ASSOCIATED STUDENTS OF THE UNIVERSITY OF ARIZONA NEAR YOU CONSTITUTION

PREAMBLE

We, the Associated Students of the University of Arizona Near You (hereafter known as ASUA Near You), in the belief that students have the right and the obligation to play a significant role in guiding their university, do hereby establish this Constitution to ensure the following: the articulation of student opinions and interests both in the governance of the university and to the community at large; the encouragement of the greatest level of cooperation and communication between students and student organizations; the assurance that students have full access to quality higher education at the University of Arizona; the provision for programs and services of benefit to students; and the encouragement of the highest level of excellence in education at the University of Arizona Near You.

DATE OF ADOPTION: 08-07-2004
DATE OF REVISION: 02-17-2017
DATE OF REVISION: 07-12-2021
DATE OF REVISION: 12-11-2022

NAME and MEMBERSHIP

ARTICLE I
The name of this organization shall be the Associated Students of the University of Arizona Near You (ASUA Near You).

Membership shall consist of all undergraduate students registered at the University of Arizona Online and Near You Network.

The ASUA Near You Executive Board shall consist of three (3) student-appointed members and one (1) ex-officio faculty/staff member; appointed by the ASUA Near You President and approved by the board.

The advisor must be a full-time faculty or staff member of the university. The executive board members shall exercise full voting rights and privileges; the faculty/staff member will be non-voting ex-officio.

MISSION STATEMENT

ARTICLE II
The Student Government shall be responsible for the effective functioning of student life within the framework of this constitution.

The University of Arizona Near You Student Government exists to foster and enhance
communications between the student body and the university; to provide a focus for discussing and defining the role of the students in the university; to represent and advocate their concerns within the university community and statewide; to serve as a resource for student inquiries and request; to advise and make recommendations on existing and proposed university policies and procedures.

STIPENDS

ARTICLE III
The Executive Board members shall receive stipends in the method and amount designated by the VP of Online, Distance, and Continuing Education (ODCE) of the previous year.

AUTHORITY

ARTICLE IV
The executive and legislative authority of the ASUA Near You shall be vested in the Student Executive Board.

STUDENT GOVERNMENT

ARTICLE V
Section 1. NAME: The officers of the ASUA Near You shall be known as the ASUA Near You Student Government.

Section 2. STUDENT EXECUTIVE BOARD
A. The Student Government Executive Board shall be led by the following three officers: President, Administrative Vice President, and Executive Vice President.
B. Officers shall serve for one academic year: August 1st - June 30th.
C. Officers shall serve no more than two consecutive terms in their elected position and must reapply for a second term.

Section 3. QUALIFICATIONS FOR EXECUTIVE OFFICERS
A. A candidate for an executive office shall be an undergraduate student of the University of Arizona Online and Near You Network, with a minimum of six (6) credit hours, during the academic year of election and during the term of office.
B. A candidate must maintain a 2.5 cumulative grade point average or higher during the term of office. No student on Academic or Disciplinary probation may run for or hold Student Government Office.
C. A candidate must have a basic knowledge of the Constitution and Bylaws.

Section 4. FUNCTIONS OF THE STUDENT EXECUTIVE BOARD
A. Shall provide a foundation for communication between students, faculty staff, administration, and the university community.
B. Serve as the legislative body for approval of budget expenditures for student events, socials, and to support student academic endeavors.
Section 5. CAMPUS ORGANIZATIONS
A. Executive Vice-President shall assist individuals seeking to start a club or organization in accordance with our campus partners.
C. Approve request for funds.
D. The Executive Vice President shall serve as a liaison between the Student Executive Board and active organizations.

Section 6. MEETINGS
A. Shall be called twice a month during the fall and spring semesters unless there is a pre-approved absence by the president or advisor.
B. Special meetings can be called by the President. Notice of a special meeting must be posted 24 hours before the meeting is opened.
C. A quorum shall consist of the majority of the Executive Officers.
D. Business will not be conducted unless a quorum is present.
E. The Advisor shall be kept informed of the proceedings of all meetings and activities and shall be encouraged to attend meetings regularly.
F. An agenda for each meeting shall be available and posted online 24 hours in advance.
G. Minutes shall be taken at each general meeting, read, and approved at the following meeting.

Section 7. HIRING COMMITTEE
A. The Hiring Committee shall consist of the Administrative Vice-President, and if they are not available, then another Executive Board member will be asked to attend, one other board member, and the ASUA Near You advisor, as deemed necessary by Human Resources.
B. The Hiring Committee shall hear any and all complaints concerning conduct during elections. The Hiring Committee shall have the power to disqualify any candidate where serious irregularities have occurred.
C. The Hiring Committee shall not endorse any individual or group for any elective office.
D. The Administrative Vice-President shall know when:
   a. Applications can be picked up, where applications can be turned in, and have a set due date for said applications.
   b. Interviews are to be scheduled no later than March 15th.
E. Applications-The following regulations shall be observed:
   a. Applications not returned and signed by the appointed date and time shall be declared invalid.
   b. Applicants shall be enrolled with a minimum of six (6) credits at the University of Arizona.

INITIATIVE, REFERENDUM, RECALL, AND IMPEACHMENT

ARTICLE VI
Section 1. The University of Arizona Near You student body shall have the power to initiate new rules and regulations. The Student Executive Board shall vote on the proposed legislation. A two-thirds vote of the Student Executive Board shall pass the legislation, and it will become effective immediately. If it does not pass, the text must be published and posted within 10 days
and a special election held within 15 days after the filing of the petition. Twenty-five percent (25%) of the University of Arizona Near You student body must vote in a special election for the election to be valid. A majority of the legal votes cast shall be sufficient to pass such legislation. Students have the ability to change the constitution if so desired.

Section 2. Any rules and regulations passed by the Student Government shall be subject for 21 days to a referendum vote of the student body. A written petition signed by 25% of the electorate shall be necessary for the referendum. The petition shall be presented to the Student Government, who shall publish the text within 10 days and call a special meeting within 15 days after the filing of the petition. Twenty-five percent (25%) of the student body must vote in the special election for it to be valid. A majority of the votes cast shall be sufficient to rescind action.

Section 3. Impeachment may be brought against any officer for misuse of office, excessive absences from meetings, or failure to fulfill duties of the office. Impeachment may be brought against any officer for misuse of office, excessive unexcused absences from meetings, or failure to fulfill duties of the office. A vote must be approved by a majority vote of the Student Executive Board.

**FUNDING AND FINANCES**

**ARTICLE VII**

Section 1. Funding for student activities can be received from various campus sources.

Section 2. Expenditures of student activity monies shall be voted on by the Student Executive Board and acknowledged by the Advisor.

Section 3. All requests for funding assistance from the student groups shall be formally presented to the Student Executive Board.

Section 4. All funding requests and paperwork should be submitted to the ODCE business office, filed, and archived by the Executive Vice President and the Administrative Vice President.

Section 5. The Executive Vice President should document and record all funding activity.

**DUTIES OF THE ADVISOR**

**ARTICLE VIII**

Section 1. The Vice Provost of ODCE shall approve the Advisor selected by the Student Executive Board.

Section 2. The Advisor or representative shall be informed of all meetings.

Section 3. Duties of the Advisor

A. Supports student activities through attendance and participation when possible.
B. Provides assistance to student organizations.
C. Is available to give advice and answer questions.
D. Provides guidance in the development of leadership.
E. Abides by all constitutional requirements.
F. Serves as an ex-officio member of the Student Executive Board.

NOT FOR PROFIT STATEMENT

ARTICLE IX
This is a not-for-profit organization.

STATEMENT OF NONDISCRIMINATION

ARTICLE X
The Associated Students of the University of Arizona Near You shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunities to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization’s leaders and members, defining the organization’s doctrines, and resolving the organization’s disputes are in furtherance of the organization’s religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

STATEMENT OF NON-HAZING

ARTICLE XI
The Associated Students of the University of Arizona Near You will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

STATEMENT COMPLIANCE WITH CAMPUS REGULATIONS

ARTICLE XII
The Associated Students of the University of Arizona Near You shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws. ASUA Near You is subject to the Arizona Board of Regents Code of Conduct.
I. GENERAL GUIDELINES

A. Revision of these Bylaws requires a simple majority vote by the ASUA Near You Executive Board and final approval by the ASUA Near You President.
B. No ASUA Near You service, program, project, or committee shall endorse political events, lobby, or in any manner try to influence unless specified in the Bylaws.
C. All ASUA Near You officials, elected and appointed, attending any conference paid for by ASUA Near You funds shall attend all scheduled events. Officials shall be required to present an informational report to the Executive Board regarding the events and information learned at the conference to be included in their respective continuity binder.

II. ASUA NEAR YOU STIPENDS
A. Stipends will be reviewed during the last Student Executive Board meeting with recommendations from newly elected officers.
B. Stipends for ASUA Near You Executive Board members shall be set in accordance with the respective Bylaws.
C. For lack of attendance, violation of ASUA Near You and university policy, and if removed from office, stipend hours may not be approved for payment. Each Executive Officer may vote a minimum 2-vote majority to remove an executive’s stipend with the highest-ranking Executive Officer’s approval.
D. The ASUA Near You Advisor will provide signature approval to the awards department for stipend payment.
E. Stipends will be paid quarterly beginning in August, and again in November, February, and May of the appointment.

III. EXECUTIVE OFFICERS-OPERATING GUIDELINES
A. The board shall meet once a month during the regular academic year unless otherwise announced.
B. Throughout the fall and spring semesters, each officer must be accountable for a minimum of (3) hours per week. All officers will be present in an ASUA Near You office or virtual room and available to the students during their regular office hours of operation. C. These Bylaws governing the ASUA Near You Executive Board shall not be changed by actions of anybody other than the board. Revisions of the Bylaws require a minimum 2-vote majority of the members present and voting at the board meeting where these revisions are considered.
D. Attendances at all official meetings that have been posted are mandatory. It is the sole decision of the Chair of the meeting if the absence is excused or unexcused. If there is more than one unexcused absence, the Student Executive Board may vote to remove the member.

IV. EXECUTIVE OFFICER'S RESPONSIBILITY
Duties and powers of Executive Board officers. Officers shall reflect a professional image. Officers shall be aware of student issues on campus and report these to the Executive Board. All Executive Board officers shall perform other duties as the President may delegate.

Section 1. PRESIDENT
A. Shall serve as Chief Executive Officer and Chief Financial Officer of the Associated Students at the University of Arizona Near You.
B. Chief spokesperson for Arizona Online and the Near You Network student bodies with University leadership and the Arizona Board of Regents.
C. Shall have the power to create any ASUANY committee, program, service, or project deemed necessary subject to the ASUANY constitution.
D. Shall preside over all ASUANY Executive Board meetings and exercise one vote.
E. Shall fill vacancies by appointment with two-thirds approval of the Executive Board.
F. Shall administer the provisions of the Constitution.
G. Shall exercise such other powers as have been granted by the Executive Board in accordance to the Constitution.
H. Shall serve a term of one (1) academic year.
Section 2. **EXECUTIVE VICE PRESIDENT**
A. Shall serve as the chief spokesperson for all campus clubs, student organizations, and social events.
B. Shall aid the President in carrying out the duties of that office and shall act on the President’s behalf in his/her absence.
C. Report activities of Clubs and social events to the ASUANY Executive Board.
D. Assist clubs and ASUANY in obtaining funding.
E. Shall initiate and implement student and social events in collaboration with Advisor and ODCE staff. Shall maintain, update, and notify Executive Board Members monthly of said events to include scheduling them on the ASUANY calendar.
F. Shall attend all ASUANY Executive Board meetings and exercise one vote.
G. Shall assist with files in the shared document server and answer correspondence at the direction of the Executive Board.
H. Work closely with ASUANY President and Advisor on budget and reports, research and propose new funding sources, create a working budget for board approval, and shall work in collaboration with the ODCE Business Office.
I. Shall be responsible for all ASUANY monies and maintain accurate, detailed records. Shall maintain and distribute club accounts and funding.
J. Shall meet monthly with the Staff Advisor or Distance Accountant for budget planning and submit a monthly financial report to ASUANY Executive Board
K. Shall serve a term of one (1) academic year.

Section 3. **ADMINISTRATIVE VICE PRESIDENT**
A. Shall hold the power to initiate new programs and services that connect students with advocacy, education, and service.
B. Shall serve on various ASUANY and campus-wide committees.
C. Shall be actively involved in student forums, social media, and promote venues for student feedback in order to be aware of current student issues. Shall report regularly to the Executive Board initiating any necessary action or advocacy required. Shall spearhead maintenance of social media and email accounts, including Facebook and Instagram. Shall report and answer all correspondence at the direction of the Executive Board.
D. Shall assist with reports and answer correspondence at the direction of the Executive Board.
E. Absorb responsibilities when positions are not filled.
F. Shall voice student issues at scheduled institutional and departmental forums and report regularly to the ASUANY Executive Board meeting.
G. Shall maintain accurate and detailed minutes and have those meeting minutes available for public view. Shall notify members of monthly ASUANY and special meetings. Shall prepare and post the meeting agenda and keep attendance records.
H. Shall keep files of relevant documents and manage shared document server
I. Shall attend all ASUANY Executive Board meetings and exercise one vote.
J. Shall serve a term of one (1) academic year.
Section 4. **ASUA NEAR YOU ADVISOR**
A. Provides advice to students regarding program planning logistics, such as contracting between ASUA Near You and private corporations.
B. Ensure ASUA Near You and recognized clubs and organizations adhere to university policies and procedures.
C. Oversees budget in cooperation with ODCE Business Manager and ASUA Near You Treasurer.
D. Monitors co-curricular eligibility of all ASUA Near You officers (minimum 2.5 overall GPA).
E. Advises students on university and departmental policies and procedures, legal issues and risk management issues.
F. Advises student leaders regarding the implications of violating university and departmental policies.

V. ORDER OF BUSINESS
The Order of Business shall be:
Call to Order
Establish a Quorum/Attendance Record
Approval of Minutes
Old Business
New Business to include Officer/Advisor Reports
Open Discussion/Announcements
Adjournment

VI. APPRENTICESHIP
Following the announcement of the hiring results, the newly hired official shall serve as apprentices until they officially assume their elected office come August 1st.

VII. APPOINTMENTS
Section 1. The Hiring Selection Committee (HSC) shall consist of the Administrative Vice-President, and if they are not available, then another Executive Board member will be asked to attend, two ODCE faculty/staff members, and three other students as deemed necessary by Human Resources.

Section 2. The HSC shall hear any and all complaints concerning conduct during the hiring process. The HSC shall have the power to disqualify any candidate where serious irregularities have occurred.

Section 3. The HSC shall not endorse any individual or group for any elective office.

Section 4. Pre-Appointment
A. The Administrative Vice President shall know when:
   1. Resume and cover letter can be turned in and what is the date due.
   2. Interviews shall be scheduled by mid-March.
   3. Applicants are reviewed and processed in accordance with the Bylaws.
4. Applicants for an ASUA Near You Executive Board Position is specific to undergraduates.

B. Applications

The following regulations should be observed:
1. Application, resume, and cover letters not turned in by the appointed date and time shall be declared invalid.
2. All documentation will be checked to ensure they contain a valid date signature to place the prospective candidate as an interviewee.
3. Applicant should be a currently enrolled undergraduate student, with a minimum of 6 credits, at the University of Arizona through Arizona Online or Near You Network.

VIII. IMPEACHMENT

A. Eligibility

Articles of Impeachment may be brought against any member of ASUA Near You.

B. Grounds for Impeachment

Violations of the Constitution or Bylaws, nonfeasance, and/or malfeasance in office shall constitute grounds for impeachment.

C. Powers of Impeachment

Impeachment charges to be brought forward by the ASUA Near You Executive Board.

D. Voting Requirement

For impeachment charges to be brought forward by the ASUA Near You Executive Board, at least two (2) of the three (3) voting members shall be necessary to bring the charge of impeachment.

IX. CLUBS AND ORGANIZATIONS

Section 1. FORMING AN ORGANIZATION

A. Student organizations must obey all rules and regulations of the university and the Constitution of ASUA Near You.

B. Student organizations must obtain the sponsorship of an academic or staff advisor.

C. Student organizations must be open to qualified students:

1. Qualified students may be defined as students who are not on academic or disciplinary probation. This does not preclude an organization from setting a higher academic qualification.
2. Professional or honorary organizations shall also include those stipulations of merit/achievement and student status of members as shall be defined in the Constitution of those organizations.
3. All selections for club members shall be non-discriminatory.

D. Student organizations shall submit to the Executive Vice-President or Associated Students of the University of Arizona (ASUA) on the Tucson campus a proposed Constitution and set of Bylaws which contain:

1. Name of organization and sponsorship.
2. Purpose of the organization.
3. Acknowledgement of the jurisdiction of university regulations.
5. Names of current officers, duties of officers, term of office, method, and time of elections.
6. Fees and dues (if any).
7. Insignia (if any).
8. Open Meetings.
9. Definition of a quorum.
10. Method of selection and duties of the Advisor.
11. Standing committees and their purpose.
12. Publications (if any).
13. There is a five-member minimum requirement to initiate a request to establish a student organization.

E. The Constitution and Bylaws must receive the approval of the Executive Board officers or ASUA at the Tucson campus before a charter shall be granted.
F. Shall send representatives to participate in two ASUA-NY student events per academic year.
G. Shall be required to attend at least one general meeting per month.
H. No hazing.

Section 2. BUSINESS OFFICE PROCEDURES
All clubs and organizations must inform ASUA Near You or ASUA at the Tucson campus of their financial affairs. These procedures must be followed:
A. Each club requesting funds must have an account listed in the business office.
B. The club treasurer must keep a record of monies received and expended.
C. Each club shall provide a balanced budget to the Executive Vice President of ASUA Near You before the day of the monthly scheduled meeting or follow ASUA’s procedures at the Tucson campus.