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ASSOCIATED STUDENTS
of the
UNIVERSITY OF ARIZONA NEAR YOU
BYLAWS

ADOPTION DATE: 9.15.2005
REVISED ON: 9/16/2016
REVISED ON: 7/12/2021

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 3-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 3-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 Online, Distance, and Continuing Education (ODCE) and Sierra Vista Campus 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 three-fourths 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 in 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 and Sierra Vista Campus 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 shared document server and answer correspondence at the direction of the Executive Board.
H. 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 attend all ASUANY Executive Board meetings and exercise one vote.
D. 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.
E. Shall assist with reports and answer correspondence at the direction of the Executive Board.
F. Absorb responsibilities when positions are not filled.
G. Shall voice student issues at scheduled institutional and departmental forums and report regularly to the ASUANY Executive Board meeting.
H. Shall serve a term of one (1) academic year.

Section 4. **TREASURER**
A. Work close with ASUANY President and Advisor on budget and reports.
B. Research and propose new funding sources.
C. Create a working budget for board approval.
D. Shall work in collaboration with the ODCE and Sierra Vista Campus Business Office.
E. Shall be responsible for all ASUANY monies and maintain accurate and detailed records.
F. Shall maintain and distribute club accounts and funding.
G. Shall meet monthly with the Staff Advisor or Distance Accountant for budget planning.
H. Shall submit a monthly financial report to ASUANY Executive Board.
I. Shall attend all ASUANY Executive Board meetings and exercise one vote.
J. Shall serve a term of one (1) academic year.

Section 5. **ADMINISTRATIVE ASSISTANT**
A. Shall maintain accurate and detailed minutes. Shall notify members of monthly ASUANY and special meetings.
B. Shall report and answer all correspondence at the direction of the Executive Board.
C. Shall keep files of relevant documents and manage shared document server.
D. Shall be responsible for the pickup and delivery of mail.
E. Shall prepare and post meeting agenda.
F. Shall prepare typed minutes of the meetings of the Executive Board and have those minutes available for public view.
G. Shall keep attendance records.
H. Shall attend all ASUANY Executive Board meetings and exercise one vote.
I. Shall serve a term of one (1) academic year.
J. Shall spearhead maintenance of social media and email accounts. Social media accounts to include Facebook, Twitter, and Instagram.

Section 6. **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 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 (ASC) shall consist of the Administrative Vice-President, and if he/she is 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 in Arizona Online, or at a Distance Education or Sierra Vista Campus location.

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 three (3) of the four (4) 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 a proposed Constitution and set of Bylaws which contain:
   1. Name or organization and sponsorship.
   2. Purpose of 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 request to establish a student organization.

E. The Constitution and Bylaws must receive the approval of the Executive Board officers before a charter shall be granted.

F. Shall participate in two student events involving the entire campus and/or community 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 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 Treasurer of ASUA Near You before the day of the monthly scheduled meeting.