**Joint Bylaws of the**

**Associated Students of Stanford University**

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GSC Parliamentarian, 2007-2009

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Ré Phillips

Senate A&R Chair

Chris Nguyen

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Sandeep Wasan

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Harris Shapiro

ASSU Parliamentarian

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Harris Shapiro

Chair, 3rd Graduate Student Council, 1998-1999 Session

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**Article I:**  **General**

**Section 1: Definitions**

**A.**

**B. C.**

**D.**

**E.**

**F.**

**G.**

**H.**

**I.**

**J.**

**K.**

**L.**

For the remainder of these By-Laws, the Undergraduate Senate shall be abbreviated *US*.

The *Association legislative bodies* shall be the US and GSC.

References to the *Senate* by any internal or external document, without specifically

referring to the Undergraduate Senate, shall be construed as the Association legislative bodies.

The *undergraduate population* shall be those members of the Association who are

registered as undergraduates, as well as those coterminal students who choose to be considered as undergraduates.

The *graduate population* shall be all members of the Association in graduate or

professional degree programs, as well as those coterminal students who choose to be

considered as graduate students.

An *Undergraduate Senate agency* shall refer to any administrative unit under the sole

control of the Undergraduate Senate.

An *Association agency* shall refer to any administrative unit under the joint control of

the US and GSC.

A *joint Association entity* shall refer to any body of the Association that affects both the

graduate and undergraduate populations. This shall not include the US and GSC, considered as separate legislative bodies.

The *elected members of the US* shall be the fifteen individuals elected by the

undergraduate district.

The *voting membership of the US* shall consist of the elected members plus the Vice

President of the Association.

The *membership of the US* shall be the voting members and all ex-officio members of

the US.

An *undergraduate student organization* shall refer to any student organization whose

membership and/or audience is drawn substantially from the undergraduate population.

**M.** A *graduate student organization* shall refer to any student organization whose

membership and/or audience is drawn substantially from the graduate population.

**N.**

**O.**

**P.**

*Elected members* of the GSC shall be those who were selected in either a special or

general Association election.

A *member* of the GSC shall be any member of the graduate population present at a GSC

meeting.

Unless otherwise specified, a *vote* of the GSC shall be a vote by voting members of the

GSC only.

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**Q.**

**R.**

The term *ex-officio* as used by any internal document, including the Constitution and all

By-Laws, shall be construed as meaning "non-voting."

The *executive officers* of the Association shall consist of the President, the Vice-

President, the Chair of the US, the Deputy Chair of the US, the Chair of the GSC, the

Financial Officer of the GSC, the Chair of the Constitutional Council, and the Financial Manager. The *officers* of the Association shall consist of the executive officers plus the

members of the US, the voting members of the GSC, and the members of the Constitutional Council.

**Section 2: General Approval Requirements**

Unless otherwise specified in the Constitution or these By-Laws, for approval requirements

the relevant Association legislative bodies shall be:

**A.**

**B.**

**C.**

The US, for those matters involving or affecting only members of the undergraduate

population.

The GSC, for those matters involving or affecting only members of the graduate

population.

Both the US and the GSC, for those matters involving or affecting members of both the

graduate and undergraduate populations.

**Section 3: Registered Students**

Registered students of Stanford University shall be defined to include all students of Stanford

University who possess a valid Certificate of Registration for the current quarter, provided

that a student who possesses such a registration for three consecutive quarters and who

intends to register again after a lapse of one quarter shall be deemed a registered student for

the intervening quarter. Only students with a valid Certificate of Registration or Terminal

Graduate Registration for the current quarter shall be eligible to vote. Post-doctoral scholars

shall not be considered members of the Association

**Section 4: Calendar**

**A.**

**B.**

**Opening of the Quarter**

The first day of the quarter shall be defined as the first day of registration. In counting

days from the opening of the quarter, all days, including Saturdays, Sundays, and holidays, shall be included.

**End of the Quarter**

The last day of the quarter shall be defined as the last day on which final examinations

shall be scheduled. In counting days from the end of the quarter, all days, including Saturdays, Sundays, and holidays, shall be included.

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**Section 5: Non-Discrimination Statement**

In undertaking any authority granted to it by the Constitution of the Associated Students of

Stanford University, these By-Laws, the US By-Laws, or the GSC By-Laws, the US, the

GSC, the Presidency, the Constitutional Council, and all other Agencies, Service

Organizations, and Committees of the Association, shall not discriminate against any

individual or organization on account of race, gender, religion, ethnicity, nationality, sexual orientation, or physical or mental disability.

**Section 6: Precedence of the Association By-Laws**

Unless otherwise stated in the Constitution of these By-Laws, these By-Laws shall take

precedence over the US By-Laws and the GSC By-Laws.

**Section 7: Association Policies**

**A.**

**B.**

**Definition**

The Association Policies shall be the details of the organizational structure and

specification of any joint Association entity. They shall contain information sufficiently

important to require some form of joint US/GSC approval to change, but sufficiently

malleable that the rigidity of the By-Laws modification procedure would be

inappropriate. The Association Policies shall govern in all cases where they are

applicable, and in which they are not inconsistent with the Constitution and these By-

Laws. The Association Policies shall be set forth in a series of Appendices to these By-

Laws, each containing the policies for a separate administrative subunit of the Association.

**Modification**

1. Association Policies affecting the US and the GSC

The portion of the Association Policies that affect the US and the GSC may be

adopted, amended, or repealed by a 2/3 vote of the US and the GSC.

2. Association Policies not affecting the US and the GSC

a.

b.

May be adopted, amended, or repealed by a 2/3 vote of the governing body of the

affected Association entity and a majority vote of both the US and the GSC.

May be adopted, amended, or repealed by a 2/3 vote of both the US and the GSC,

provided that consultation with the governing body of the affected Association entity has occurred.

**C.**  **Minimum Content**

The minimum content of the Association Policies shall be contained in the section of

these By-Laws pertaining to the relevant Association entities.

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**Section 8: Association Rules of Order**

**A.**

**B.**

**C.**

**Definition**

Association Rules of Order shall be the written rules of parliamentary procedure

adopted by any joint Association entity. Examples of such entities include, but are not

limited to the Executive branch, the Constitutional Council, the joint meetings of the

Association legislative bodies, and joint Service Organizations. These Rules of Order

shall govern their respective bodies in all cases to which they are applicable, and in

which they are not inconsistent with the Constitution, these By-Laws, the US By-Laws, or the GSC By-Laws.

**Modification**

1. The US and GSC shall jointly have the power to adopt, amend, or repeal Rules of

Order for their joint meetings. These modifications shall be done by a 2/3 vote of each Association legislative body, provided that previous notice has been given.

2. A joint Association entity shall have the power to adopt, amend, or repeal Rules of

Order for its respective operation. These modifications shall be done by a 2/3 vote, provided that previous notice has been given.

**Voting**

1. No item of business shall be transacted by a joint Association entity unless pursuant

to a vote of that body during a properly called meeting at which a quorum is present.

2. Unless otherwise indicated, all votes by a joint Association entity shall be by a

majority of those members present and voting.

3. Unless otherwise indicated, in those cases where a 2/3 vote is indicated for a joint

Association entity, this shall be 2/3 of those members present and voting.

4. Unless otherwise stated in the Constitution or these By-Laws, all ex-officio members

of a joint Association entity established under the Constitution or these By-Laws shall be without vote in that entity.

5. Previous Notice

a.

b.

Unless otherwise specified in the Constitution or these By-Laws, previous or

prior notice shall consist of written notice distributed during the immediately

previous meeting of the appropriate joint Association entity. Such notice must include enough information so as to clearly define the scope and degree of the

proposed motion. Any modifications of the motion outside of this scope or degree shall invalidate the previous notice.

However, for proposed legislation arising spontaneously out of the business

transacted at a meeting of a joint Association entity, which proposed legislation

could not reasonably have been foreseen prior to that meeting, previous notice

may consist of the announcement at that meeting of the proposed topic of

legislation, provided that written notice meeting the above requirements is made available to all members of that body within 24 hours.

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**Section 9: The Usual Guidelines**

**A.**

**B.**

**C.**

Except as explicitly noted elsewhere, all of the usual guidelines shall be assumed to

apply in the situations that they describe, even if not explicitly invoked in the governing documents in which those situations arise.

**For Notification and Appeal**

1. Any individual or organization subject to possible disciplinary action by any

Association entity must be given written notice of the intended action at least 72

hours before the meeting at which the disciplinary action would be approved. The

relevant Association legislative bodies must also be informed of the proposed disciplinary action by the same deadline.

2. Any individual or organization subject to possible disciplinary action must be allowed

to speak in her/his defense at the meeting at which the disciplinary action would be

approved, except as otherwise stated in the Constitution, these By-Laws, the US By- Laws, or the GSC By-Laws.

3. If the disciplinary action is being imposed by an Association entity, other than the US

or the GSC, that is subject to oversight by one or both of those legislative bodies, the

individual or organization subject to that disciplinary action may appeal it to the relevant Association legislative bodies.

4. Unless otherwise specified, if an imposition of disciplinary action is appealed to the

relevant Association legislative bodies, those bodies may overturn the action by a 2/3 vote.

**For The Untimely Removal of an Appointed Officer**

1. For the purposed of the Guideline, "appointed officer" shall be taken to mean any

position whose occupant must be approved by one or both Association legislative

bodies. Only those officers falling under this category shall have the rights guaranteed in this Guideline.

2. The subject of such a removal must be given all rights listed in the Usual Guidelines

for Notification and Appeal.

3. No appointed officer may be removed for political reasons.

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**Article II:**  **Legislative Branch**

**Section 1: Joint Meetings of the Association Legislative Bodies**

**A.**

**B.**

**C.**

**D.**

**E.**

**Calling Joint Meetings**

1. The Executive Committee may call joint meetings of the Association legislative

bodies by consensus.

2. The Chairs of the Association legislative bodies may jointly call joint meetings.

3. The Association legislative bodies may call joint meetings by a majority vote of each

body.

4. Adequate public notice must be given of each joint meeting.

**Quorum for Joint Meetings**

Quorum for joint meetings of the Association legislative bodies shall consist of a

majority of the non-vacant seats of each body.

**Presiding Officer**

The Vice President of the Association shall be the Presiding Officer of all joint

meetings of the Association legislative bodies.

**Rules of Order**

The Rules of Order of the Association Legislative Bodies shall govern the proceedings

of all joint meetings.

**Voting**

Unless otherwise stated in the Constitution or these By-Laws, all votes at joint meetings

of the Association legislative bodies shall be taken by the Association legislative bodies as a whole. However, upon the request of any member of either Association legislative body, an item of business must be approved by each Association legislative body voting separately in order to be approved.

**Section 2: Joint Legislative Committees**

The US and the GSC shall jointly have the power to create joint legislative committees for

specific purposes, to vest in them all appropriate powers of the US and the GSC, to determine

their composition, and to designate the chair of each. All substantive actions of a joint

legislative committee shall take the form of recommendations to the US and the GSC, except as otherwise provided herein.

**Section 3: Nominations Commission**

**A.**  **Composition**

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1. Any interviews of applicants for positions on the Commission shall be held jointly by

the US Committee on Committees, 1 or 2 GSC designee(s), and the President of the Association.

2. The President of the Association, the US Committee Staff Assistants, and a GSC

designee shall serve as ex-officio members of the Commission.

3. No member of the Commission shall, during her/his term, hold an elected office of

the Association.

4. No member of the Commission shall, during her/his term, apply for a position for

which the Commission is responsible for nominating someone.

5. The US Committee on Committees and the President of the Association shall submit

to the US their nominations of candidates to serve on the Commission no later than the end of Autumn Quarter.

6. The GSC (or its designee(s)) and the President of the Association shall submit to the

GSC their nominations of candidates to serve on the Commission no later than the end of Autumn Quarter.

7. Following the approval of a Nominations Commission by both legislative bodies, the

Executive Committee shall nominate one of the members to serve as Chair of the Commission.

8. Provided that they have been jointly confirmed by the US and the GSC, the newly-

appointed members of the Commission shall be known as voting members and take office on the first day of Spring quarter, and shall serve a one-year term, ending on the last day of Winter Quarter.

**B.**

**C.**

**Officers** 1. Chair

a. Shall be the Chief Executive Officer of the Commission

b. Shall preside at meetings of the Commission, and shall vote only in cases where

it would be decisive.

c. Shall meet at least once every month with the Executive Committee.

2. Deputy Chair

a. Shall serve for the term of the Commission, unless removed from office earlier.

b. Shall be chosen by the Chair of the Commission, and may be removed by the

Chair at any time.

c. Shall perform any administrative tasks requested by the Chair.

d. Shall preside at meetings of the Commission in the absence of the Chair, and at

those times shall vote only in cases where it would be decisive.

3. All officers of the Commission shall be paid a salary as specified in the Nominations

Commission budget.

**Meetings**

1. Before the middle of Winter Quarter, the Chair of the Commission shall present to the

Association legislative bodies for their approval schedules of the undergraduate, graduate, and joint appointment processes for the term of the Commission. These

schedules shall specify:

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a. b. c. d.

the dates on which committee positions shall be advertised

the dates on which applications shall be due;

the dates by which the Commission shall hold interviews;

the dates by which the Commission's report shall be available to the members of the Association legislative bodies.

2. Each appointment process schedule need only be approved by the relevant

Association legislative body.

3. Subsequent changes to either of these schedules shall be approved by the President

before becoming effective.

4. Complete records of all actions taken by the Commission shall be filed with the

Association Office in a timely manner and shall be available for public scrutiny in accordance with the ASSU Freedom of Information policy.

**D.**

**Nominations**

1. Any interviews of applicants for any position must be conducted by at least 3

members of the Commission of which at least 2 must be voting members. Members

of the Commission shall be paid a wage if specified in the Annual Budget for the time spent in interviews.

2. All nominations of individuals must be made during a meeting of the Commission at

which a quorum of the Commission is present. No nominations shall be made without the affirmative vote of 4 voting members of the Commission.

3. The Commission shall give priority to those individuals seeking nominations based

upon the following criteria:

a. Individuals demonstrating a willingness and ability to communicate to the

Association their actions in the position.

b. Individuals demonstrating a willingness and ability to seek out from the

Association information and opinion to guide them in the position.

c. Individuals demonstrating a willingness and ability to strongly advocate the

interests of the members of the Association.

d. Individuals presently serving in that position, provided that they have served only

one year.

4. The Commission shall make its nominations based upon additional requirements and

criteria specified by the relevant Association legislative bodies when the body approves the schedule for the appointment processes of the Commission.

5. The Commission shall make its nominations based upon additional objective

requirements and objective criteria formally specified by the authority appointing the

committee. All new requirements and criteria for nominations must be noted in the

Commission's report to the Association legislative bodies before interviewing commences.

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6. The Commission's nominations shall not be influenced by any informal suggestions

or recommendations (especially from the target committee or members thereof), except those made by members of the Commission.

7. No nomination shall be considered by an Association legislative body unless it was

made available in writing to voting members of that body at least 48 hours before the commencement of the meeting at which it is to be considered.

8. A nomination of a member of the Association shall consist of her/his name, class,

major (if an undergraduate) or department/school (if a graduate), student ID number, and additional information at the discretion of the Commission or at the request of the

legislative bodies. All nominations that were made through the applicant pool for

unadvertised positions, or through re-direction of an applicant to a committee other than the one to which s/he originally applied, shall be so indicated.

9. The Nominations Commission shall make its nominations available to the public

prior to submitting them to relevant legislative bodies, however they shall not be in any way deemed official prior to the confirmation of the nomination.

10. Should the Commission determine that there are not qualified applicants for one or

more committee openings, or if one of more of the Commission's nominees are

rejected by either Association legislative body, the Commission may decide to re-

advertise the committee opening(s), or to solicit applications from specific individuals or groups.

**E.**

**F.**

**Terms of the Representatives of the Association**

1. The terms of all student representatives shall commence on September 1, except for

those committees that the US Committee on Committees, or the GSC (or its designee(s)), determine require a different commencement date.

2. All terms of representatives shall be for one year.

**Interim Nominations Commission**

1. If the President of the Association determines that a member of the Commission not

available to serve during a period of time during which the Commission may be

required to conduct business then the Executive Committee may nominate an interim

member to substitute for the full member. If the Chair is also unavailable, the

Executive Committee shall nominate one of the available members to serve as an interim Chair of the commission.

2. Interim members or Chairs of the Nominations Commission take office at a time

specified by the Executive Committee and serve until a date specified by the

Executive Committee or when the member being replaced becomes available again, whichever comes sooner. An interim member of the Nominations Commission must

be approved at the first meeting of the each legislative body following their

nomination unless their term has already expired. Once an interim member of the

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Nominations Commission has been rejected by a legislative body, that person may not be nominated as an interim member without approval by that legislative body.

3. Any nominations made by a Nominations Commission with interim members shall be

so noted when the nomination is submitted to a legislative body for approval.

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**Article III:**  **Executive Branch**

**Section 1: President and Vice-President**

**A.**

**B.**

**C.**

**D.**

**Duties of the President and Vice-President**

1. In addition to those duties described in the Constitution, the President shall:

a. Coordinate with the US Treasurer and the GSC (or its designee(s)) the

production of the Association Annual Report.

b. Oversee the operations of all Association Service Projects.

c. In conjunction with the Financial Manager, oversee the finances of the

Association, including all Association Business Projects.

d. Work with the Nominations Commission to oversee the University committee

system.

2. The President may delegate any of these duties to the Vice-President or to other

members of the Association but ultimate responsibility lies with the President.

**State of the Association Address**

The President of the Association shall outline the current status of the Association and

summarize its goals for the upcoming quarter in an address to a joint meeting of the

Association legislative bodies, to be given between the third and fifth week of Winter Quarter. Any changes in the operations or personnel of the Executive branch shall be announced at this time.

**Association Annual Report**

The President of the Association shall be responsible for presenting an annual report of

the Association activities by the sixth week of Spring quarter. This report should

contain descriptions and explanations of actions or programs sponsored by the

Association, as well as a financial statement for the Association and its affiliates.

**Committees**

The President and Vice-President shall have the right to designate a representative to

serve in their stead on all committees of which one of them is a member according to these By-Laws, the US By-Laws, and the GSC By-Laws.

**Section 2: University Committee Representatives**

The President shall meet with Association representatives on university committees, along

with interested members of the Association legislative bodies, on a periodic basis to discuss and route issues and action items.

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**Section 3: Vacancies**

A position in the Executive branch of the Association shall become vacant upon the death,

resignation, removal or disqualification of the person otherwise entitled to hold such office.

**A. Resignation**

A member of the Executive branch shall be deemed to have *resigned* upon submission

to the Association legislative bodies of a written statement of resignation.

**B.**  **Disqualification**

A member of the Executive branch shall be *disqualified* from office upon failure to

satisfy the qualifications provided by the Constitution and these By-Laws.

**Section 4: Executive Committee**

**A.**

**B.**

**C.**

In addition to the powers and composition detailed in the Constitution, the Executive

Committee shall have those powers and responsibilities listed in these By-Laws. Unless

otherwise specified, all decisions of the Executive Committee shall be made by consensus.

The Executive Committee shall have the power to create joint committees of the legislative bodies.

The Executive Committee shall ensure that the following information be available to all

members of the Association in electronic and paper form. Any proprietary business

information or employee information related to Stanford Student Enterprises shall not

be made available to anyone other than the President or members of the Association legislative bodies without the consent of the Board of Directors of Stanford Student Enterprises or its designee.

1. The Constitution

2. Bylaws and policies approved by the legislative bodies

3. The Treasurer's Handbook

4. The Charter, bylaws, and policies of Stanford Student Enterprises

5. The minutes of official meetings of the Association

6. The names and titles of all elected and appointed officials

**Section 5: Transition.**

The term of the ASSU President and Vice President shall end two weeks after voting in the

ASSU Election concludes and their successors shall take office immediately thereafter.

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**Article IV:**  **Judicial Branch**

**Section 1: General**

**A.**

**B.**

**By-Laws**

The Association legislative bodies shall jointly have the sole right to author or amend

any By-Laws governing the Constitutional Council or its operations. During debate on any item that alters the By-Laws governing the Constitutional Council or its operations,

all members of the Council shall be given ex-officio membership in the Association legislative bodies.

**Definitions**

1. Within this article, *Chair* shall refer to the Chair of the Constitutional Council, unless

specified otherwise.

2. Within this article, *Council* shall refer to the Constitutional Council, unless specified

otherwise.

3. Within this article, *Constitution* shall refer to The Constitution of the Associated

Students of Stanford University, as amended, unless specified otherwise.

**Section 2: Council Members, Officers, and Staff**

**A.**

**B.**

**C.**

**D.**

**Definition**

The *executive officer* of the Council shall be its Chair. The *officers* shall be all

members of the Council. Officers of the Council shall be empowered to select staff to assist them in their duties.

**Vacancies**

An office on the Council shall become vacant upon the death, resignation, expulsion, or

disqualification of the individual entitled to hold that office.

1. An officer shall be deemed to have *resigned* upon submission of a written statement

of resignation to the Chair, or, in the case of the death of the Chair, to the President of the Association.

2. An officer shall be deemed to be *removed* upon passage of an order of removal, as

specified in the Constitution. The removal shall take effect upon written notice from the President of the Association.

3. An officer shall be deemed to be *disqualified* upon violating the qualifications for

Constitutional Council officers as laid down in the Constitution. The

disqualification shall take effect upon written notice from the President of the Association.

**Salary**

All officers and staff of the Council may be paid a salary if specified in the Association

budget.

**Secretary**

1. Shall be appointed by the Chair and may be removed by the Chair at any time.

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2. Shall keep all records of the Council and shall keep minutes of all meetings of the

Council.

**Section 3: Timing of Review**

Days between quarters shall not be counted for the purpose of meeting timing requirements

as specified in the Constitution, or these By-Laws, unless specified otherwise.

**Section 4: Judicial Advocates**

The representative offered to individuals (as specified in Article IV, Section 2, Subsection C,

Paragraph 3 of the Constitution) shall not be a member of the Council, and may be paid a salary, if stipulated in the Association budget.

**Section 5: Opinions of the Council**

**A.**

**B.**

**Basis of an Opinion**

"When the Council makes a decision by a majority vote," shall mean that all decisions

of the Council must be made by a majority to be binding.

**Delivery of Documentation**

The Chair of the Council shall ensure that the Secretary of the Council delivers all

minutes, opinions, meeting times, and agendas of the Council, in writing, to the

President of the Association, and all individuals who are a party in the case under the

same constraints as specified in Article IV, Section 2, Paragraphs C.6,7 of the Constitution.

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**Article V:**  **Elections**

**Section 1: General**

**A.**

**B.**

**C.**

**D.**

**E.**

Types of Election

1. *General elections* are those in which all members of the Association are eligible to

vote.

2. *Special elections* are those in which only a well-defined subset of the Association is

eligible to vote.

3. General and special elections shall be collectively known as *Association elections*

(referred to in this Article as "elections").

4. *Runoff elections* are those resulting from a failure of an Association election to

produce a winner (referred to in this article as a "runoff"). A runoff election can be a general election or a special election, depending on the type of the preceding election.

Jurisdiction

The Policies of the Association Elections shall apply to all Association elections.

Elections Policies issued by individual legislative bodies shall apply to candidates, slates, and issues on which their respective populations are eligible to vote.

Times of Election

The timing of various elections shall be specified in the Policies of the Elections

Commission, except as specified in the Constitution, these By-Laws, the US By-Laws,

the GSC By-Laws, the Association Election Policies, or the Elections Policies of the relevant Association legislative bodies.

Calling of Elections

1. Elections shall normally be held at the times and places, and in the manner specified,

by the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the Special

Charge of the Commission, the Policies of the Association Elections, and the

Elections Policies of relevant Association legislative bodies. If an election is not

certified, then the relevant Association legislative bodies may call for an additional

election to be held at the times and places specified in a Special Charge of the

Commission. For the US, this shall require a 2/3 vote; the GSC procedure shall be specified in the GSC By-Laws or Policies.

2. The relevant Association legislative bodies may, by a 2/3 vote, call additional

elections for recalling officers, filling vacancies in offices, and approving ballot measures.

3. The Elections Commissioner may call a runoff election. The relevant Association

legislative bodies may overrule the calling of the runoff. For the US, this shall

require a 2/3 vote; the GSC procedure shall be specified in the GSC By-Laws or Policies.

**Charge of the Commission**

The purpose of the Commission shall be:
1. To enforce the resolutions approved by the relevant Association legislative which:
a. Call for additional elections
b. Specify specific duties of the Commission
c. Call for additional elections
d. Clarify Association governing documents Constitution, these By-laws
e. Approve the Commission’s actions or requests prior to an election.
2.  To oversee any logistical operations of Association elections. This includes the hiring of all elections staff, including the creation and staffing of polling stations, the publicity of the commission, and the creation and maintenance of an elections webpage.
3. To give proper notification to all the eligible voters of each election. This notification shall include, but need not be limited to, announcements of all elective offices, the times, places, and manner of voting, and the solicitation of Special Fee requests, ballot measures, and statements in opposition to them, and the production of the Elections Handbook in web format.
4. To provide complete information on how candidates can place themselves on the ballot and to ensure that petition forms, declaration of intent forms, guidelines for submitting Special Fee requests, and copies of any relevant campaign rules are available to candidates, slates, and sponsors through at least one well-advertised informational meeting during Winter Quarter.
5. To coordinate and serve as liaison between the ASSU and students with regards to elections affairs. This includes communicating with all campaigners, coordinating the activities of all special fee applicants, and making statements to the campus media regarding the elections process.
6. To serve as the primary reference on all issues regarding the interpretation of By-Laws and Policies relating to campaigning and eligibility
7. To devise and implement the procedures for carrying out all elections and elections operations, in accordance with the provisions of the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, and the Elections Policies of the relevant Association legislative bodies.
8. To determine the eligibility of candidates for elective office, of Special Fee requests, and of all ballot measures. This determination shall be made in accordance with the provisions of the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, and the Elections Policies of the relevant Association legislative bodies.
9. To ensure that off-campus students are able to participate fully in elections, including candidate registration information and voter information.
10. To compile and report the results of all elections. This includes the presentation of statistics and figures for the relevant Association legislative bodies, the counting of all ballots, and recommendations as to the validity of the election and of each of the results.
11. To compile and update the Elections Commission Handbook. This handbook shall include all information necessary to complete the Charge of the Commission as listed above, and shall be updated by the sitting Commission immediately prior to selection of the new Commission. The handbook will serve as the primary transition document for the Commission. This document will be comprehensive, and must be made available in electronic form.

**F.**

**G.**

**H.**

**Election Timetable**

The details of the specification of the election timetable shall be included in the

Association Elections Policies or the Elections Policies of the relevant Association legislative bodies.

**Election Surcharge**

Each Fee levied by the Association shall be charged a uniform percentage surcharge on

the amount authorized for collection by the Association.

**Election Budget**

1. All expenses incurred, and all income received, by the Commission shall be specified

in the budget of the Commission.

2. Expenses shall include, but need not be limited to, general administrative expenses,

indirect cost recovery, salaries and wages of election officers, expenses of the

Hearings Committee, general publicity, the Elections Handbook, polling, ballots, ballot counting, and a budget reserve.

3. Income shall include, but need not be limited to, an Association allowance, a

University allowance, and funds in the Elections Surcharge account. All unexpected income shall be credited to the budget reserve.

4. The Commission may transfer funds from the budget reserve into any other expense

category except Commission salaries, provided that prompt notice is given to the

Association legislative bodies of all such transfers

**Section 2: Elections Officers**

**A.**  **General**

1. The members of the Elections Commission (hereafter "the Commission") and the staff

of the Commission shall be known as the election officers.

2.

3.

4.

No election officer may be hindered by any member or officer of the Association in any way in the performance of her/his duties.

Election officers shall be compensated in the amount and manner specified in the budget of the Commission.

The Commission shall operate under the oversight of the Executive Committee in

devising and implementing the procedures for carrying out elections and other purely

administrative matters. However, subject to the provisions of the Constitution, the

Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the

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Commission, these Elections Policies, and the Elections Policies of the relevant

Association legislative bodies, the Commission shall exercise its independent

judgment in:

a.

b. c. d.

determining the eligibility of candidates, slates, sponsors, Special Fee requests,

and ballot measures;

the validity of nominating petitions;

the design and implementation of all voting materials;

in making all other substantive decisions.

5.

Interpretation of Elections Procedure

The relevant Association legislative bodies may overrule a decision of the

Commission by a 2/3 vote. Should any ambiguities be found by the Elections

Commission, they should be reported to the Association Legislative bodies for feedback.

**B. Composition of the Commission**

1. The Commission shall consist of the Elections Commissioner and whatever Assistant

Elections Commissioners are deemed necessary by the Elections Officers' Selection

Committee. At least one Assistant Elections Commissioner must be a member of each Association population.

2. Elections Officers' Selection Committee

a. For the remainder of this article, the Elections Officers' Selection Committee

shall be referred to as the *EOSC*.

b. The EOSC shall consist of the following members:

i.

ii.

iii.

iv. v.

vi.

The current Elections Commissioner, who shall chair the committee.

The President of the Association in office at the time of the last election held.

The President of the Association elected in the last election held, if different from (ii).

One member of the US in office at the time of the last election held. One GSC designee.

A US designee or a GSC designee, whichever is a member of the population that has fewer members on the EOSC.

c. Quorum for the EOSC shall consist of 5 voting members of the EOSC.

d. All decisions of the EOSC, including the initial screening of the applicants, shall

be by a quorum of the EOSC.

e. No decision of the EOSC shall be valid unless approved by a majority of the

EOSC.

3. Appointment of the Elections Commissioners

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a.

b.

c.

Shall be nominated in the Spring Quarter by the EOSC, in accordance with section 2.C.2 of these Policies.

Shall be confirmed by the Association legislative bodies in the Spring Quarter by a 2/3 vote.

On the Friday prior to commencement, the new Elections Commisioner shall

take office. The Elections Commisioner shall serve until a successor has taken office.

4. Appointment of the Assistant Elections Commisioner

a. Shall be nominated in the Spring Quarter by the EOSC, in accordance with section

2.C.2 of these Policies.

b. Shall be confirmed by the Association legislative bodies in the Spring Quarter by a

2/3 vote.

c. Shall assume office in the Autumn Quarter, and serve until her/his successor has

been confirmed.

5. If any member of the Commission has failed to discharge her/his duties responsibly and

in a non-partisan manner, then the Association legislative bodies, by a 2/3 vote, may

remove the member in question from the Commission, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

6. Any vacancies occurring on the Commission shall be filled by the Association

legislative bodies by a 2/3 vote.

**C.**

**D.**

**Meetings of the Commission**

1. Meetings may be called by the chair of the Commission or any 2 members of the

Commission.

2. All members of the Commission shall receive proper notification of these meetings.

3. Minutes taken at these meetings shall be filed with the Association Office in a timely

manner.

4. All actions taken by the Commission shall be taken only after approval by a majority

of the Commission during a meeting of the Commission, unless otherwise specified

in the Association By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge

of the Commission, these Policies, or the Elections Policies of the relevant Association legislative bodies.

**Duties of the Commissioners**

1. Elections Commissioner

a. Shall be the Commissions' principal spokesperson.

b. Shall prepare a general timetable of all Commission activities.

c. Shall devise the budget of the Commission with the Association budget.

d. Shall be the primary developer of campaign and elections policy and policy

implementation.

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2. There shall be no fewer than three Assistant Elections Commissioners chosen by the

EOSC. Duties shall be apportioned among them by the Elections Commissioner, upon recommendation by the EOSC.

3. The technical specialist shall be a person of group of people responsible for the

technical needs of the election.

4. Technical Specialist

a. Shall acquire or arrange for the use of sufficient computing resources to run

online elections.

b. Shall design and implement the online version of the ballot.

c. Shall maintain and/or modify any computer programming code required to run

the elections.

d. Shall run the code during the elections.

e. Shall supervise the online elections process to prevent security breaches. f. Shall produce election results in a timely manner.

**E.**

**Salary Disbursement**

1. Election Commissioner salary disbursement

a. 1/2 shall be paid before the results of the Spring Quarter General Election take

effect.

b. 1/4 shall be paid after the results of the Spring Quarter General Election take

effect but before the end of Spring Quarter for administering a well-run election.

c. 1/4 shall be paid upom selection and training of his/her successor in the Spring

Quarter, with the excepectation that the Elections Commissioner will serve in an advisory role during the Summer and Autumn quarters.

2. Assistant Elections Commission salary disbursement

a. 2/3 shall be paid before the results of the Spring Quarter General Election take

effect.

b. 1/3 shall be paid after the results of the Spring Quarter General Election take

effect but before the end of Spring Quarter.

**Section 3: Placement of Issues on the Ballot**

The Association Election Policies and the Elections Policies of the relevant Association

legislative bodies shall contain the procedures for placing various issues on the ballot.

**Section 4: Campaign Regulations**

The Association Elections Policies and the Elections Policies of the relevant Association

legislative bodies shall contain whatever campaign regulations are deemed necessary and appropriate.

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**Section 5: Elections Handbook**

The Association Elections Policies or the Elections Policies of the relevant Association

legislative bodies shall contain the specification of the contents of the Elections Handbook, as well as the requirements for its distribution.

**Section 6: Ballots**

The Association Elections Policies or the Elections Policies of the relevant Association

legislative bodies shall contain the specification of the content and format of the elections ballots.

**Section 7: Voting**

**A.**

**B.**

For Presidential nomination and election, voters shall rank slates on their ballots in

order of preference, and may choose not to indicate a preference for a given slate.

In addition, the Association Elections Policies or the Elections Policies of the relevant

Association legislative bodies shall contain the following minimum information

concerning voting:

1. The method of voting.

2. The start and end of polling times. 3. Voter qualifications.

4. Manner of obtaining signatures for petitions.

5. Procedures for voting from an unattended computer.

**Section 8: Tabulation of Results**

**A.**

**Tabulation Procedure for Presidential Nomination and Election**

1. The nomination process shall take place in successive Primary Elections using the

rankings on voters' ballots cast in a General Election.

2. In each election, the highest-ranked valid votes on voters' ballots shall be tallied,

and the slate with the fewest votes shall be eliminated. Votes for that slate shall

not be considered valid in subsequent elections. If no valid choice is indicated on a ballot, then that ballot shall be removed from subsequent tallies.

3. Primary elections shall be repeated until two slates remain.

4. The highest-ranked valid choices on voters' ballots shall be tallied in a final

election. This result, together with the number of ballots cast in the General

Election that do not contribute to this tally, shall constitute the result of the Presidential Election.

5. If necessary, the result of the final election shall constitute the result of the

Presidential runoff election.

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6. If resolution of a tie vote is necessary to determine the slate to be eliminated in a

given Primary Election or the winner of a Presidential Election, the tie shall be resolved by eliminating the tied slate that had the fewest votes in successively previous elections until the tie is resolved or all previous elections have been

considered. If the tie cannot be resolved by this method, the Elections

Commissioner shall present to the Association legislative bodies, along with

executive vote totals, the breakdown of each tied slate's votes by population. The

ties shall be resolved in favor of the slate with the most evenly distributed vote total between the graduate and undergraduate populations.

**B.**

**C.**

The Association Elections Policies or the Elections Policies of the relevant Association legislative bodies shall contain the procedures for tabulating the results of elections, as well as the procedure for requesting a recount.

**Resolution of Conflicts**

1. A conflict shall exist when two or more ballot measures contain sections which, if

they were certified, could not all be implemented.

2. The relevant Association legislative bodies shall divide the ballot measures in

question by section, and shall then certify all sections which do not conflict before any conflict is resolved.

3. A conflict between a Constitutional amendment and a referendum shall be

resolved in favor of the Constitutional amendment, which shall then be certified.

4. From each set of sections remaining in conflict the one whose ballot measure

secured the highest percentage of votes shall be certified.

**Section 9: Report of Election Results**

**A.**

**B.**

**C.**

The Elections Commissioner shall present to the relevant Association legislative bodies

the results of all elections and voting within seven days of the conclusion of the end of

the polling period. This section shall not govern elections called under the terms of Article VI, Section 2, Subsections D and E of the Constitution.

The results of the election presented by the Elections Commissioner shall take the form

of a document stating:

1. The appropriate office, Special Fee request, or ballot measure;

2. The number of votes cast for the appropriate candidate or slate, or the number of

votes cast in favor of and in opposition to the appropriate Special Fee request of

ballot measure;

3. A statement regarding the proper conduct of the election to include specifying any

issues that may be of special concern;

4. Any other information deemed appropriate by the Commission.

The procedure for certification of results for US elections shall be specified in the US By-Laws. The procedure for certification of results, if any, for GSC elections shall be specified in the GSC By-Laws.

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**D.**

The US By-Laws shall have sole jurisdiction over the certification and/or invalidation of elections affecting only the undergraduate population, unless specified otherwise in the US By-Laws. The GSC By-Laws shall have sole jurisdiction over the certification

and/or invalidation of elections affecting only the graduate population, unless otherwise specified in the GSC By-Laws.

**Section 10: Invalidation of Election Results**

**A. Definitions**

1. *Voter fraud* shall be defined as a successful attempt to:

a. Tamper with or interfere with the correct operation of, or damage in order to

prevent the use of, any currently approved voting technology, means, or

procedure;

b. Interfere with the secrecy of voting or ballot tally software programs;

c. Substitute forged or counterfeit voting or ballot tally software programs;

d. Manipulate the results of an election after ballots have been cast;

e. Manipulate any person's ballot;

f. Cast another person's ballot;

g. Cast a ballot by a non-member of the Association;

2. *Force majeure* shall be defined as fires, earthquakes, floods, epidemics,

explosions, riots, civil disturbances, acts of God, wars, acts of terrorism, massive

electrical or Internet service outages, closure or evacuation of the University

campus, theft or disappearance of Elections Commission equipment necessary for

the casting or tabulation of ballots, a malfunctioning of Elections Commission

equipment that affected the outcome of an election, or any University, municipal, county, state, national, or international ordinances or laws that adversely affect the ability of the Association population to cast votes in an election.

3. *Manifestation* shall mean that evidence has been brought forth to the attention of

the Association.

4. *Voter disenfranchisement* shall be defined as the lesser amount of either:

a. The manifestation of the inability, due to force majeure, of at least 2% of the

entire Association population to cast votes;

b. The manifestation of the inability, due to force majeure, of a portion of the

entire Association population large enough to affect the outcome of an election to cast votes.

c. The lack of manifestation in the above cases shall allow the results to proceed

without official investigation or interference.

5. *Invalidation* shall be defined as the rendering of election results, by the lawfully

empowered Association body, to be null and void once voter disenfranchisement has been investigated and affirmed.

6. This section of these By-Laws shall only have jurisdiction over the results of

elections involving the entire Association population. This section shall not

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govern elections involving only the undergraduate population, unless otherwise specified in the US By-Laws. This section shall not govern elections involving only the graduate population, unless otherwise specified in the GSC By-Laws.

**B. Grounds for Invalidation**

The Association legislative bodies shall have power to invalidate the results of an

election involving the entire Association population only in the event of voter fraud, voter disenfranchisement, an election that was conducted in a partisan manner by the

elections officers, or an election that was not in accordance with the Constitution.

**C. Procedures for Invalidation**

1. A request for invalidation of the results of an election involving the entire

Association population must be signed (i.e., sponsored) by at least one voting

member of each Association legislative body. This request must be filed no more than two weeks after the end of the polling period of the election.

2. The Association legislative bodies shall each vote on the request for invalidation

within two weeks of the submission of the request for invalidation.

3. An election involving the entire Association population may only be invalidated

by a supermajority vote of 2/3 of each Association legislative body.

4. Should voter fraud or voter disenfranchisement affect only a portion of an

election, the Association legislative bodies shall have the power to invalidate only

the affected portion. The unaffected portions of the election shall not be invalidated.

**D. Invalidation for Unforeseen Circumstances**

In the event that an election involving the entire Association population should need to

be invalidated for any reason not specified by this section of these By-Laws, the

Constitutional Council shall have the sole power to invalidate that election, or the

affected portion thereof. The Constitutional Council shall exercise this power only if a case is brought forth under the terms of Article IV of the Constitution.

**E. Calling New Elections**

Within ten days of the invalidation of the results of an election, the Elections

Commission shall call a new election to replace the invalidated portion of the results (or

to replace the entirety of the election, should the entire election be invalidated). The new election shall not replace the valid, unaffected portions of the previous election. The new election shall be held within six weeks of the invalidation.

**Section 11: Public Financing for Executive Elections**

A. General

1. To ensure broader, more equitable participation in the election of the Executive,

Public Financing of Executive Elections shall be made available to all members of the Association.

2. Members of the Association forming a slate for Executive and wishing to access

public financing must, in addition to satisfying petitioning requirements set out in the Elections policies of the Association, draw at least 300 total signatures, with at least 100 signatures coming from the Undergraduate population and at least 100 signatures coming from the Graduate population.

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B. Appropriation of Funds and Campaign Expenses

1. $3000 from the Executive budget shall be allocated to the budget of the Elections Commission (EC) for public financing of Executive Elections.

2. Slates receiving public financing must restrict their total campaign expenditure, including the portion to be reimbursed as Public Financing expenditures, to $750.

a. All campaign expenditures shall be in accordance with California and Federal Law as well as Stanford University’s Fundamental Standard any failure to comply will not be reimbursed for campaign expenses.

3. Slates receiving public financing shall account for all campaign expenditures

and shall present to the Elections Commission receipts corroborating all expenses.

4. Executive slates eligible for and accepting public financing shall be reimbursed up to $500 of total campaign expenses at the conclusion of the election and barring violation of the rules and regulations stipulated by the Commission during the election.

5. Up to 6 Executive Slates eligible for public financing shall be reimbursed up to $500 for total campaign expenses. If the number of eligible slates exceeds 6, then the number of eligible slates shall have an equal portion of the money available.

C. Enforcement and the Disbursement of Funds

1. Slates successfully petitioning for public financing shall submit a budget detailing all projected campaign expenses before campaigns begin. Slates failing to submit a complete budget to the EC prior to the official start of campaign week are no longer eligible for public financing.

2. Slates can change their budget at any point throughout campaign week but must immediately submit formal notification to the Elections Commissioner before enacting any such changes to ensure the slate's budget is up to date.

3. Slates must submit receipts for all campaign related expenses by the official conclusion of campaign week (when voting polls close). Receipts must corroborate the budget submitted to the EC and Financial Manager at the start of campaign week as well as all successfully petitioned changes to the budget.

4. All slates in the public financing scheme shall adhere to all policies in the Elections Handbook. Slates that fail to comply with elections policies will not receive publicly financed reimbursements.

5. The EC shall file Executive Slates reimbursements with Stanford Student

Enterprises.

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**Article VI:**  **Finances**

**Section 1: General**

**A.**

**B.**

**C.**

**D.**

**Financial Policies**

1. After considering the advice of the Financial Manager, the relevant Association

legislative bodies shall adopt and may amend such policies governing the budgetary and financial practices of the Association as are provided for in these By-Laws, and

may adopt and amend such additional policies as may appear necessary for the sound

governance of the Association's finances. These policies shall be known as the "Financial Policies" of the Association.

2. The procedure for the adoption or amendment of all such Financial Policies shall be

specified in the By-Laws of the relevant Association legislative bodies.

3. Each year during the Autumn Quarter, the Financial Manager shall publish the texts

of all such Financial Policies then in effect, and shall distribute copies to the relevant Association legislative bodies.

**Funding Policies**

1. The relevant Association legislative bodies shall adopt and may amend such policies

ensuring that funds derived from fees levied upon the members of the Association are expended and accounted for properly as are provided for in these By-Laws, and may

adopt and amend such additional policies as may appear necessary to fulfill this

purpose. These policies shall be known as the "Funding Policies" of the Association.

2. The procedure for the adoption or amendment of all such Funding Policies shall be

specified in the By-Laws of the relevant Association legislative bodies.

3. Each year during the Autumn Quarter, the Financial Manager shall publish the texts

of all such Funding Policies then in effect, shall distribute copies to the relevant

Association legislative bodies. The Financial Manager shall also make copies available to the treasurers of all student organizations receiving Special Fees or funding from a General Fee upon their request.

**Freedom of Information**

The relevant Association legislative bodies may not establish any Funding or Financial

Policies which unduly restrict public access to the financial records concerning

expenditure of ASSU-allocated money, whether that be by an ASSU organization, a

Voluntary Student Organization receiving ASSU funding, or an individual exercising ASSU spending authority.

**Financial Organization**

1. Every department or agency of the Association belongs to a sector that designates its

primary operation. Other entities may also be classified as belonging to a sector.

2. The Governance sector shall consist of:

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a. b. c. d. e. f.

g. h.

the Association Office;

the US Senate Associates;

the President and Vice President of the Association;

the Elections Commission;

the Financial Office;

the Nominations Commission

the Association legislative bodies;

those departments so specified by Acts of the Association legislative bodies.

3. The Service sector shall consist of the Service Organizations of the Association as

specified in these By-Laws, the US By-Laws, and the GSC By-Laws.

4. The Service Affiliate sector shall consist of the myriad undergraduate Class

Presidents and those agencies specified in these By-Laws, the US By-Laws, the GSC By-Laws, or by Acts of the Association legislative bodies which are associated with the Association.

5. The Business sector shall consist of Stanford Student Enterprises.

6. The Business Affiliate sector shall consist of all subsidiaries and partnerships

specified in these By-Laws, the US By-Laws, and the GSC By-Laws.

**E.**

**Financial Manager Selection**

1. For the rest of this section, the Financial Manager Selection Committee shall be

referred to as the *FMSC*.

2. The current Financial Manager shall be responsible for advertising the position of

Financial Manager in a manner designed to maximize the number of qualified applicants, and shall serve as Chair of the FMSC.

3. The FMSC shall nominate an individual to serve as Associate Financial Manager

during Winter Quarter. This nomination shall be submitted to the Association

legislative bodies for approval at each regularly scheduled meeting held after the FMSC has made its nomination.

4. The relevant Association legislative bodies shall consider the nomination in closed

session. The identity of the person nominated shall not be made public until after both Association legislative bodies have approved the nomination.

5. The new Financial Manager shall take office at the close of business on the Friday

prior to Commencement.

6. A Financial Manager has the option to re-apply for an additional one-year term in an

accelerated re-application process.

7. The FMSC shall only nominate a Financial Manager for a second term in case of an

extraordinary circumstance.

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8. For the purposes of this subsection, an *extraordinary circumstance* shall be defined as

one of the following:

a. An Association emergency necessitating the continuance in office of an

experienced Financial Manager.

b. A highly skilled Financial Manager who brings significant strength and growth in

performance as compared to previous Financial Managers.

c. The FMSC shall have the power to establish criteria for Subsection E.8.b. Such

criteria may include, but are not limited to, significant strength in financial and/or organizational performance.

d. The FMSC shall prepare a report detailing the criteria for performance and stating

how the Financial Manager has met the criteria. This report shall be presented to

both Association legislative bodies at the same time that the nomination of the Financial Manager is submitted.

9. No Financial Manager shall serve more than two terms.

a. If a Financial Manager has been appointed to serve at least six months of a term to

which someone else was originally appointed, then that term shall be considered a one-year term for the purposes of this subsection.

b. If a Financial Manager has been appointed to less than six months of a term to

which someone else was originally appointed, then that term shall not be considered a one-year term for the purposes of this subsection.

**F.**

**Assistant Financial Manager**

1. The Financial Manager shall be assisted in her/his duties by the Assistant Financial

Managers as needed.

2. For the rest of this section, the Assistant Financial Managers' Selection Committee

shall be referred to as the *AFMSC*.

3. Assistant Financial Managers shall be nominated in the Winter Quarter by the

AFMSC, which shall consist of:

a. the Financial Manager (who shall chair the AFMSC);

b. the Associate Financial Manager; c. the President of the Association;

d. one Undergraduate Senator (as an ex-officio member);

e. one GSC designee (as an ex-officio member)

4. A quorum of the AFMSC shall consist of 3 voting members of the AFMSC.

5. All decisions of the AFMSC, including initial screening of applicants, shall be by a

quorum of the AFMSC.

6. No decision of the AFMSC shall be valid unless approved by 3 members of the

AFMSC.

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7. The Association legislative bodies shall confirm all Assistant Financial Mangers. The

requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

8. The removal of Assistant Financial Managers shall require the approval of the

Association legislative bodies. The requirements for doing so shall be listed in the

respective By-Laws of the Association legislative bodies. All such removals shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

**G.**  **Fiscal Year**

The fiscal year of the Association shall begin on July 1 and end on June 30.

**Section 2: Association Operating Budget**

**A.**

**B.**

**General**

1. No funds shall be expended, encumbered, or otherwise disbursed by the Association

or the Students' Organizations Fund (except for funds withdrawn from the accounts

of student organizations by their treasurers) other than in accordance with the

procedures for the authorization of expenditures or investments contained in these By-Laws, the US By-Laws, and the GSC By-Laws.

2. All funds expended by the Association shall be used for the basic operating expenses

of the Association, or for programs initiated by and under the control of the Association and its agencies.

3. No funds shall be expended as salaries or wages by any Association department or

agency, except as specifically provided in the Association operating budget or the budget of that agency, or pursuant to the authority contained in these By-Laws, the US By-Laws, and the GSC By-Laws.

**Budget Process and Timetable**

1. The Association shall formulate its request for the Operating Budget allowance from

the University for the following fiscal year, and shall submit that request to the

University. This request shall be formulated by a committee consisting of the

Financial Manager (who shall chair the committee), the President of the Association,

the Chairs of the Association legislative bodies, the US Treasurer, and the GSC Financial Officer.

2. By the third week of Winter Quarter, the Financial Manager shall prepare and present

to the US Treasurer and the GSC Financial Officer for their approval estimates of the

Indirect Cost Recovery charges to be made to each Association agency for the

following fiscal year. This information shall then be supplied to the appropriate agencies for use in preparing their budget requests.

3. By the third week of Spring Quarter, the Financial Manager shall in consultation with

the President of the Association, the US Treasurer, and the GSC Financial Officer

prepare and issue a timetable for the preparation of the Operating Budget for the

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following fiscal year. This timetable shall meet all of the requirements contained in these By-Laws.

4. The Operating Budget shall be drafted by a committee consisting of the Financial

Manager (who shall serve as chair), the Associate Financial Manager, the Chairs of

the Association legislative bodies, the President of the Association, the US Treasurer,

and the GSC Financial Officer. The incoming President Elect, US Chair Elect, and

GSC Chair Elect shall be ex-officio members of this committee. This proposed

budget shall be submitted for review and modification to the US Treasurer before the

dissolution of the outgoing US during Spring Quarter, and to the GSC Financial Officer before her/his term of office expires.

5. The draft Operating Budget shall include appropriate budget detail for each income

and expense line item, including but not limited to the line items for salaries (except

for the salaries paid to the University employees in the Association Office), the

expenses of the Association legislative bodies, Presidency, and Financial Manager,

and the Nominations and Elections Commissions. This budget detail shall be

submitted to the Association legislative bodies for approval along with the Operating

Budget and, once approved, shall be equally as binding as the Operating Budget

itself. However, it shall not form part of the budget submitted to the President of the University for approval.

6. The US shall approve the proposed Operating Budget by the method specified in the

US By-Laws.

7. The GSC shall approve the proposed Operating Budget by the method specified in the

GSC By-Laws.

8. The Operating Budget approved by the Association legislative bodies shall be

transmitted to the President of the University (or designee) for approval within fourteen days after it has been approved by the Association legislative bodies.

**C.**

**Budgetary Authority**

Once the Operating Budget has been approved, the Financial Manager shall be

authorized to approve specific expenditures of funds in accordance with it, subject to

the provisions of the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws,

and to the following requirements:

1. The Financial Manager shall report to the US Treasurer and the GSC Financial

Officer on the actual expenditures from each Operating Budget line item according to

the following schedule:

a. no later than the second week of each quarter, on the actual expenditures as of

the end of the previous quarter;

b. whenever the actual expenditures for a given detailed line item (or a line item,

where no detail was approved) have exceeded the budgeted amount, or appear

likely to exceed the budgeted amount before the next regularly scheduled report.

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2. The Financial Manager shall report to the US Treasurer and the GSC Financial

Officer on any changes in circumstances which would cause total income to be less

than budgeted, or total expenses to be greater than budgeted, as soon as such changes come to her/his attention, and shall suggest such corrective action as may be required for the fiscal soundness of the Association.

3. Upon the request of the Financial Manager, the relevant Association legislative

bodies may approve modifications to the Operating Budget, where such modifications

are in support of the program initially authorized by the Operating Budget approved by the Association legislative bodies. The requirements for doing so shall be listed in

the respective By-Laws of the Association legislative bodies. Such modifications

shall become effective 48 hours after approval, unless the President of the

Association notifies the Financial Manager and the Chairs of the relevant Association legislative bodies in writing of her/his objections within that period of time.

4. The relevant Association legislative bodies may modify the corresponding parts of

the Operating Budget. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

5. The Financial Manager shall not approve any expenditure which would result in a

detailed line-item (or a line-item, where no detail was approved) being overspent by

more than either $100 or 15% of the authorized amount, whichever is greater; nor any

overspending of any salary or discretionary line-items; nor any overspending

resulting from changes in the nature of the programs on which funds are being

expended; unless and until an appropriate budget modification has been approved by the relevant Association legislative bodies, or their designee(s).

6. Any changes to any budget line item for salaries in the Association Operating Budget

or the budget of any Association agency, and any payment of bonuses to any

employee of the Association (except for incentive payments included in the regular

compensation of Managers of Business Projects), shall require the approval of the

relevant Association legislative bodies, or their designee(s) before becoming effective.

7. No salary or compensation shall be paid to any individual performing the duties of an

office or position for which confirmation of the relevant Association legislative

bodies is required, until that person has been confirmed by the relevant Association

legislative bodies. All budget detail for line items involving salaries shall specify the

time period for which the salary is paid and the salary per individual. Individuals

shall be paid according to this detail for the time they actually perform the

responsibilities of their office

8. Except for the budget line items for the operating expenses of the Presidency, the

Association legislative bodies, and the Nominations and Elections Commissions, the

Financial Manager shall be directly responsible for authorizing all specific

expenditures of funds from the Association Operating Budget. The Financial

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Manager may delegate this authority, but shall be responsible to the Association legislative bodies for all expenditures made under such delegated authority.

9. Funds from the Contingency line of the Operating Budget shall be available for

reallocation by the relevant Association legislative bodies to other lines in the budget. No funds shall be directly expended from any Budget Reserve or Contingency line of the Operating Budget.

**D.**

**E.**

**F.**

**Determination of Expendable Income**

The relevant Association legislative bodies shall adopt an appropriate Financial Policy

specifying the degree to which income from various sources shall be considered

expendable. This policy shall provide for such reinvestment of income as is required for the long-term financial soundness of the Association.

**Indirect Cost Recovery**

The Association shall make a charge against the funds of each Business and Service

project or affiliate, and against the Fee system, to recover the indirect costs which they

impose upon the Operating Budget of the Association. The relevant Association

legislative bodies shall adopt an appropriate Financial Policy providing for the

calculation of such charges. No expenses in the part of the Operating Budget which are

funded by the Operating Budget Allowance provided by the University shall be included in the calculation of such charge.

**Income Smoothing**

The relevant Association legislative bodies shall adopt an appropriate Financial Policy

providing for the smoothing of expected income from Association Business Projects and other sources of income, and for such contributions to reserves as are required to

insulate the basic operating expenditures of the Association from short-term fluctuations in income.

**Section 3: Project and Capital Budgets**

**A.**

**Service Projects**

1. Approval of the placement of a Special Fee request on the ballot, or approval of an

allocation of funds from a General Fee, shall constitute approval of the budget of an Association Service Project for the appropriate year. However, this approval shall be null and void if the Special Fee request is defeated.

2. The budgets of the Undergraduate Program and Undergraduate Publications Boards

shall be approved as provided in the US By-Laws.

3. For Service Projects not receiving budgetary approval under the foregoing provisions,

the relevant Association legislative bodies shall approve a budget during Spring Quarter for the following fiscal year.

4. None of the unrestricted funds of the Association shall be expended by any

Association agency that is classified by these By-Laws, the US By-Laws, or the GSC

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**B.**

By-Laws as belonging to the Service Sector, except as provided in the Association Operating Budget, nor shall any agency so classified be allowed to incur a deficit.

**Capital Budget**

All capital expenditures of the Association and its agencies (including the Business

Projects) shall be contained in the Capital Budget, along with the sources of funds

required to finance those expenditures, unless they are either (1) contained in the Operating Budget of the Association, or (2) contained in the budget of a Business

Project and fully financed by the current operating revenues of that Project, or (3) a

capital expenditure by the GSC to further graduate programming, in which case it may

be derived from the Graduate Student General Fee. The Capital Budget shall be

approved by the relevant Association legislative bodies during Spring Quarter for the

following fiscal year. If no Capital Budget is approved by the relevant Association

legislative bodies by the beginning of the fiscal year, the Capital Budget for that year

shall be zero; however, this shall not prevent the relevant Association legislative bodies from approving a subsequent modification to it. The requirements for doing so shall be listed in the respective By-Laws of the Association legislative bodies.

**Section 4: Financial Policy and Investments**

**A.**

**B.**

**General**

The relevant Association legislative bodies shall adopt, upon the advice of the Financial

Manager, an appropriate Financial Policy specifying the range of financial assets in

which the Association's funds, and the funds of student organizations on deposit with

the Students' Organizations Fund, may be invested, and the distribution of funds across

such assets. Within the limitations of this policy, the Financial Manager shall be

responsible for the investment of all such funds, provided that:

1. The Financial Manager may at her/his discretion extend short-term loans to student

organizations, providing that appropriate guarantees are made for their repayment.

The maximum amount that may be loaned to any one organization, and the maximum amount of such loans that may be outstanding at any one time, shall be specified in a Financial Policy. Such loans shall bear an appropriate rate of interest that reflects the opportunity cost and high risk involved, as specified in this Financial Policy.

2. The relevant Association legislative bodies may authorize specific investments to be

made in other activities, including projects or programs of the Association and its

agencies, and corporations and partnerships in which the Association is an investor, on an individual basis. The requirements for making such authorizations shall be in the respective By-Laws of the Association legislative bodies.

3. The expenditure of funds on the purchase of capital equipment as provided in the

Operating or Capital Budgets of the Association or its agencies, as authorized by the relevant Association legislative bodies, shall be exempt from the requirements of this section.

**Signature Power**

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Within the limitations of these By-Laws and the appropriate Financial Policies, the

Financial Manager shall have the authority to establish and close deposit accounts, to withdraw funds from such accounts, and to purchase and sell financial instruments, in the name of the Association. The Financial Manager may delegate this authority, but

shall continue to be responsible to the relevant Association legislative bodies for its exercise. The Financial Manager shall report to the relevant Association legislative

bodies (or their designee(s)) each year during the Autumn Quarter on all such

delegations in effect, and shall report any changes in such delegations on a timely basis.

**C.**  **Reporting**

The Financial Manager shall report to the Association legislative bodies (or their

designee(s)) on the investments of the Association on a quarterly basis.

**Section 5: Contracts, Agreements, and Borrowing**

**A.**

**B.**

**C.**

**Borrowing**

All borrowing by the Association must be approved in advance by the relevant

Association legislative bodies, except for normal short-term trade credit extended by vendors.

**Contracts and Agreements**

The Financial Manager shall be authorized to approve contracts and agreements,

provided that the contract or agreement will cease to be in force no later than the end of

the current fiscal year, or, for a contract or agreement made after June 15 of a fiscal year, no later than the end of the following fiscal year. The Financial Manager shall report to the Association legislative bodies (or their designee(s)) on any contract or agreement approved under the authority of this section at the first meeting after the

contract or agreement was approved. All other contracts and agreements shall require the approval of the relevant Association legislative bodies before becoming effective.

**Consideration by the Association Legislative Bodies**

Approval of borrowing, and approval of contracts and agreements requiring action by

the relevant Association legislative bodies, shall normally be considered by their designee(s) before being submitted to the relevant Association legislative bodies.

**Section 6: Students' Organizations Fund (SOF)**

**A.**

**B.**

**Operating Rules**

The rules and regulations governing the SOF shall be those published in the Treasurer's

Handbook or otherwise established and promulgated by the Financial Manager,

provided that they are consistent with the Constitution, these By-Laws, the US By-

Laws, the GSC By-Laws, and any Financial Policies approved by the relevant Association legislative bodies.

**Services Provided**

The relevant Association legislative bodies shall adopt, upon the advice of the Financial

Manager, an appropriate Financial Policy specifying the types of accounts available to

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**C.**

student organizations through the SOF, as well as the terms and the rate of interest for each type of account.

**SOF Exemption Policies**

The relevant Association legislative bodies shall adopt an appropriate Funding Policy

specifying the terms and conditions under which, and the process by which, a student organization receiving funds from a General or Special Fee may receive an exemption

from the Constitutional requirement that it deposit all of its fund with the SOF. The

relevant Association legislative bodies shall adopt an appropriate Financial Policy

specifying the terms and conditions under which, and the process by which, a student

organization not receiving funds from a General or Special Fee may receive Association

endorsement for an exemption from the University requirement that it deposit all of its fund with the SOF.

**Section 7: General and Special Fees**

**A.**

**General Provisions**

1. Umbrella Groups

a. Groups of Voluntary Student Organizations (henceforth referred to as VSOs)

shall be recognized as Umbrella groups upon the approval of the relevant

Association legislative bodies. The requirements for such approval shall be specified in the relevant By-Laws.

b. Umbrella Group Organization

i.

ii.

iii.

iv.

v.

Each Umbrella group shall, at the time of its application, identify one VSO that shall assume fiscal responsibility for the entire group, which shall be known as the principal organization.

All member VSOs, including the principal, shall be known as constituent members.

This certification shall last for a period of one year, corresponding to the annual funding cycle.

By entering into an Umbrella group, every constituent member other than the principal agrees to forfeit its right to place a Special Fee on the ballot for the funding cycle for which the certification is valid.

The principal may disband its Umbrella group at any time provided that

the Umbrella group is not at that time receiving any allocation from a

Special or General Fee. Disbanding shall make all pending allocations null and void.

c. All rules that apply to VSOs shall apply to all constituent members of Umbrella

groups, except as stated otherwise.

2. No organization receiving funds from a General or Special Fee may loan, grant, or

otherwise distribute any of its restricted funds to another organization, with the

following exemptions, as well as the exceptions listed in the US By-Laws and the

GSC By-Laws:

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a.

b.

The Club Sports Council may distribute funds to the various clubs belonging to

the Club Sports program. Any organization receiving funds from the Club Sports

Council shall not be eligible for General or Special Fee funding from any other source.

The principal of an Umbrella group may fund constituent groups via monies received from a Special or General Fee, but may not transfer such funds, in accordance with the approved budgets.

3. Organizations receiving funds from a General or Special Fee may co-sponsor events

with other organizations, provided that all co-sponsoring organizations shall have actual involvement in the planning and implementation of the co-sponsored event.

Except as specified elsewhere, organizations and publications may not be co- sponsored.

4. No organization may receive funds from both a Special Fee and a General Fee from

the same population of the Association during the same fiscal year. For the purposes

of this provision, organizations receiving funds from a Special Fee levied on the

Association population shall be considered to have received a Special Fee from both the graduate and undergraduate populations.

5. Non-Association organizations which are eligible to apply for a Special Fee or funds

from a General Fee may not receive any unrestricted funds from the Association Operating Budget, except in the form of loans.

6. The relevant Association legislative bodies shall approve Schedules for the

Collection, Disbursement, and Refunds, of the General and Special Fees for the

following fiscal year no later than the final meeting of each outgoing Association legislative body before it dissolves during Spring Quarter.

7. At the time that it approves these Schedules, the relevant Association legislative

bodies shall set the amounts of the following surcharges, and approve line-item

budgets for their expenditure where appropriate:

a.

b.

Graduate Refund Cost and Undergraduate Refund Cost surcharges — shall cover the direct and indirect costs of providing refunds of the General and Special Fees for the relevant populations. This surcharge shall be calculated independently for

the Graduate and Undergraduate populations. They shall be held in a Graduate

Student Refund Cost surcharge account, a Graduate Student Administrative Cost

surcharge account, an Undergraduate Refund Cost surcharge account and an Undergraduate Administrative Cost surcharge account.

Rounding surcharge — shall cover any excess of the amount to be refunded per student for a given Fee (as provided in the Refund Schedule) over the amount to

be collected per student for that Fee (as provided in the Collection Schedule).

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c.

d.

e.

f.

Election Cost surcharge — shall reimburse the Association Operating Budget for

an appropriate fraction of the budgeted cost of Association elections, as provided

by these By-Laws, the US By-Laws, the GSC By-Laws, the Special Charge of

the Elections Commission, and the Policies of the Elections Commission,

including interest from the time the election costs are incurred until the time the surcharge funds are received.

Advance Disbursement surcharge — shall reimburse the Association for the

opportunity cost of making available General and Special Fee funds to student organizations in advance of the receipt of those funds from the University.

Administrative Cost surcharge — shall cover the direct and indirect costs

incurred in the processes of the approval and disbursement of the General and Special Fees, and in enforcing compliance by the recipients of such funds with their authorized budgets.

Buffer Recharge Surcharge — in the event that the buffer fund of either

undergraduate or graduate population reaches an unsafe level as determined by

the Financial Manager in consultation with the Executive Committee the relevant

legislative bodies may levy a charge on their respective populations to replenish the buffer fund, with a 2/3-majority approval. This charge can only be approved for one year at a time.

8. At the end of the fiscal year, any balance in the Graduate and Undergraduate Refund

Costs, Graduate and Undergraduate Rounding, and Graduate and Undergraduate

Administrative Cost surcharge accounts shall be debited or credited to the relevant population's Buffer Fund.

9. The Disbursement Schedule shall provide that each student organization receiving a

Special Fee shall receive 1/3 of the net amount of that Fee at the beginning of each of the Autumn, Winter, and Spring Quarters.

10. The Disbursement Schedule for each General Fee shall be specified in the By-Laws

of the relevant Association legislative body.

11. Disbursements of funds to student organizations receiving a Special Fee in advance of

the disbursement authorized by the appropriate Schedule, to student organizations

receiving annual allocations from a General Fee in advance of the disbursement

authorized by these By-Laws, the US By-Laws, the GSC By-Laws, and the budget of

the appropriate Board, may be authorized by the Financial Manager at her/his

discretion. Such advances shall bear an appropriate rate of interest to compensate for the opportunity cost involved, as specified in an appropriate Financial Policy.

12. Approval by the relevant Association legislative bodies, the Financial Manager, or the

Association of any particular line item of a Special Fee request or allocation from a

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General Fee does not commit the Financial Manager to approval of any particular expenditure at the time it is requested by the organization.

13. Any student organization requesting or receiving funds from a General or Special Fee

shall prepare its budget in a manner that complies with the requirements of the

Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and any Funding Policies adopted by the relevant Association legislative bodies.

14. Any student organization receiving a Special Fee or funds from a General Fee during

the current fiscal year, or having unexpended funds originally derived from such a

source, shall be required to expend all funds of that organization in accordance with

its budget as authorized by the members of the Association (when its Special Fee request was approved) or by the relevant Association legislative bodies (when an allocation of funds from a General Fee was approved), unless and until a budget

modification has been approved. The process by which budget modifications may be approved shall be specified in a Funding Policy adopted by the relevant Association

legislative bodies. No funds shall be disbursed to a student organization not satisfying this requirement.

15. At the close of a fiscal year, any unexpended funds (including budget reserve funds)

in the account of a student organization which were originally derived from a General or Special Fee shall remain subject to the budgetary supervision of the Association. The process by which a budget for the expenditure of such funds is authorized shall

be specified in a Funding Policy adopted by the relevant Association legislative

bodies. No such funds shall be expended except in accordance with an authorized budget.

16. Any student organization requesting a Special Fee or funds from a General Fee and

which has been exempted from banking with the SOF (and which has not done all of its banking with the University) must submit a report to the Financial Manager from an independent auditor approved by her/him which fully accounts for the finances of

said organization for the previous fiscal year, and which especially emphasizes the uses to which any previously received General or Special Fee funds have been put.

17. The Graduate Buffer Fund and Undergraduate Buffer Fund shall be administered by

the relevant legislative bodies in a manner specified in their by-laws. The Graduate

Special Distribution Buffer Account shall be administered by both the Undergraduate

Senate, the GSC, and the ASSU Financial Manager as specified in the Bill 'To

Implement the Partitioning of the Association Buffer Fund into the Undergraduate Buffer Fund and the Graduate Buffer Fund'. Funds from the Undergraduate Buffer

Fund, Graduate Buffer Fund, and Graduate Special Distribution Buffer Account may

not be used for any purpose unrelated to special fees without 2/3 majority approval from both legislative bodies.

**B.**  **Special Fees**

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The procedures by which each Association legislative body considers and approves Special Fee requests for placement on the ballot shall be specified in the By-Laws of each Association legislative body.

**C.**

**D.**

**General Fees**

1. General Fees should maximize the benefits to the entire population served in terms of

educational value, cultural exposure, and/or services provided to their respective population.

2. Each Association legislative body shall take measures to see that all members of the

Association are as equally as possible served by any General Fee. No subset of the population should suffer or benefit more than others due to their skill in navigating any system put in place.

3. VSOs and General Fees

a. General Fee allocations to VSOs should be made in a manner that as fairly as

possible disburses funds throughout the population taxed. This applies both with respect to a VSO's participatory size relative to the population, and to that VSO's role and purpose within the set of all VSOs.

b. VSOs that serve a similar role or serve nearly the same subset of the population

should be encouraged to combine or form Umbrella groups for the greater benefit

of all members. At the discretion of the relevant Association legislative body, a

set of VSOs may be treated as an Umbrella group for General Fee allocations regardless of formal Umbrella group status.

c. Formation of VSOs strictly for the purpose of obtaining additional funding,

misappropriation of funds, or misrepresentations of any kind during the funding process shall be considered violations of the Fundamental Standard.

4. Additional procedures by which each Association legislative body considers and

approves General Fee allocations, as well as the procedures by which each

Association legislative body places measures to create, change the base amount of, change the statement of purpose of, or modify General Fees on the ballot, shall be specified in the By-Laws of each Association legislative body.

**Refunds**

1. The Fee Refund Coordinator shall ensure that Fee refunds are made available in a

timely and efficient manner to eligible members requesting them and that all such

persons are informed of the procedure to obtain refunds. These procedures shall

specifically include the following:

a. All eligible students who file a Fee refund request between 8:00AM of the first

day of a quarter and 5:00 P.M. on the third Friday of any quarter shall receive the requested refund on their University Bill or as a mailed check for that quarter.

Credits or checks shall be issued by the seventh week of the quarter. The ASSU

Financial Manager may open the fee refund window earlier, but not later, at his or her discretion.

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b. Due to the differing schedule of the Law School Academic Calendar, Law

Students shall have their refund requests automatically rollover to all future

academic terms during that same Fiscal Year. Refunds will be distributed according to the schedule detailed above.

c. When students request refunds, they shall be presented with a set of anonymous,

confidential survey options for each group explain why they are receiving a

refund. These questions, and the entire refund site design, will be proposed by the

Refund Coordinator and approved by each of the relevant legislative bodies prior

to the beginning of the Fiscal Year. Aggregate survey data may be provided to groups.

d. Exceptions to this policy will be allowed if and only if authorized by a 2/3 vote of

the relevant Association legislative bodies, provided that previous notice has been given.

e. The Financial Manager shall make available to any student group receiving a

Special Fee a list of the student identification numbers of all students who

requested Fee refunds from that group. This list shall be made available no later than noon on the Monday following the Fee refund deadline.

f. The refund amount for a group shall be defined as the total amount of quarterly

refunds for the group. If this amount exceeds the Refund Cost Surcharge

collected for that group for that quarter for that population, the group shall be financially responsible for covering that excess.

1. Joint groups shall have two independent refund amounts. The Graduate

refund amount shall be defined as the total amount of quarterly refunds

obtained by Graduate students for the group. The Undergraduate refund

amount shall be defined as the total amount of quarterly refunds obtained by Undergraduate students for the group.

2. In the event of an excess refund amount, the Financial Manager is authorized

to collect that amount from the group's accounts in the following order:

i. Fee Reserves

ii. Operating Budgets

iii. All other assets as specified in the contract signed prior to

being placed on the ballot

2. The Financial Manager shall advertise deadlines as appropriate to ensure students are

aware of these procedures.

3. Additional refund policies, specific to either the graduate or undergraduate

population, shall be included in the By-Laws of the relevant Association legislative

body. In the event that the specific refund policies conflict with these general refund

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**E.**

policies on a matter affecting members of either the graduate or undergraduate population only, the specific refund policies shall take precedence.

**Enforcement**

The Financial Manager is hereby instructed and empowered to ensure that all

requirements pertaining to funds derived from General and Special Fees contained in

the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, and Funding Policies enacted by the relevant Association legislative bodies are strictly enforced.

**Section 8: The Three-Year Plan**

**A.**

**B.**

The Financial Manager will present a revised Three-Year plan to the Association

legislative bodies no later than the last regularly scheduled meeting of the year.

The Three-Year plan will outline goals and timelines for the financial operation of the Association. The areas included shall be: staff, Business Projects, the banking service,

Fee refunds, the Operating Budget, and other services the Financial Manager deems important to operation of the Association.

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**Article VII:**  **Stanford Student Enterprises**

1. Stanford Student Enterprises shall manage the Association Endowment and Operating

Fund under the terms of its corporate charter, and the Financial Policies issued by the Association legislative bodies.

2. At least one member of each Association legislative body shall serve on the Board of

Directors of Stanford Student Enterprises, as well as at least one additional graduate student and at least one additional undergraduate.

3. Copies of the minutes of any meeting of the Board of Directors of Stanford Student

Enterprises shall be provided by the Board or its designee to the President or any member of the Association legislative bodies upon request. Proprietary business information and employee information contained in the minutes may not be more

widely released without the consent of the Board of Directors or its designee.

4. The Association legislative bodies shall consult the Board of Directors before

enacting legislation affecting the management of the Association Endowment, Operating Fund, or specific business projects of Stanford Student Enterprises.

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**Article VIII: Business Affiliates**

**Section 1: Definition of a Partnership**

A partnership of the Association shall be a non-corporate business entity in which the

Association holds an equity position.

**Section 2: Individual Partnerships**

The Concert Network promotes and co-promotes campus entertainment events. Its structure

and operations are specified in its Charter. The Association representative to any meeting of the investors of the Concert Network shall be the Financial Manager.

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**Article IX:**  **Service Organizations**

**Section 1: General**

**A.**

**B.**

**C.**

**D.**

**E.**

The ASSU has a commitment to improving the quality of student life by supporting

both the academic and non-academic endeavors of its members. To better fulfill this

commitment, the ASSU shall charter semi-autonomous organizations, hereafter referred to as *Service Organizations*.

A Service Organization must make its services available to all members of the population of the Association it serves, except as noted elsewhere.

A Service Organization may be funded by either General or Special Fees. Such Fees

must be requested from the population of the Association that the Service Organization serves.

There shall be two types of Service Organization:

1. *Service Projects*, which are intended to be semi-autonomous student-run agencies,

subject to the oversight of the President of the Association and the relevant

Association legislative bodies. The primary function of each shall be to support the

student organizations, activities, and/or services specified in its charge, in the manner outlined in these By-Laws, the US By-Laws, and the GSC By-Laws.

2. *Service Partnerships*, which are intended to be agencies jointly run by students and

non-students, subject to the oversight of the President of the Association and the

Association legislative bodies. The primary function of each shall be to provide the

service listed in its charge, in the manner outlined in these By-Laws, the US By- Laws, and the GSC By-Laws.

**Authority**

1. Service Organizations shall be created by a 2/3 vote of the relevant Association

legislative bodies to fulfill a specific charge, which shall be listed in the relevant By- Laws. Only Service Organizations so listed shall be considered to have the authority and responsibilities described in this section.

2. Service Organizations shall be overseen by the President of the Association, or

her/his designee. The President and Vice-President shall be ex-officio members of all Service Organization governing bodies.

3. Each Service Organization's dealings with the relevant Association legislative bodies

shall be coordinated in a manner described in the relevant By-Laws.

4. Each Service Organization shall be vested with the specific authority of the relevant

Association legislative bodies to conduct, on behalf of the Association, all business within that Service Organization's proper charge, and only such business, subject to the oversight of the relevant Association legislative bodies.

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**F.**

5. The relevant Association legislative bodies shall resolve all conflicts of jurisdiction

between Service Organizations.

**Meetings**

1. Quorum for a Service Organization meeting shall consist of a majority of the voting

membership. The voting membership of each Service Organization shall be specified in the relevant By-Laws.

2. Unless otherwise specified in the relevant By-Laws or the Service Organization's

Policies, all decisions of a Service Organization's governing body shall be by a majority.

3. All members of the Association shall be allowed to attend any meeting of any Service

Organization.

**Section 2: Separate Service Projects and Organizations**

Each Association legislative body shall have the separate power to create Service Projects

and Organizations to serve needs of either the graduate or the undergraduate population alone. The procedures for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

**Section 3: Joint Service Projects**

**A.**

**B.**

**C.**

**D.**

**E.**

Joint Service Projects shall be created jointly by the Association legislative bodies to

serve some need to the Association population.

A Joint Service Project shall have the responsibility for providing the service described in its charge, which shall be listed in these By-Laws.

A Joint Service Project shall have primary budgetary authority for the execution of its

charge, subject to the oversight of the Financial Manager and the President of the

Association, and subject to constraints imposed by the Association legislative bodies.

In addition to the authority granted to a Service Project by virtue of section IX.1.E of

these By-Laws, each Joint Service Project shall also be bound by the following

provisions:

1. The Association legislative bodies may jointly revoke any action of a Service Project,

subject to any legally binding contracts that the governing body of the Service Project

may have entered into under the authority granted to it by the charge of that Service Project. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

2. The Association legislative bodies retain ultimate authority over, and responsibility

for any action of, a Joint Service Project.

**Officers and Governance**

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1. For the remainder of this Article, *Joint Project Officer* shall refer to either a Senior or

Junior Officer of a Joint Service Project.

2. Unless otherwise specified, each Joint Project Officer shall have one vote in all

decisions of the Joint Service Project to which s/he is appointed.

3. For the remainder of this Article, a *Joint Project member* shall be any individual who

can vote on the governing body of that Project. Any such individuals who are not Joint Project Officers must be specified in the section of these By-Laws describing the Joint Service Project on whose governing body s/he would serve.

4. Restrictions on Joint Project Officers

a. Shall not, during her/his term of office, serve as an elected officer of the

Association.

b. Shall not, at the time of her/his nomination and throughout her/his term of office,

serve as an officer of an organization subject to the authority of that Joint Service Project.

5. Joint Service Project Officers' Selection Committee

a. Henceforth, a Joint Service Project Officers' Selection Committee shall be

referred to as a JSPOSC.

b. There shall be one JSPOSC for each Joint Service Project, responsible for

nominating the Senior Officers of that Joint Service Project.

c. Each JSPOSC shall consist of the following 5 voting members:

i.

ii.

iii. iv. v.

The President or Vice-President of the Association, who shall Chair the

SPOSC and be responsible for ensuring that all SPOSC deadlines are met. The US Liaison to the Project. A GSC designee.

The Financial Manager, or her/his designee.

The current Director of the Project. If s/he is seeking reappointment, this

position shall be filled by either the Vice-President (if the President is

already serving on the JSPOSC) or the President (if the Vice-President is already serving on the JSPOSC).

d.

e.

f.

g.

A quorum for a JSPOSC meeting shall consist of 4 voting members.

Unless otherwise specified, all decisions of a JSPOSC shall be by consensus.

Each JSPOSC shall convene at least once before the end of Winter Quarter, or before the end of the quarter in which a vacancy on a Project occurs.

Each JSPOSC shall present its nomination(s) by the second regular meeting of

each Association legislative body of Spring Quarter, or at any Association

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legislative body meeting within one month of when a vacancy on a Project

occurs. At that time, the nomination(s) may be approved. The requirements for

doing so shall be specified in the respective By-Laws of the Association legislative bodies.

h. For the purposes of the above JSPOSC deadlines, if a vacancy on a Project

occurs at any point during the Summer Quarter, it shall be considered to have occurred at the start of the following Fall Quarter.

6. Senior Officers

a. Shall be nominated in Spring Quarter, or whenever there is a vacancy, by a

JSPOSC and confirmed by the procedure specified in section IX.3.E.5 of these By-Laws.

b.

c.

d.

e.

f.

Shall serve as an ex-officio Senior Officer during the quarter in which s/he is confirmed.

Shall have a term of office of one year, starting on the first day of the quarter following the quarter in which s/he is confirmed, or until a successor has been chosen.

May have her/his term of office extended or shortened by the Association legislative bodies. The requirements for doing so shall be specified in the

respective By-Laws of the Association legislative bodies. The latter action shall

be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

Under extraordinary circumstances, may be suspended by the President of the

Association. This suspension shall last only until the first meeting of each

Association legislative body at which the issue can be considered, at which time the each Association legislative body may act as it sees fit. If no action is taken, the Senior Officer shall be removed.

General Senior Officer Responsibilities

i.

ii.

iii.

Shall submit a line-item budget to the Association legislative bodies by the deadline specified in these By-Laws. No funds may be expended or received by the Joint Service Project unless authorized in such a budget, unless otherwise specified in these By-Laws.

Shall maintain financial records for the Joint Service Project available for

public scrutiny, in accordance with the Freedom of Information policies of the Constitution and these By-Laws.

Other duties shall be specified in the sections of these By-Laws listing the

responsibilities specific to each type of Senior Officer, as well as the section of these By-Laws pertaining to each Joint Service Project.

g. Types of Senior Officers

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i.

ii.

iii.

Director

1. Shall be responsible for ensuring the fulfillment of her/his Project's

charge.

2. Shall have responsibility for the actual management of her/his Project,

including additional duties specified in the Policies of her/his Project.

3. Shall nominate the Junior Officers of her/his Project. Any such

Junior Officers shall be listed in the section of these By-Laws discussing her/his Project.

4. Shall set the agenda of, call, and preside over all meetings of the

governing body of her/his Project, and shall vote only in those cases where her/his vote would be decisive.

5. Shall be the primary spokesperson for her/his Project.

6. Shall ensure the enforcement of the Constitution, these By-Laws, Acts

of the Association legislative bodies, and the Policies, Rules of Order, and Standing Rules of her/his Project.

7. Shall be responsible for maintaining and providing the Association

legislative bodies, as well as the US Liaison Committee for her/his

Project, with current copies of her/his Project's Policies, Rules of Order, and Standing Rules by the end of Winter Quarter.

8. Failure to fulfill any of the above responsibilities shall be grounds for

dismissal.

Deputy Director

1. Shall perform those duties delegated to her/him by the Director, as

well as those stated in the section of these By-Laws describing her/his Project, and those stated in the Policies of her/his Project.

2. Shall perform the duties of the Director in the Director's absence or if

the Director has been suspended or removed and a successor has not yet been confirmed. In the event that a Deputy Director has not been

appointed, the By-Laws specific to each Service Project shall state who shall fulfill these obligations.

Other Senior Officers: shall be listed in these By-Laws in the section describing the Project to which s/he is responsible, along with her/his duties.

7. Junior Officers

a. Unless otherwise specified, shall be nominated by the Joint Service Project

Director and confirmed by the Association legislative bodies.

b. Shall be a provisional Junior Officer with all relevant powers subsequent to

notification of the Association legislative bodies.

c. Shall serve until the end of the term of office of the Director who appointed

her/him.

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d.

e.

May be removed by the Director who appointed her/him, or by the Association legislative bodies, subject to the Usual Guidelines for the Untimely Removal of

an Appointed Officer. The requirements for doing so shall be specified in the respective By-Laws of the Association legislative bodies.

Shall have those responsibilities listed in the section of these By-Laws discussing

the Project to which s/he is appointed, as well as those listed in the Policies of her/his Project.

**F.**

**Service Project Policies and Standing Rules**

1. Each Joint Service Project shall have a set of Policies (as defined by section I.8 of

these By-Laws) and Standing Rules (as defined by section I.10 of these By-Laws).

2. The minimum content, if any, of each Joint Service Project's Policies and Standing

Rules shall be stipulated in the section of these By-Laws pertaining to each Project.

**Section 4: Joint Service Partnerships**

**A.**

**B.**

**C.**

**Authority**

In addition to the authority granted to each Joint Service Partnership by virtue of section

IX.1.E of these By-Laws, shall have whatever additional authority is specified in the section of these By-Laws discussing each Partnership.

**Officers and Governance**

Each Joint Service Partnership shall have the organizational structure assigned to it by

the section of these By-Laws discussing that Partnership.

In the interests of avoiding a profusion of terminology, concepts and structures defined

for Joint Service Projects in section IX.3 of these By-Laws may be borrowed when specifying the organizational structure of Joint Service Partnerships. In such cases,

"Project" should be taken to be replaced by "Partnership" in the referenced concept or structure.

**Section 5: Speakers Bureau**

**A.**

**B.**

**Definitions**

For the remainder of this Section, the Speakers Bureau shall be referred to as the

*Bureau*.

**Charge**

1. Shall be a Joint Service Project of the Association, as defined in section IX.3 of these

By-Laws.

2. The Bureau shall have the sole authority to invite, on behalf of the entire Association,

individuals to speak at Stanford.

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3. The Bureau shall select speakers so as to promote intellectual, political, social, and

cultural awareness of differing viewpoints in the Stanford community. On

controversial issues, every attempt shall be made to provide a balanced presentation

of speakers to the community, although this balance need not be present in each individual event.

**C.**

**D.**

**Officers and Governance**

1. The Senior Officers of the Bureau shall consist of:

a. The Director, who shall be chosen in accordance with section IX.3.E.6 of these

By-Laws.

b. The Deputy Director, who shall be chosen in accordance with section IX.3.E.6 of

these By-Laws.

2. There shall be three Junior Officers of the Bureau, known as *Area Directors*. Their

exact authority and responsibilities shall be specified in the Policies of the Bureau.

3. In addition to the Joint Project Officers, the voting members of the Bureau shall also

include volunteer members, whose number and method of selection and confirmation shall be specified in the Bureau Policies.

4. All decisions of the Bureau shall require the approval of a majority of the members

present and voting, with the proviso that a majority of the Project Officers can veto any Bureau decision.

5. The ex-officio members of the Bureau shall consist of the President, the Vice-

President, and the US Liaison, and a GSC designee.

6. The US Liaison Committee for the Bureau shall be specified in the US By-Laws.

**Budget**

1. The Association legislative bodies shall approve, reject, or modify the budget of the

Bureau. The requirements for approval or modification shall be specified in the respective By-Laws of the Association legislative bodies.

2. The Bureau budget shall consist of the following parts:

a. The Operating Budget, which shall be used for the basic operating expenses of

the Bureau, including, but not limited to, indirect cost recovery charges,

compensation to Bureau Project Officers, publicity, and payments to

individuals/organizations for work done assisting the Bureau in the development of speaking programs.

b. The Discretionary Fund, which shall be allocated to specific programs and/or

types of speaking expenses.

3. The Bureau may solicit funds from any source except from unrestricted funds of the

Association (endowment, interest income, Business Project profit, indirect cost

recovery charges), subject to the guidelines of the Association and the University.

However, no funds may be accepted from non-VSO or non-Association entities and

used by the Bureau unless mention of such funds is made in the budget. For other

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sources of funds, the Bureau shall be required to submit quarterly reports listing the funds received and used.

4. If an honorarium of 20% or more of the Discretionary Fund is to be paid to a speaker,

prior approval of the Association legislative bodies is required before signing a contract or paying the speaker. If the Executive Committee determines that the

Association legislative bodies cannot meet in a timely manner to consider a proposed

honorarium, then the Executive Committee may act on behalf of the Association legislative bodies in approving such a proposal.

5. All events organized or financed, in whole or in part, by the Bureau shall be open to

all members of the Association without charge, except those members of the

Association who request a fee refund from the Bureau, who may be charged an

admission fee. The Association legislative bodies, or the Executive Committee, may grant exceptions to this.

**E.**

The Bureau Policies must contain at least the following:

1. A description of the powers and responsibilities of the Junior Officers of the Bureau.

2. A specification of the number of voting volunteer members, the procedure by which

they are selected and confirmed, and a description of their powers and responsibilities.

3. Guidelines by which speakers are chosen.

4. Guidelines for co-sponsoring events with VSOs.

**Section 6: Legal Counseling Office Policy Board**

**A. Definitions**

1. For the remainder of this Section, the Legal Counseling Office Policy Board shall be

referred to as the *Policy Board*.

2. The Legal Counseling Office shall be refereed to as the *Office*.

**B. Charge**

1. Shall be a Joint Service Partnership of the Association, as defined in section IX.4 of

these By-Laws.

2. The Policy Board shall govern the functioning, and review the operations of, the Office.

3. Shall select the attorney or law firm to staff the Office and set the pay and hours of the

attorney.

4. Shall promulgate and review from time to time both the policy guidelines and the

clients the Office will handle.

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5. Shall ensure the confidentiality of legal counseling that takes place between a client and

attorney under the auspices of the mechanisms established by the Policy Board.

**C. Officers**

1. The voting members of the Policy Board shall consist of:

a. The President or Vice President of the Association, who shall chair the Policy

Board. The chair may appoint another voting or ex-officio member to chair the Policy Board until he or she wishes to resume authority.

b. A member of the US, to be determined by the US.

c. A GSC designee, to be determined by the GSC.

d. One member of the Association who shall not be an elected member of the Association but who shall be a law student. This member shall be chosen by the procedure described in section IX.3.E.6 of these By-Laws.

e. One Law School faculty or staff member, who shall be appointed by the Dean of the Law School.

f. One member of the Palo Alto Bar Association, who shall be appointed by the President of the Palo Alto Bar Association.

2

3

4.

5.

The ex-officio members of the Policy Board shall consist of:

a. A representative of the Dean of Student Affairs Office.

b. The Financial Manager, or his/her designee.

c. The Office attorney, who shall not be present in matters relating to her/his firing and/or replacement, except as the Policy Board shall provide.

All newly-elected Policy Board members shall serve on the Policy Board effective

immediately after their certification by the appropriate legislative bodies.,

Policy Board members shall have a term of office of one year, starting the quarter after the quarter in which they are confirmed, or until a successor takes office.

A Policy Board member may be removed by the agency appointing her/him. If the Policy Board member was appointed by the Association legislative bodies, her/his removal shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

6. A Policy Board member may be removed by a 2/3 vote of both Association legislative

bodies upon the recommendation of either the Policy Board or the Executive

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**D.**

**E.**

**F.**

Committee, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

**Governance**

1. Chair

a. Shall ensure the enforcement of the Constitution, these By-Laws, Acts of the

Association legislative bodies, and the Policies, Rules of Order, and Standing Rules of the Policy Board.

b. Shall be the primary spokesperson for the Policy Board.

c. Shall set the agenda of, call, and preside over all meetings of the Policy Board,

and shall vote only in those cases where her/his vote would be decisive.

2. Deputy Chair

a. Shall be a member of the Policy Board, nominated by the Chair and confirmed

by the Policy Board.

b. May be removed at any time by the Chair, with the consent of the Policy Board. c. Shall assist the Chair in the performance of her/his duties. d. Shall perform the duties of the Chair in her/his absence.

3. The Policy Board shall meet at least quarterly during the academic year.

4. Proper notification of a meeting of the Policy Board shall require written notification

of all members of the meeting time and place, at least 72 hours before the meeting.

5. Quorum for all meetings of the Policy Board shall be constituted by a majority of its

voting members.

**Office Budget**

1. All disbursements shall be made in accordance with the budget of the Office as

approved by the Policy Board.

2. The Office may solicit funds from any source, except from the unrestricted funds of

the Association (endowment, interest income, Business Project profit, indirect cost recovery charges), subject to the guidelines of the Association and the University.

However, no funds may be accepted and used by the Office unless mention of them is made in the approved budget of the Office.

3. The Policy Board shall approve the salaries of all staff members of the Office,

including that of the attorneys.

**Office Manager**

1. The Office Manager shall be nominated by the Office Manager Selection Committee

(hereafter referred to as the *OMSC*) and confirmed by a 2/3 vote of the Policy Board.

2. The OMSC shall consist of the following 5 members:

a. The President of the Association, who shall chair the OMSC. b. The US Liaison to the Policy Board.

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c. The GSC designee to the Policy Board.

d. The attorney, or representative of the law firm, staffing the Office.

e. The current Office Manager, who shall be an ex-officio member of the OMSC.

3. Quorum for an OMSC meeting shall consist of a majority of the voting membership.

4. Unless otherwise specified, all decisions of the OMSC shall be by majority.

5. The Office Manager shall serve until her/his resignation or removal by a 2/3 vote of

the Policy Board.

**G.**

**H.**

**I.**

**Grievances**

9. The Chair shall receive all complaints concerning the Office.

10. The Chair shall convene a meeting of the Grievance Subcommittee of the Policy

Board (hereafter referred to as the *Subcommittee*), composed of the student members of the Policy Board, to consider those grievances the Chair deems require immediate action.

11. The Subcommittee shall report the disposition of each grievance reported to it to the

Policy Board for ratification or disapproval at each regular meeting of the Policy Board.

12. The Chair shall report all other grievances to the Policy Board.

13. The decision of the Policy Board shall be conclusive unless shown to have been

obviously contrary to the Policy Board's guidelines.

14. All reports shall maintain the confidentiality of the client, except where the client

wishes otherwise.

**Interaction with the Association Legislative Bodies**

In no case shall the Association legislative bodies interfere with the day-to-day

operations of the Office, or violate any of the ethical guidelines for attorneys.

**Access to Information**

Legal counseling that takes place under the auspices of mechanisms established by the

Policy Board must remain confidential between the client and attorney. All other

records of the Office fall under the jurisdiction of the Freedom of Information policies of the Constitution and these By-Laws.

**Section 7 : FLICKS Policy Board**

**A. Definitions**

1. For the remainder of this Section, the FLICKS Policy Board shall be

referred to as the Policy Board.

**B.**  **Charge**

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1. Shall be a Joint Service Project of the Association, as defined in section IX.3 of

these By-Laws.

2. The Policy Board shall govern the functioning, and review the operations of,

the FLICKS group.

3. Shall promulgate and review from time to time both the policy guidelines of the

FLICKS group.

**C.**  **Officers**

1. The voting members of the Policy Board shall consist of:

a. b.

c. d. e. f.

One member of the Undergraduate Senate

The President of the Association, who shall chair the Policy Board. In the absence of the President, the deputy chair shall govern. The Vice President of the Association.

One representative from the Graduate Student Council.

The CEO of Stanford Student Enterprises or his designee. The director of the FLICKS group.

2. All elected members of the Association legislative bodies shall serve as ex-

officio members of the FLICKS Policy Board.

3. Policy Board members shall have a term of office of one year, beginning

immediately and ending when a successor takes office.

4. A Policy Board member may be removed by the agency appointing her/him. If

the Policy Board member was appointed by the Association legislative bodies,

her/his removal shall be subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

5. A Policy Board member may be removed by a 2/3 vote of both Association

legislative bodies upon the recommendation of either the Policy Board or the

Executive Committee, subject to the Usual Guidelines for the Untimely Removal of an Appointed Officer.

**D.**  **Governance**

1. Chair

a.

b. c.

Shall ensure the enforcement of the Constitution, these By-Laws, Acts

of the Association legislative bodies, and the Policies, Rules of Order, and Standing Rules of the Policy Board.

Shall be the primary spokesperson for the Policy Board.

Shall set the agenda of, call, and preside over all meetings of the Policy

Board, and shall vote only in those cases where her/his vote would be decisive.

2. Deputy Chair

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a.

b.

c. d.

Shall be a member of the Policy Board, nominated by the Chair and confirmed by the Policy Board.

May be removed at any time by the Chair, with the consent of the Policy Board.

Shall assist the Chair in the performance of her/his duties. Shall perform the duties of the Chair in her/his absence.

3. The Policy Board shall meet at least quarterly during the academic year, or

when the Chair deems necessary.

4. Proper notification of a meeting of the Policy Board shall require written

notification of all members of the meeting time and place, at least 72 hours before the meeting.

**E. Office Budget**

1. All expenditures shall be approved by the Policy Board

2. The FLICKS group may solicit funds from any source, except from the

unrestricted funds of the Association (endowment, interest income, Business Project profit, indirect cost recovery charges), subject to the guidelines of the

Association and the University. However, no funds may be accepted and used by the FLICKS groups unless mention of them is made in the approved budget of the Policy Board.

3. The Policy Board shall meet at least once to specifically address the budget.

**G. Grievances**

1. The Chair shall receive all complaints concerning the FLICKS group.

2. The Chair shall convene a meeting of the Grievance Subcommittee of the

Policy Board (hereafter referred to as the Subcommittee), composed of the student

members of the Policy Board, to consider those grievances the Chair deems require immediate action.

3. The Subcommittee shall report the disposition of each grievance reported to it

to the Policy Board for ratification or disapproval at each regular meeting of the Policy Board.

4. The Chair shall report all other grievances to the Policy Board.

5. The decision of the Policy Board shall be conclusive unless shown to have been

obviously contrary to the Policy Board's guidelines.

6. All reports shall maintain the confidentiality of the client, except where the

client wishes otherwise.

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**Section 8: ASSU Student Service Division**

**A. Definitions**

For the remainder of this Section, the ASSU Student Service Division shall be referred to

as the *Division*.

**B. Charge**

1. The Division shall be a Joint Service Project of the Association, as defined in section

IX.3 of these By-Laws that will oversee and organize services for students and provide

a vehicle for students to engage in service towards the benefit and betterment of the Stanford community.

2. The Service Division is responsible for executing the operations of all not for profit

services provided by the ASSU and not incorporated in their own Service Organization.

All decisions made towards this end must be done in conformity with the policies and guidelines adopted by the Association.

**C. Officers and Governance**

1. The Senior Officers of the Division shall consist of:

a. The Director, who shall be chosen in accordance with section IX.3.E.6 of these

By-Laws. Until the first Director of SSD is hired, the outgoing Vice-President of the Association will act as interim Executive Director of the Division.

The Director shall:

(i) Set and hone the strategic vision for the Division.

(ii) Work with the Executive and the legislative bodies to develop services that fill

a unique need in the Stanford community.

(iii)Implement and manage services approved by the legislative bodies.

(iv)Appoint and prescribe the powers and duties, after consultation with and

subject to the approval of the legislative bodies, of such other officers and employees of the Division, as the Director shall deem appropriate.

(v) Act as the primary spokesperson for the Service Division

(vi)Exercise any authority granted to the Director under this Charter or otherwise

delegated to the Director by the legislative bodies.

b. The Deputy Director, who shall be chosen in accordance with section IX.3.E.6 of

these By-Laws.

II. The Deputy Director shall assist the Director in running the Division.

2. There shall be Junior Officers of the Division, known as Project Directors. Their exact

authority and responsibilities shall be specified in the Policies of the Division.

3. The voting members of the Division shall include Project Directors, the Deputy Director

and the Director of the Division.

4. All decisions of the Division shall require the approval of a majority of the members

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present and voting, with the proviso that a majority of the Project Directors can veto any Division decision.

5. The ex-officio members of the Division shall consist of the President, the Vice-

President, and the US Liaison, and a GSC designee.

6. The US Liaison Committee for the Division shall be specified in the US By-Laws.

**D. Budget**

1. The Association legislative bodies shall approve, reject or modify the budget of the

Division. The requirements for approval or modification shall be specified in the respective By-Laws of the Association legislative bodies.

2. The Division budget shall consist of the following parts:

a. The Operating Budget, which shall be used for the basic operating expenses of the

Division including, but not limited to, indirect cost recovery charges, compensation to Division Project Officers and publicity.

b. The Discretionary Fund, which shall be allocated towards specific programs, any

types of service expenses and start up capital to be used towards the development of new services.

3. The Division may solicit funds from any source except from unrestricted funds of the

Association (endowment, interest income, Business Project profit, indirect cost

recovery charges), subject to the guidelines of the Association and the University.

However, no funds may be accepted from non-VSO or non-Association entities and used by the Division unless mention of such funds is made in the budget. For other

sources of funds, the Division shall be required to submit quarterly reports listing the funds received and used.

**E. The Division policies must contain at least the following:**

1. A description of the powers and responsibilities of the Junior Officers of the Division.

2. A specification of the number of volunteer members, the procedure by which they are

selected and confirmed, and a description of their powers and responsibilities.

3. Guidelines by which new services are developed.

**Appendix I: Policies of the Association Elections**

**Section 1: General**

**A.**  **Times of Elections**

1. Except as otherwise provided herein, all elections shall be held on 2 consecutive

school days during an academic quarter, except that overseas campuses shall hold elections at times specified by the Commission.

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2. The Spring Quarter General Election shall be held on a date approved by both

legislative bodies within the bounds set by the Constitution. The Spring Quarter General Election shall be the only election during which Special Fee requests be

considered or reconsidered during any subsequent elections that may result from the Spring Quarter General Election.

**B.**

**Election Timetable**

1. The Commission shall present to the relevant Association legislative bodies for their

information a timetable specifying completion goals for all aspects of an election at

least 8 weeks before the Spring Quarter General Election, or one week after an Association legislative body has called an election.

2. Where the Constitution, these By-Laws, the US By-Laws, the GSC By-Laws, the

Charge of the Commission, or these Policies specify a deadline for an aspect

of an election, the Elections Commission may impose an earlier deadline only with

the approval of the relevant Association legislative bodies. The requirements for

doing so shall be specified in the respective By-Laws of the Association legislative bodies.

**Section 2: Election Issues**

**A.**

**General**

1. Any member of the Association seeking to be elected to an Association legislative

body shall be referred to as a *candidate*.

2. A *slate* shall be construed to mean a grouping of candidates to be voted for

collectively on the ballot.

3. Nothing in this section shall be construed to prohibit or regulate the endorsement of a

candidate by any person, organization, or Voluntary Student Organization, including political parties.

4. Any members of the Association seeking to be elected as the President and Vice-

President or as Class Presidents shall be referred to as a slate.

5. Any student organization requesting a Special Fee shall designate a member of the

Association to be referred to as the *sponsor*. Actions taken by any member of the student organization shall be considered actions of the sponsor where such actions were explicitly or implicitly authorized by that organization or its officers.

6. Any member(s) of the Association or student organization(s) wishing to campaign

against a Special Fee request shall designate a member of the Association to be referred to as the *sponsor*.

7. Any member of the Association wishing to campaign for a General Fee issue,

whether to increase or decrease an undergraduate General Fee by one of the options

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for setting the amount of a General Fee, or to create, change the base amount of,

change the statement of purpose of, or abolish a General Fee, will be referred to as the

*sponsor*. A person may be the sponsor of only one option for setting the amount of a General Fee.

8. Any member of the Association wishing to campaign against a proposal to create,

change the base amount of, change the statement of purpose of, or abolish a General Fee will be referred to as the *sponsor*.

9. The author(s) of a ballot measure shall designate a member of the Association to be

referred to as the *sponsor*.

10. Any member(s) of the Association or student organization(s) wishing to campaign

against a ballot measure shall designate a member of the Association to be referred to as the *sponsor*.

11. No actions may be taken by any member of the Association on the behalf of any

candidate, slate, or sponsor without her/his consent. Actions taken by any member of

the Association with the consent of the candidate, slate, or sponsor shall be considered actions of that candidate, slate, or sponsor.

12. No candidate, slate, sponsor, or any officer of a student organization seeking a

Special Fee, shall be an elections officer.

13. The original sponsor may be replaced by a substitute sponsor by action of the

appropriate student organization, author of a ballot measure, or member(s) of the

Association, provided that the Elections Commissioner consents to such replacement.

The substitute sponsor shall sign a declaration of intent. The substitute sponsor shall

continue to be bound by all actions taken by the original sponsor before her/his replacement.

**B.**

**C.**

**D.**

**E.**

**Coterminal Students**

Coterminal students shall be eligible to vote and seek election as either a member of the

undergraduate or a member of the graduate body, but not both.

**Presidential Slates**

Each slate for the Presidency shall consist of two members of the Association; one a

candidate for President, one a candidate for Vice-President, in accordance with the provisions of the Constitution.

**General Fee Issues**

General Fee issues consist of setting the amount of an existing Fee and of creating,

changing the base amount of, changing the statement of purpose of, or abolishing a Fee.

**Ballot Measures**

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1. Any referendum must take the form of a bill or resolution and shall follow the form

used by the relevant Association legislative bodies in the construction of bills and resolutions.

2. Any Constitutional amendment must take the form of a bill and shall follow the form

used by the relevant Association legislative bodies in the construction of bills.

3. All ballot measures must be divided by section. No section may be dependent upon

another section of the ballot measure for its implementation.

**Section 3: Placement of Issues on the Ballot**

**A.**

**B.**

**General**

1. *Placement on the ballot* shall refer to the qualification for election of the appropriate

candidate or slate, or for approval of the appropriate Special Fee request or ballot

measure. Appearance on the ballot shall refer to actual mention on the physical election ballot of the appropriate candidate, slate, Special Fee request, or ballot measure.

2. In borderline cases, the Elections Commissioner in consultation with the Hearings

Officer shall allow election issues to proceed towards placement on the ballot.

3. A meeting shall be held at least 1 week prior to the beginning of campaigning or, in

the case of the Spring Quarter General Election, during Winter Quarter, to orient all

candidates, slates, and sponsors to election practices. The time and place of the

meeting shall be announced to all individuals who have filed declarations of intent.

4. Any candidate, slate, or sponsor may withdraw from the election by submitting to the

Commission, at least 24 hours prior to the opening of the polls, a written declaration of withdrawal.

**Declaration of Intent**

1. A Declaration of Intent shall be a statement submitted to the election commission

indicating a desire to place a candidate, slate, or other issue on the ballot. Additional

specifications may be specified in the Elections Policies of the relevant Association legislative bodies.

2. The filing of a declaration of intent shall normally be the first step in seeking

placement on the ballot.

3. The Commission shall approve a declaration of intent upon verification that all the

requirements for placement on the ballot have been met

4. A list of all candidates, slates, Special Fee requests, and ballot measures whose

declarations of intent have been approved by the Commission shall be posted in the

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Commission office, and this information shall be made available to student publications in a timely manner.

5. No declarations of intent for the Spring Quarter General Election shall be accepted

before the start of Winter Quarter.

6. In order to appear on the ballot or in the Elections Handbook during the general election, a slate or sponsor must file their Declaration of Intent by 5:00 P.M. on the Friday immediately preceding Dead Week during Winter quarter.

7. The Commission shall, with the approval of the relevant Association legislative bodies, specify other deadlines for the filing of declarations of intent for all other elections.

**C.**  **Petitions**

1. Form

a. A petition must contain the following during solicitation and submission:

b.

c.

d.

e.

f.

The informational pages shall contain the name of the appropriate candidate,

slate (and the names of its members), or sponsor (and the organization requesting

the Special Fee or the title of the ballot measure); their email address; their

telephone number; and any additional information specified by the Constitution,

the Association By-Laws, the US By-Laws, the GSC By-Laws, the Charge of the Commission, or these Policies.

Any missing information shall invalidate a petition.

A valid signature shall consist of the legible name of a member of the

Association, the member's student identification number, and the member's enrollment status (graduate or undergraduate).

The total number of graduate and undergraduate petition signers should be

compiled and presented to the election commission when submitting the petitions.

The top of each signature page of a petition shall state the name of the proposed candidate (and the district which they are a candidate from, if appropriate), slate

(and its members), sponsor of and organization making a Special Fee request

(and the amount requested), or sponsor and title of the ballot measure, whichever is appropriate, as well as the population to which the petition is addressed.

2. Prior Approval

a. Candidates, slates, and sponsors shall submit a sample petition to the

Commission for its approval as to form.

b.

The Commission shall examine sample petitions thus submitted for their

compliance with all relevant provisions of the Constitution, the Association By-

Laws, the US By-Laws, the GSC By-Laws, the Special Charge of the

Commission, and these Policies within 48 hours of their submission (72 hours if over a weekend), and shall either approve such petitions as to form or shall state

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what modifications would be necessary in order to receive such approval. Any

such approval, or any statement of necessary modifications, shall be made in writing. Before making such a determination, the Elections Commission shall

seek the advice of the US Appropriations Committee, the GSC Financial Officer

(or her/his designee(s)), and the Financial Manager concerning all Special Fee budgets which have not previously been approved by the relevant Association legislative bodies for placement on the ballot.

c.

d.

Any petitions which have been approved by the Commission as to form, or

which were modified before signatures in support of so as to meet the

requirements specified by the Commission and subsequently resubmitted and

given final approval in writing by the Commission, shall be deemed to have met all relevant specifications of the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Charge of the Commission, and these Policies.

The Commission shall retain on file a copy of all petitions submitted or

resubmitted for approval, and of all statements of necessary modifications.

3. Solicitation of Signatures for a Petition

a. Only members of the Association may solicit signatures in support of a petition.

The member(s) of the Association supporting a petition must be available to answer questions from potential signers in a timely manner.

b.

c.

d.

e.

f.

g.

No signatures shall be solicited before the first day on which declarations of intent for the relevant election may be filed.

The member of the Association supporting a petition, or the sponsor, candidate, or slate the petition supports, may withdraw the name of any signer. No person may place the signature of another person on a petition.

Any member of the Association may withdraw her/his name from a petition

before its verification by notifying the appropriate candidate, slate, or sponsor, and by notifying the Commission.

No solicitation for signatures shall interfere with any University class, function, or operation.

The Commission shall have the authority to impose additional regulations

governing the solicitation of petition signatures only in extraordinary circumstances.

For any petition that is believed to have signatures solicited in violation of these rules, the Commission shall determine whether or not to invalidate that petition.

Notice of any such invalidation(s) shall then be posted in a public location

announced in advance by the Commission. The Commission shall also make a

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reasonable effort to notify any candidate, slate, or sponsor whose petition was invalidated of that fact in a timely manner.

i.

ii.

4. Appeals

For the Spring Quarter General Election, this determination shall be made, and the required notice posted, no later than 7 days after the final deadline for the submission of petitions.

For all other elections, this determination shall be made, and the required

notice posted, by a deadline specified in the Special Charge of the

Commission, or, failing that, in the Election Timetable to be presented by the Commission to the relevant Association legislative bodies.

a. Any candidate, slate, or sponsor whose petition has been invalidated by the

Commission for violation(s) of the rules governing the solicitation of signatures may appeal such a decision to the relevant legislative bodies.

b.

c.

d.

e.

f.

g.

Any candidate, slate, or sponsor wishing to appeal the invalidation of a petition shall file a written notice of appeal with the President of the Association no later than 72 hours after notice of the invalidation has been posted.

Once such an appeal has been filed, the Commission shall proceed with the

verification of the contested petition, and shall take all actions required to protect

the rights of the appealing candidate, slate or sponsor to appear in the Elections Handbook and on the ballot, pending resolution of the appeal. However, should

the petitions be found invalid for reasons other than violation(s) of the rules

governing the solicitation of signatures, the appeal shall be declared moot and no hearing need be held.

The President of the Association shall then notify the Chair of the relevant

legislative bodies, who shall convene the relevant legislative bodies to hear the appeal. The relevant candidate, slate, or sponsor shall be given at least 24 hours advance notice of the time and place of the hearing.

At the hearing, the Elections Commissioner shall present the Commission's

reasons for invalidating the petition, including the specific act(s) constituting

violation(s) of the solicitation rules alleged to have been committed and the reasons for believing they constitute grounds for invalidation.

At the hearing, the candidate, slate, or sponsor appealing may present whatever

evidence desired to the relevant legislative bodies. All members of the

Association shall cooperate with any reasonable request for information made by this candidate, slate, or sponsor.

Members of the relevant legislative bodies shall have the right to request any and

all information they deem appropriate, including additional testimony, and all parties shall receive such information and have the right to challenge it.

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h.

i.

j.

k.

At the conclusion of the hearing, the relevant legislative bodies shall meet and determine whether or not a violation of the By-Laws or Policies of the relevant

Association legislative bodies, which justifies invalidation of the petition has occurred. However, the relevant legislative bodies shall have the discretion to determine the validity of any action of the Commission.

In making this determination, the relevant legislative bodies shall consider whether or not the alleged acts were in fact committed, whether or not they constitute a violation of the By-Laws or Policies of the relevant Association legislative bodies, and whether or not they are sufficiently serious or affect a significant enough number of petition signatures to justify invalidation.

Should the relevant legislative bodies determine that invalidation was not

justified, then the appeal shall be granted and the appropriate candidate, slate, Special Fee request, or ballot measure shall appear in the Elections Handbook

and on the ballot, provided that all other requirements for appearance on the

ballot have been satisfied. If the invalidation is found to have been justified, then the appeal shall be rejected and appearance on the ballot shall not occur.

Should the relevant legislative bodies fail either to accept or reject an appeal on a

timely basis, then the appropriate candidate, slate, Special Fee request, or ballot measure shall appear on the ballot, and in the Elections Handbook, provided that all other requirements for appearance on the ballot have been satisfied.

i.

ii.

For the Spring Quarter General Election, the deadline for the President of the Association either to accept or reject the appeal shall be 5:00 P.M. the first day of Spring Quarter.

For all other elections, the deadline to accept or reject the appeal shall be specified in the Charge of the Commission or failing that, in the

Elections Timetable presented by the Commission to the relevant Association legislative bodies.

l. The party being investigated shall enjoy all other judicial rights granted in the

Constitution unless they conflict with other Constitutional requirements.

m. Any decision by a candidate, slate, or sponsor to expend funds on campaign

expenses in anticipation of the granting of an appeal shall be at the risk of that candidate, slate, or sponsor.

5. Verification

a.

b.

The Commission shall verify all signatures as they are submitted, provided that

an appropriate declaration of intent is on file.

All petitions that do not meet the specifications detailed in the Constitution, the

Association By-Laws, the US By-Laws, the GSC By-Laws, the Charge of the Commission, and these Policies shall first be declared invalid. All other

petitions shall be declared valid. The Commission shall have the authority to

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waive any defects in the form of a petition, if in its opinion the defects were not

so serious as to prevent members of the Association from making an informed

decision as to whether or not to provide their signature for that petition.

c.

d.

e.

f.

g.

The number of signatures submitted in support of the candidates, slate, or

sponsor shall be the total number of signatures submitted in each valid petition,

less any signatures that are not complete, as specified in the Constitution, the Association By-Laws, the GSC By-Laws, the US By-Laws, and these Policies.

Petitions supported by fewer than the number of signatures required shall be

declared invalid; otherwise the signatures shall be verified.

Verification of a signature shall consist of a comparison of both the associated

name and student identification number in a list of registered students prepared

by the Registrar. If the exact student identification number is in the list and the

name reasonably matches the corresponding name in the list, or the exact name is

in the list and the student identification number reasonably matches the

corresponding number in the list, and if the individual in question is a member of the appropriate district or class, then that signature shall be considered valid.

Otherwise, it shall be considered invalid. An "exact match" of a name shall

consist of a last name, and either a first name or a middle name which exactly match those found in the list provided by the Registrar.

In determining whether names or numbers "reasonably match", those verifying

shall, within the limits of the relevant rules, err on the side of accepting a

signature that seems to have been made in good faith by someone entitled to sign the petition. In particular, different word orders, and use of informal names shall not necessarily prevent names from "reasonably matching". If the Registrar is in the process of changing student identification number format, either format shall be considered valid.

The Commission shall prepare a written report stating, for each petition

submitted, the number of signatures submitted, the number of signatures verified,

the number found to be invalid, and whether or not the petition as a whole was

valid or invalid. For the Spring Quarter General Election, this report shall be transmitted to the President of the Association and the Chairs of the relevant

Association legislative bodies no later than the last day of the End-Quarter Period during Winter Quarter.

6. Reverification

a. Any candidate, slate, or sponsor may request a reverification of a petition by

filing a reverification request within 72 hours after the announcement by the Commission of the results of the initial verification of the petition.

b. All reverification requests shall contain the name of the requesting party, her/his

local address and phone number, and either a $50 bond (for candidates and slates) or a $250 bond (for sponsors), to be placed on deposit with the Students' Organizations Fund.

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c.

d.

e.

f.

A request shall be considered filed upon receipt by the Elections Commissioner of the request and by the Students' Organizations Fund of the bond.

The Commission shall then verify each signature submitted in support of the petition.

If there are fewer valid signatures in support of the petition than required, then

the petition shall be declared invalid and the bond credited to the budget reserve

of the Commission; otherwise the petition shall be declared valid and the bond refunded.

If on the basis of the reverification a petition is declared valid, when it was

initially declared invalid, or if a petition is declared invalid when it was initially

declared valid, then the bond shall be refunded by the Students' Organizations

Fund; otherwise the bond shall be forfeit, and shall be credited to the budget reserve of the Commission.

**D.**

**E.**

**Officers**

1. Any members of the Association declaring intent to become the President and Vice-

President, and requesting to appear in the Elections Handbook and on the ballot, must submit to the Commission a petition of at least 200 members of the Association.

2. Other signature requirements will be listed in the By-Laws or Policies of the relevant

Association legislative bodies.

3. The relevant By-Laws may specify additional positions for which only members of

the relevant population run and vote for.

**Special Fee Requests**

1. In order for its Special Fee request to be placed on the ballot, a student organization

must qualify under one of the following provisions:

a.

b.

Voluntary Student Organizations: organizations which are intended to be (and

actually are) primarily composed of student members, require no student to join,

are recognized by the University, and are either open to all students or open to

only those students meeting certain criteria which are established and evaluated

in an objective manner by the organization. In order to qualify under this

provision, the ultimate constitutional, budgetary, and policy-making authority of the organization must be vested entirely in its student members.

Chartered Organizations: organizations which are intended to be (and actually

are) primarily composed of student members, require no student to join, are

recognized by the University, and are either open to all students or open to only those students meeting certain criteria which are established and evaluated in an

objective manner by the organization, but where the ultimate constitutional, budgetary, and policy-making authority are vested in a University office or committee or any body other than its student membership.

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i.

ii.

Such an organization shall have a Special Fee request placed on the ballot

only with the express consent of the relevant Association legislative

bodies. This consent shall take the form of a resolution certifying that, in

the opinion of the relevant Association legislative bodies, the organization

and its finances are in fact essentially under the control of students, and

shall require for approval a 2/3 vote. At the time that this resolution is

approved, the relevant Association legislative bodies may specify

additional criteria under which the Special Fee request is placed on the

ballot, which shall be as binding on the organization as is its detailed

budget. Approval of this resolution shall only determine the organization's

eligibility to receive a Special Fee, and shall be independent of, and in

addition to, any action by the relevant Association legislative bodies actually placing the request on the ballot.

In the event that the constitution, structure, finances, policies, or

operations of such an organization is substantially modified, as defined by the relevant Association legislative bodies, so as to impair student control and/or prevent the Special Fee funds from being used for the purposes for

which they were originally intended, the relevant Association legislative

bodies may by a 2/3 vote pass a resolution halting the disbursement of

Special Fee funds to that organization. Upon the approval of such a

resolution, any and all Special Fee funds already disbursed to the

organization shall revert to the Association and shall be placed in the

relevant population's Buffer Fund. If a joint group, then the funds shall be

split into the Graduate and Undergraduate Buffer Funds to reflect the monetary contributions of each population.

2. An agency of the Association shall have its Special Fee request placed on the ballot

only with the consent of the relevant Association legislative bodies. This consent shall only determine the organization's ability to seek a Special Fee, and shall be

independent of, and in addition to, any action by the relevant Association legislative bodies actually placing the request on the ballot.

3. An agency of the Association requesting a Special Fee must be not otherwise

financially dependent on the Association.

4. If a Special Fee request which has met all Elections Commission deadlines is left off

the ballot, then the request may be funded from the relevant population's Special Buffer Fund by a 2/3 vote of the relevant Association legislative bodies.

5. Any student organization seeking a Special Fee may submit a petition of members of

the Association to the Commission. The information pages in each petition shall

contain:

a. the detailed budget for the organization submitted for the following fiscal year;

b. the original detailed budget for the current fiscal year, if applicable;

c. the most recently modified budget for the current fiscal year, if applicable;

d. an accounting of the expenses of the current fiscal year to date, if applicable;

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e.

f.

g.

an estimate of the expenses for the remainder of the current fiscal year, if

applicable;

the population from which the fee is being sought (i.e., undergraduate students,

graduate students, or both); current reserve balances.

6. A detailed budget shall be a line item estimate of all planned expenditures and

expected revenues, and their particular sources, to be generated by activities of the

student organization during a fiscal year. This budget must contain line items for

gross Fee assessment income and Fee assessment refunds, the latter to be a

percentage of the former, this percentage being referred to as the budgeted refund rate.

7. As part of its declaration of intent, Special Fee application, and detailed budget each

student organization seeking a Special Fee must declare from which population it is

seeking its Special Fee. This decision should be based on consideration of the

demographics of the student organization's membership, audience, users of services

provided, or other criteria as determined by the relevant Association legislative bodies or their designee(s). The designee(s) of the Association legislative bodies shall advise student organizations as to which population would be appropriate for funding given the particular student organization's characteristics.

8. A returning special fee group desiring to change its funding population must re-

petition the relevant population as specified in Article V, Section 2.A.6.a or Article V,

Section 2.A.6.b of the ASSU Constitution. This does not apply to groups changing their funding population from Joint to Graduate or Undergraduate.

9. Special Fee Refund Rates

a.

b.

c.

The budgeted refund rate shall be based upon estimates prepared by the Financial Manager of the actual refund rates incurred during the current fiscal year for each Special Fee.

If the Special Fee request is not placed on the ballot by the action of the relevant

Association legislative bodies, then the budgeted refund rate shall be approved by a procedure specified in the respective By-Laws of the relevant Association legislative bodies, provided that this rate shall not be less than either the actual

refund rate for that organization during the current fiscal year (if there was a

Special Fee collected for that organization during the current fiscal year) or that

the lowest actual refund rate incurred of any Special Fee during the current fiscal year (if no such Special Fee was collected during the current fiscal year).

The relevant Association legislative bodies shall approve a budgeted refund rate

for a student organization by either the Friday of the sixth week of Winter quarter, or at the meeting which occurs at least 48 hours after the student

organization presents their budgetary and other financial information to the

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d.

Elections Commission, Financial Manager, and the relevant Association legislative bodies, whichever occurs later.

If the relevant Association legislative bodies fail to approve a budgeted refund

rate on a timely basis, then this rate shall be either the actual refund rate for that organization's Special Fee during the current fiscal year (if there was a Special Fee collected for that organization during the current fiscal year), or the median

of the actual refund rates incurred for all Special Fees during the current fiscal year (if no such Special Fee was collected during the current fiscal year).

10. The required budget information shall be presented in the following form:

a.

b.

c.

d.

A numerical table, the columns of which shall represent the organization's detailed budget proposed for the following fiscal year, the original detailed budget for the current fiscal year, the most recently modified budget for the

current fiscal year (if it differs from the original budget), the actual expenditures

for the current fiscal year to date, and an estimate of expenditures for the

remainder of the current fiscal year. Each row of the table shall represent one

particular income or expenditure line item from the organization's detailed

budget, and the appropriate entries shall be made for that line item under each of

the column headings. For line items which apply only to the budget for the current fiscal year or the proposed budget for the following fiscal year, the

entries under the columns referring to the year to which they do not apply shall

be zeros. Line items may represent either types of expenditures or specific programs.

A narrative text, which shall describe each line item and may contain more

detailed information supporting the amounts of the proposed line items;

commenting on differences between the organization's current budget, its actual and projected expenditures for the current fiscal year, and its proposed budget for the following fiscal year; or any other information deemed relevant.

An explanation of which criteria the student organization used to determine its funding population.

Organizations which receive at least half of their expected income from non- Special Fee sources shall have the option of dividing their budget into Special Fee funded and non-Special Fee funded portions.

11. Any student organization seeking a Special Fee must provide complete disclosure of

the following information to the Association legislative bodies:

a. assets

b. reserves

c. authorized and unauthorized non-ASSU bank accounts

d. ASSU bank accounts, except where prohibited by the Constitution,

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e. sources of funding other than Special and General Fees, including but not limited

to, alumni donations, corporate donations, grants, funding from other University units, endowment payouts.

12. Any student organization seeking and receiving approval from the relevant

Association legislative bodies for its Special Fee request must use the same detailed

budget as was approved by the relevant Association legislative bodies on its petitions.

13. All expenditures must be for the organizational and basic programming expenses of

the student organization requesting the Special Fee. This student organization shall be

responsible for the spending of all funds, including those used in a co-sponsored event.

14. The Commission shall determine if any given budget meets these requirements.

Before making such a determination, the Elections Commission shall seek the advice

of the designee(s) of the relevant Association legislative bodies and the Financial

Manager concerning all Special Fee budgets that have not previously been approved

by the relevant Association legislative bodies for placement on the ballot. Only if these requirements are met may a Special Fee request be place on the ballot. However, the budget of any Special Fee request which has been approved for

placement on the ballot by an appropriate action of the relevant Association legislative bodies shall be considered to have met these requirements.

15. Any student organization seeking placement on the ballot of a Special Fee request on

the basis of a previous Special Fee request as specified in the Constitution must

satisfy the following requirement: the gross amount requested may not exceed the

gross amount received in the organization's most recent Special Fee request, as adjusted for inflation, plus ten per cent.

16. No Special Fee request shall be placed on the ballot except in accordance with the

provisions of Article V, Section 2 of the Constitution, and unless its budget meets all specifications detailed above. No Special Fee request whose placement on the ballot requires the submission of petitions shall be placed on the ballot unless the petitions submitted meet all of the above requirements. If a group petitions successfully to be

placed on the ballot the elections commission must notify the relevant legislative

bodies within 24 hours of presentation of the petition and inform them on their

constitutional right to place a note on the ballot, as outlined in the constitution Article V, Section 2.A.6.e.

17. In the event that a student organization's Special Fee request requires the approval of

both Association legislative bodies in order to be placed on the ballot, but only

receives the approval of one, that student organization may resubmit a revised budget to the Association legislative body that had not approved its initial request. Any petitions

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circulated in support of the initial Special Fee request shall remain valid despite the

potentially changed budget, provided that the initial petitions were found to be valid.

18. Division of a Special Fee Request

a.

b.

c.

d.

e.

f.

g.

All budgetary and other financial information required for a Special Fee request

to be placed on the ballot shall be presented by the student organization

requesting the Special Fee to the Elections Commission, the Financial Manager,

and the relevant Association legislative bodies at least 2 weeks before the last regularly scheduled meeting during Winter Quarter.

Prior to this deadline, the budgetary and other financial information may be

altered by the student organization requesting the Special Fee by so notifying the

Elections Commission, the Financial Manager, and the relevant Association

legislative bodies. After this deadline, the budgetary and other financial

information may not be altered except with the consent of the relevant Association legislative bodies or of their designee(s).

The relevant Association legislative bodies may divide a Special Fee request at

any time after this budgetary and other financial information has been presented.

The student organization requesting the Special Fee shall be given at least 48

hours prior notice that such a motion may be introduced, and the sponsor of the

Special Fee (or her/his designee) shall be allowed to speak before the relevant Association legislative bodies on this issue.

The mechanism by which each Association legislative body divides a Special Fee request shall be specified in the By-Laws of that body.

If both Association legislative bodies divide a student organization's Special Fee

request, but the divisions are not coincidental, then each ballot shall reflect the set of divisions by the relevant Association legislative bodies.

The Elections Commission shall consider valid those petitions for a Special Fee

request, regardless of whether the petitions reflect the division of the relevant Association legislative bodies.

If not all of the sections of the divided Special Fee request are approved, then the

relevant Association legislative bodies and the student organization requesting

the Special Fee may agree to whatever budget modifications are necessary to

provide for the support of essential administrative functions of the student

organization whose absence would prevent the implementation of the activities specified in the approved section's proposed budget.

**F.**  **General Fee Issues**

Each existing undergraduate General Fee will automatically have the options for setting

its amount placed on the ballot, regardless of whether a declaration of intent was filed.

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**G.**

**Ballot Measures**

1. The relevant Association legislative bodies may transmit to the Commission any bill

or resolution to be placed on the ballot as a ballot measure, in which case the author of the bill or resolution shall be considered the author of the ballot measure.

2. Any member of the Association seeking to place a ballot measure on the ballot must

submit a petition of members of the relevant population of the Association to the

Commission. The information pages in each petition packet shall contain the text of

the ballot measure, as well as the population to which the ballot measure is addressed.

**Section 4: Elections Handbook**

**A.**

**General**

1. A member of the Elections Commission shall serve as the editor of the

Elections Handbook.

2. For each general election, the Elections Handbook may take the form of a tabloid

pamphlet inserted into The Stanford Daily, or be independently produced and

distributed separately. For each special election, the Elections Handbook may take the

same form, or such other form as will allow for adequate publicity for the candidates and slates and for adequate distribution to those members of the Association eligible

to vote. The Election Commission may choose to publish the Handbook solely in electronic form, as long as its availability is widely publicized. Separate election

handbooks may be published for the graduate and undergraduate populations

containing only the information relevant to each population, but each must contain information on how to obtain the other handbook.

3. The Elections Handbook shall contain information on the issues to be decided during

the appropriate Association election.

a. No candidate, slate, Special Fee request, or ballot measure for the Spring Quarter

General Election shall appear in the Elections Handbook unless the appropriate

declaration of intent and any necessary petitions have been filed and the

appropriate material for the Elections Handbook submitted to the Elections

Commission by 5:00 P.M. the Friday before Dead Week during Winter Quarter. The Commission shall have the authority to extend this deadline.

b.

For other elections, the declaration of intent and any necessary petitions must be

filed and the appropriate material for the Elections Handbook submitted to the Elections Commission by 5:00 P.M. one week before the election, or at a time specified by the Commission, whichever is sooner. The Commission shall have the authority to extend this deadline.

**B.**  **Contents**

1. The Elections Handbook shall contain:

a. A summary table of all recommendations of the relevant Association legislative

bodies on Special Fee requests and ballot measures.

b. A summary table of all polling times.

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c. A complete and concise set of voting instructions, including appropriate notices with

respect to voter qualifications for each office.

d. A sample ballot to be used for practice and illustration.

e. Statements by each candidate. Statements may contain:

a. The name of the candidate.

b. The candidate's major and class (if a member of the undergraduate population)

or her/his department/School and degree program (if a member of the graduate population).

c. A list containing:

i. Association offices held by the candidate
ii. Offices held by the candidate involuntary Student Organizations
iii. University committees in which the candidate participated.
iv. The dates in which each of the above positions were held
The above list should be presented in reverse chronological order. Graduate students and transfer students may list corresponding positions held at any other University.

d. A position statement submitted by the candidate.

f. Statements made by each slate. Statements may contain:

a. The name of the slate and the name of each of the slate’s members.
b. Each slate member’s major and class (if the candidate is a member of the undergraduate population) or his/her department/School and degree program (if the candidate is a member of the graduate population)
c. A list for each slate member containing:

i. Association offices held by the candidate
ii. Offices held by the candidate involuntary Student Organizations
iii. University committees in which the candidate participated.
iv. The dates in which each of the above positions were held
The above list should be presented in reverse chronological order. Graduate students and transfer students may list corresponding positions held at any other University.
d. A position statement submitted by the slate.

g. Statements on each Special Fee request. Statements shall consist of the following

information:

a. The name of the student organization making the request.

b. The amount of money requested.

c. The population from which the Fee is being sought.

d. The name(s) of the sponsors in favor and opposed (if any) to the Special Fee

request.

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e.

f.

A position statement submitted by each sponsor, not to exceed 400 words each. If there is more than one sponsor opposing the Special Fee, only the first to submit a statement will be entitled to have it published. However, such a statement submitted by a voting member of a relevant Association legislative body takes absolute precedence over statements submitted by other members of the Association, even if those statements were submitted before that of the voting member of an Association legislative body

The Commission shall be charged with ensuring that any statement filed by a sponsor in opposition is indeed one in opposition, and shall be empowered to disregard it otherwise.

g. A summary of the Special Fee request, presented by the student organization

requesting the fee, and limited to:

i. a subtotal of each event

ii. a line-item summary

h. The budget request summary must be approved by the Elections Commissioner

and the Financial Manager. The complete documentation of the Special Fee

request shall be on file at the Association office and at each polling site for public inspection, and this fact shall be noted in the summary.

h. The information required for statements setting the amount of each existing

undergraduate General Fee shall be specified in the US By-Laws.

i. The information required for each existing graduate General Fee shall be specified in

the GSC By-Laws.

j. Statements on creating, changing the amount of, changing the statement of purpose

of, or abolishing General Fees. Statements consist of the following information:

a. The title, current statement of purpose, current base amount of the General Fee,

and the population on which the Fee would be assessed, if the Fee currently exists.

b.

c.

d.

e.

f.

A statement of what is being changed: the proposed new base amount of the Fee,

expressed as dollar amounts, amount per student per quarter, and percentage

change from the current base amount (if any); the proposed new title and

statement of purpose (if any); the proposed population on which the Fee would be levied.

For linked proposals, the title assigned by the relevant Association legislative

bodies, followed by the current and proposed information for each General Fee issue that makes up the proposal, as specified above.

For proposals involving existing General Fees, a warning that this proposal, if it succeeds, overrules the vote on setting the amount of those Fees.

A position statement submitted by each sponsor, not to exceed 400 words each. If there is more than one sponsor opposing the ballot measure, only the first to submit a statement will be entitled to have it published. However, such a statement submitted by a voting member of a relevant Association legislative body takes absolute precedence over statements submitted by other members of the Association, even if those statements were submitted before that of the voting member of an Association legislative body.

The name(s) of the sponsors in favor of and opposed (if any) to the ballot measure.

 g.

A position statement submitted by each sponsor, not to exceed 400 words each. If

there is more than one sponsor opposing the General Fee issue, only the first to

submit a statement will be entitled to have it published. However, such a

statement submitted by a voting member of an Association legislative body takes

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absolute precedence over statements submitted by other members of the

Association, even if those other statements were submitted before that of the voting member of an Association legislative body.

g.

Background information on each Fee. For existing Fees, this consists of the

current overall Fee budget, and the list of groups funded in the current year. For

new Fees, this consists of whatever information is approved by the relevant

Association legislative bodies. Information on existing Fees that is already being

included in the Elections Handbook need not be repeated here, except where needed for clarity.

k. Statements on each ballot measure. Statements shall consist of the following

information:

a. The title of the ballot measure. b. The text of the ballot measure.

c. The population eligible to vote on the ballot measure.

d. The name(s) of the sponsors in favor and opposed (if any) to the ballot measure.

In those cases where the ballot measure was placed on the ballot by the relevant Association legislative bodies, this fact shall be noted.

e. The Commission shall be charged with ensuring that any statement filed by a

sponsor in opposition is indeed one in opposition, and shall be empowered to disregard it otherwise.

f. A clear and concise estimate of the financial impact of the ballot measure

prepared by the Financial Manager for the Commission.

l. A summary table, listing each Special Fee request, the amount requested, and the

estimated number of dollars per student per quarter to be collected if the request is

approved, plus an estimate of the total number of dollars per student per quarter to be

collected if all requests on the ballot are approved. This table shall include a

statement noting that, in addition to the Special Fees, the Association Fee and

surcharges will also be collected, and estimating their amount and the resulting number of dollars per student per quarter to be collected.

m. Any material supplied by the Commission to make the Elections Handbook easier to

read and use.

n. After the submission of a statement to the Commission, but prior to its being typeset,

the author may make non-substantive modifications, or substantive modifications to correct statements of fact whose veracity have been publicly challenged.

**C.**

**Layout**

1. All voting members of Association legislative bodies, candidates, slates, and sponsors

shall be accorded the opportunity to examine the proofs of the Elections Handbook before it is printed, and at that time may call attention to any errors, which shall be

corrected. However, errors resulting from the failure of a candidate, slate, or sponsor

to supply correct information to the a member of the Elections Commission

before the appropriate deadline shall be corrected only with the consent of a

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member of the Elections Commission, and at the expense of that candidate, slate, or sponsor.

a.

b.

For the Spring Quarter General Election, the Commission shall publicly

announce the time and place at which the opportunity to examine the proofs of the Elections Handbook shall be made available at least 48 hours in advance of

that opportunity, but in any case no later than the last day of Winter Quarter.

For other elections, the Commission shall publicly announce the time and place at which the opportunity to examine the proofs of the Elections Handbook shall be made available at least 24 hours in advance.

**D.**  **Distribution**

The Elections Handbook shall be made available to all students at least one week prior

to the Association election.

**Section 5: Ballots**

**A.**

**B.**

**Ballot**

Different classes of ballots shall exist. Each class of ballots shall list only those

candidates, slates, Special Fee requests, General Fee issues, and ballot measures for

which a well-defined subset of the Association is eligible to vote. Any class of ballots

which is intended to be used by members of the Association from more than one district

shall be designed so that a member's votes will be tallied only if cast for candidates in the district in which s/he is eligible to vote.

**Contents**

1. The first section shall contain instructions on how to fill out the ballot.

2. The next sections shall list the candidates, slates, Special Fee requests, General Fee

issues, and ballot measures in the following order: Constitutional Amendments,

Referenda, Joint Special Fee requests, relevant undergraduate or graduate Special Fee

requests, General Fee issues, Presidency, the relevant Association legislative bodies, and, if appropriate, the Class Presidents.

a.

b.

No candidate, slate, Special Fee request, or ballot measure for the Spring Quarter

General Election shall appear on the ballot unless the appropriate declaration of

intent and any necessary petitions have been filed by 5:00 P.M. the Friday before

Dead Week during Winter Quarter. The Commission shall have the authority to extend this deadline, but to no later than the last day of Winter Quarter.

For other elections the declaration of intent and any necessary petitions must be

filed by 5:00 P.M. one week before the election, or at a time specified by the

Commission, whichever is sooner. The Commission shall have the authority to extend this deadline.

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c.

A Special Fee request whose sponsor has not completed all the requirements specified in the Constitution, the Association By-Laws, the US By-Laws, the GSC By-Laws, the Charge of the Commission, and these Policies for placement and appearance on the ballot by the deadline indicated above shall

appear on the Spring Quarter General Election ballot only if all of the following

conditions are satisfied:

i.

ii.

The relevant Association legislative bodies authorize such an appearance by approving a resolution specifying the extenuating circumstances by the

procedures specified in the Constitution and their respective By-Laws, and the President of the Association approves this resolution.

The student organization requesting the Special Fee agrees to pay for all

costs associated with its appearance on the ballot, such costs to be determined by the Commission with the approval of the Financial Manager.

d.

e.

If a sponsor submits a petition to place on the ballot a ballot measure after the

deadline indicated above, then the Commission may authorize it to appear on the ballot.

The Commission shall verify the eligibility of each candidate and slate, and of

each Special Fee request and ballot measure and their associated sponsors, before authorizing their appearance on the ballot.

3. For each candidate, slate, Special Fee request, and ballot measure, the following

information shall be made available on the ballot.

a.

b.

c.

d.

e.

Candidates shall be listed by name.

A sufficient number of spaces shall be designated for write-in candidates.

Slates shall be listed by the name of the slate, with the names of the members of

each slate included in parenthesis. Spaces shall be provided for one write-in slate

in the Presidency race. These spaces shall be sufficient in number and format to

allow voters to write in the name of the write-in slate or the names of the individual members of the slate.

Special Fee requests shall be listed by the name of the appropriate student

organization, the total gross Fee requested and the Financial Manager's estimate

of the per-capita Special Fee request (i.e. the amount to be levied on each

member of the funding population if the Fee is passed) included in parenthesis.

Special Fee requests that appear on the ballot without the approval of the relevant

Association legislative bodies must include the information that would have

appeared on the petition and would have been submitted to the relevant Association legislative bodies on the ballot (had they sought legislative approval).

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f.

g.

h.

i.

The ballot format for the setting of each undergraduate General Fee shall be

specified in the US By-Laws.

Proposals for creating a new General Fee must be listed as "To Create the <Fee Title> General Fee (<Base Amount>)". Proposals to change the base amount of

an existing General Fee must be listed as "To (increase/decrease) the <Fee Title>

General Fee by <Change in Base Amount>". Proposals to change the statement

of purpose of an existing General Fee must be listed as "To Change the

Statement of Purpose of the <Fee Title> General Fee", followed by a the old and

proposed new statements of purpose for that Fee. Proposals to abolish an

existing General Fee must be listed as "To Abolish the <Fee Title> General Fee".

In all cases, the population on which the General Fee would be levied must be

listed. Linked proposals must be listed by the title assigned by the relevant Association legislative bodies.

Ballot measures shall be listed by the title of the measure.

All relevant material from the Elections Handbook regarding that candidate,

slate, Special Fee request or ballot measure

4. Sub-classes

a. For each class of ballots, a number of sub-classes shall be generated.

b. On the ballots of each subclass, candidates and slates running for the same

position shall be listed in a different random order.

c. The total number of ballots printed for each class shall be apportioned as equally

as possible among their subclasses.

d. The ballots shall be marked to distinguish the appropriate class and sub-class in

order to facilitate the tallying of the ballots.

5. All other ballot measures shall be listed in alphabetical order on all ballots.

6. The Commission shall supply connective material to make the ballot easy to read and

use.

**C.**

**Ballot Security**

1. The technical staff of the Commission shall be responsible for ensuring the security

of all electronic election material, including safeguarding the security of all electronic election data.

2. The Elections Commissioner shall be responsible for ensuring the security of all

paper ballot election materials, including safeguarding the security of all paper ballot election data.

3. The technical staff of the Commission shall ensure that only members of the

Commission discharging their duties as specified in the Association By-Laws, the US

By-Laws, the GSC By-Laws, the Charge of the Commission, and these

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Policies shall have access to any data generated as a result of any election, until four weeks after the election and voter identities are removed.

4. The identity of each voter shall only remain associated with their vote in a computer

database while eligibility verification is being performed. Four weeks after an

election, any information that would reveal the identity of any individual voter shall

be removed from any databases. The Elections Commission shall maintain

demographic information and make it available for retrospective studies of voter

turnout and other analysis. This information shall also be made publicly available.

5. The computer program used to administer the election shall not log any passwords

used for eligibility verification purposes, and shall be designed so as to ensure that passwords are not compromised during the election process.

**Section 6: Voting**

**A.**

**B.**

**C.**

**D.**

**Method**

Voting shall primarily take place through the use of a computer program. This program

shall be designed to function on as wide a variety of computer platforms as is

reasonable, and to allow as many students as possible to access the election program

from their rooms, residences, offices, or laboratories. The program shall be designed to allow for unattended voting from any suitable computer.

**Start of Polling**

Polling at unattended computers shall begin at midnight on the first day of the election.

**Voter Qualifications**

1. Any member of the Association possessing a valid Stanford student identification

number is eligible to cast a ballot in a general election.

2. Any member of the Association possessing a valid Stanford student identification

number and belonging to the appropriate subset of the Association is eligible to cast a ballot in a special election.

3. Voter eligibility shall be determined during voting through the use of an appropriate

identification/password pair, and shall ultimately be based on possession of a valid student identification number. Procedures shall be established to ensure coherency

between eligibility verification during unattended voting and voting from a paper ballot polling site.

4. No member of the Association shall vote for candidates in a district other than the one

to which s/he belongs. Other restrictions on voting eligibility shall be listed in the By-Laws of the relevant Association legislative bodies.

**Voting from an unattended computer**

1. The voter shall execute the election program on an appropriate computer platform.

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2. The program shall present each section of the ballot to the voter, in the appropriate

manner, as required by the Association By-Laws, the US By-Laws, the GSC By- Laws, the Charge of the Commission, and these Policies.

3. The program shall request an appropriate identification/password pair to verify the

eligibility of the voter.

4. The program shall provide interactive access to all the material in the Elections

Handbook during the voting process.

**E.**  **Closing of the Polls**

Voting through unattended computers shall end at 11:59 PM on the second day of the

election, at which time all polling shall cease.

**Section 7: Tabulation of Results**

**A.**

**B.**

**C.**

**D.**

**General**

1. The results of an election shall be tabulated through the use of a computer program.

The election technical staff shall be responsible for the operation, accuracy, and security of the tabulation procedure.

2. Only members of the Commission and the technical staff shall be involved in the

tabulation process, or have access to the computer(s) being used for tabulation.

3. No less than 1 member of the Commission shall be present with the technical staff at

all times while results are being tabulated and reported.

**Absentee Ballots**

1. In order to be included in the final tally of ballots cast, an absentee ballot must be

mailed to the Election Commission with a postmark no later than the second day of voting, or delivered in person to the Commission no later than the close of the polls on the second day of voting. The Commission shall not be responsible for absentee

ballots which do not reach the Commission or are not returned in time to be tallied by virtue of delay in the postal system.

2. Any ballot incorrectly marked shall not be tallied.

**Write-in Votes**

1. Only write-in votes attributable to a single, eligible write-in candidate or slate shall be

tallied for that candidate or slate.

2. All votes for write-in slates that have not declared their slate names in a declaration of

intent before the opening of the polls must contain the names of the individual members of that slate to be attributed to that slate.

**Final Tally**

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1. No individuals other than members of the Commission shall be informed of the

results of any tally until all polls have been declared closed. The Commission shall, at

its discretion, provide periodic information during the election as to the number of ballots cast.

2. After the polls have been declared closed, the Elections Commissioner shall make a

reasonable attempt before the deadline for filing declarations of intent to contact all

candidates who have a reasonable chance of being elected to office and who have not filed such a declaration.

3. Tallies for the Presidential vote shall include the primary elections, the result of the

Presidential Election, and the result of the runoff election, if any. The number of ballots removed in each primary election shall be reported.

4. The final tally shall consist of a complete tally of all ballots cast.

5. The undergraduate final tally shall consist of that subset of the final tally involving

issues on which members of the undergraduate population were eligible to vote.

6. The graduate final tally shall consist of that subset of the final tally involving issues

on which members of the graduate population were eligible to vote.

7. No result may take effect except on the basis of the relevant final tally.

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**Appendix II:**  **Association Financial Policies**

**1.** The following policies shall be determined by the Board of Directors of Stanford Student

Enterprises, or its designee(s):

**A.**

**B.**

**C.**

**D.**

**E.**

**F.**

**G.**

**H.**

A specification of the range of financial assets in which the Association's funds, and the

funds of student organizations on deposit with the Students' Organizations Fund, may be invested, and the distribution of funds across such assets.

A specification of the maximum amount that may be loaned to any one organization, the maximum amount of such loans that may be outstanding at any one time, and the interest rates of such loans.

A specification of the types of accounts available to student organizations through the Students' Organizations Fund, as well as the terms and the rate of interest for each type of account.

A specification of the degree to which income from various sources shall be considered expendable, including but not limited to the payout rate for the Operating Budget. This

policy shall provide for such reinvestment of income as is required for the long-term financial soundness of the Association.

A specification of the method used to calculate the payout rate for the Operating Budget.

A specification of the method of calculation of indirect cost charges against the various non-business sectors of the association, including an explanation for that method and a description of services provided by these charges.

A specification of the levels of reserve funds required for financial soundness by Stanford Student Enterprises.

A specification of what information held by Stanford Student Enterprises may be

considered proprietary. Proprietary information shall be available to the President or any member of the Association legislative bodies upon request, but may not be more widely released without the consent of the Board of Directors or its designee.

**2.** Copies of the policies specified above, as well as annual budgets indicating the overall

revenues and expenses of individual business projects and the amount contributed by

Stanford Student Enterprises to the Association endowment, shall be provided by the Board of Directors of Stanford Student Enterprises (or its designee) to the President or any member of the Association legislative bodies upon request. Any proprietary business information or

employee information contained within these policies or budgets may not be more widely released without the consent of the Board of Directors or its designee.

**3.** Each year during the Autumn Quarter, the Financial Manager shall publish the texts of the

policies specified above, and shall distribute copies to the Association legislative bodies.

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**Appendix III:**  **Revision History**

**Section 1: 1998-1999 Session**

**A.**  Initial creation.

**Section 2: 1999-2000 Session**

**A.**  1-P-1: <Unknown Title>

Partial removal of the "None of the Above" option from the Presidential ballot.

**Section 3: 2000-2001 Session**

**A.**

**B. C. D.**

Reformatting.

2-?-?: To Create the ASSU Parliamentarian

2-?-?: Instant Runoff Voting for ASSU Presidential Election

2-?-?: <Unknown Title>

Overhaul of sundry portions.

**Section 4: 2001-2002 Session**

**A.**  Removal of the ASSU Parliamentarian position (Article II, Section 1), as it was

discovered that the legislative bodies passed different versions of the bill creating it.

**Section 5: 2002-2003 Session**

**A.**

**B. C. D. E.**

Article III, Section 1A1a: Updated to include US Treasurer

Article VI, Section 2B3: Updated to include US Treasurer Article VI, Section 2B4: Updated to include US Treasurer Article VI, Section 2C2: Updated to include US Treasurer

Article VI, Section 1D2: Updated to include US Senate Associates

**Section 6: 2003-2004 Session**

The following were amended to incorporate changes made to the Special Fees System

Appendix I, Section 4.E.15

Article VI, Section 7d, 1a

Article VI, Section 7.A.7.a Appendix I, Section 6.B.2

Appendix I, Section 4.C.1.d

Appendix I, Section 4.E

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**Section 7: 2004-2005 Session**

**A.**

**B.**

**C.**

**D.**

**E.**

**F.**

**G.**

Review of Special Fees Committee Bill VII: To Implement the Partitioning of the

Association Buffer Fund into the Undergraduate Buffer Fund and the Graduate Buffer

F und

1. Article VI, Section 7.A.7.a: Amended to account for separate buffer funds. 2. Article VI, Section 7.A.8: Amended to account for separate buffer funds.

3. Appendix I, Section 4.E.1.b.ii: Amended to account for separate buffer funds. 4. Appendix I, Section 4.E.4: Amended to account for separate buffer funds. 5. Article VI, Section 7.A.17: Added to govern separate buffer funds.

Review of Special Fees Committee Bill VIII: To Create a Mechanism to Replenish the

Undergraduate or Graduate Special Fee Buffers

1. Article VI, Section 7.A.7.f: Added to permit surcharge.

A Bill to Create a Mechanism to Replenish the Undergraduate or Graduate Special Fee

Buffers

1. Article VI, Section 7.A.7.f: Amended to correct term for buffer fund.

A Bill to Remove References to the Defunct US Budget and Finance Committee (See

Section 5 of this Appendix)

1. Article VI, Section 2.B.1: Amended to replace Chair of the US Budget and Finance

Committee with US Treasurer.

2. Article VI, Section 2.B.2: Amended to replace US Budget and Finance Committee

with US Treasurer.

3. Article VI, Section 2.B.4: Amended to replace US Budget and Finance Committee

with US Treasurer and remove "no later than its last regularly scheduled meeting" from "review and modification" requirement.

4. Article VI, Section 2.C.1: Amended to replace US Budget and Finance Committee

with US Treasurer

5. Article VI, Section 2.C.1.a: Amended to replace "second regularly-scheduled

Committee meeting" with "second week" for expenditure report requirement. Joint Legislative Bill 01: To Implement a Procedure to Resolve Ties for Executive

Elections

1. Article V, Section 8.A.6: Amended to add population distribution tiebreaker in case

previous round tiebreaker fails

Joint Legislative Bill 02: To Repeal the Unconstitutional Process of Certification and

Implement a Constitutional Method of Invalidating Fraudulent Elections

1. Article V, Section 9.A.6: Moved to Article V, Section 8.C and renumbered

accordingly.

2. Article V, Section 9: Repealed and completely replaced

3. Article V, Section 10: Added

4. Appendix I, Section 2.B.4: Amended to reflect repeal of certification 5. Appendix I, Section 6.C.3: Amended to reflect repeal of certification 6. Appendix I, Section 6.C.4: Amended to reflect repeal of certification 7. Appendix I, Section 8.D.7: Amended to reflect repeal of certification

Joint Legislative Bill 04: To Remove an Anachronistic Post-Electoral Procedure

1. Appendix I, Section 1.A.3: Repealed old process related to certification

2. Appendix I, Section 2.F.1.a-b: Amended to detach salary schedule from old process 3. Appendix I, Section 2.F.2.a-b: Amended to detach salary schedule from old process

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**Section 8: 2005-2006 Session**

**A.**

**B.**

Joint Legislative Bill 02: To Create an Accelerated Re-Application Process for the

Financial Manager Position

1. Article VI, Section 1.E.6: Amended to allow for an accelerated re-application

process.

2. Article VI, Section 1.E.7: Added to require extraordinary circumstances for a

second term.

3. Article VI, Section 1.E.8: Added to define extraordinary circumstances.

4. Article VI, Section 1.E.9: Added to impose a financial manager term limit.

Joint Legislative Bill 04: To Amend the Association Elections Policies (To Switch to Online Petitions and To Require Full Financial Disclosure from Special Fee Groups) 1. Appendix I, Section 4.C.1.a: Amended to remove paper petition terminology.

2. Appendix I, Section 4.C.1.b: Amended to change mailing address to email address. 3. Appendix I, Section 4.C.1.c: Amended to remove paper petition terminology. 4. Appendix I, Section 4.C.1.d: Amended to allow electronic signatures. 5. Appendix I, Section 4.C.1.f: Struck redundant requirement.

6. Appendix I, Section 4.C.1.e: Amended to remove paper petition terminology and

renumbered as Appendix I, Section 4.C.1.f.

7. Appendix I, Section 4.C.1.e: Added portion removed from Appendix I, Section

4 .C .1 .d .

8. Appendix I, Section 4.C.2.a: Amended to require pre-approval of petition format. 9. Appendix I, Section 4.C.2.b: Amended to remove paper petition terminology.

10. Appendix I, Section 4.C.2.c: Amended to remove paper petition terminology and

redundant requirement.

11. Appendix I, Section 4.C.3: Renamed to remove paper petition terminology.

12. Appendix I, Section 4.C.3.a: Amended to remove paper petition circulator presence

requirement with online petition sponsor contact requirement.

13. Appendix I, Section 4.C.3.b: Amended to remove paper petition terminology.

14. Appendix I, Section 4.C.3.c: Amended to remove paper petition terminology and

convoluted wording.

15. Appendix I, Section 4.C.3.e: Amended to remove paper petition terminology and

simplify signature solicitation rules.

16. Appendix I, Section 4.C.3.f-g: Struck complex, redundant signature solicitation

rules.

17. Appendix I, Section 4.C.3.h: Amended to remove paper petition terminology and

renumbered as Appendix I, Section 4.C.3.f.

18. Appendix I, Section 4.C.3.i: Renumbered as Appendix I, Section 4.C.3.g. 19. Appendix I, Section 4.C.3.j: Struck redundant requirement.

20. Appendix I, Section 4.C.4.a: Amended to remove paper petition terminology. 21. Appendix I, Section 4.C.4.c: Amended to remove paper petition terminology. 22. Appendix I, Section 4.C.4.e: Amended to remove paper petition terminology. 23. Appendix I, Section 4.C.4.i: Amended to remove paper petition terminology.

24. Appendix I, Section 4.C.5.a-c: Amended to remove paper petition terminology. 25. Appendix I, Section 4.C.5.e: Struck to remove paper petition terminology.

26. Appendix I, Section 4.C.5.f-g: Amended to remove paper petition terminology and

renumbered as Appendix I, Section 4.C.5.e-f.

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27. Appendix I, Section 4.C.5.h: Struck to remove paper petition terminology.

28. Appendix I, Section 4.C.5.i: Amended to fix inaccurate terminology and

renumbered as Appendix I, Section 4.C.5.g.

29. Appendix I, Section 4.E.5: Amended to require that Special Fee petitions include

current reserve balances.

30. Appendix I, Section 4.E.11-18: Renumbered as Appendix I, Section 4.E.12-19.

31. Appendix I, Section 4.E.11: Added to require full financial disclosure from Special

Fee groups.

32. Appendix I, Section 4.E.19.e: Amended to clarify rules when Association

legislative bodies divide Special Fee requests differently.

33. Appendix I, Section 4.E.19.f: Struck in order to strengthen requirements of

Appendix I, Section 4.E.19.e.

34. Appendix I, Section 4.E.19.g: Amended to remove convoluted wording and

renumbered as Appendix I, Section 4.E.19.f.

35. Appendix I, Section 4.E.19.h: Renumbered as Appendix I, Section 4.E.19.g.

36. Appendix I, Section 6.B.3.f: Added ballot disclosure requirement for Special Fee

groups who petition around the Association legislative bodies for ballot placement

**C.** Joint Legislative Bill 05: To Codify By-Laws Regarding General Fees

1. Article VI, Section 7.C: Amended to prevent disproportionately funding the same

subset of a population and to prohibit formation of puppet funding groups.

**D.** Elections Commission Bill 05: To Eliminate the Inclusion of Endorsements on the

Ballot

1. Appendix I, Section 6.B.3.c: Struck to eliminate the inclusion of a voluntary student

organization next to a candidate's name on the ballot.

2. Appendix I, Section 6.B.3.d-j: Renumbered as Appendix I, Section 6.B.3.c-i.

**E.** Elections Commission Bill 08: To Amend the Requirements for Publicizing ASSU

Elections Meetings

1. Appendix I, Section 2.B.2: Amended to switch requirement of "well-advertised"

with a requirement of advertisements in The Stanford Daily.

2. Appendix I, Section 4.A.3: Amended to remove requirement to use advertisement

in The Stanford Daily for the campaign policy meeting.

**Section 9: 2006-2007 Session**

**A.** Elections Commission Bill 05: To Modify and Clarify the Association Elections Policies.

**B.** Elections Commission Bill 07: To Modify, Amend, and Modernize the Joint Bylaws

regarding Elections.

**Section 10: 2007-2008 Session**

**A.** 2007-05-09: A Bill to Amend the Joint Association By-Laws Governing Officer

Positions on the ASSU Legal Counseling Office Policy Board.

**B.** 2007-10-31: A Bill to Amend the Joint Bylaws to Create a FLiCKS Policy Board.

**C.** 2008-04-09: A Bill to Amend the Joint Association Bylaws Governing the Duration of

the ASSU Executive Term in Office.

**Section 11: 2008-2009 Session**

**A.** 2009-02-25A: Bill to Charter the ASSU Student Service Division.

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**B.** 2009-02-25B: Bill to Add Public Financing to the Joint Bylaws.

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