



**Bylaws of the Associated Students of  
Eastern Oregon University Student Government**

(Revised May 9, 2017)

**Article I (Membership)**

**Section 1: ASEOU Senate.**

- A. The number of ASEOU Senate seats is described in Article III Section three of the ASEOU Constitution.
- B. These seats shall be elected following the ASEOU Election Guidelines and the ASEOU Constitution and Bylaws.
- C. If these seats are not filled by the general elections in the Winter or become vacant at any time, the ASEOU Director for Campus Affairs shall immediately produce applications and advertise as necessary and in accordance with the ASEOU Constitution and Bylaws.

**Section 2: ASEOU Executive Board.**

- A. The Executive Board of the ASEOU Student Government is defined in Article III Section 7 of the ASEOU Constitution.
- B. Additional Executive Officers of the ASEOU may only be created by legislation of the ASEOU Senate if passed by a two-thirds majority vote of the Senate.
  1. If the position of the additional Executive Officer of the ASEOU Student Government stands for more than two years, that position may be adopted into the ASEOU Constitution as a housekeeping item.

**Section 3: Eligibility Definitions**

- A. Academic and behavioral standing is determined by Eastern Oregon University (EOU).

**Article II (Meetings)**

**Section 1:** An official meeting shall be any meeting called by the Senate Chair and/or any Senate committee meeting with at least twenty-four hours' notice to all relevant parties.

**Section 2: Senate Chair**

- A. The Senate Chair is a currently seated Senator and is appointed by a two-thirds vote of the Senate.

- B. Responsibilities of the Senate Chair include:
  - 1. Arranging and reserving the time and location for all Senate meetings.
  - 2. Drafting the agenda for all Senate meetings.
  - 3. Assist the ASEOU President in conducting Senate meetings.
    - a. Assisting the President may include (but is not limited to):
      - i. Writing motions
      - ii. Recommending the President limit debate on any issue to ensure the productivity of meetings
  - 4. Conduct Senate meetings when the President is unavailable.

### Section 3: Quorum and Voting.

- A. Quorum is required to vote on any motion of the Senate.
- B. Quorum is defined as more than two-thirds of the seated Senators.
  - 1. If there are five or fewer Senators seated, then quorum shall require all seated Senators.
- C. Majority voting is defined as more than two-thirds of the voting members present at a meeting.
  - 1. If the Senate calls a vote and the vote is divided at fifty percent then the ASEOU President will decide the vote.
  - 2. All motions require a majority vote, unless otherwise specified.

### Section 4: ASEOU Senate.

- A. The meetings of the ASEOU Senate shall adhere to the Oregon Public Meeting Laws, ORS 192.610 to 192.690.
- B. The meetings of the ASEOU Senate shall adhere to the ASEOU Constitution and Bylaws.
- C. The current edition of Robert's Rules of Order shall be referenced in all meetings when any question of meeting protocol arises.
  - 1. The use of Robert's Rules of Order is subject to the ASEOU Constitution and Bylaws.
- D. If any voting member of the ASEOU Senate has a conflict of interest, he/she shall excuse (They) from the vote. The meeting minutes and the ASEOU Voting Record shall record this.
  - 1. Abstentions and proxies shall be defined in the bylaws (Article III).
- E. Public forums shall be held once per term by the ASEOU Senate and may be conducted and counted as a regular meeting of the Senate.
  - 1. During public forums, any member of the ASEOU may address the ASEOU Senate or initiate legislation through the initiative process as outlined in Article IV of the ASEOU Bylaws.
  - 2. Each member wishing to speak shall have the time limit of at least three minutes.
- F. Every meeting of the ASEOU Senate should include, but is not limited to, the following agenda items:
  - 1. Roll Call
  - 2. Approval of agenda
  - 3. Approval of minutes of the previous meeting
  - 4. Reports by the executive officers

5. Campus Update
  6. Committee Reports
  7. New Business
  8. Unfinished Business
  9. Public Comment
  10. Adjournment
- G. Closed meetings<sup>1</sup> of the ASEOU Senate shall adhere to the Oregon Public Meetings Laws, ORS 192.610 to 192.690 and shall adhere to the ASEOU Constitution and Bylaws.
1. Only ASEOU Officers, Advisor, and a member of the recognized student newspaper may attend a closed meeting. All others may attend at the discretion of the Senate and Chair when there is a unanimous vote.
  2. The business of the closed meeting is open to publication, but no transcription of the closed meeting shall be published, this is in accordance with Oregon Public Meeting Laws, ORS 192.610 to 192.690.
  3. No final vote or legislation will be made in a closed session.

Section 5: Executive Staff.

- A. The ASEOU Executive Staff shall meet at least once per week during regular terms; meetings during the summer term and finals week are not required.
- B. The ASEOU Executive Staff meetings shall be conducted at the discretion of the ASEOU President, or the person acting in that capacity.

**Article III (Abstentions and Proxies)**

Section 1: Before the meeting shall be considered valid, written proxies must be submitted to the ASEOU President or the conducting officer

Section 2: Abstentions may be used but must include a brief reasoning for the abstention, and must be submitted in writing to the ASEOU President, or the conducting officer, before the end of the meeting wherein the official vote was held.

**Article IV (Initiative Process)**

Section 1: The members of the ASEOU have the recognized right of the initiative process and shall be conducted according to the following:

- A. The membership of ASEOU may initiate action by presenting a petition to the ASEOU President.
- B. The initiative must:
  1. Include one sponsor to serve as a contact person.
  2. Not contain more than one subject.
  3. Not make or repeal appropriations.

---

<sup>1</sup> Closed Meetings: Not open to the public

4. Not create courts or prescribe their rules.
  5. Not enact anything that is prohibited by the ASEOU Constitution.
  6. Not be substantially the same as that defeated by an initiative election within the current or previous academic year.
  7. Contain a petition with the signatures of at least ten percent of the on campus, and online ASEOU membership and must state in precise language the nature, intent, and expected impact of the requested action. The petition must include:
    - a. A signature, printed name, residence, and the date signed from each signee.
      - i. All signatures must be obtained within thirty calendar days after the date the petition was filed.
      - ii. All signatures online must be obtained via email within thirty calendar days after the date the petition was filed.
  8. Be for a legislative measure within the authority of the ASEOU Student Government only.
- C. The Director for Campus Affairs will verify all signatures within ten academic days of receipt of the petition and hold an election within ten academic days after the verification of signatures on the petition.
1. The election must follow the current general elections guidelines, as attached to the ASEOU Bylaws.
- D. If fifteen percent of the on campus ASEOU membership vote on the initiative, and a majority of votes cast are in the affirmative, the requested action will become effective at the next scheduled Senate meeting when the results are announced by the Director for Campus Affairs.

## **Article V (Compensation)**

### Section 1: Executive and Office Assistant(s)

- A. The following ASEOU Executive and Office Assistant(s) shall receive compensation of hourly pay for their office which will be distributed according to EOU Payroll policies and procedures: President, Director for Financial Affairs, Director for Diversity and Equity, Director for Political Affairs, Director for Campus Affairs, and Office Assistant(s).
- B. To receive pay, Executive members and/or Office Assistant(s) must fulfill their duties as described in the constitution and Bylaws. Each Executive member and Office Assistant(s) will be evaluated for their work on a term basis.
- C. Executive member and/or Office Assistant(s) has the ability to accept or refuse pay.

### Section 2: Senator and Justice

- A. Senators and Justice shall receive a scholarship for one academic year in which they serve. Scholarships will be distributed at the beginning of each term, excluding summer.
- B. To receive pay, Senators and Justice must fulfill their duties as described in the Constitution and Bylaws. Each Senator and Justice must be evaluated by the ASEOU Executive Board to receive their scholarship for the following term.
- C. Senators and Justice have the ability to accept or refuse their scholarship.

## **Article VI (Legislation and Official Records)**

### Section 1: Legislation.

- A. All legislation shall have at least one reading before the ASEOU Senate.
- B. All legislation and business of the ASEOU Senate shall be kept on the ASEOU Voting Record Sheet.

### Section 2: Official Records.

- A. A docket system shall be kept for all official records of the ASEOU Senate.
- B. The docket numbers shall contain an abbreviation for the document type (ex. ASEOU Senate Bill [SB]) followed by the academic year and the number of such bill, (Ex SB 2001-01, is for the first legislation or business passed by the ASEOU Senate in the academic year of 2001-2002).
  - 1. A list of abbreviations and meanings will be kept with the official records for reference and continuity.
- C. All official records shall be maintained in either physical (paper) or digital form.
  - 1. Physical records will be maintained in the ASEOU office.
  - 2. Digital records will be maintained by the ASEOU President or their designee.
    - a. Electronic files shall be printed and stored with physical records.
    - b. If kept on computer, must be backed up to reliable source.

## **Article VII (Committees)**

Section 1: Faculty Senate and University Council Standing Committees shall be described by the EOU Faculty Senate and/or University Council.

Section 2: Faculty Senate and University Council Ad Hoc Committees shall be established by the EOU Faculty Senate and/or University Council.

### Section 3: ASEOU Senate Standing Committees:

- A. May be established by legislation of the ASEOU Senate.
- B. Shall state the purpose in the legislation that created it and adhere to the ASEOU Constitution and Bylaws.
- C. Shall consist of, but shall not be limited to:
  - 1. ASEOU Student Fee Committee (SFC)
  - 2. ASEOU Senate Allocations Committee
- D. The guidelines for ASEOU Senate Standing Committees may be changed by the standing committees and approved by the ASEOU Senate (as established by legislation).

### Section 4: ASEOU Senate Ad Hoc Committees:

- A. May be established by legislation of the ASEOU Senate.

- B. Shall adhere to the ASEOU Constitution and Bylaws.
- C. Shall state the purpose of the committee in the legislation that created it.

### **Article VIII (Responsibilities)**

Section 1: All job descriptions for ASEOU Student Government shall be reviewed and approved annually by a two-thirds majority vote of the Senate. ASEOU Student Government job descriptions will be attached to the ASEOU Bylaws as Attachment 2.

Section 2: ASEOU Student Government Intern job descriptions and/or responsibilities will be defined by (their)supervising officer.

### **Article IX (Elections)**

Section 1: All elections of the ASEOU Student Government shall follow the ASEOU Constitution and Bylaws.

Section 2: The ASEOU Election Guidelines shall be considered a part of the ASEOU Bylaws and attached as Attachment 1. The ASEOU Election Guidelines may only be changed in the manner prescribed by the EOU University Council and Student Affairs Committee.

### **Article X (Advertising and Appointment)**

Section 1: For all positions (hired, elected, or appointed) in the ASEOU Student Government that may be chosen from the members of the ASEOU at large, the ASEOU Director for Campus Affairs, or the person acting in that capacity, shall conduct advertising for ten academic days.

- A. No appointments may be made until after the tenth academic day of advertising.
- B. Advertisements shall be put in any and/or all of the following:
  1. Recognized student newspaper
  2. Recognized student radio station
  3. Recognized student list-serve
  4. All Center for Student Involvement approved bulletin boards
  5. Wherever else the ASEOU Student Government deems necessary

Section 2: If no applications are received during the initial advertising period, the first qualified applicant will be selected, pending Senate approval, at the next regularly scheduled Senate meeting.

Section 3: Officer Appointment

- A. Officers elected or appointed during the annual election and appointments process are restricted from pursuing any other ASEOU Student Government office until after the

beginning of the term of office for which they were elected or appointed.

- B. The ASEOU Senate or Interim Senate shall review all applications and interview all eligible applicants.
- C. The ASEOU Senate or Interim Senate may approve the final applicant only by a two-thirds majority vote.
  - 1. This vote of the Senate shall be taken as a roll call vote.

Section 4: The ASEOU Advisor will receive an evaluation by the ASEOU Student Government at the end of each academic year. The evaluation will be delivered to the ASEOU Advisor's immediate supervisor upon completion.

### **Article XI (Vacancy of Office)**

Section 1: ASEOU President.

- A. If a vacancy should occur in the office of the ASEOU President, a Senator will be selected to serve for the remainder of the term of office.
  - 1. The Senator will be selected by a two-thirds vote of the Senate.
- B. If no Senator is selected to fill the position of ASEOU President, the Senate Chair shall serve as the Interim President until an ASEOU election may be held to elect a new ASEOU President. This election shall adhere to all rules and guidelines set forth in the ASEOU Constitution and Bylaws.
  - 1. This ASEOU Interim President shall have all authorities, responsibilities, and benefits given to the ASEOU President as described in the ASEOU Constitution and Bylaws.
  - 2. ASEOU President elect shall take office at the conclusion of the academic year of the current ASEOU President.

Section 2: ASEOU Officers

- A. If a vacancy should occur in any other ASEOU Officer position, that seat shall be filled by the appointment process set forth in the ASEOU Constitution and Bylaws.

### **Article XII (Disciplinary Policy)**

Section 1: If any member of the ASEOU Student Government is in violation of the ASEOU Constitution or Bylaws it shall be grounds for disciplinary action by the ASEOU Senate.

Section 2: Absences.

- A. All ASEOU Student Government officers are allowed only two excused absences and one unexcused absence per academic term. More than this may result in a need for further action, including but not limited to: sanctions, resignation, and/or impeachment.
- B. Repeated tardiness will be viewed as a lack of respect for the ASEOU Student Government and could result in a need for further action by the Judicial Board.
- C. Excused absences should be submitted to the Judicial Board as soon as the officer is

aware that an absence will occur, or as soon as possible after the absence occurs.

- D. The Judicial Board will determine whether an absence is excused no later than three calendar days after the absence. Unreported absences will be considered unexcused.
  - 1. Extenuating circumstances will be considered by the Judicial Board on an ad hoc basis and may extend beyond the initial decision making period.
- E. When the Absenteeism Board finds that an officer has been absent beyond the stated limits it will present the information to the Senate for action.

Section 3: The Judicial Board will consist of all the Justices of ASEOU.

- A. Should a conflict of interest arise, an adjudicator will be asked to cast the other vote.
- B. In the event of a tied vote an adjudicator will decide the vote.
- C. The Judicial Board may present an individual's request for an excused absence to the Senate for consideration if it determines that the request is worthy of attention by the Senate.
  - 1. If an individual's request for excused absence is presented to the Senate, the final decision will be determined by the common consent of the Senate.
- D. The Judicial Board does not have any official power except the determination of whether an absence from meetings will be excused.

### **Article XIII (Impeachment – Removal From Office)**

Section 1: Disciplinary removal from office may only be achieved through forced resignation or impeachment.

- A. Forced resignation may be imposed upon an officer in situations where lesser disciplinary action is deemed necessary by the Senate.
  - 1. A forced resignation requires a two-thirds majority vote of the Senate.

Section 2: Initiation of impeachment legislation.

- A. Proposals for impeachment charges must be brought forward for discussion in a regular Senate meeting, and may be initiated by any officer of the ASEOU Student Government. Discussion regarding grievances will be made to determine whether impeachment charges are warranted. If charges are deemed necessary by a majority vote of the Senate, the adjudicators will facilitate the discussion for drafting the official motion (including enumeration of charges) to be voted on at the next regularly scheduled meeting.
  - 1. All adjudicators will prepare the official written notice to be administered to the individual against whom charges are being brought. This notice will include the official motion being brought against the individual and the date, time, and location of the meeting where the vote will commence. This notice must be mailed or delivered to the individual no later than five (5) p.m. the calendar day following the meeting wherein the official motion was created.
- B. At the scheduled Senate meeting (which may be a regularly scheduled meeting), the Senate will vote on the official motion for impeachment. Discussion regarding the motion may be held at the Senate's discretion, the purpose of the discussion should only be to determine if a trial of the impeachment should ensue.



1. Should changes to the official motion be necessary they may only be made in this meeting by a unanimous vote of the Senate, if the person against whom charges are being brought is a Senator he/she will not participate in this vote.
2. A two-thirds majority vote of the Senate is required to initiate or dismiss the official motion; this will be a roll-call vote.

Section 3: Five academic days must pass before the Senate may try the impeachment for removal of the impeached officer.

Section 4: The members of the Judicial Board will preside over the hearings as unbiased, non-voting moderators. If there is a conflict of interest for a member of the Judicial Board, a non-voting member of the ASEOU Student Government will be appointed by the remaining adjudicators to fill that position for the purpose of the impeachment hearing.

#### Section 5: Impeachment Hearings

- A. Impeachment hearings will be held as an open meeting of the Senate.
- B. A complete written record of the proceedings will be kept and placed on file in the ASEOU Student Government official records.
  1. Audio recording devices may be used to ensure a complete record is made.
- C. The senator who motioned for impeachment, and the member against whom charges were brought, in that order, will have a total of twenty minutes each to speak on the charges and yield time for witnesses.
  1. Each party to the hearing may elect to have one assistant present during the impeachment proceedings. The assistant must be a current member of the ASEOU not directly involved in the impeachment trial, and may not speak in place of or on behalf of the party they are assisting.
- D. Each side will have a total of fifteen minutes to rebut and cross-examine all witnesses called.
- E. Each side will have five minutes for closing statements.
- F. The ASEOU Senate and the moderators will enter into executive session pursuant to ORS 192.660(2)(b), unless the member being impeached requests an open session.
  1. No new evidence may be submitted following the closing statements.
- G. Removal or Acquittal Vote
  1. The senator who motioned for impeachment and the member against whom the charges were brought are excluded from voting to maintain neutrality.
  2. A motion to remove or acquit must receive a two-thirds majority vote to be successful.
  3. If a motion to remove or acquit is not decided within five official votes, the impeached party will be acquitted.
    - a. All official votes to remove or acquit the impeached party will be a roll-call vote.
  4. The results of the official vote will be announced in open session immediately after the vote is decided.

## Section 6: Appeals

- A. Appeals to impeachment may only be based upon procedural errors within the impeachment process.
  1. All appeals must be submitted to a member of the Judicial Board within three academic days of the impeachment hearing.
- B. All appeals will be heard by the Judicial Board or the designee(s) from the impeachment hearing within three academic days of receiving the appeal.
  1. The decision to approve an appeal will be made by a majority vote of the Judicial Board or the designee(s) from the impeachment hearing.
  2. The decision over the appeal will be announced at the next regularly scheduled Senate meeting.
- C. If an appeal is approved a new hearing will be held within five academic days. This retrial will include all parties involved from the initial impeachment hearing.

## Approval History

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

## Attachment 1: ASEOU Elections Guidelines

The Elections Committee, in cooperation with the Student Body President, is responsible for coordinating all Student Government elections. The Director for Campus Affairs is responsible for assembling the Elections Committee and serving on it<sup>2</sup>. The Elections Committee is responsible for promoting the election as outlined in the ASEOU Constitution. One percent of the entire student campus (on campus, online, and on site) student or minimum of fifty students, whichever is higher, vote is necessary for the election to be valid. Because enrollment this year is \_\_\_\_\_ students, a minimum \_\_\_\_\_ students are required to vote for the election results to be official.

- All candidates are required to meet the eligibility requirements as outlined in the Constitution and By-Laws.
- Only currently enrolled students are permitted to be elected on the ballot or as a write-in candidate.
- Candidates may only run for one office during the election.

---

<sup>2</sup> In the event that the Campus Affairs Executive is involved in the election in any way (whether running for office or assisting a candidate in their campaign) running for office, he/she may not serve on the Elections Committee.

- Each candidate is responsible for (Their) campaign to comply with the election rules
- Officials elected during the general elections cannot resign their position until their term begins (ASEOU Constitution Article 3 Section 3).

Executive applications are due the day after elections results are announced.

### **Campaign posting rules**

The maximum size for a poster is 11x17” and may be placed on any bulletin board around campus provided it has an “Approved for Posting” stamp. No material may be placed over another candidate’s campaign material.

President and senate candidates are limited to using non-destructive means of posting or displaying election flyers. This would include the utilization of painters/masking tape on non-bulletin board surfaces.

Window paint is not tolerated unless given specific, written consent from the building manager. This consent must be in the possession of the Elections Committee before any window painting goes up.

Campaign material must be taken down by twelve pm the day after polls close. No campaign material can be posted in the Center for Student Involvement or Student Government Office (Hoke 204/206). Employees of the CSI will not be permitted to post election material. Failure to comply with this rule will result in a complaint to the Judicial Board.

Campaign materials may not be placed in any building without prior approval of the building manager. All campaign material must comply with the University posting policy as well as the Center for Student Involvement. In the event that the material does not meet University or CSI requirements, it will be removed and discarded. If a candidate has material removed in three separate incidents, he/she will be removed from the ballot immediately.

Any poster that does not have the “Approved for Posting” stamp will be removed from the CSI boards. No campaign materials can be placed on any wall, glass, door, bathroom stall, mirror, handrail, stairs or light fixtures unless written consent is given by the building manager and is in the possession of the Elections Committee before the posting occurs.

Candidates are permitted to make up to six banners that are no longer than 30 sq. ft. in size. These banners may be placed outside provided they do not harm any University property, endanger any individuals, or is a fire hazard.

Yard signs up to eight square feet in size are allowed. A specific list of where these signs are going to be placed must be given to the Elections Committee prior to the placement of the signs. The candidate must wait for the approval of this list before placing signs. This rule is in effect so signposts do not damage the sprinkler system or any other underground operations.

Campaign material is forbidden from all classrooms. Public announcement systems, whether

inside or out, are also forbidden, however; candidates are allowed to use KEOL provided they adhere to the station guidelines.

If a complaint is lodged against any candidate by a building manager or administrator, whether oral or written, the candidate will be asked to comply to their wishes in a timely manner. This complaint does not have to go to the Judicial Board for a hearing. If the candidate does not comply with the building manager's request by the deadline set by the Elections Committee, campaign material will be removed. If this happens more than once, the candidate will be removed from the ballot.

If a candidate wishes to appeal the request put forth by a building manager or administrator because he/she feels it is biased, the candidate may meet with the Elections Committee and explain their position. The Elections Committee will then communicate this message with the building manager or administrator who lodged the complaint and a resolution will be reached. The candidate has no choice but to act on the resolution by the deadline set by the Elections Committee.

Candidates are restricted from actively campaigning on election days within 100 feet of a computer lab boundary (doorway, window). This includes putting up or handing out new signs, posters, banners, or using tape recorded messages or other types of media in this area to promote a candidate. Candidate attempting to persuade a vote in violation of this rule will be referred to the Judicial Board.

Removing, defacing, vandalizing or otherwise eliminating any other candidates campaign materials (including posters, flyers, or other tangible materials) is prohibited. If a candidate is caught or proven to be involved with any of these activities it is grounds for disqualification. Satisfaction for grounds of disqualification is at the discretion of the Elections Committee. This clause adheres to, and shall follow, all guidelines laid out by the ASEOU Constitution, Bylaws, and Elections guidelines.

### **Spending**

Candidates are allowed to spend up to \$150 for their campaign. Each candidate will be required to submit their campaign expense summary to the Elections Committee by the time the polls close. If the expense summary is not received by this time, a complaint may be filed to the Judicial Board by the Elections Committee.

### **Conflicts/ Judicial Body**

Complaint forms are available in the Student Government office. Candidates may submit a complaint to the Elections Committee by five pm until two full academic days after results have been announced.

- The Elections Committee has one full academic day to determine if the complaint is valid

or not. It is the duty of the Elections Committee to conduct an investigation into the alleged wrongdoing and submit their findings in writing to the ASEOU Judicial Board. If the Elections Committee determines a complaint is invalid, a candidate may appeal the decision to the Judicial Board. If the Judicial Board may then decide whether or not they would like to hear the case. In the event that the Board decides to hear the complaint, a date and time that is satisfactory to all parties must be set within two (2) full academic days by the Elections Committee.

#### Restrictions for members of the Judicial Board.

- If a Judicial Board member is found to have a conflict of interest (i.e: roommate, good friend, family relative, etc.), he/she may recuse himself/herself for this issue. The Elections Committee will then nominate another judicial board member to the Senate, who has the power to accept or reject the applicant.

The Judicial Board must adhere to guidelines as stated in the ASEOU Constitution and its By-Laws.

#### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

## **Attachment 2: ASEOU Student Government Job Descriptions**

### **ASEOU President**

#### **Purpose:**

To work with the EOU administration as a student-leader for ASEOU and to advocate for student ideals as the highest student held position at EOU. Be the spokesperson for the entire student body and serve in the best interests of the diverse EOU student body population.

1. Monitor the performance of all appointed and elected ASEOU officers and address or report any issues as needed to the ASEOU Senate for appropriate action.
2. Supervise staff to help them implement ASEOU Senate goals and objectives by facilitating training, guidance, and assistance through a student leadership retreat and other staff support services throughout the academic year.
3. Communicate regularly with the Executive Board to remain up-to-date on the progress of any ASEOU plans or actions in progress.
4. Attend and conduct ASEOU Senate meetings with the assistance of the Senate Chair so that the meetings run productively and efficiently.
5. Hold Executive Board meetings weekly or as seen fit
6. Hold biweekly meetings with the any ASEOU Advisor and Liaison.
7. Serve on the President's Cabinet upon request by the EOU President.
8. Serve on the University Council or delegate this seat to another ASEOU Officer.
9. Serve on the Faculty Senate.
10. Serve as Vice Chair of the Student Fee Committee.
11. Serve as Vice Chair of the Senate Allocation Committee.
12. Serve on the Absenteeism Board.
13. Attend and represent students in official functions such as speaking engagement, testifying and lobbying in state-wide functions.
14. Work with the Executive Board to recruit, train, and retain interns, volunteers, and other student leaders.
15. Maintain or manage the official records of the ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
16. Provide contact information for issues that arise over the summer term.
17. Create and/or maintain the procedure manual for this position.
18. Train successor.
19. Perform all other duties as pertaining to this position.

#### **Approval History**

Revised on: Winter Term 2017  
Adopted into practice on May 9, 2017

Revised on: May 9, 2017  
Approved by Associated Students of Eastern Oregon University on April 24, 2017  
Approved by Student Affairs Committee on May 27, 2017  
Submitted to University Council as an Information Item on May 9, 2017  
Adopted into practice on May 9, 2017

## **Director for Financial Affairs**

### **Purpose:**

To address all financial inquiries and issues that may arise within the ASEOU. To be a liaison for the Student Fee Committee (SFC) with units funded by that committee, and to work closely with the advisors of the SFC to make sure all committee needs are met.

1. Chair the Student Fee Committee.
2. Chair the Student Building Fee Committee, as per its guidelines.
3. Serve on the Budget and Planning Committee.
4. Provide budget reports once a term, or when requested, to the Senate.
5. Ensure the SFC interfaces with each SFC unit head once per term to discuss progress.
6. Keep orderly and up-to-date files on all financial business pertaining to the Student Clubs (SIF025) and Student Government accounts (SIF027 and SIF035).
7. Maintain the Student Government account.
8. Prepare a well-organized and comprehensive budget for the ASEOU Student Government to be presented to and approved by the Senate and the Student Fee Committee.
9. Serve on the Vending Committee and Hoke Advisory Board.
10. Attend ASEOU Senate meetings.
11. Attend weekly Executive Staff meetings.
12. Serve in conjunction with the ASEOU President as the Student Fee Committee during summer term.
13. Facilitate budget training for the SFC Unit Managers.
14. Be the lead facilitator of the SFC training program.
15. Set meeting dates and reserve rooms for SFC.
16. Perform liaison assignments quarterly for all SFC Units.
17. Create and/or maintain the procedure manual for this position.
18. Train successor.
19. Perform all other duties as pertaining to this position.

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017



## **Director for Campus Affairs**

**Purpose:**

To be aware of and address any and all issues that happen on campus and effect on campus students, policies, and traditions. Serve as a bridge between students and faculty and administration to ensure student ideas are presented to the appropriate governing bodies.

1. Maintain a list of all active Committees and work to ensure student seats are filled year-round.
2. Advertise for all vacant ASEOU Student Government positions.
3. Organize campaigns that pertain to campus affairs.
4. Advertise the goals of the ASEOU Senate.
5. Coordinate with events on campus in order to promote ASEOU, including working with other clubs and organizations as necessary for success, and relay information regarding these events to and from the Executive Staff and the Senate.
6. Chair the ASEOU Elections Committee.
7. Chair the Senate Allocations Committee.
8. Serve as a student representative on the University Council.
9. Keep orderly records of all information pertinent to elections, appointments of student government officers, and committee members.
10. Attend ASEOU Senate meetings.
11. Attend weekly Executive Staff meetings.
12. Check eligibility for all members of ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
13. Work with the Director for Political Affairs to recruit, train, and retain interns, volunteers, and other student leaders.
14. Provide contact information for issues that arise over the summer term.
15. Serve on the Student Affairs Committee and work with the Student Affairs Office on current student issues.
16. Create and/or maintain the procedure manual for this position.
17. Train successor.
18. Perform all other duties as pertaining to this position.

## **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

## **Director for Political Affairs**

### **Purpose:**

To serve as the official legislative representative for the Associated Students of Eastern Oregon University. To advocate and lobby for students and keep students informed about local, state and federal issues. To develop and carry out plans to register and educate student voters.

1. Attend ASEOU Senate meeting and provide official position updates.
2. Attend weekly ASEOU Executive staff meetings and provide official position updates.
3. Attend bi-weekly meetings with the Vice President for University Advancement.
4. Attend selected committee meetings.
5. Brief the ASEOU Senate on pertinent state issues that impact students.
6. Organize events that pertain to political affairs.
7. Organize and conduct student lobbying trips to the Oregon State Capitol and other appropriate governing bodies.
8. Work with the Executive staff to recruit, train, and retain interns, volunteers and other student leaders.
9. Provide contact information for issues that may arise over summer break.
10. Create and/or maintain the procedure manual for this position.
11. Train successor.
12. Perform all other duties that pertain to this position.

Note: This position works extensively with the Vice President for University Advancement in performing the duties that apply to lobbying and other events. This position also has direct connections/relationships with other administrators and elected officials.

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017  
Submitted to University Council as an Information Item on May 9, 2017  
Adopted into practice on May 9, 2017

## **Director for Diversity and Equity**

### **Purpose:**

To work with diversity and inclusion initiatives that support and address the needs marginalized populations/underrepresented groups in order to ensure equitable opportunities are provided for student success; to develop programs of diversity, equity and inclusion that will give students the opportunities to engage with, experience, and learn about diversity and social justice issues, to celebrate different cultures and backgrounds of members of our campus community; to be a liaison between the various underrepresented groups and ASEOU student government and providing an equity lens within ASEOU Student Government.

### **Duties/Principle Functions:**

- 1) Work with student organizations to advocate for underrepresented students by bringing concerns and issues of diverse students to SCMA, the ASEOU Student Government, Diversity Committee, and the Division of Student Affairs, when needed.
- 2) Work with the Student Council for Multicultural Affairs (SCMA) to
  - Co-Chair CEAD conference committee
  - Recruit, plan, and organize for OSCC trip and any other diversity conferences
  - Develop the Diversity Excellence Mentor program recruitment, trainings, and program assessments, in collaboration with the MC
- 3) Work with the International Student Services Coordinator to address concerns and issues regarding International Students.
- 4) Work with the underrepresented clubs/groups/organizations which include, but not limited to: Black Student Union, Latino Impact, International Student Association, Navigators Club, Polynesian Club, Speel-Ya Native American Student Council, the Student Resource Advocate(s), Gender and Sexuality Resource Center, Student Advocates for Gender Equality, United Undocumented Students on efforts to enhance programming, leadership opportunities, and support for the clubs and organizations. This includes:
  - Attending weekly meetings once per term or maintain regular communication.
  - Partnering for events and projects
  - Providing trainings to any club/organization regarding ASEOU paperwork
  - Organizing a retreat for all marginalized/underrepresented students, clubs, and organizations at the beginning of the school year
- 5) Plan and coordinate trainings for all of ASEOU to implement the values and principles of diversity, social justice and inclusivity within.
- 6) Produce educational activities such as workshops, forums, or trainings related to equality issues and/or diversity awareness, at least once per term.
- 7) Attend ASEOU Senate meetings.

- 8) Attend weekly Executive staff meetings.
- 9) Attend trainings that pertain to this position.
- 10) Create and/or maintain the procedure manual for this position.
- 11) Train successor.
- 12) Perform all other duties as pertaining to this position.

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

## **ASEOU Senators**

### **Purpose:**

To represent Mountaineers individually and as a whole, address student issues by directing the actions of the ASEOU, report to specific groups, and act as the liaison between the students at large and the Student Government. The ASEOU Senate advocates towards the advancement of all Mountaineers.

1. Attend and participate in ASEOU Senate meetings.
2. Be prepared to discuss proposed legislation at Senate meetings.
3. Serve on at least one EOU campus wide committee (i.e. Student Affairs, Senate Allocations), or student oriented state organization (i.e. OSCC, OSERA, OSAC).
4. Attend committee/student oriented organization meetings as required by the committee(s) or organization(s) they serve on.
5. Inform themselves on current issues that face students, utilizing the Senate breakdown to increase effectiveness.
6. Provide agenda items to the Senate Chair based upon student concerns.
7. Recruit interns or volunteers to help the ASEOU accomplish its goals.
8. Interview and appoint all officers of the ASEOU Student Government as required by the ASEOU Constitution and Bylaws.
9. Be available to attend public meetings and assist the clubs, student-oriented organizations, and the student body.
10. Set directional goals and oversee the Executive Officers.
11. Provide reliable contact information for the summer term and the regular academic year.
12. Attend required training.
13. Approve all job descriptions for the ASEOU Student Government.
14. Perform all other duties as pertaining to this position.

### **ASEOU Senate Breakdown (Idealistically):**

- 1 Senator for College of Arts, Humanities, & Social Science
- 1 Senator for College of Science, Technology, Mathematics, & Health Science
- 1 Senator for Colleges of Education & Business
- 1 Senator for Athletics
- 1 Senator for students living on campus
- 1 Senator for Partnership Programs (OSU, OHSU, Military)
- 1 Senator for Online Students
- 1 Senate Chair – students at large (Including non-traditional students)

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

\



## **ASEOU Justices**

### **Purpose:**

To mediate in all ASEOU Student Government disputes, and interpret the ASEOU Constitution and Bylaws.

1. Attend ASEOU Senate meetings.
2. Use EOU Constitution as a guiding document.
3. Resolve or preside over ASEOU Student Government disputes; i.e. election disputes, impeachment proceedings, personal disputes between members, recommend disciplinary actions to the Senate when appropriate.
4. Shall interpret the ASEOU Constitution, Bylaws, and other guiding documents including but not limited to: Senate Allocations Guidelines, Student Fee Guidelines.
5. Shall perform a yearly review of ASEOU Constitution and Bylaws and present to the Senate as necessary.
6. Keep attendance for members of ASEOU.
7. Assist the ASEOU Student Government in the achieving of its goals.
8. Perform all other duties as pertaining to this position.

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

### **ASEOU Office Assistants:**

Purpose: Provide administrative, secretarial, and clerical support to others in the ASEOU office to maintain the office environment.

1. Attend the following meetings and take minutes:
  - a. ASEOU Senate meetings
  - b. ASEOU Executive Staff meetings
  - c. Student Fee Committee meetings
  - d. Senate Allocations meetings
2. Revise and distribute the meeting minutes from the previously listed meetings within one week:
3. Maintain the ASEOU website and bulletin board.
4. Assist the ASEOU President and/or Directors with office tasks including:
  - a. Calendar
  - b. Office Hours
  - c. Timesheets
  - d. Phone calls/messages
  - e. Email (forward/respond)
  - f. Maintaining office supplies
5. Ensure the ASEOU office is neat and orderly.
6. In the event that there is more than one Office Assistant:
  - a. Attend Assistant meetings with all other Office Assistants at the beginning and the end of each week:
  - b. Distribute tasks equally among all Office Assistants.
    - i. Report activities to the ASEOU President to ensure equal distribution.
7. Perform all other duties as pertaining to this position.

### **Approval History**

Revised on: Winter Term 2017

Adopted into practice on May 9, 2017

Revised on: May 9, 2017

Approved by Associated Students of Eastern Oregon University on April 24, 2017

Approved by Student Affairs Committee on May 27, 2017

Submitted to University Council as an Information Item on May 9, 2017

Adopted into practice on May 9, 2017

### **Attachment 3: ASEOU Student Government Ex-Officio Positions**

#### **ASEOU Student Government Advisor:**

**Purpose:**

To assist the ASEOU Student Government in attaining its goals by offering knowledge, wisdom and experience. The advisor contributes to the Student Government by helping successive officers understand the responsibility they share as leaders, as well as explaining the rules and policies established for student organizations.

1. Attend ASEOU Senate meetings.
2. Attend weekly Executive Staff meetings when possible.
3. Inform themselves on student issues.
4. Be accessible to Student Government officers.
5. Assist ASEOU Student Government as needed.
6. Receive a yearly performance and satisfaction review by the combined membership of the ASEOU Student Government.