ASCSI business in a fair, ethical, democratic, and efficient manner.

Clause 10. The Rules Committee shall perform additional duties as prescribed in these By-laws and the ASCSI Constitution, including, but not limited to, the monitoring and recording of attendance records, development of Standing Rules, probationary contracts, disciplinary sanctions, and calculating scholarships for the four Executive Officers of the ASCSI Senate.

Clause 11. Review the Constitution and By-laws every semester to ensure legitimacy and applicability.

Article VIII: Liaison Duties

Section 1. Senate Liaison:

Clause 1. A Senator assigned to a Council or Senate established Standing Committee shall be known as a liaison.

Clause 2. Liaisons are required to attend regular Council or Senate established Standing Committee meetings.

Clause 3. A liaison must submit a Council or Senate established Standing Committee report to the ASCSI Secretary for every Council or Senate established Standing Committee meeting by 11:59 pm Friday on the week the Council meeting was held.

Clause 4. Council liaisons are responsible to send in a spending report to the ASCSI Treasurer after every Council meeting by 11:59 pm Friday on the week the Council meeting was held.

Clause 5. A liaison must receive a monthly progress report from the Council Advisor or Senate established Standing Committee Advisor, and submit that report to the ASCSI Secretary at a time prescribed by the Rules Committee.

Clause 6. Liaisons are responsible for assuring each Council has a current Constitution on file with the ASCSI Senate.

Clause 7. Liaisons are responsible for carrying out the responsibilities set forth by each Council's Constitution.

Article IX: Student Clubs and Organizations

Section 1. Requirements of Being a Club:

Clause 1. A club is any kind of group that has members who meet for a social, literary, or political purpose, to better the lives of CSI students and community members.

Clause 2. The term "Student Clubs" shall apply to all structured groups which conform to the qualifications of the ASCSI Senate and have a constitution that conforms with the ASCSI Senate constitution.

Clause 3. Clubs must have an advisor, list of members, club registration form, budget, and a club summary up to date and filed with the Office of Student Affairs.

Section 2. Requirements of Being an Organization:

Clause 1. An organization is an association composed of people who voluntarily meet on a regular basis for a mutual purpose for educational, religious, charitable, or financial pursuits

Clause 2. The term "Student Organization" shall apply to all organized groups which conform to the qualifications of the ASCSI Senate and have a constitution that aligns with the ASCSI Senate Constitution.

Clause 3. Organizations must have an advisor, list of members, organization registration form, budget, and an organization summary up to date and filed with the Office of Student Affairs.

Section 3. The ASCSI Senate may revoke approval of any clubs or organizations which fail to maintain the qualifications required.

Section 4. The ASCSI Senate may extend approval to temporary groups as it deems necessary.

Section 5. Funding Criteria:

Clause 1. Interclub Council will consider funding only those clubs and organizations that enhance the image of the College of Southern Idaho and also directly benefit CSI students.

Clause 2. To be eligible for funding, a club or organization must participate in the designated activities assigned by the Interclub Executive Council.

Section 6. Allocations of Funds:

Clause 1. The maximum allocation per club will be determined by Interclub Council.

Clause 2. Each club will be required to be in good standing with Interclub Council in order to receive any sort of funding from Interclub Council or Student Senate.

Clause 3. All additional awards or payments are at the discretion of the Interclub Executive Council.

Section 7. Funding Requirements:

Clause 1. To be considered for funding from the ASCSI Senate a club or organization must meet the following requirements:

1. The club or organization must be recognized as an official CSI club or organization by the ASCSI Senate.
2. A funding request form must be filled out and turned into the ASCSI Treasurer one full week in advance before the Senate meeting in which the club or organization will be presenting and officially asking for funds.

Article X: CSI Colors and Mascot

Section 1. Colors

Clause 1. The official colors of the ASCSI shall be Gold and Black.

Section 2. Mascot

Clause 1. The official mascot of the ASCSI shall be The Golden Eagle.

Article XI: ASCSI Membership

Section 1. Active membership shall be granted to those students who have paid their tuition/fees, are in good standing, and hold a current student body identification card.

Article XII: Payment of Senate Members

Section 1. All members, either elected or appointed to the ASCSI Senate, shall receive a scholarship.

Clause 1. The twelve ASCSI Senators shall receive a \$1,000 scholarship per semester.

Clause 2. The four ASCSI Executive Officers shall receive a \$1,150 scholarship per semester.

Section 2. The scholarship amounts each member of the ASCSI Senate may be awarded may be reduced upon the following circumstances and by said amounts.

Clause 1. Not maintaining regular office hours will constitute a maximum deduction of \$60, per installment.

Clause 2. For every Executive and Senate meeting that is missed there will be a deduction of \$20 regardless of whether or not the absence is excused or unexcused; the Rules Committee may waive this deduction for any ASCSI Senate member who can show just cause.

Clause 3. Deductions will not occur for missing Executive or Senate meetings for CSI events or activities.

Clause 4. For every unexcused Council, Standing committee, and non-standing committee meeting that is missed there will be a deduction of \$10.

Clause 5. Not showing up at an activity or event to which a member of the ASCSI Senate has previously signed up for will result in a deduction of \$10, per incident; the Rules Committee may waive this deduction for any ASCSI Senate member who can show just cause.

Clause 6. Not updating the calendars and putting up posters in a timely manner will constitute a deduction of \$15 per incident; applies to the ASCSI Advertising Liaison.

Clause 7. Not sending a weekly Senate Council, Standing Committee or Executive report to the Student Body Secretary or being late in sending the report will constitute a deduction of \$5 per incident.

Clause 8. Not making the Senate meeting minutes available to the members of the ASCSI Senate by the established time will result in a deduction of \$5 per incident; applies to the ASCSI Secretary.

Clause 9. Not making the weekly agenda or proposals available by the established time will result in a deduction of \$5 per incident; applies to the Vice-President.

Clause 10. Not submitting an annual Council, Standing Committee or Executive report to the ASCSI Secretary by the ASCSI Senate approved deadline will result in a 5% scholarship deduction from the final scholarship disbursement.

Section 3. The Senate scholarship shall be given in two equal installments; one during midterms and the other during finals week.

Clause 1. The members of the Executive council shall meet to calculate and determine the total amount of scholarship for the twelve senators of the ASCSI Senate before midterms and before finals week of each semester.

Clause 2. The Rules Committee shall meet to calculate and determine the total amount of scholarship for the four ASCSI Executive Council members of the ASCSI Senate before midterms and before finals week of each semester.

Clause 3. Each member of the ASCSI Senate shall submit a grade check to the ASCSI President by 12 pm no later than a week before midterms and finals every semester.

Article XIII: Bill Procedure

Section 1. Definitions

Clause 1. Bills shall be defined and referred to as: a draft of a law presented to a legislature for enactment.

Clause 2. Simple majority shall be defined and referred to as: 50 percent plus one.

Clause 3. Supermajority shall be defined and referred to as: 2/3.

Clause 4. Unanimous shall be defined and referred to as: without any dissention.

Section 2. Only Senators who are in good standing may sponsor a bill.

Section 3. All proposed bills shall proceed in consecutive order, in three stages, Introduction, debate, and vote stages.

