

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

I. PURPOSE

The purpose of these Bylaws shall be to provide procedures to be used in conducting the business of the ASUCI as described in Peter's Procedures and in carrying out the powers prescribed to the Senate by the ASUCI Constitution.

II. AUTHORITY

These Bylaws are formed under and subject to the terms and limitations of the ASUCI Constitution.

In addition to the Bylaws, the Senate must approve amendments and revisions to the Judicial Board Policies and Procedures, Elections Code, Undergraduate Student Programming Funding Board (SPFB) Policy, Ethics Code, and Peter's Procedures.

It is the responsibility of the Judicial Board to ensure that these Bylaws and various policies and procedures are upheld and enforced.

III. SENATE COMPOSITION

A. Membership

1. The Senate shall consist of:

- a. Duly elected or properly appointed Senators, ex-officio non-voting Executive Officers, and appointed non-voting members in good standing as defined in Article 6 of the ASUCI Constitution and by the Registrar.
- b. Appointed non-voting Senate Members of different cultural, ethnic, or special services interests. These members shall be appointed by their various constituencies; however, only organizations or associations with organized and officially recognized governing bodies may apply for seats in the Senate. Appointed non-voting Senators may not exceed five (5) in number.
- c. Appointed Senators representing the first-year special interest group shall begin their terms in the winter quarter of their first year. They will term out at the end of the following fall quarter.
- d. No Senator shall hold more than one (1) Senate seat and one (1) vote within a given term.

IV. EXECUTIVE BRANCH

A. Executive Job Descriptions and Duties

1. Responsibilities of All Executives

- a. Delegates unspecified executive responsibilities to the appropriate Officer, Commissioner, Director, or Committee.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- b. They shall be required to present to the ASUCI Senate a breakdown of their budget expenditures on the Thursday of Week 3 and Week 7 of each academic quarter, excluding summer sessions.
 - i. The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. Presentations may be extended by a two-thirds (2/3) vote of the Senate.
 - ii. If the Executive chooses to do a typed report over a presentation, they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Executive's report. Sessions may be extended by a two-thirds (2/3) vote of the Senate.
 - iii. The presentation or report shall include a detailed understanding of what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.
 - iv. They shall be required to post the same budget report presented to the ASUCI Senate on the ASUCI Website within one (1) week of presentation to the Senate.
- c. Shall be required to hold public office hours at least one (1) hour every week throughout the academic year in each academic quarter, excluding the summer sessions.
 - i. Office hours need to be posted on the ASUCI website before 9:00 a.m. on Monday of Week 1 of each academic quarter, excluding the summer sessions.
- d. Shall be required to provide office updates in a minimum of one (1) Senate meeting of each academic week.
- e. Shall be required to facilitate and verify that all appointed paid staff members of their respective offices hold public office hours at least one hour every week throughout the academic year.
 - i. Office hours of all appointed paid staff in their respective offices need to be posted under their respective pages on the ASUCI website before 9:00 a.m. on Monday of Week 2 of each academic quarter, excluding the summer sessions.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- ii. Appointed Tier 5 paid staff may alternatively hold a minimum of 30 minutes of public office hours every week throughout the academic year in each academic quarter, excluding the summer sessions.
 - f. They shall be required to conduct at least two (2) meetings each quarter with at least three-fourths ($\frac{3}{4}$) of all appointed paid staff in their respective offices.
2. President
- a. Serves as the Chair of the Executive Cabinet and is responsible for coordinating Cabinet meetings, setting an agenda, and meeting individually with the Vice Presidents on a regular basis.
 - b. Serves as the ASUCI liaison with the Office of the Chancellor and the various Vice Chancellors while coordinating regularly with the Vice Chancellor of Student Affairs.
 - c. Serves as Chair of the Student Programming Funding Board and as a member of the Academic Planning Group, Public Safety Advisory Committee, UCI Alumni Association Board of Directors, UC Council of Presidents, and other groups as necessary.
 - d. Shall be responsible for creating and publicly posting the agendas of meetings of the ASUCI Executive Cabinet a minimum of two (2) hours in advance and ensuring that all meeting agendas are permanently archived.
3. External Vice President
- a. Shall be responsible for promoting student advocacy on a local, statewide, and national level in order to bring awareness to the importance of affordability, accessibility, quality, safety, and diversity at UCI. They shall also serve as the student liaison to the UC Regents and local, state, and national elected officials and work to have student interests reflected in policy.
 - b. Serves as a voting member of the University of California Student Association's (UCSA) Board of Directors.
 - c. Serves as an ASUCI liaison with the various Vice Chancellors while regularly coordinating with the Vice Chancellor of Student Affairs.
 - d. Serves as Chair of the Legislative and External Policy Committee and as a member of the ASUCI Senate Advocacy Committee, ASUCI Senate Rules Committee, University Affairs Committee, and All-University Planning Committee.
 - e. Shall propose with a majority vote from the Executive Cabinet and a simple majority approval from the sitting Senate for ASUCI to join outside organizations.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

4. Internal Vice President
 - a. Oversees the internal operations of ASUCI, which shall include new member recruitment, regular training, retreats, social events to facilitate member retention, and regular all-ASUCI meetings to ensure cohesion in the organization.
 - b. Develops and maintains all ASUCI businesses and professional services, which include the Vendor Fair and any developed in the future.
 - c. Serves as the ASUCI representative to the Student Center Board of Advisors, Bus Love Advisory Board, Anteater Recreation Center Advisory Board, Bren Events Center Advisory Board, Associated Graduate Students of UCI, Student Health Insurance Advisory Committee, and The Green Initiative Fund.
 - d. Serves as the ASUCI liaison to the Office of the Dean of Students.
 - e. Appoints with concurrence by a majority of the voting Senate, Commissioners, and Directors who shall be in charge of Student Health & Wellness, Commuter Student Support, Transfer Student Support, International Student Advocacy, Sustainability Project, Garden, Visions Leadership, and others as created by a simple majority of the voting Senate.
5. Academic Affairs Vice President
 - a. Is responsible for seeking out and responding to student attitudes, opinions, and grievances relating to educational quality, academic affairs, educational policy, teaching improvement, and other topics that become apparent.
 - b. Represents students on those matters relating to the educational quality at the University of California, Irvine, the University of California as a whole, and at a statewide level.
 - c. Serves as the ASUCI liaison to the Academic Senate and Integrity in Academic Advisory Committee, with the Academic Deans, Directors, and Department Chairpersons, and works with the Internal Vice President to facilitate cooperation with school and departmental associations.
 - d. Appoints with concurrence by a majority of the voting Senate, Commissioners and Directors who shall be in charge of educational policy, Academic Senate representatives, the Legal Education and Resources Network, Antleader Mentorship Program, professor luncheons, speakers/debate, and others as created by a simple majority of the voting Senate.
6. Student Services Vice President

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- a. Develops and maintains all ASUCI programs relating to entertainment for the Associated Students.
- b. Coordinates planning Welcome Week, Homecoming, Summerlands, and all other major ASUCI events.
- c. Serves as the ASUCI representative to the Bren Events Center Advisory Board, UCI Alumni Association Homecoming Committee, Student Athlete Advisory Committee, Welcome Week Committee, and Anteater Involvement Fair Committee.
- d. Appoints with concurrence by a majority of the voting Senate, Commissioners, and Directors who shall be in charge of concerts, festivals, films, athletics, club outreach, marketing, and others as created by a simple majority of the voting Senate.

B. Appointed Officers and Executive Staff

1. Chief-of-Staffs, Commissioners, Directors, Officers, and ASUCI Staff shall serve to assist their respective branches in the completion of duties delegated to them by their executive or branch leader as well as any supervisory staff.
 - a. Chiefs-of-Staff, Commissioners, and officers, as nominated by the respective Executive Officers, shall be appointed via a majority vote of ASUCI Senators present.
 - b. Chiefs-of-Staff, Commissioners, Directors, Officers, and any other staff (non-paid or paid) may be removed from office by their respective Executive Officer at any time (all student-only positions) or by the Senate with a two-thirds (2/3) consent of voting Senators present.
 - c. Documentation should be clear as to the need for removal, and with appropriate reason, it cannot be illegal.
 - d. Executive officers should show that they have communicated with the individual to give an opportunity for improvement when the initial issue arose unless the nature of the reason proves otherwise.

C. Executive Cabinet Meetings

1. The Executive Cabinet shall meet no less than five (5) times per quarter.
2. The Executive Cabinet must post a public notice for an upcoming Executive Cabinet meeting on the ASUCI website no less than one (1) day before the scheduled meeting. The notice shall include:
 - a. A tentative agenda.
 - b. The date and time of the meeting.
 - c. The location of the meeting.
3. All finalized agendas and supporting documents must be posted publicly on the ASUCI website at least two (2) hours before an Executive Cabinet meeting is scheduled to commence.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

4. All Executive Cabinet meetings shall be held in open session except when the Executive Cabinet wishes to go into closed session to deal with personnel matters, pending litigation, or investments. The Executive Cabinet may go into closed session to deal with the above three (3) types of issues only. Impeachment hearings and voting on impeachment and nominations for executive and judicial board appointments must be held in open session.
5. The location of an executive cabinet meeting must be a place that is publicly accessible. A private residence or group text chat does not meet the requirements of this provision.
6. If Subsections 2, 3, 4, and 5 are not met, the Executive Cabinet shall not:
 - a. Approve or veto legislation.
 - b. Nominate officials to fill a vacant executive or judicial board position.
 - c. Vote to impeach an appointed executive official.
 - d. Hold hearings on the impeachment of Judicial Board Justices
7. Meeting minutes from executive cabinet meetings must be made public within 3 (three) days of the conclusion of the meeting.

V. SENATE RESPONSIBILITIES

A. Senator Job Descriptions and Duties

1. Universal Responsibilities
 - a. Senators shall be required to report the headcount of all event attendees in their bi-weekly Senator updates, with the exception of the following events:
 - i. Fairs, vendors, and boothing events.
 - b. Exemptions will be considered on a case-by-case basis by the Senate. All exceptions shall require legislation.
2. Any Senator shall be recommended to staff an ASUCI information table as needed each Quarter by the ASUCI Senate's Public Information Committee. The Freshman Senator shall be recommended to staff an information table at Mesa Court and/or the Middle Earth Dorms.
3. Senators shall be required to hold office hours at least one (1) hour every week. These shall be announced through the campus media. The location shall be in the ASUCI Suite, Senate Office.
4. Senators shall meet with the Dean or Associate Dean of the school from which they are a representative at least once per quarter. If the Dean or Associate Dean is unavailable, a visit with a Department Chair will be permitted. International Senator shall meet with the Director of the International Center at least once a quarter. Transfer Senator shall meet with the Director of the Transfer Student Hub at least once a quarter. At-Large Senators and the Freshman Senator shall meet with the Dean of Undergraduate Studies at least once a quarter. Pharmaceutical

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

Sciences Senator shall meet with the Pharmaceutical Sciences Student Affairs Committee at least once a quarter.

5. Each Senator shall introduce and execute at least one (1) legislation per quarter and shall be the second on one (1) other legislation per quarter. The Rules Committee may suspend this requirement for a Senator's first quarter in the Senate by a majority vote for Senators appointed after Week 3 in a given quarter. The Rules Committee's determination shall be included in the legislation appointing the Senator.
6. Senators shall be responsible for certifying the completion of these responsibilities to the President of the Senate or Rules Committee. Failure to do so will be grounds for impeachment.
7. Senators who fail to complete their appointed duties, as stated, shall be subject to impeachment legislation at the discretion of the ASUCI President of the Senate or Rules Committee.
8. The above Senator's responsibilities shall be included with the declaration of candidacy at the time of elections and be given to Senators by the President of the Senate.
9. All Senators shall have access to the budgets via the online accounting system or anything equivalent, such as manual reports, for the Office of the President, Office of the External Vice President, Office of the Internal Vice President, Office of the Academic Affairs Vice President, Office of the Student Service Vice President, Office of the Student Advocate General, Judicial Board, Elections Commission, Office of the Senate and all commissions, committees, offices and other divisions therein established under the aforementioned offices in order to exercise oversight over the ASUCI Budget.
10. All Senators will be required to give a verbal update twice a quarter at the beginning of the Senate meeting after public comment. The verbal updates will occur on Thursday meetings during Weeks 2, 4, 6, and 8. The Senate President Pro Tempore will determine the schedule for the Senator's presentation. When presenting, Senators have two (2) minutes each to inform the public what they have worked on in the past month and what they will work on for the coming month.

B. Senate Provisions

1. All Senate seats, whether Senate-appointed or elected, shall be held by one (1) individual with one (1) vote.
2. No Senators, including the Executive Officers and Advisory members, shall, by virtue of their seat, be granted any financial discount or advantage at any ASUCI-sponsored function.
3. A voting Senator must be present and voting at all meetings where the Senator wishes to cast votes. Voting by proxy will not be accepted except for Senate

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

Summer Sessions, where all Senators shall be present at a conference call or video. The meeting must be documented and made available on the ASUCI website.

4. Legislation passed by the Senate shall become effective upon being signed by the Executive Cabinet, the Judicial Board verifying that a sufficient number of Senators voted to override a veto by the Executive Cabinet or five (5) academic days passing without the Executive Cabinet approving or vetoing the legislation, whichever comes first unless otherwise stipulated at the time of passage by a two-thirds (2/3) vote of the voting Senators present.
5. Voting Senators shall confirm or reject by a simple majority present all nominations for the student representative positions on all Administrative, Advisory, Academic Senate, or other ASUCI-represented committees, as recommended by the respective Executive Officers and reviewed by the Rules Committee.
6. Voting Senators shall confirm or reject by a simple majority present appointments to ASUCI Commissioner status as nominated by the respective Executive Officers.
7. The Senate shall keep a public record of its proceedings known as the "Senate Minutes," which shall be published at least two (2) hours before the following Senate meeting, except for the records of closed sessions. The Senate Minutes are suggested to include a brief summary of the substance of all discussions held on the Senate floor outside of closed session during the meeting, and the Senate Minutes must consist of no less than the following:
 - a. The date of each meeting.
 - b. The time each meeting is called to order and adjourned.
 - c. The location and/or medium of each meeting as applicable, if they are not those that were normally established for meetings that year.
 - d. The Chairperson of the meeting if it is not the Senate President.
 - e. All motions, points of order, and objections to motions made during the meeting except those that are withdrawn, including the motioner or speaker.
 - f. All vote counts and votes made on the Senate floor, as described by Article IX. "Voting". Some of these votes may be moved to a separate voting record so long as the voting record is easily accessible to the public and attached to the minutes.
8. All meetings of the Senate must be open except when the Senate wishes to go into closed session to deal with personnel matters, risk of or pending litigation, or investments. The Senate may go into closed session to deal with the above three (3) types of issues only.

9. Vacancies in the Senate shall be filled by confirmation of the Senate with a two-thirds ($2/3$) consent of the voting Senators present. All such appointments shall serve the full term of the vacant seat.
 - a. The Senate must make every effort to fill vacant seats in the Senate promptly. This includes using social media and school email lists to publicize applications and special elections equitably and to the best of their ability.
 - b. Rules Committee will review all applicants for any open Senator position and nominate qualified candidates for an interview conducted by the eligible Senate members from the entire Senate in a closed session.
 - i. Whereas, Senators who personally know or have a conflict of interest with any candidate nominated by the Rules Committee will abstain from voting on all decisions related to that specific candidate. The Senator(s) shall also refrain from engaging in any discussion about the candidate. The Senator(s) must remain silent and/or muted during both the interview and voting for the consideration of the candidate the Senator is recusing themselves from. The Senator(s) will be eligible to attend the closed session, as the interview and voting for the appointment of a new Senator will be conducted in a closed session.
 - ii. In the event that enough Senators are barred from voting due to conflict of interest that their respective body cannot reach a quorum needed to conduct business, a certain number of Senators shall be able to vote that are the subject of the non-eligible to vote. The Senators subject to non-eligible voting shall be determined by lot.
 - c. If a school, special interest, or at-large senator seat remains vacant for more than five (5) academic weeks, the Judicial Board will be called to review the potential applicants.
 - d. If the Judicial Board believes the application pool is sufficiently qualified, the Board may levy an injunction against all Senate legislation, excluding appointment legislation, until the seat is filled.
 - e. If the Judicial Board believes there are no qualified candidates, a Special Election shall be called for Week 3 or 7 of the current or upcoming quarter, whichever date is the earliest date that the Elections Commission can properly organize a special election.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- f. The Judicial Board may, on a case-by-case basis, extend the deadline to fill a vacant Senate seat beyond five (5) academic weeks but shall not extend the deadline by more than three (3) academic weeks.
10. A quorum of the Senate shall be a majority of its filled Senate seats.
11. A regular Senator shall not hold another ASUCI-paid office during their term on the Senate unless two-thirds (2/3) of the Senate votes to waive this restriction.
- a. Prior to confirming a Senator to an appointed position, the Executive Officer nominating the Senator shall present in public session, describing the requirements of the position, establishing reasonable marketing and outreach efforts for the position were made, and the number of individuals who applied and were interviewed.
 - b. No senator shall author, second, motion or cast a vote other than an abstention on resolutions pertaining to waiving their own restrictions on holding another ASUCI-paid office during their term in the Senate or appointing themselves to another ASUCI-paid office even if the Senator begins that ASUCI paid office after their term in the Senate has concluded.
 - c. No senator shall serve on the Judicial Board or in the Student Advocate General office during their time in the Senate.
 - i. The only exemption to this clause shall be the Student Equity Advisory Commission while it remains under the Student Advocate General office. In the event that the commission is moved to a different office, this sub-clause shall be rendered moot.
 - d. After a Senator is confirmed, the Chief Accountability Officer shall present a report to the Senate within four (4) academic weeks, excluding summer sessions, confirming whether the Senator in the appointed position is performing their duties as stated by the Executive Officer at the Senate meeting during which the senator was confirmed.
12. A regular Senator shall not receive stipends if any of the following conditions are present:
- a. Due to classes if they must be excused from both Tuesday and Thursday Senate meetings for the entire quarter.
 - b. The Senator participates in less than 50% of the total running time of Senate meetings in a week. This provision can take effect during any quarter of a Senator's term in the Senate.

C. Resignations

- 1. A Senator may resign at any time for personal reasons without stating those reasons.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. Any resignation must be in writing and signed and shall be submitted to the President of the Senate.

D. Change of School

1. If a school-based Senator changes majors and no longer is a student in the school they were originally elected or appointed to represent, they will serve, on an interim basis, to maintain their seats until the end of their term of office the quarter during the change occurred.
2. The Senator in question must notify the Senate President, Pro-Tempore, and the entire Rules Committee immediately about changing majors in writing.
3. It is the responsibility of the Rules Committee to begin the process of filling the vacancy as soon as possible, following the Senate vacancy and appointment timeline outlined in the ASUCI Bylaws.

E. Vacancies and Appointments

1. The President of the Senate shall announce to the Senate all vacancies no later than one (1) Senate meeting after the respective Senate seat becomes vacant and at each Senate meeting thereafter.
2. In the event of an Executive Office being vacated, see the chain of command as described in the ASUCI Constitution.
3. Vacancies in the Senate shall be filled by appointment of the Senate with a two-thirds (2/3) consent of voting Senators present. The Rules Committee shall make Senate appointment applications available within one (1) week of a vacancy.
4. Applications shall be due one (1) week after they are made available. The deadline may be extended at the discretion of the Rules Committee.
5. Appointments shall be determined in the following manner:
 - a. The Rules Committee shall review all eligible applications and nominate candidates for interviews.
 - b. Eligible Senate members shall interview and vote to select the candidate to fill the vacancy from all eligible applicants. The interviews will be conducted by eligible Senate members from the entire Senate in a closed session.
 - i. Senators who personally know or have a conflict of interest with any candidate nominated by the Rules Committee will abstain from voting on all decisions related to that specific candidate. The Senator(s) shall also refrain from engaging in any discussion about the candidate. The Senator(s) must remain silent and/or muted during both the interview and voting for the consideration of the candidate the Senator is recusing themselves from. The Senator(s) will be eligible to attend the closed session, as the interview and voting for

the appointment of a new Senator will be conducted in a closed session.

6. In the case that all applicants are rejected by either the Rules Committee or the Senate, the application for the vacancy may be reopened one (1) more time. All previous applicants are free to reapply as long as they still meet the requirements of the seat.
7. Upon Senate approval of an appointment to a Senate seat, the President of the Senate shall confirm the appointee within one (1) week of the Senate's vote. The President of the Senate shall notify the appointee of their confirmation and schedule their training while forwarding their name and information to the ASUCI Professional Staff for processing.
8. In the event of Judicial Board vacancies:
 - a. The Executive Branch shall have five (5) business days after a Judicial vacancy is announced to post applications and has four (4) weeks total to review and interview applicants.
 - b. The Executive Branch has two (2) weeks from when all applications are submitted to review applications.
 - c. The Executive Branch has two (2) weeks from when all applications are reviewed to interview selected applicants in order to select a candidate for a Judicial Board vacancy.
 - d. The Senate reserves the right to interview and appoint the vacancy in the event that the Executive Branch does not fulfill this duty within this timeframe.

VI. SENATE OFFICERS AND INTERNS

A. Chairperson and Vice Chairperson

1. The President of the Senate is the Chairperson of the Senate and shall remain objective while chairing Senate meetings in an orderly fashion and handling all bureaucratic procedures.
2. The President Pro-Tempore is the Vice Chairperson of the Senate and shall serve as Chair if the President of the Senate is unable to do so.
3. In the absence of the President Pro-Tempore, the Chair of the Rules Committee, the Vice Chair of the Rules Committee, and then the Chair of the Finance Committee shall serve as Chair in that order.
4. During the Senate session, the Chair shall ensure that the rights of Senators, as prescribed by this document, are not violated.
5. During the Senate session, the Chair shall only vote in the case where their vote would change the outcome and forfeits all other voting privileges.

B. President of the Senate

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

1. The Senate shall elect a President of the Senate from amongst themselves by a majority vote of the Senate two (2) weeks prior to the end of each quarter and shall begin the term at the beginning of the next quarter, except in the case of fall quarter. The Senate President elected during the last two (2) weeks of the spring quarter shall preside over the first Senate meeting during the summer session, at which time the Senate shall hold another election for the Senate President to serve for the remainder of the summer session and fall quarters and assume all responsibilities enumerated in the ASUCI Bylaws. The Senate President elected to serve for the winter or spring quarter shall serve for the entirety of that quarter and assume all responsibilities enumerated in the ASUCI Bylaws. In the event that this position becomes vacant, the Senate shall elect, by majority vote at their next official meeting, a new President of the Senate from amongst themselves to serve for the remainder of that quarter.
2. President of the Senate job description and duties:
 - a. Serves as the official representative of the Senate.
 - b. Serves as coordinator for Senate and, as such, is responsible for maintaining the functions of the Senate as outlined in the Senate Bylaws, including, but not limited to, agenda and minutes of meetings, correspondence relating to Bills and Resolutions and meeting places, and adequate publicity for all meetings of the Senate.
 - c. Calls special meetings as necessary with majority approval of the Senate.
 - d. Facilitate the initial orientation and continued education for Senators.
 - e. Serves as an Ex-Officio member of the Executive Cabinet to facilitate communication between the branches.
 - f. Reports to the Senate the status of all legislation passed at the previous meeting.
 - g. Collaborates with the Advocacy Committee of the Senate to issue a quarterly report on the ASUCI Advocacy Agenda.
 - h. All Executive Cabinet members who are newly elected shall send their Chiefs of Staff, or equivalent of, to the Senate to be reviewed and questioned by members of the Senate in a hearing to be approved for their appointment. The hearings shall be completed no later than Week 10 of the spring quarter of the year those Executives are elected. Then, upon the selection of all commissioners or directors in each respective office, each newly elected Executive shall submit a roster with a job description of all paid and non-paid commissioners to the President of the Senate or Chair of the Rules Committee and then the Rules Committee will review which commissioners require a Senate audit and approval, and complete that process of selection and conducting of

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

hearings by the Thursday of Week 3 of fall quarter. All legislation for the approval of non-selected members of an office may be submitted before or after the audit/approval of members has been reviewed.

- i. The Senate President Shall have original authority for the oversight, development, and operations of the Senate Internship Program even as they delegate those responsibilities to the Senate President Pro-Tempore.
- j. Shall have the ability to appoint members to the Senate as they see necessary/fit (including Senate Directors, Aides, Fellows, Deputies, Chiefs of Staff, etc.).
- k. Shall oversee and manage all Senate Staff.
- l. Shall be responsible for creating and publicly posting the agendas of meetings of the ASUCI Senate a minimum of two (2) hours in advance and ensuring that all meeting agendas are permanently archived.

C. President Pro-Tempore

1. The President Pro-Tempore is elected by a majority of the Senate from among its members at the first meeting of the quarter. The President Pro-Tempore's term shall begin immediately, effective after the Pro-Tempore's appointment, and will term out at the end of the quarter.
2. President Pro-Tempore job description and duties:
 - a. Serves as the Chair during a Senate meeting if the President of the Senate is absent.
 - b. Assists the President of the Senate with the Senate's daily operations.
 - c. Responsible for duties delegated to them by the President of the Senate, including the task to take minutes in the absence of the Senate Secretary and overview the Senate Intern Program as outlined in Article VI, Section E. of the bylaws.
 - d. Be granted access to the ASUCI internal website in conjunction with other record-keeping documents, namely Senate Secretary minutes, Senate Attendance Record Sheet, and the Senate Intern Application form.
 - e. Failure to comply with these duties may result in removal from the position of the Senate President Pro-Tempore.
 - f. Such removal would require a majority vote by the Senate from among its members.

D. Senate Secretary

1. The Senate Secretary is to be nominated by the President of the Senate in accordance with University Personnel Regulations and appointed by a simple majority of the voting Senators present.
2. Senate Secretary job description and duties:

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- a. Shall keep and maintain a public record of all Senators' and Executive Officers' attendance at Senate meetings, including whether their absences have been excused.
- b. Shall prepare and post the Senate minutes for each Senate meeting as described in Article V., Section B. "Senate Provisions."
- c. Shall maintain and update the Senate website alongside the Public Information Committee.
- d. Shall be responsible for other administrative duties as delegated to them by the President of the Senate.

E. Senate Intern Program

1. The Senate President shall delegate to the Senate President Pro-Tempore the following duties:
 - a. Manage interns.
 - b. Recruit interns.
 - c. Allocate interns as per request of Senator(s) or Senate President.
2. All Senators have the ability to hire their own interns without the approval of the Senate president or the President Pro-Tempore.
3. All Senators who take on an intern(s) are responsible for being a mentor and guiding their intern(s) through the process, purpose, and jurisdiction of the Senate as well as their position(s).
4. All Senators who take on an intern(s) must give quarterly updates regarding their responsibilities towards their intern(s).
5. All Senators shall be limited to having two interns per quarter.
6. All Senators shall have the original authority to directly overview their respective Interns' applications, orders, and/or actions undertaken by the Senate President Pro-Tempore.
7. All interns shall have the ability to terminate their internship at any time or be paired with a new senator upon informing the Senate President Pro-Tempore.
8. The Senate President shall reserve original authority over the Senate Interns.

VII. PARLIAMENTARY PROCEDURE

- A. The Senate shall abide by the parliamentary procedure rules described in Peter's Procedures.
 1. Reasonable attempts must be made by the Executive Director of ASUCI and the President of the Senate to educate members of the Senate on the proper use of these rules.
 2. Use of the book is subject to the limitations of the Senate Bylaws and the ASUCI Constitution.
- B. Debates and Reports shall be modified from Peter's Procedures in the following way:
 1. Anyone shall have the opportunity to speak at Senate meetings and is to be recognized by the Chair of the Senate. Guests shall be empowered to raise points

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

of order and points of information, participate in the discussion, and propose friendly amendments.

- C. Any member of the Senate may invite guest speakers to speak at any regular, special, or summer meeting.
 - 1. A guest speaker shall be allotted speaking time on the Agenda by the Chair of the Senate and introduced by the inviting Senator during that time.

VIII. MEETINGS

- A. Reasonable attempts must be made to contact all Senators for any regular, special, or summer contingency Senate meetings.
 - 1. All meetings of the Senate must be open except when the Senate wishes to deal with matters of pending or anticipated litigation, other legal matters, matters of personnel, or investments. To ensure this, the Chair of the Senate shall make a note of when a closed session will or has taken place on the agenda and minutes.
 - 2. There shall be no mandatory Senate events that incur monetary debt.
- B. Regular Meetings
 - 1. Senate meetings shall be held Tuesday and Thursday from 5:00 p.m. until 7:00 p.m. each academic quarter.
- C. Special Meetings
 - 1. The Senate may initiate a Special Meeting by presenting a petition signed by a quarter (1/4) of its members to the Chair of the Senate. This petition shall contain the date, time, location, and agenda of the meeting.
 - 2. The Senate may initiate a Conflict Resolution Meeting, be it closed or open to the public, either at the request of a Senator or the Chair of the Senate supported by a majority vote of the Senate, or a petition signed by a quarter (1/4) of Senate's members which would then be submitted to the Chair of the Senate to conduct the Conflict Resolution Meeting then. In this Conflict Resolution Meeting, the Chair may be passed forth to the Student Advocate General or a member of its office so that the moderation of the Conflict Resolution Meeting can be held to the fairest degree possible.
- D. Summer Meeting
 - 1. During the summer, defined as starting from the last day of finals week of the spring quarter to the first day of the fall quarter, the Senate shall vest its full authority in a Summer Senate. The members shall be those Senators who attend said Senate meetings. A quorum and a minimum of three (3) Executive Officers must be present to conduct business. The Summer Senate shall not pass any measure that requires a two-thirds (2/3) vote of all voting Senators unless those proportions are present.
- E. Quorum
 - 1. A quorum of the Senate shall be a majority of its filled Senate seats.
- F. Attendance

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

1. Absences shall be defined as not being present for more than one-fourth (1/4) of any regular Senate meeting or Senate Committee meeting.
2. The first three (3) absences per quarter are automatically excused. These absences do not require prior approval or notification.
3. For all absences after the third absence in a single quarter, the Senator must notify the Senate President, the Senate President Pro-Tempore, the Rules Committee Chair, and the Senate Secretary one (1) day in advance with the reason for their absence.
 - a. The Rules Committee shall first vote whether or not to accept the absence as excused. The Committee may not reject a reasonable excuse simply because documentation was not provided. Any documentation requests cannot violate HIPAA or UCI Policy.
 - b. If the Rules Committee does not excuse the absence, the Senator may appeal to the Internal Student Advocate General within three (3) days. The Internal Student Advocate General may reverse the decision of the Rules Committee by notifying the Senate President and the Senate Secretary. The determination of the Internal Student Advocate General is final.
4. Multiple unexcused absences in a single quarter are grounds for impeachment. The recommendation of the Internal Student Advocate General or the Chief Accountability Officer will be considered.
5. In the case of an emergency, the deadline to notify the Senate President, the Senate President Pro-Tempore, the Rules Committee Chair, and the Senate Secretary is within 24 hours after the absence has occurred, and the absence will be accepted on their honor with a valid excuse/reason of emergency; otherwise, they will be unexcused.
6. Executive Officers are required to be present during Executive Officer reports for one Regular Senate meeting each academic week. An Executive Officer who is absent must send a paid staff member of their office or another Executive Officer as their proxy to provide their report.
 - a. Executive Officers who intend on appointing a proxy must notify the Senate President, the Senate President Pro-Tempore, the Rules Committee Chair, and the Senate Secretary at least 24 hours prior to their absence of their designee's name.
 - b. Executive Officer attendance shall be tracked on the Senate attendance sheet in a separate section for review by the Chief Accountability Officer.
 - c. An Executive shall be considered absent if they or their proxy is not present at the start of executive officer reports. The first two (2)

absences each quarter shall automatically be excused without notification or explanation.

- d. Consistent failure to abide by these requirements shall constitute neglect of duty and shall lead to the convention of the Joint Committee on Governance and Internal Policy to discuss potential sanctions at the discretion of the Rules Committee and the Office of the Student Advocate General.
- e. At the First Senate meeting of each academic quarter (excluding Summer Session), the Senate President shall make an announcement of these requirements.
 - i. Failure of the Senate President to announce these requirements shall be grounds for their removal as Senate President.

IX. VOTING

- A. All duly elected or appointed voting Senators in good standing shall have full voting rights and privileges on the floor.
- B. Voting on main motions shall be by roll call on the demand of two (2) voting Senators.
- C. Only seats present and exercising their right to vote shall be counted when determining majority or two-thirds (2/3) votes.
- D. Abstentions are non-votes and shall not be counted as either a “Yes” or “No” but shall count towards the total number of votes.
- E. If a vote presents a conflict of interest for a Senator, the said Senator must abstain from that vote.
- F. Any motion or legislation that obstructs the ability of any member of the public to see, understand, or identify how a given member of the Senate votes on any given Resolution or Bill shall be exclusively denied.
 - 1. An exception shall be granted to allow an anonymous Ballot procedure only if the Senate is voting to:
 - a. Appoint a Senate officer, such as the President of the Senate or Senate Secretary.
 - b. Retain or dismiss a Senator.
 - c. Make any other sensitive appointments that would require Senators to choose one Senator over another.
 - 2. Exceptions shall only be in place to protect the morale of the Senate and to not compromise the Senate's ability to operate and cooperate with one another.
- G. All votes on any given Resolution or Bill must be recorded in a fashion that allows members of the public, present or not present, to see and interpret how each member of the Senate has voted through the traditional “Yes,” “No,” or “Abstain” vote or if the member was “Not Present.”

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

1. Any objections to votes or motions shall also be recorded.
2. Any appropriate shorthand may be used to record votes so long as there is also a clear guide or legend explaining their shorthand provided alongside the voting record.

X. LEGISLATION

- A. All major forms of legislation shall be introduced to the Senate in the form of either a Bill or Resolution and numbered such that the first number refers to the year of existence of the ASUCI and the last number refers to the order in which the Bill or Resolution was presented that year, (i.e., Bill 21-09 or Resolution 24-75).
- B. All legislation must be authored by a member of the Senate.
- C. All Bills and Resolutions must be submitted electronically to the President of the Senate or designee no later than 5:00 p.m. on any Friday in order to be on the agenda for the following Tuesday's Senate session. All Bills and Resolutions must be submitted electronically to the President of the Senate or designee no later than 5:00 p.m. on any Monday in order to be on the agenda for the following Thursday's Senate session. The President of the Senate, at their discretion, reserves the right to, upon the approval of the principal author of said legislation, defer any request to a later Senate session if they feel a given session is full.
- D. All Bills and/or Resolutions and documents and spreadsheets attached therein shall be posted at least three (3) days prior to their introduction to the Senate. This provision may be suspended if the following conditions are met:
 1. A two-thirds (2/3) vote of present Senators finds the legislation addresses an urgent, immediate, and time-sensitive issue.
 2. The legislation is made available to the public and published on the Senate website at least two (2) hours before the start of the meeting.
 3. The legislation does not enact the final ASUCI budget for an academic year or include provisions amending ASUCI governing documents.
- E. Nothing in this Section shall be construed to prohibit the Senate from amending proposed legislation, including legislation enacting the final budget or governing document revisions, and enacting the amended legislation in the same Senate meeting, provided all amendments to the legislation are germane to the unamended legislation and (1) the unamended legislation meets the requirements of Subsection D of this Section or (2) the Senate has suspended the posting requirement for the unamended legislation pursuant to Subsection D of this Section.
- F. The final vote and passage of legislation shall be confirmed by signature on said legislation by the Executive Cabinet, at which time it shall take immediate effect.
- G. In instances where the Executive Cabinet vetoes legislation, the Senate shall have the option of overriding the veto with a two-thirds (2/3) vote.
 1. Meetings conducted by the Executive Cabinet with a veto on the agenda must have taken place in open session.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. The Executive Cabinet shall provide the Senate with the meeting agenda and meeting minutes during which the veto was voted upon following its conclusion.
 3. Should the override be successful, the legislation will be submitted to the Judicial Board, who shall verify that the legislation met the necessary threshold. Upon said confirmation, the legislation shall go into immediate effect. After five (5) academic days, the Senate shall no longer have the option of overriding the veto. This provision shall not be applied retroactively to legislation passed before the enactment of this provision.
- H. All Legislations shall be submitted to the Judicial Board for review within two (2) days of passage, and the Judicial Board shall then have three (3) days to complete their initial review and make recommendations as necessary.
- I. All Bills and Resolutions passed or defeated by the summer Senate must pass before the regular Senate for full review during the first three (3) meetings of the fall quarter. Review is defined as examining in discussion without motions.
- J. Bills
1. All financial allocations and financial policy statements shall be presented in the form of a Bill.
 2. The format of a Bill shall include the following:
 - a. A complete written statement of the proposal(s).
 - b. The author's (') name(s) position(s) and the second's (') name(s) and position(s) (i.e., Peter Anteater – At-Large).
 - i. In the event multiple authors or seconds are listed, the first Senator listed shall be designated as the principal author or principal second.
 - c. The Bill number.
 - d. Account title.
 - e. Amount of money(ies) involved.
 - f. A budget with a breakdown of the expenditure(s) involved. If exact amounts are not known, then an estimate must be given.
 - g. The date of presentation to the Senate. The date of action.
 - h. The date of action.
 3. Financial allocations shall be discussed under New Business at the time of their introduction. The Senate shall wait one week or until such time as the Bill has been considered by the Finance Committee before taking action on the new Bill. If the entire Finance Committee co-authors the Bill, then the Bill can bypass Committee review.
- K. Resolutions
1. All major policy items involving a policy change shall be presented as a Resolution.
 2. The format of a Resolution shall include the following:

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- a. A complete written statement of the policy.
 - b. The author's (') name(s) and position(s) and the second's (') name(s) and position(s) (i.e., Peter Anteater - At-Large).
 - i. In the event multiple authors or seconds are listed, the first Senator listed shall be designated as the principal author or principal second.
 - c. The Resolution number.
 - d. The date of presentation to the Senate.
 - e. The date of action.
3. Resolutions will be discussed under New Business. Action may be taken on a Resolution at the meeting of its introduction. Resolutions must be approved by a majority of the voting Senators present unless otherwise specified.
 4. All political endorsements made by the Senate shall be approved by two-thirds (2/3) of the voting Senators present at the meeting. Political endorsement is defined as one for a local, state, or national proposition or pending legislation.
 5. The removal of a political endorsement requires a simple majority of the voting Senators present or at the suggestion of federal government offices.
 6. Resolutions related to the appointment of Chief-of-Staffs, Commissioners, Directors, Officers, and other ASUCI advisory board nominees and paid Student Staff require appointment legislation to state Subsections a, b, c, and d. The information should be received by the Senate President, Senate President Pro-Tempore, or the Senator who is authoring the legislation from the nominating respective Executive Officers.
 - a. Number of days or hours the application was open on the ASUCI website. If another medium was used for posting the application, the medium needs to be stated, and the number of days or hours the application was open on the medium.
 - b. Number of applications received for the position.
 - c. Number of candidates interviewed for the position.
 - d. Annual stipend amount in United States Dollars for the positions.
 - e. If Legislation is authored by a Committee, the Chair of the Committee should receive the information from the nominating executive officer.
 - f. In case the nominated Officer will be receiving a stipend less than the annual stipend amount for the position. The lower amount can be substituted to fulfill Subsection d of these requirements.

XI. COMMITTEES

- A. There shall be four (4) standing Committees: Rules, Finance, Public Information, and Advocacy.
 1. Each Senator shall serve on one (1) standing Committee.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. Each Committee shall be composed of Senators as follows (approximately): Rules Committee: 25%, Finance Committee: 25%, Public Information Committee: 25% and Advocacy: 25%.
 - a. Variation of 15% shall be tolerated in this division as determined by the Senate.
 - b. A quorum shall represent the majority of a Committee's members.
3. The supervision of these Committees shall be the responsibility of the Senate.
4. Each Committee shall select a Chair and Vice-Chair by a majority vote of the Senators within that Committee. No Executive Officer can run for a Chair or Vice-Chair position.
5. All new Committees shall be formed at the beginning of each new quarter on Tuesday of Week 1 and will likewise end on Tuesday of Week 1 of the following quarter at 5:00 p.m. The only exception to this rule shall be the spring quarter, in which Committees shall terminate at the end of the last meeting of the quarter.
6. The elected Chairs and Vice-Chairs of each Committee shall remain in their positions for subsequent quarters if there is no contestation from any one (1) Senator from the Committee unless the current quarter is the final quarter of the school year.
 - a. In the event of contestation of a position by any one (1) Senator, an in-committee election will occur.
 - b. Incumbent Committee Chairs running without opposition are presumed to be elected by unanimous vote by the present Committee after opening the floor in-committee for objections to maintaining the current Committee Chairs and Vice-Chairs.
 - c. Chair and Vice Chairs may resign from their Chair or Vice Chair position at any time by informing the Senate President and Senate President Pro-Tempore. An in-committee election shall be held at the immediate following Senate meeting after their resignation.
 - d. Acting Chairs will be paid until new Chairs are elected, if necessary.

XII. RULES COMMITTEE

- A. The Rules Committee shall be concerned with the regulations and policies of ASUCI's operation and services.
 1. The Rules Committee shall be responsible for:
 - a. Reviewing and revising the Senate Bylaws, Elections Code, and Judicial Board Procedures as members of the Governance and Internal Policy as per Article 12 Section 3 of the ASUCI Constitution.
 - b. Handling internal Senate discipline in conjunction with the President of the Senate.
 - c. Nominating students to fill vacant Senate seats.
 - d. Handling business related to the operations and services of ASUCI.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- e. Reviewing the structure and working of Resolutions and Bills for their justifications and reasons in order to recommend reasonable changes referred to it by the Senate.
 - f. Reviewing nominees for appointed student representative positions.
 - g. Reviewing weekly all recommendations from the Judicial Board regarding legislation and considering appropriate revisions to legislation.
 - h. Maintaining the official file of standing policies for the Senate.
 - i. Updating all governing documents subsequent to the passage of any amendment and ensuring that the most current version is publicly available on the ASUCI website.
 - j. Evaluating UCI's enrollment data at least once annually and adjusting the distribution of seats in the Senate as necessary.
2. The ASUCI External Vice-President, ASUCI Internal Vice-President, Student Advocate General, Senate Secretary, and Senate Parliamentarian shall be non-voting members of the Rules Committee.

XIII. FINANCE COMMITTEE

- A. The Finance Committee shall be concerned with all financial affairs of the Senate.
 1. The Finance Committee shall be responsible for:
 - a. Handling business involving financial allocation and other budgetary matters.
 - b. Monitoring the accounts of the ASUCI and making reports to the Senate in conjunction with the ASUCI Business Office.
 - c. Reviewing all Bills for their justifications and reasons in order to recommend reasonable expenditures referred to by the Senate.
 - d. Requesting financial audits and financial documentation from the ASUCI Executive Officer.
 - e. Meeting with the ASUCI Executive Director and/or Business Office at the beginning of every quarter in order to learn about the budget in detail.
 - f. Making a copy of the ASUCI budget and monthly updates available on the ASUCI website.
 2. The ASUCI President, ASUCI Student Services Vice-President, the ASUCI Internal Student Advocate General, and the Student Financial Officer shall be non-voting members of the Finance Committee.

XIV. PUBLIC INFORMATION COMMITTEE

- A. The Public Information Committee shall be concerned with the Senate's public relations.
 1. The Public Information Committee shall be responsible for:
 - a. Creating a monthly newsletter of Senate and Senator initiatives and projects for campus-wide email distribution.

- b. Serving as a catalyst for generating ideas and producing ASUCI Senate publicity.
 - c. Publicizing Senate meetings and topics of discussion weekly, including coordination of Senate meeting highlights social media posts with ASUCI Media & Technology.
 - d. Shall maintain a written and computer data file history of all Senate standing documents and legislative actions, as well as keep records of the actions of ASUCI.
 - e. Conducting student organization outreach on behalf of the ASUCI Senate and connecting student organizations to relevant Senators for the purpose of collaboration or advocacy.
2. The ASUCI Vice President Academic Affairs, Vice President of Student Services, and the Chief Accountability Officer shall be non-voting members of the Public Information Committee.

XV. ADVOCACY COMMITTEE

- A. The Advocacy Committee shall be concerned with the activities and projects of all Senate ad-hoc committees and the academic year's advocacy agenda.
- 1. The Advocacy Committee shall be responsible for:
 - a. Thoroughly reviewing the creation of each ad-hoc committee. Each ad-hoc committee will present a proposal to the Advocacy Committee, which will include the following:
 - i. The name and general purpose of the ad-hoc committee.
 - ii. The names of two (2) or more fellow Senators who wish to participate in the ad-hoc Committee (the number of names will be determined by the scope of the ad-hoc committee's project as approved by the Advocacy Committee).
 - iii. The names of possible non-Senate partners in the fulfillment of the ad-hoc committee's projects (faculty, departmental heads, student-interest organizations).
 - iv. Proposal for individual projects (if applicable) for the fulfillment of each ad-hoc committee's mission statement.
 - b. Checking the progress of each ad-hoc committee throughout the academic year, which will include the following:
 - i. Collecting written reports from each ad-hoc committee chairperson regarding the Committee's activities for the respective week.
 - ii. Presenting a report on the state of all the aforementioned Committees at the first Senate meeting of each quarter.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. The ASUCI President, ASUCI External Vice-President, ASUCI Internal Vice-President, ASUCI Academic Affairs Vice-President, and ASUCI External Student Advocate General shall be non-voting members of the Advocacy Committee.
3. Individuals part of the ad-hoc committees can dissolve the committee at any point in the quarter if they deem necessary, with the approval of every member in the ad-hoc committee and the Advocacy Committee Chair. Senators who were part of the dissolved ad-hoc committee may join another ad-hoc committee.

XVI. ADVOCACY AGENDA

- A. The Advocacy Committee of the ASUCI Senate shall develop a list of policy demands in the fall, winter, and spring quarter of every 6th academic year that will be taken into consideration by the newly elected Executive Officers and Senators of the following year to facilitate the transition of power. The Advocacy Agenda developed shall be in effect for the next six (6) academic years for the purpose of maintaining continuity within ASUCI, as well as aligning interests from year to year.
- B. The Senate and Executive Cabinet shall jointly develop an Advocacy Agenda every six (6) years for ASUCI.
- C. The Advocacy Agenda shall be subject to yearly revision by the Senate and Executive Cabinet to include progress made, as well as to add policy relevant to the current needs of students.
- D. The President shall compile input from the Executive Cabinet, the President of the Senate, the Internal Vice President, and the External Vice President to report to UCI Professional Staff.
- E. The Advocacy Agenda shall be finalized at the ASUCI Orientation in the fall following the year it was written and confirmed by a Resolution from the Senate.
- F. The Senate shall convene special committees as necessary to assist in advocacy efforts, and the Executive Officers shall give regular updates from the Senate through their office reports.
- G. Each spring quarter, the President of the Senate and the ASUCI President shall jointly issue a public report to the Senate to provide an update on ASUCI's progress on the agenda and any modifications.

XVII. JUDICIAL BOARD

- A. Judicial Board Provisions
 1. The authority of the Judicial Board shall include, but is not limited to, the following:
 - a. Reviewing weekly all Bills and Resolutions adopted by the Senate with regards to the Constitution and the Bylaws of ASUCI and submitting memos to the Senate Rules Chair with suggested revisions as necessary. The President of the Senate, the President Pro-Tempore, and the Student Advocate General shall be copied on these memos.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- b. Adjudicating charges of violation of the Constitution, the Bylaws, and all other rules and regulations of ASUCI.
 - i. Charges must arise in one of the following manners:
 - 1) To appeal a ruling by the Elections Commissioner.
 - 2) To appeal a ruling by the Student Programming Funding Board.
 - 3) Or, in any case, from a registered student who can prove standing (injury) for a claim. Where injury refers generally to loss suffered by either an individual or a group.
- c. A Judicial Board member shall attend weekly meetings to review all pending legislation and other business. Meetings shall be held each Wednesday after 5:00 p.m. unless a different time is chosen by the Judicial Board Chief Justice and approved by a majority of the Judicial Board. Any Judicial Board member with three (3) unexcused absences per Quarter from weekly meetings shall be subject to the automatic forfeiture of the office. An appeal may be made to the Senate, which may exercise the right to reinstate a Judicial Board member upon a two-thirds (2/3) affirmative vote of the voting members present.
 - i. An absence shall only be considered as excusable if the absence is due to one of the following circumstances:
 - 1) Death or emergency in the immediate family.
 - 2) Illness, health condition, or medical treatment that prevents attendance. This shall be limited to instances where the Justice is declared unable to attend by a healthcare professional.
 - 3) A Force Majeure, as defined by the Judicial Board Chief Justice, is a chance occurrence or unavoidable accident.
 - ii. Members of the Judicial Board must let the Judicial Board Chief Justice know of an excused absence via email no less than 24 hours before the meeting. In the event of an unforeseen circumstance for which the Justices cannot notify the Judicial Board Chief Justice of excused absences in advance, members of the Judicial Board have 72 hours after the meeting to let the Chief Justice know.
- d. The Judicial Board Chief Justice shall chair, organize, and maintain accurate attendance of all the Judicial Board meetings.

- e. The Judicial Board Chief Justice shall submit all rulings of the Judicial Board to the Executive Cabinet, Senate, and the Executive Director in written forms.
2. The Judicial Board Chief Justice shall be required to present to the ASUCI Senate a breakdown of their budget expenditures bi-quarterly on the Thursday of Week 3 and Week 7. The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Chief Justice chooses to do a typed report over a presentation, they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Chief Justice's report. The presentation or report shall include a detailed understanding as to what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

XVIII. OFFICE OF STUDENT ADVOCATE GENERAL

A. Requirements

1. The Student Advocate General shall be a registered student at the University and possess at least a 2.0 grade point average at the time of election and shall be responsible for maintaining at least a 2.0 grade point average throughout their term of office.
2. The Student Advocate General may not hold another elected or appointed position in ASUCI during their term and shall immediately forfeit their office if they are found responsible for violations under university policies as determined by the Office of Student Conduct.
3. The Internal Student Advocate General, External Student Advocate General, Student Financial Officer, and Chief Accountability Officer are entitled to receive a stipend.

B. Duties

1. Reading weekly all legislations passed by the Senate and accompanying recommendations from the Judicial Board.
2. In the event that the Student Advocate General considers legislation to be a violation of the ASUCI governing documents or an infringement of student rights, they may initiate a complaint to the Judicial Board.
3. Investigating charges of violation of the Constitution, these Bylaws, and all other governing documents.
4. Initiating the prosecution of potential violators of the ASUCI Constitution, Bylaws, and other governing documents.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

5. Being available to advise students who independently initiate complaints against ASUCI.
6. Serving as an Ex-Officio member of the Senate Rules Committee.
7. Maintaining a strong knowledge of the ASUCI governing documents and a working knowledge of the University policies and Student Conduct process.
8. Providing assistance and support upon request to any undergraduate student and student group involved in disciplinary actions with the University of California, Irvine.
 - a. The Student Advocate General is available to advise students but not to represent them. Advising entails giving the student the tools and information necessary to receive due process and remedy their situation.
9. Pointing out issues with University policies to ASUCI and advocating for the amendment of said policies.
10. Representing the position of ASUCI in discussions with the University or campus administration concerning student rights, campus rules, and other areas of student conduct.
11. Educating the student body about students' rights, University and ASUCI policies, laws, regulations, and procedures, and promoting awareness of the availability of advice and representation services offered by the Student Advocate General pursuant to this section.
12. The Student Advocate General shall serve for one (1) academic year and shall assume office at noon on the first day of Commencement.
13. The Student Advocate General shall be required to present to the Senate a breakdown of their budget expenditures bi-quarterly on the Thursday of Week 3 and Week 7. The presentations shall not exceed ten (10) minutes in length and be presented in an electronic medium or through a typed report that will be distributed to each Senator. If the Student Advocate General chooses to do a typed report over a presentation, they will dedicate their time to being questioned for up to ten (10) minutes by Senators after Senators view the Student Advocate General's report. The presentation or report shall include a detailed understanding of what the funds are being used for and why. This presentation or report shall cover all recent budget expenditures of this office for the month, a breakdown of the remaining funds in each individual account that is under this office, the final standing, or projected final standing, of each individual account, and the overall budget standing for this office.

XIX. JOINT COMMITTEES

- A. The Joint Committees, as specified in Article 12 of the ASUCI Constitution, must convene at least twice a quarter in order to discuss the fulfillment of their duties as described in the ASUCI Constitution.
 1. The Chair of the respective Committee shall call for more meetings as needed.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- B. Quorum for the Joint Committees shall be a simple majority of the listed members, as described in the ASUCI Constitution.
- C. Members voting in Joint Committees and all other Committees and board meetings in the ASUCI Constitution have the ability to incorporate proxy voting; if a mandated member of the Committee cannot attend, they can send a representative to the Committee to participate in and vote on their behalf.

XX. GUIDELINES FOR THE EXPENDITURE OF ASUCI FUNDS

- A. No money from ASUCI funds can be donated to the campaigns of person(s) running for campus, local, statewide, or national political office, either directly or indirectly. Money can be paid as an honorarium for any (non-campaigning) speaking engagement.
- B. ASUCI shall follow generally accepted business and accounting procedures and methods of accountability as approved by the Chancellor.
- C. The total expenses incurred during one (1) fiscal year by the ASUCI will not exceed the total income and Reserves for that year. Nor will the Senate approve expenditures to be made during one (1) fiscal year, for which the corresponding income must occur during a different budgetary period.
- D. Any financial request that requires the senators to withdraw money from the Senate unallocated account (or any similar account) must be approved by the Senate through a Bill before the President of the Senate approves the check request form.
- E. At the end of the fiscal year, all unused expenditures will be transferred into an account called "ASUCI Reserves."
 - 1. The conditions that must be met to access the ASUCI Reserves account include the following:
 - a. Purchase of equipment or technology that provides a long-term benefit to the organization.
 - b. Unanticipated one-time expenses that are necessary and vital to the organization.
 - c. Payroll funds for a new career staff position in Student Government that is necessary and vital to the organization.
 - 2. The process by which ASUCI Reserves accounts may be accessed is as follows:
 - a. A member of the Senate or Executive Officer may write a Bill to utilize ASUCI Reserve account funds, which is seconded by a member of the Senate. The author must designate a specific amount that will be transferred from ASUCI Reserves into a designated account. A two-thirds (2/3) vote from Senate is required.
 - 3. If ASUCI experiences a deficit at the end of a fiscal year, ASUCI Reserves shall be used to cover the deficit, pending sufficient funds, and a report shall be presented to the Senate by the Executive Director explaining the circumstances and how the deficit will be prevented in the future.
- F. Joint Committee on the Budget

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

1. The budget for the upcoming fiscal year, July 1 to June 30, shall be recommended by the Joint Committee on the Budget and passed by the Senate of the current academic year. This Committee shall be chaired by the President for the present academic year, and the budget under consideration shall be forwarded to the Senate at the Committee's discretion but must include a roll call vote of the members of the Committee and may include any majority or minority reports by the officers involved. The Senate, upon conclusion of these hearings, shall take final action on the budget.
2. If the Chair of the Senate Standing Committee on Finance is absent, the Vice-Chair of the Senate Standing Committee on Finance shall serve as Vice-Chair of the Joint Committee on the Budget.
3. The Joint Committee on the Budget members representing the Senate Standing Committee on Finance shall be elected by a majority vote of the Senate Standing Committee on Finance.
4. Voting Members
 - a. Voting members shall have full floor privileges during Committee meetings and shall exercise voting power at their individual discretion.
5. Alternate Voting Members
 - a. Alternate voting members shall have full floor privileges during Committee meetings but shall only exercise voting power in the absence of their respective Senate Committee Chair (or equivalent officer).
6. Non-voting Members
 - a. Non-voting members shall have access to the Committee's materials but shall have no floor privileges during Committee meetings unless granted at the discretion of the Chair or a two-thirds ($\frac{2}{3}$) vote of the voting Committee.
7. Reports
 - a. The Joint Committee on the Budget shall forward to the Senate the budgets being considered at their discretion. Such reports shall be defined as majority and minority reports.
 - b. Majority Reports
 - i. The majority report shall be defined as the budget proposal voted upon and passed by a simple majority of the Committee's voting members following a roll call vote. Only one majority report may be presented to the Senate.
 - c. Minority Reports
 - i. Minority reports shall be defined as any and all budget proposals, aside from the majority, produced by any Committee member. Minority reports must be passed by

one-fourth (1/4) of the Committee's voting members following a roll call vote to be presented to the Senate.

- ii. When presented to the Senate, the author(s) of the minority reports shall clearly mark any and all differences from the majority report and explain their rationale for them.

G. Intent to Remove Funds

1. Prior to removing funds from a branch other than the Senate without the consent of the branch's head Officer, the bill author(s) shall notify the branch's head Officer or club-authorized signer if the funds are being removed from a club's SPFB account, and the Senate President in writing through a "Letter of Intent to Remove Funds." The letter shall include:
 - a. The name and account number of all affected budgets.
 - b. Reasoning for the removal.
 - c. The expected date the Bill shall be introduced.
 - d. A statement of the branch's head Officer's or club-authorized signer's right to participate in the discussion of the proposed reallocation both outside of and during Senate meetings.
 - e. The date, time, and location of Senate meetings.
2. A "Letter of Intent to Remove Funds" shall be sent at least seven (7) calendar days prior to the Bill's introduction on the Senate floor.
3. Bills removing funds from any budget without the consent of the branch's Officer shall automatically be tabled for one (1) week up to their introduction, regardless of the Finance Committee's consideration or authorship of the Bill.

XXI. INITIATIVES, REFERENDA, RECALL, AND CONSTITUTIONAL AMENDMENTS

- A. The name and student ID card number of an officially registered UCI student shall constitute a valid signature for the purpose of petitions requesting legislation, recall, or constitutional amendments, as described in Articles 13 and 16 of the ASUCI Constitution. Such signatures shall be validated through the Office of the Registrar prior to the petition's introduction to the Senate if challenged by any member of the ASUCI.
- B. A validly approved recall election shall take place during a general election if a general election is to take place between 15 and 30 days after the submission of a validated petition. If a general election is not to take place during the above-described time limits, then a special election is to take place 15 days after the receipt of said petition.
- C. Failure on the part of the Elections Commissioner and Deputy Commissioners to submit to the Senate a schedule for a special election that takes place within the timeframe specified within Subsection B of this section shall constitute grounds for impeachment for neglect of duty. If the Elections Commission fails to submit a schedule for a special election, the Judicial Board may order a special election, with final confirmation of the timeline confirmed by the Senate.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

- D. If the Senate fails to ratify a special election date set by the Election Commission that is scheduled to take place within the timeframe specified in Subsection B of this section, the Judicial Board may order that a special election be held according to the proposed timeline or enjoin all legislation enacted by the Senate following the receipt of the petition calling the special election except (A) legislation to set a special election date within the timeframe specified in Subsection B or, if that timeframe has passed, within seven (7) days after the legislation is adopted, (B) legislation to appropriate funds to pay for expenses arising from holding the special election, and (C) legislation to ratify the results of the special election.
1. If the Judicial Board is enjoining legislation in accordance with Subsection D of this Section, the Judicial Board shall lift the injunctions once the results of the special election are ratified.
 2. If the Judicial Board is enjoining legislation for failure to fill vacant Senate seats in a timely manner while the Judicial Board is simultaneously enjoining legislation for failing to schedule special elections, the Judicial Board shall enjoin all legislation except those:
 - a. Appointing individuals to fill vacant Senate seats.
 - b. Scheduling special elections.
 - c. Appropriating funds to pay for expenses arising from holding the special election.
 - d. Ratifying the results of the special election
- E. No Senator shall vote on or move legislation that calls for, schedules or appropriates funds for a special recall election if they are the subject of the recall election called by the legislation.
- F. No Judicial Board Justice shall vote on any decisions before the Judicial Board related to a special recall election, including but not limited to decisions to enjoin legislation that calls for, schedules, or appropriates funds for a recall election if they are the subject of the recall election.
- G. In the event that enough Senators or Judicial Board Justices are barred from voting on Legislation calling their own recall election that their respective body cannot reach a quorum needed to conduct business, a certain number of Senators or Justices that are the subject of the recall election shall be able to vote, equal to the additional number of senators or justices needed to fulfill their quorum requirement. The Senators or Justices subject to recall eligible to vote shall be determined by lot.

XXII. RIGHTS OF ASUCI STAFF

- A. Right to observe cultural, spiritual, and religious holidays and practices
1. No member of ASUCI, regardless of position or branch, shall be required to attend any meeting or event that conflicts with their celebration/observance of a cultural, spiritual, or religious holiday or practice.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. No member of ASUCI shall be punished for their celebration/observance of a cultural, spiritual, or religious holiday or practice. Prohibited punishment may include, but is not limited to, receiving an unexcused absence or being terminated. The right to observe cultural, spiritual, and religious holidays or practices supersedes all ASUCI attendance policies.
 3. Members of ASUCI who were unable to attend a required meeting or event due to their celebration/observance of a cultural, spiritual, or religious holiday or practice should notify the appropriate ASUCI officer in their branch before or after their absence pursuant to their office's attendance policies for the applicable academic year. The appropriate ASUCI officer is required to remove any unexcused absence or other disciplinary measures related to the absence immediately after receiving this notification.
 4. ASUCI events should avoid conflicting with cultural, spiritual, or religious holidays or practices, if possible. It is the responsibility and duty of every ASUCI officer to consult with their staff to see if the chosen date works with ASUCI members expected to be in attendance.
- B. Right to digital access for mandatory All-ASUCI meetings
1. Members of ASUCI must be provided with a digital option that does not require in-person presence for mandatory All-ASUCI meeting attendance:
 - a. At the request of a member of ASUCI 72 hours prior to the mandatory All-ASUCI meeting.
 - b. In the event of an extenuating circumstance, regardless of the amount of notice.
 2. No member of ASUCI shall be punished for not attending in-person to a mandatory All-ASUCI meeting due to their extenuating circumstances or if the member of ASUCI has requested a digital option 72 hours prior. Prohibited punishment may include, but is not limited to, receiving an unexcused absence or being terminated.
 3. A digital option may be accommodated if there is technical infrastructure and approved access to do so in the space where the meeting is held and the request has been made in accordance with university policy timeframes.

XXIII. AMENDMENT TO SENATE BYLAWS

A. Recommendations

1. The Committee on Rules shall annually review the Senate Bylaws and make recommendations for improvement.

B. Amendments and Revisions

1. The Senate Bylaws may be amended or revised by three-fourths (3/4) of the voting Senators present.

BYLAWS OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF CALIFORNIA, IRVINE

2. Amendments to the Bylaws shall be proposed and automatically tabled one (1) school week prior to the forthcoming vote by the Senate to allow for their review. If the amendments are co-authored by the entire Rules Committee, then the Bill can be called to vote immediately.
3. Amendments to the Bylaws shall never revise more than one (1) section in a single legislation. Amendment legislation should include both the previous text and the new text, either in the clauses or in an attached, publicly viewable document.