ASCI Code

I: Election Code

101: Major ASCI Offices

The offices of ASCI President, ASCI Vice President, ASCI Secretary, ASCI Treasurer, Program Council Directors, Outdoor Program Directors, Intramural Directors, and the editors of the Trail and Coyote shall be designated major ASCI offices. No person may hold two major offices simultaneously.

102: Election of Program Council, Outdoor Program, and Intramural Council

The official ballot for these offices will allow for a total of four (4) persons to run as a group, with one (1) person designated in the ballot as the chairperson in each group. This individual will serve as the primary liaison between ASCI Executive Council, ASCI Senate, Program Council, Outdoor Program, and Intramurals, respectively.

103: Time of Elections

All major ASCI Officers shall be elected in a regular election to be held on the Friday following Spring Break. Senators shall be elected in a regular ASCI election to be held on the Wednesday of the third week after the beginning of Fall Term.

104: Terms

The terms of office for all Senators shall extend from the time of their election until the end of that academic year. The terms of all major ASCI Offices shall extend from the time of their election until the end of the next academic year. No student may hold more than one of any of the aforementioned offices nor may any Judicial Board member hold any other ASCI office.

105: Election Board

An Election Board will conduct all ASCI elections. The Vice President of ASCI will be chairperson of the Election Board. The Vice President may appoint a chairperson to take their place. In addition to the chairperson, the Election Board shall consist of one representative from each voting district, to be appointed by the Senators from that district at the beginning of the academic year. Candidates for office may not serve as Election Board members or clerks. Board members shall serve a term of one year. The ASCI President will appoint members to fill vacancies created by resignation or disqualifications.

106: Election Board Duties
The Election Board shall be responsible for the enforcement and execution of the Election Code and shall determine the eligibility of all candidates and voters in accordance with the ASCI Constitution and Code. The Board shall ensure secret voting and shall take proper measures toward prevention of illegal voting procedures. The Board shall take appropriate actions to ensure an adequate electronic voting system is in place. The Board shall certify election results and present the official results to the ASCI Senate at the session following the elections. The Chair of the Election Board shall be accountable to the ASCI Senate for the execution of all elections covered in the ASCI Code.

107: Notification of Election

Fourteen (14) days prior to the deadline for filing declarations of intent, the Election Board shall notify the student body of the following: a) election name; b) election date; c) offices to be elected; d) items to be voted on. Notification shall also be made in the minutes of the ASCI Senate for the meeting preceding the election.

108: Declaration of Intent

Each candidate for a position as an ASCI Executive Officer, Outdoor Program Director, Program Council Director, Intramural Director, or Senator must secure Declarations of Intent from the Office of Student Affairs. Completed Declarations of Intent shall be returned to the Office of Student Affairs no later than 5:00 pm on the Friday preceding elections. The Chair of Election Board shall make Declarations of Intent available fourteen (14) days prior to the date due. The title of the office and the name of the candidate shall be placed on the Declaration of Intent by the candidate, and the Declaration shall bear the signature of the candidate. The Declaration shall also include a waiver of privacy to academic records so that the Dean of Student Affairs may confirm the candidate's academic eligibility, but in no instance shall a candidate's GPA be disclosed to other students or to the public.

109: Qualifications of Candidates

All candidates must be members of ASCI. No person on academic probation may run for an ASCI office. No person may compete for more than one office in any one election. All candidates shall abide by the rules of the Election Code.

110: Voter Eligibility

All members of the ASCI are eligible to vote. It shall be the duty of the Election Board to determine the eligibility of voters. Election officials may require additional identification, as they deem necessary. Individuals shall vote only within constituencies in which they are bona fide members. Voters are entitled to vote for the maximum number of candidates in the election.

111: Voting Districts

The school will be divided into voting districts: one for each populated residence hall, the Village Apartment Complex, and off-campus. The ASCI Executive Council will determine the number of seats per district, with the number of seats not to exceed twenty-four. The allocation
will be done annually before the senatorial election. The criteria for determining the number of seats shall be the size of the student body population and even distribution among the districts.

112: Electronic Election Procedures

For all elections, an electronic voting system will be utilized. Voting will occur within a twenty-four (24) hour period, which will begin at 12:01 am and end at 11:59 pm the day elections are to be held. The electronic ballot form must include the following: the title “Official Ballot,” the date of the election, listing of the offices up for election, each candidate for office listed under the title (in alphabetical order by last name), an ability to vote for a write-in candidate, and any other pertinent information deemed necessary by the Election Board. The electronic ballot will only be accessible through secure means, only by eligible voters, and shall require some sort of identification procedure to ensure security and eligibility.

113: Alternative Election Procedures

If for any reason the election procedures cannot be followed or fail, a re-election will take place no more than seven (7) days after the original election. The Election Board shall make the decision to implement alternative election procedures no later than the seven (7) day period. Physical ballots shall be utilized in the alternative election procedures, which shall follow the same guidelines as electronic ballots. Polling stations shall be established in all residence halls and the student union building. In the residence halls, the stations shall be open for a minimum of five (5) hours; the student union building station shall be open for a minimum of seven (7) hours. Each eligible voter shall vote in the station associated with his or her voting district. A member of the Election Board shall operate each station. No candidate for any office may be present at any of the polling stations, except to cast his or her own vote.

114: Write-In Candidates

Write-in candidates shall be allowed to compete in all regular ASCI elections. They shall abide by all rules of the Election Code except those concerning Declaration of Intent. Write-in candidates who win an election shall be required to sign a waiver of privacy to academic records so that the Dean of Student may confirm the candidate’s eligibility, but in no instance shall a candidate’s GPA be disclosed to other students or to the public. A candidate may challenge the dean’s information by referring to the registrar. A write-in vote must fulfill the requirements of Section I Subsection 08.

115: Tabulation of Votes

Excepting elections involving only two declared candidates, each ASCI Executive Officer must be elected by a majority (50.1%) of the votes cast. If a majority is not achieved, a clear majority will be used to determine the outcome of the election. A clear majority is defined as greater than a 15% difference between the top two candidates. The top candidate must have a minimum of 30% of the vote. If no candidate campaigning for any major ASCI office receives the above-specified majority for the office, an emergency election will be held. In elections with only two declared candidates, any plurality shall elect a candidate.

116: Posting of Results
Results shall be posted in a conspicuous public place and sent out in a campus-wide e-mail as soon as the official count is endorsed by the Election Board. Results shall also be published in the following issue of The Coyote.

117: Protest of Election Results

Any individual or organization may protest an election for any infraction of rules or unethical contest. Protests must be received in writing by the Chairperson of the Election Board within seventy-two (72) hours after the results of the election have been posted. The Board shall be responsible for the handling of all contested procedures. After hearing the violations, the Board shall fully investigate the situation and shall then take one of the following actions: a) dismiss the reported charge; b) disqualify the candidate against whom the charge was made; c) call the election “no contest” and call for a re-election; d) refer the matter to the Senate for further action. Action taken by the Election Board shall be submitted in writing to all parties concerned. All decisions of the Election Board may be appealed to Senate.

118: Campaign Speech Night

During Election Week, preferably on the night before elections, the Campaign Speech Night shall be held. The Election Board shall be responsible for organizing and publicizing the event and all candidates shall be invited to attend. All candidates present for Campaign Speech Night shall have the opportunity to give a campaign speech and take questions from the audience.

119: Emergency Election Procedures for Major ASCI Office Elections

If no candidate receives a clear majority vote in the election of any major ASCI Office, a runoff election shall take place within seven (7) days of the original election between the two candidates receiving the greatest percentage of votes. If a tie results in the runoff election, the decision shall go before the ASCI Senate, voting to be conducted by secret ballot. The decision shall be based on which candidate receives the majority of votes among Senators present. If a tie shall occur in Senate, the ASCI Vice President shall break the tie.

120: Procedures for Filling an ASCI Senate Vacancy

If, after the normal elections are held, a senator or alternate from a particular district shall become ineligible, resign, be removed by the ASCI Senate, or become unable to function as a Senator for that district, an emergency election shall be held as soon as possible.
II: Procedure

201: Bill Definition

A bill is defined as a draft of proposed law concerning changing the ASCI Code or ASCI Constitution, including all amendments that are incorporated up to the time of its passage. A proposed bill is adopted by a two-thirds vote of Senate members voting.

202: Resolution Definition

A resolution reflects the opinion and concerns of the ASCI Senate and the Student Body. A resolution is a recommendation for action, but alone it has no force or effect. A proposed resolution is adopted by a simple majority of Senate members voting.

203: Order Definition

An order includes all legislation for monetary appropriations. A proposed order is adopted by a simple majority of Senate members voting.

204: Senate Bills, Resolutions, and Orders

All Senate legislation shall be filled out in the designated format according to current examples located in Senate files and on the Senate website.

205: Submission of Bills, Orders, and Resolutions

Legislation must be submitted to the ASCI Vice President and ASCI Secretary no later than the Tuesday prior to the Thursday Senate session in which it is to be introduced. It shall be the duty of the ASCI Secretary to provide at the time of the first reading: One (1) copy per Senator, one (1) copy per Executive Officer, and five (5) file copies. File copies are to be placed on file in the ASCI Office. It shall be the duty of the Secretary to number the legislation.

206: Legislative Endorsements

Legislation adopted by the ASCI Senate shall be endorsed by the presiding officer of Senate. Bills shall become law upon submission and endorsement of the ASCI President. All endorsements must include the ASCI President's signature and the date of endorsement.

207: Presidential Veto

Upon passage by the Senate, all legislation shall be presented to the ASCI President for endorsement. If approved, the President shall sign it, but if not, he or she shall return it unsigned to the Senate with his or her reasoning within seven (7) days. Any legislation not returned by the President within the seven (7) days shall become law as if he or she had signed it. If Senate adjournment prevents the return of the legislation, the President shall have fourteen (14) days in which to sign or veto the legislation. Upon veto of legislation, the Senate shall reconsider it. If, after such reconsideration, the Senate passes the legislation by two-thirds voting members, the legislation shall become law.
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208: Resolution and Bill Endorsement by the President of the College

Upon endorsement by the ASCI President, a Resolution or Bill shall be forwarded to the President of the College for review. The President shall indicate his or her approval by initialing the Resolution or Bill. If he or she disapproves, the President shall return the Resolution or Bill to the Senate with an explanation and suggestion attached.

209: Senate Attendance

All student Senators shall be expected to have regular attendance at all Senate meetings. If any Senator has more than three (3) unexcused absences during Fall term or four (4) unexcused absences during Winter/Spring term, then he or she shall be subject to expulsion from the Senate. The Senate shall be required to vote whether or not to expel the Senator, and a two-thirds majority of the Senate members voting shall be necessary for expulsion. The Senate shall take the expulsion vote while the Senator is out of the room. Before a vote is taken, the Senator in question shall be allowed the opportunity to explain his or her absences. The ASCI Secretary shall notify any Senator who has three (3) unexcused absences about his or her attendance record.

210: Excused Absences for Senators

A Senator must contact either the ASCI Secretary or ASCI Vice-President prior to the start of the Senate meeting to be excused from that particular meeting. An excused absence can be defined as school related, a family emergency, or sickness. In the event of the unforeseen emergency, excused absences will be allowed. Following contact of one of the aforementioned Officers, the Vice-President will determine emergency status.

211: Standing Rules Definition

The definition of a standing rule shall be a rule in force permanently or until specifically changed or canceled for guidance or Senate procedure, which will endure through successive sessions until repealed.

212: Adoption of Standing Rules

Standing rules can be introduced and voted upon at any Senate meeting. They shall require a majority vote of the Senate in order to be suspended. Proposed amendments or annulments to these standing rules shall become effective upon adoption by a two-thirds (2/3) vote of the Senate members voting.

213: Limits to Standing Rules

No standing rule shall be in order that conflicts with the ASCI Constitution, Robert's Rules of Order, or the ASCI Code.

214: Form of Standing Rules

Standing Rules shall begin: "Be it resolved, that..."
215: Senate Discussion

Only elected members of the Senate shall be seated around the table on which is conducted Senate business, and only those members shall have unrestricted freedom of discussion as defined by Robert's Rules of Order. At no time will an argumentative atmosphere, void of parliamentary politeness, be tolerated by the Presiding Officer. The floor may be yielded to a visitor once. The individual may answer questions directed to him by the Senate; however, both questions and answers shall be directed to the Presiding Officer, and the two will not overlap one another. The visitor will be concerned with one topic and will restrict him or herself from comments pertaining to any other topic. Visitors not taking part in Senate discussion will remain quiet and must in no way disturb individual Senators or Senate proceedings. Visitors not adhering to these stipulations may be removed from the Senate Floor at the suggestion of the Presiding Officer. These restrictions can be overruled by a two-thirds (2/3) vote of the Senate when deemed appropriate and necessary.

216: Senate Sessions

The business of the Senate shall be transacted openly and not in secret session, unless by majority vote of the Senate under dire circumstances, in which case the meetings will be closed to the public. The results of any closed meetings will be made public.

217: Accountability for Money Allocated to Recipients

Each order submitted to the ASCI Senate will contain sections that require the return of money not spent and a provision to surrender receipts to the ASCI Treasurer to account for any allocated money. Any club that does not comply with any section of the order allocating them money can move that money rescinded by a two-thirds (2/3) majority of the Senators voting.

218: Referendum and Initiative

Referendum is the submission of a law, proposed or already in effect, to a direct vote of the Student Body, who have the right to supersede or overrule the legislation. Initiative is the right of a group of students to introduce a matter for legislation either to the legislature or directly to the voters. Petitions should be submitted either to the Vice President or directly presented at a regular meeting of the Senate and should state in short, precise terms the proposed legislation as it is to appear before the Student Body by ballot. Referendum and initiative petitions are submitted to the Election Board to be placed on the ballot providing that: 1) the proposed legislation complies with the ASCI Constitution and the ASCI Code and 2) a petition with signatures equal to one-tenth of the members of the Student Body. Upon receipt of the petition, the Election Board will use its discretion whether to hold an immediate special election or wait for the general election. Initiative petitions for legislation to be enacted by the legislature which qualify on both points stated above will be turned over to a Senator, group or Senators, or ad-hoc committee to be written in proper form and shall be acted upon by Senate as provided by law.

219: Regular Senator Programming Outside of Senate Sessions

Senators are required to hold regularly programmed events, twice in the Fall and Spring Terms and once in the Winter Term, wherein Senators interact with a reasonable number of students
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from within their constituency on the topic of college affairs. Reasonability of attendance and money allocation for events will be adjudicated by Executive Council and reports from these events will be presented formally before the Senate as a whole.

Senators who fail to organize these meetings will receive one (1) unexcused absence in Senate for every meeting they fail to hold. Failure to hold a meeting is defined as 1) the failure to advertise electronically and/or otherwise for a meeting at least three (3) days in advance and 2) failure to appear at a scheduled meeting. Disciplinary regulations regarding the accrual of unexcused absences can be found in ASCI Code Section II Article 209.

220: Senate President Pro Tempore

The Senate shall choose a President Pro Tempore from the current members of Senate. His or her duties are as follows:

- Act as the presiding officer in the absence of the ASCI Vice President. The President Pro Tempore will be a non-voting member when acting as the presiding officer.
- Record minutes in the absence of the ASCI Secretary. The President Pro Tempore will be a non-voting member when acting as the Secretary.
- Serve as the Senate Parliamentarian, ruling on points of order and points of information.

The Senate President Pro Tempore nominations shall be in the first Senate session and shall be voted on in the succeeding Senate session. He or she shall be selected with a simple majority vote.

221: Procedure for the Removal of the Senate President Pro Tempore from Office

The Senate President Pro Tempore may be removed from office by a two-thirds majority vote of the Senate upon written recommendation by an ASCI Executive Council officer. Grounds for removal include, but are not limited to, misconduct and dereliction of duty.

III: Finances

301: Budgeting Process

ASCI funds are to be used for committees, groups, organizations, and programs recommended by the Budget Committee and approved by the ASCI Senate. Funds shall be allocated only to those organizations that have submitted a request for ASCI funds upon the "Request for ASCI funds" form provided by the ASCI Treasurer.

- The Budget Committee shall meet during the second week of the Spring Term so that the ASCI Treasurer can inform them of and initiate the budgeting process.
- During the second week of Spring Term, the ASCI Treasurer shall send out the "Request for ASCI Funds" forms to the contact person or president of each organization that is recognized by the ASCI Senate along with a cover letter that explains the budgeting process and
specifies the due date of the forms. The due date shall be the Monday of the week proceeding Spring Break. If the organizations do not submit the "Request for ASCI Funds" form by the designated date then their request shall not be considered in the initial budgeting process.

- The treasurer shall contact each organization's president or contact person one week before the request forms are due to ensure they received the forms and understand the budgeting process.

- After the due date of the "Request for ASCI Funds" forms the Treasurer shall organize all the forms, fill out the remaining section, and make copies of all completed forms for the Budget Committee. The Treasurer shall then place the originals on file for the following year's budgeting process.

- Before ASCI Executive elections (the Wednesday following Spring Break), the Budget Committee shall meet and formalize the budget. At this time, the Treasurer shall have an estimate of the available funds based on projected enrollment.

- The Budget Committee shall present the formal budget to the ASCI Senate at the first Senate meeting after ASCI Executive elections are completed.

- The formal budget must go through one reading before the ASCI senate with each budget item open to discussion. The budget must be approved by two-thirds (2/3) of the ASCI Senate present during the week of review.

302: Composition of the Budget Committee

The Budget Committee shall be composed of the ASCI President, the ASCI Treasurer, Senate Finance Committee, and the chairs of each of the ASCI Standing Committees or a member of that committee if the chair cannot be present.

303: Budgeting Criteria

These criteria are to be followed when the Budget Committee and the ASCI Senate allocate funds to organizations recognized by ASCI.

1. Academic organizations/clubs
   a. Academic organizations/clubs shall be defined as any club that is associated with a major field of study and appeals to certain academic interests rather than broad campus involvement.
   b. All academic organizations/clubs shall receive a base allocation to be the same for each club, that is to be determined by the Budget Committee and open to adjustment by the ASCI Senate.
   c. The ASCI senate shall allocate travel funds (transportation, lodging, etc.) to academic organizations/clubs on a case-by-case basis throughout the legislative session. Requests for funds should be submitted at least three (3) weeks prior to the date the money is
needed in the form of a Senate order. Any order presented to the ASCI Senate regarding traveling fees for an academic club/organization requires a two-thirds (2/3) majority vote.

2. Athletic organizations/clubs.
   a. Athletic organizations/clubs shall be defined as organizations or clubs based on an athletic event or in support of an athletic event. Any sport recognized as a Varsity Sport of The College of Idaho may be recognized as an athletic organization/club by the ASCI.
   b. Athletic organizations/clubs shall be allocated money by the budget committee and the ASCI Senate during the budgeting process on a case-by-case basis. The money allocated is to be based on each club's request for funds.
   c. The ASCI senate shall allocate travel funds (transportation, lodging, etc.) to athletic organizations/clubs on a case-by-case basis throughout the legislative session. Requests for funds should be submitted at least three (3) weeks prior to the date the money is needed in the form of a Senate order. Any order presented to the ASCI Senate regarding traveling fees for an athletic club/organization requires a two-thirds (2/3) majority vote.

   a. Social/service clubs shall be defined as organizations or clubs that do not fall under the first two categories and have the purpose of serving The College and surrounding community and/or organizing social functions Student Body.
   b. Social/service clubs shall be allocated money by the Budget Committee and the ASCI Senate during the budgeting process on a case-by-case basis. The money allocated is to be based on each club's request for funds.
   c. The ASCI senate shall allocate travel funds (transportation, lodging, etc.) to social/service organizations/clubs on a case-by-case basis throughout the legislative session. Requests for funds should be submitted at least three (3) weeks prior to the date the money is needed in the form of a Senate order. Any order presented to the ASCI Senate regarding travel fees for a social/service club/organization requires a two-thirds (2/3) majority vote.

4. Fine arts/performance organizations.
   a. Fine arts/performance organizations shall be defined as organizations whose main purpose is the performance or exhibition of the fine arts for the benefit of the entire campus. These fine arts may include but are not limited to theater, music, and art.
   b. Fine arts/performance clubs shall be allocated money by the budget committee and the ASCI Senate during the budgeting process on a case-by-case basis. The money allocated is to be based on each club's request for funds.
   c. The ASCI senate shall allocate travel funds (transportation, lodging, etc.) to fine arts/performance organizations/clubs on a case-by-case basis throughout the legislative session. Requests for funds should be submitted at least three (3) weeks prior to the date
the money is needed in the form of a Senate order. Any order presented to the ASCI Senate regarding traveling fees for an fine arts/performance club/organization requires a two-thirds (2/3) majority vote.

304: ASCI Account

The ASCI Accounts shall be established for the purpose of administrating the Senate. The accounts should include: 1) office equipment and supplies; 2) salaries; and 3) miscellaneous unallocated. The amount of funds allocated to these accounts should be based on records indicating past performance, the use during the previous year, and reports by the ASCI Treasurer.

305: Judicial Board Fund

A Judicial Board Fund budget shall be submitted to the ASCI Treasurer annually by the request of the Judicial Board Chairperson for office supplies and the purpose of educating students of the Honor Code. The ASCI Treasurer shall submit the request to the ASCI Senate. The Senate can approve the request by a simple majority vote. If the Senate does not act, the ASCI Treasurer will implement the allocation.

306: Salaries

The annual salaries of the ASCI officials shall be as follows:

- President $ 2376.21
- Vice-President $ 1901.71
- Secretary $ 1584.14
- Treasurer $ 1,584.14
- Program Council Chairperson $ 1901.71
- Program Council Director(s) $ 1,584.14 each
- Intramural Chairperson $ 1,584.14
- Intramural Director(s) $ 792.07 each
- Outdoor Program Chairperson $ 1,584.14
- Outdoor Program Director(s) $ 792.07 each
- Coyote Editor (one) $ 1,901.71 / (two or more) $ 1,267.41 each
- Trail Editor (one) $ 1,901.71 / (two or more) $ 1,267.41 each
- Alternative! C of I Radio Manager (one) $ 1,901.71 / (two or more) $ 1,267.41
- Women’s and Men’s Center Manager (one) $1,901.71 / (two or more) $1,267.41
- Senate Committee Chairs $100 ($50/semester)

The salaries for the President, Vice-President, Secretary, Treasurer, Program Council Director(s), Outdoor Program Director(s), and Intramural Director(s), Coyote Editor(s), Trail Editor(s), Alternative! C of I Radio Manager(s), and Women’s and Men’s Center Manager(s) shall be divided equally over the term the officer holds his/her office. The salaries will be paid out at the end of each month over the time of the term in office (nine months). The Senate Committee Chairs will be paid after completing Fall and Spring audits $50 per semester. All salaries are dependent upon proper attendance and job completion, although salaries can be declined. Salaries must be accepted in order to be received. These salaries, with the exception of Senate Committee Chairs, shall also increase by 3% per two years (compounded) for inflation. The above salaries consist of what was paid in 2012-2013 school year.

307: Jointly Funded Accounts

The budgets for Model United Nations, Student Research Grants, and Sustainability Council shall be jointly funded by ASCI Student Fees and The College of Idaho administration. The ASCI Student Fee contribution will be as follows:

- Model United Nations $1.50 per ASCI member
- Student Research Grants $1.50 per ASCI member
- Sustainability Council $0.50 per ASCI member
- Women’s and Men’s Center $0.50 per ASCI member

308: ASCI Student Fees

All ASCI Student fees will be set by the ASCI Executive Council and approved by the ASCI Senate by a two-thirds (2/3) majority vote. These fees should be reviewed annually each Fall term and shall be set at the amount that both parties deem most fitting for the following year.

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<th>Student Fees Breakdown</th>
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<td>Special Projects</td>
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309: Establishing the Amount of ASCI Student Fees

All ASCI Student fees will be set by the ASCI Executive Council and approved by the ASCI Senate by a two-thirds (2/3) majority vote. These fees should be reviewed annually each Fall term and shall be set at the amount that both parties deem most fitting for the following year.

310: Special Projects Fund

Each year, Executive Council will allocate a portion of its budget to the Senate Special Projects Fund. This budget shall be approved by a majority vote of the Senate.

1. The Special Projects funds shall be used for projects that meet the following criteria:
   - Any request for funding for purposes other than that of clubs and organizations, which falls under the definition of an order.
   - Any use at the request from members of ASCI.
   - Any use that works towards the betterment of the C of I community and/or surrounding community.

2. Requests for Special Projects funding shall be presented to the Senate in the form of an order with the language “…from the Special Projects Fund” after the dollar amount requested. Passage of an order requesting money from the Senate Special Projects Fund requires a two-thirds (2/3) majority vote from the ASCI Senate.

3. Any unused money from the Special Projects Fund at the end of the year shall be rolled over to the next academic year.

IV: Clubs

401: Purposes for Recognition

Any student organization must be recognized by the ASCI Student Senate before:

1. Receiving ASCI funds

2. Being listed in the Student Handbook and other college publications.

402: Procedure for Recognition
The procedure for becoming recognized as an official student organization shall consist of the following steps:

All prospective student organizations are required to:

- Pick up and sign out a Student Organization Recognition Packet from the Student Involvement Office.
- Complete the Registration Form, Interest Roster, and both the Hazing and Banking Signature Sheets and return them to the Student Activities Office.
- Select a president and treasurer (required officers).
- Have at least five members who are full-time C of I students.
- Obtain a full-time member of the faculty, staff or administration as an advisor.
- Either submit a constitution or make sure the most recently updated version (no more than three years old) is currently on file in the Student Activities Office.
- Have their organization's president and treasurer attend a mandatory programming orientation session.
- A student organization is considered fully registered when the above criteria have been met and a verification letter issued.

403: Recognized Status

If any recognized student organization does not fully respect its constitution and by-laws or does violate the ASCI Code or any other student regulation, its recognized status may be subject to review by the Judicial Board. With a two-thirds (2/3) vote of the Judicial Board, a previously recognized organization may lose its recognized status and all of its respective benefits. Additionally, if a recognized student organization does not use financial integrity in its spending, its recognized status may be subject to review by the ASCI Senate. With a two-thirds (2/3) vote of the ASCI Senate, a previously recognized organization may lose its recognized status and all of its respective benefits.

404: Form for Constitutions and By-Laws of Student Organizations

The Constitution and By-Laws of any student organization seeking recognition by the ASCI Student Senate shall be submitted to the Office of Student Involvement in entirety. The constitution shall include:

1. The name of the organization
2. Statement of purpose
3. Election of officers
• Titles and responsibilities of officers (should include tenure of office)
• Elections and voting
• Approximate time of election (e.g. the second week of each semester)
• Method of balloting

4. Membership
• Non-discrimination statement (No organization shall discriminate on the basis of race, creed color, or national origin or in any manner contrary to the state or national law.)
• Rights, duties, attendance, and obligations of members.
• Explicit reference to eligibility and requirements for membership.

5. Sources of financial support

Any other sections deemed necessary by the organization may be added providing they do not conflict with Sections 1-5 above or the ASCI Code.

405: Use of Campus Facilities

Any organization, the majority of whose members are student body members, may use campus Facilities upon receiving permission from the Dean of Student Involvement and the Facilities Coordinator.

406: Permanent Rooms

The ASCI Executive Council, Senate, Judicial Board, Program Council, Coyote, Trail, and Outdoor Programs shall each be guaranteed a permanent facility in within the Student Union Building or other available space. These rooms shall be reserved for their sole use, until such time as they choose to voluntarily vacate that room. In the event of remodeling or renovation of the SUB, these rooms must be incorporated into any future construction plans.

407: Club Allocations

At the end of a regular school year, if a club has any funds left over in the account that was allocated to them by the ASCI Senate, these funds will be put into the account of the ASCI Senate. Clubs may request for funds to be left in their account for programs early in the subsequent school year. No funds fundraised by the club will be requisitioned by the ASCI Senate.

V: Senate Committees
501: Establishment of Six Standing Committees within ASCI Senate

The following six committees shall be established as standing committees within the ASCI Senate: Finance, Code and Constitution Evaluation, Campus Life, Campus Quality, Community Relations and Sustainability. The ASCI Vice-President shall assign each senator to one or more committees. Nominations for committee chairs will open at the first meeting of each Senate term. During the second meeting of each term, additional nominations can be made prior to the election of each chair. The Senate body shall then vote on each chair by secret ballot. The chairperson will be elected by a majority vote.

502: The Responsibilities of the Finance Committee

The Finance Committee will review all orders after their first reading before the entire Senate. The Committee Chairperson, acting for the committee's majority, will then at the third reading of the order recommend the order's passage, failure, or amendment. These decisions will be made with the consultation of the ASCI Treasurer.

The Finance Committee Chairperson will also be responsible for auditing and reporting the funds allocated to the ASCI recognized organizations assigned to the chairperson by the ASCI Treasurer. The chairperson must examine each of his or her assigned organizations' use of ASCI funds once per Senate semester. The Finance Committee Chairperson will always be responsible for auditing and reporting on the funds allotted to the ASCI Senate itself and the Executive Council.

503: The Responsibilities of the Code and Constitution Evaluation Committee

The Code and Constitution Evaluation Committee will review all bills after their first reading before the entire Senate. The Committee Chairperson, acting for the Committee's majority, will then at the third reading of the bill recommend the bill's passage, failure, or amendment. The Committee shall be responsible for keeping an updated ASCI Code and Constitution as changes occur. This will be done along with the ASCI Secretary.

The Code and Constitution Evaluation Committee Chairperson will also be responsible for auditing and reporting the funds allocated to the ASCI recognized organizations assigned to the Chairperson by the ASCI Treasurer. The Chairperson must examine each of his or her assigned organizations' use of ASCI funds once per Senate semester. The Code and Constitution Evaluation Committee Chairperson will always be responsible for auditing and reporting on the funds allotted to the ASCI Senate itself and the Executive Council.

The Code and Constitution Evaluation Committee will also be responsible for nominating the Coyote Editor. They will advertise for the position in Spring Semester, collect a resume from candidates and hold interviews for the nomination. The committee will consist of, but not be limited to the preceding years editor, the Dean of Student Affairs, and the ASCI Secretary will be a non-voting ex-officio members of the committee during its nomination process. The committee shall have responsibility for advertising vacancies in the position of the Coyote Editor and
interviewing the candidates for the position. The committee shall have the power to nominate the Coyote Editor, which ASCI Senate will approve with a simple majority vote.

The Code and Constitution Evaluation Committee is also responsible for updating ASCI Code and Constitution yearly to ensure that it is consistent with the policies and practices outlined in the C of I Student Handbook, as well as legislation that has been implemented by the ASCI Senate. These changes to ASCI Code and Constitution must be approved in the ASCI Senate by a 2/3 vote. Any changes to code above and beyond those mentioned above must be ratified by a 2/3 vote of the Student Body.

504: The Responsibilities of the Campus Life Committee

The Campus Life Committee will be responsible for monitoring the proceedings of the campus committees. The Chairperson of the Campus Life Committee will be responsible for reporting on the Committee’s findings.

Additionally, the Campus Life Committee will be responsible for promoting and publicizing various campus events.

The Campus Life Committee will also be responsible for nominating the Alternative! C of I Radio Manager. They will advertise for the position in spring semester, collect a resume from candidates and hold interviews for the nomination. The committee will consist of, but not be limited to the preceding year’s editors, the Dean of Student Affairs, and the Chairperson of Program Council will be non-voting ex-officio members of the committee during its nomination process. The committee shall have responsibility for advertising vacancies in the positions of the Alternative! C of I Radio manager and interviewing the candidates for the positions. The committee shall have the power to nominate the Alternative! C of I Radio manager, which Senate will approve with a majority vote.

The Campus Life Committee Chairperson will also be responsible for auditing and reporting the funds allocated to the ASCI recognized organizations assigned to the Chairperson by the ASCI Treasurer. The Chairperson must examine each of its assigned organizations’ use of ASCI funds once per Senate semester. The Campus Life Committee Chairperson will always be responsible for auditing and reporting on the funds allotted to the ASCI Senate itself and the Executive Council.

505: The Responsibilities of the Community Relations Committee

The Community Relations Committee is responsible for acting as a liaison between The College of Idaho and the Caldwell/Canyon County community through volunteerism and otherwise promoting and appearing at various Caldwell events.

The Community Relations Committee Chairperson will also be responsible for auditing and reporting the funds allocated to the ASCI recognized organizations assigned to the Chairperson by the ASCI Treasurer. The Chairperson must examine each of its assigned organizations’ use of ASCI funds once per Senate semester. The Community Relations Committee Chairperson
will always be responsible for auditing and reporting on the funds allotted to the ASCI Senate itself and the Executive Council.

506: The Responsibilities of the Campus Quality Committee

The ASCI Campus Quality Committee is officially established as an official ASCI committee. The explicit purposes of the campus quality committee are to communicate various concerns of the students about the food service to the manager of the food service company, research and inform students on sustainability practices in order to promote sustainable habits, and maintain open dialogue between the administration’s Sustainability Council and the student body. The Campus Quality Committee shall consist of at least three (3) members for a term of one school year.

Each member of the committee shall be responsible for collecting student opinion about all aspects of campus quality. Committee members are responsible to work with clubs and organizations which serve to promote sustainable habits. The members shall meet monthly with a representative from the Sustainability Council to keep both groups informed of the other’s activities.

The Campus Quality Committee will review all resolutions after their first reading before the entire Senate. The Committee Chairperson, acting for the committee’s majority, will then at the third reading of the resolution recommend the resolution’s passage, failure, or amendment. The Campus Quality Committee Chairperson will also be responsible for auditing and reporting the funds allocated to the ASCI recognized organizations assigned to the Chairperson by the ASCI Treasurer. The Chairperson must examine each of his or her assigned organizations’ use of ASCI funds once per Senate semester. The Community Relations Committee Chairperson will always be responsible for auditing and reporting on the funds allotted to the ASCI Senate itself and the Executive Council.

The members shall meet twice each month with the food manager to discuss any criticism and suggestions as well as approvals about the food service. The committee shall be responsible to communicate its findings to the students. A student chairperson shall be chosen to direct the meetings. A secretary shall be appointed by the Campus Quality Committee Chairperson who will take notes at said meetings. The minutes shall be copied and placed in the dining hall. In addition, the committee can use any other means of notifying the students if needed.

507: The Responsibilities of the Sustainability Committee

The Sustainability Committee shall be responsible for coordinating activities between the campus Sustainability Stewards, campus organizations, The College of Idaho administration, ASCI government, and any other relevant groups. The committee will also be responsible for reviewing applications for Sustainability Stewards and making recommendations for selection.

The committee will focus its efforts on evaluation the campus infrastructure, initiatives, and programs on the basis of sustainability practice. The committee will also be in charge of
educating the student body on responsible use of resources, as well as making these same recommendation to the administration.

The committee will review all bills, orders, and resolutions regarding sustainability and are responsible for conveying their analysis of each piece of legislation on the grounds of sustainability to the Senate body before voting occurs. Any other practices and initiatives should be led by this committee.

508: The Responsibilities of the Senate Committee Chairperson

Each Senate Committee Chairperson will be responsible for convening meetings of his or her designated committee when necessary. He or she will be responsible for organizing the time and location of committee meetings. The Committee Chairperson will be responsible for appointing a secretary to take brief notes of the committee's proceedings to be submitted to the ASCI Secretary no later than the following Senate meeting. The Chairperson will be responsible for seeing that the Committee's duties outlined in the ASCI Code are fulfilled. The Committee Chairperson will be responsible for presenting once every Senate term a report to the entire Senate on the financial affairs of the organizations his or her committee oversees. The Committee Chairperson will also be expected to report immediately any abuse of funds he or she discovers. The Senate may request a committee chairperson to obtain more information if his or her report is unsatisfactory.

509: Procedure for the Removal of Senate Committee Chairpersons from Office

A Senate Committee Chairperson may be removed from office by a majority vote of the Senate upon written recommendation by two-thirds of his or her committee. Grounds for removal include, but are not limited to, misconduct and dereliction of duty.

510: Salaries of the Committee Chairperson

Each Chairperson of a standing committee within the Senate will receive $50.00 per semester he or she serves as Chairperson. This salary will be paid at the end of each Senate term, provided the Chairperson completes his or her responsibilities outlined in the ASCI Code. If a chairperson is removed from office during the session, he or she will receive no payment. Payment is dependent upon job completion and proper attendance, as outlined by ASCI Code.

511: Senate Leadership Council

The Senate Leadership Council will consist of the Executive Council and the chairpersons of the standing Senate committees. The Council will meet once a month and the ASCI President will conduct the meeting. At the meeting the committee chairpersons will report (written or verbal) on all duties assigned to them as outlined in the ASCI Code and their employment contracts. The Trail and Coyote editors, as well as the Intramural, Outdoor and Program Council Directors, must attend the first part of this meeting to report (written or verbal) on their use of ASCI funds and pass on any information or be given information as needed.
512: Procedures for Senate Approval of Committee Members

Committees submitted by the Executive Officers for approval by the ASCI Senate must appear in a written form before the Senators prior to a vote being taken. It shall be the duty of the Executive Officer introducing the Committee to provide the Secretary of the ASCI with the names of the proposed Committee Members. This list shall be included on the agenda.

513: Funding for Senate Committees

Funding for senate committee activities will be determined on a case-by-case basis by the ASCI Senate. Money for funding such events may come from miscellaneous funds, Program Council funds, long-term accounts, or campus improvement funds depending on the proposed committee activity.

VI: Campus Committees

601: The Establishment of Campus Committees

The ASCI President shall appoint all members to these campus committees. Membership shall be confirmed by the Senate within the first three Senate sessions of the academic year. Additionally, temporary committees may be appointed by the President by concurrence of the Senate. Each committee has the right and ability to choose its own chairperson and to establish their own rules.

602: Senior Committee

The Senior Committee shall consist of members of the graduating senior class. Throughout the academic year, the Senior Committee shall focus on executing the Senior Legacy Campaign in conjunction with the Development Office, provide senior specific programming, and assist the Director of Alumni Relations in connecting the graduating class to the College of Idaho Alumni Association. The Senior Committee shall report at least once per term to the Senate on its actions, projects, and spending.

603: Student Union Building Committee

The focus of the Student Union Building Committee shall be on programming within the Student Union Building as well as implementing long-term projects to improve the building. The committee shall work in conjunction with the Department of Student Affairs to ensure the maintenance and longevity of the Student Union Building. The Student Union Building Committee shall report at least once per term to the Senate on its actions, projects, and spending.

604: Technology Committee
The Technology Committee shall be composed of three students. Working in conjunction with the Department of Information Technology, the Technology Committee shall focus its efforts on funding, improving, and maintaining technological projects that directly benefit the associated students. The Technology Committee shall report at least once per term to the Senate on its actions, projects, and spending.

605: Funding for Campus Committees

Funding for campus committees will be included in the budgeting process, as defined by Code.

606: Student Athletic Advisory Committee

The Student Athletic Advisory Committee shall be composed of two students from every sport. The committee shall focus its efforts on activities for athletic teams including, but not limited to, gear upgrades, travel expenses, and other general governing activities. The committee shall work in conjunction with the Athletics Department on projects that benefit the student athletic programs and the campus. The committee shall report at least once per term to the Senate on its actions, projects, and spending.

607: School Spirit Committee (Yote Fam)

The leadership of the School Spirit Committee shall be composed of three students. Every ASCI member has automatic membership of the School Spirit Committee. The committee shall focus its efforts on increasing attendance and campus recognition of campus activities such as athletics, theater, music, debate, and other club activities. The committee shall work in conjunction with the ASCI Government on projects that benefit the student body. The committee shall report at least once per term to the Senate on its actions, projects, and spending.

608: Break Events Planning Committee

The Break Events Planning Committee shall consist of students who frequently stay on campus during breaks who have an interest in planning activities. The committee shall focus its efforts on finding and coordinating affordable activities and meal options. The committee shall work in conjunction with the International Student Organization on projects that benefit the student body. The committee shall report at least once per term to the Senate on its actions, projects, and spending.

VII: Executive Council

701: Executive Council Membership
Executive Council shall hold weekly meetings to establish the goals and coordinate the actions of the ASCI Senate and Student Body. The ASCI President, Vice President, Secretary, and Treasurer are members of the Executive Council.

702: Duties of the ASCI President

- The President shall be the official ASCI voice of the student body in all matters dealing with The College of Idaho faculty, staff, and administration.
- The President shall be the link between the students and administration.
- The President shall appoint to the ASCI appointive offices and Campus Committees.
- The President shall be responsible for coordinating community projects with the Community Relations Committee.
- The President shall be responsible for delegating duties, as required, to other Executive Council members.
- The President shall be responsible for the Awards Assembly
- The President shall be a member of Leadership Council

703: Definition of Executive Order

The President may initiate an executive order on the basis of his or her own judgment whenever he or she may deem it proper. The amount of the order may not exceed fifty dollars ($50) and will be considered law unless disapproved by a two-thirds (2/3) majority vote of the Senate. The maximum amount for cumulative executive orders throughout the year may not exceed a total of three-hundred dollars ($300).

704: Duties of the Vice President

- The Vice President shall be responsible for collecting (or designating someone to collect) the Declarations of Intent and shall make absentee ballots available to those who request them.
- The Vice President shall also be responsible for the distribution of regular ballots to the appropriate polling clerks.
- The Vice President shall serve as President of the ASCI Senate.
- The Vice-President shall further be responsible for approving excused absences, admitting legislation, and consultation on proposed legislation.
- The Vice President shall be a member of Leadership Council.
- The Vice President shall appoint senators to Senate Committees.
ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

705: Senate Duties of the ASCI Secretary

- The ASCI Secretary shall be responsible to attend all Senate meetings and keep an accurate account of what occurs at each meeting.

- The Secretary shall notify the Senate when a senator has three (3) unexcused absences.

- The Secretary shall record and retain records of attendance and roll call votes at Senate meetings.

- The Secretary shall also type up the Senate minutes with the attendance and send copies to all senators, officers, and various faculty and staff members on campus. The minutes shall be sent out no later than five days after each meeting. The Secretary shall be responsible for filing all Bills, Orders, and Resolutions.

- The Secretary shall type up legislation for senators if requested three (3) days in advance, give a copy of each bill passed to the Dean of Student Affairs, and shall have the Bill signed by the ASCI President and the President of The College of Idaho.

- The Secretary shall be responsible for keeping the Senate records up to date.

- The ASCI Secretary shall compile a list of all recognized ASCI clubs and organizations to be given to all the Senators and Executive Officers at the beginning of each term.

- The Secretary shall update the ASCI Code every year in conjunction with the Code and Constitution Committee

- The Secretary shall be responsible for all administrative supplies for the Executive Council Office

- The Secretary shall be a member of the Leadership Council

706: Duties of the Treasurer

- The ASCI Treasurer shall be responsible for all fiscal matters concerning the ASCI, its contiguous funds, and major student-funded organizations.

- The ASCI Treasurer shall be responsible for keeping an accurate record of all ASCI financial information.

- The ASCI Treasurer shall be responsible for initiating any legislation for updating and/or improving the financial state or procedures of the ASCI, and shall make such revisions as will aid in their implementation.

- The ASCI Treasurer shall present a statement of the financial status of the ASCI at each meeting of the ASCI Senate. This verbal summary shall be included in the minutes if deemed pertinent by the ASCI Secretary.
The ASCI Treasurer shall present a written monthly statement to the Senate. This statement will include the status of the ASCI and its contiguous funds as well as a summary of the transactions of the previous month.

The ASCI Treasurer shall submit a written report of the complete financial status of the ASCI, its contiguous funds, and major student-funded organizations three (3) times during the school year, in January, and within two (2) weeks of the end of the Treasurer's term. The initial report should include a copy of the organizations' proposed budgets and their transactions of the previous year.

At the end of each six (6) week school period, the ASCI Treasurer shall collect a report of the financial status of all major student-funded organizations. The Treasurer will determine the information to be submitted by these organizations. This report will be kept on file for two years in the ASCI Office and shall be available on the request of any ASCI officer, senator, or representative of the organization in question.

The ASCI Treasurer shall provide a session for all student organizations to inform them of the goals and procedures of student finances at The College of Idaho at the beginning of each school year.

The ASCI Treasurer shall also aid in any student organization requesting assistance in establishing or developing financial procedures or any other information or support which the Treasurer can provide.

The Treasurer shall be a member of Leadership Council

708: Student Fee Review

Each Executive Committee will annually review the current student fees: i.e. ASCI, Program Council, Media Fee, and Intramural. Any revisions the Committee sees needed will be presented to the ASCI Student Senate for its approval in fall term.

709: Student Fees Refunds

Students may petition the Refunds Committee for partial refund of the ASCI and the Program Council fees. Any requests must be received in writing no later than the second week of the fall semester of the year that the refund is being requested for. Those students that are going on school-sponsored field trips in the Fall Term may make their requests the previous Spring Term. Any term or session refund will be pro-rated at the proportion of forty percent (40%) Fall Term, twenty percent (20%) Winter Term, and forty (40%) percent Spring Term. If after the request is made and granted, the student returns for that term or session, the fee will have to be paid. After the deadline for requests has passed, no refunds may be granted. This provision only covers the ASCI and Program Council fees; no other fees are refundable.

710: Duties of the Parliamentarian

- The ASCI Parliamentarian shall be the Senate President Pro Tempore.
- The ASCI Parliamentarian shall advise the Vice President on points of parliamentary procedure and has the power to point out procedural errors during the Senate.
VIII: Program Council

801: Purpose and Duties of the Program Council

- The purpose of the Program Council shall be to develop, implement, promote, coordinate, and evaluate a cultural, recreational, and social activities program at The College of Idaho.

- The Program Council shall be responsible for reviewing and preparing the annual budget for the activities program.

- The Program Council shall be responsible for the allocation of funds solicited by non-Program Council group at The College of Idaho.
  - These groups may approach Program Council to attain a subsidy for any event or activity, which falls under jurisdiction of Program Council.
  - These groups must present Program Council with a detailed outline of funding for the activity.

- The Program Council will vote on these allocations for the next regular meeting in which the proposal was presented. A two-thirds (2/3) majority of those voting is necessary for passage.

802: Duties of the Director(s)

The Director(s) shall call weekly meetings of the Program Council and, when it is deemed necessary, special meetings. They shall also attend weekly meetings with the Executive Council.

803: Duties of the Program Council Chairperson

The Program Council Chairperson shall be designated on the ballot during General Elections in accordance with ASCI Election Code. The Program Council Chairperson shall be responsible to oversee the development, implementation, promotion, coordination, and evaluation of cultural, recreational, and social activity programs at The College of Idaho. The Chairperson shall present a statement of the status of the regular meetings of the ASCI Executive Council. This verbal summary shall be included in the minutes if deemed pertinent by the ASCI Secretary.

804: Membership

A maximum of 4 Program Council Directors shall be elected each spring along with Executive Council in accordance with ASCI Election Code. Membership in Program Council shall be open to the entire student body.

805: Financing the Program Council
All monies from the Program Council fees shall finance Program Council. Additional financing shall come from allocation of general ASCI funds, revenue from Program Council activities, or donations.

806: Removal of Program Council

Upon recommendation of two of the three bodies: Office of Student Affairs, Student Senate, and/or a majority of student opinion, the senate will have the power to remove the elected members of the ASCI Program Council by a two-thirds majority vote.

IX: Intramural Council

901: Purpose of the Intramural Council

The College of Idaho Intramural Council shall be responsible for developing, implementing, promoting, and evaluating the campus intramural activities program, which will consist of a minimum of one sporting event every six weeks. The Intramural Council shall be responsible for reviewing and preparing the annual budget for the intramural program.

902: Membership of the Intramural Council

The Intramural Directors shall be elected each spring along with Executive Council. The Intramural Council shall consist of four Directors. Appointment of officials shall be left up to the discretion of the Intramural Directors.

903: Duties of the Intramural Council Chairperson

The Intramural Council Chairperson shall be designated on the ballot during General Elections in accordance with ASCI Election Code. The Intramural Council Chairperson shall be responsible to oversee the development, implementation, promotion, coordination, and evaluation of intramural programs at The College of Idaho. The chairperson shall present a statement of the status of the programming activities at each session of the ASCI Senate and the regular meetings at the ASCI Executive Council. This verbal summary shall be included in the minutes if deemed pertinent by the ASCI Secretary.

904: Tenure

The Intramural Directors shall serve one academic year.

905: Financing of the Intramural Council

The Intramural Council shall be financed by an Intramural Fee charged to each student to be determined by the ASCI Executive Council.

906: Removal of Intramural Council
Upon recommendation of two of the three bodies: Office of Student Affairs, Student Senate, and/or a majority of student opinion, the senate will have the power to remove the elected members of the ASCI Program Council by a two-thirds majority vote. If the members are removed from office a new election shall be held as soon as possible.

X: Outdoor Program

1001: Purpose of the Outdoor Program

The purpose of the Outdoor Program is to provide students of The College of Idaho with opportunities to participate in outdoor activities and providing equipment for student use.

1002: Selection of the Outdoor Program Directors

The Outdoor Program Directors shall be elected each spring along with the Executive Council.

1003: Duties of the Outdoor Program Directors

- The Outdoor Program Directors shall be responsible to plan, advertise, and attend at least two major trips each year.
  - A major trip should last at least four days.
  - Two weekend excursions are equivalent to one major trip.
  - In the case of multiple directors, it is only necessary that one attend each trip.
- The Directors shall advertise these trips at least one week in advance and shall also give the dates of such trips to the Program Council Directors to be included on the ASCI Calendar.
- The Directors shall be responsible for the supervision of check-in and check-out of Outdoor Program equipment and the inventory of all such equipment.
- The Directors shall be responsible for the Program's allocated funds. The Directors shall keep receipts of all expenditures for the audit at the end of the Senate term.

1004: Duties of the Outdoor Program Chairperson

The Outdoor Program Chairperson shall be designated on the ballot during General Elections in accordance with ASCI Election Code. The Intramural Council Chairperson shall be responsible to oversee the development, implementation, promotion, coordination, and evaluation of intramural programs at The College of Idaho. The chairperson shall present a statement of the status of the programming activities at each session of the ASCI Senate and the regular meetings.
at the ASCI Executive Council. This verbal summary shall be included in the minutes if deemed pertinent by the ASCI Secretary.

1005: Financing of the Outdoor Program

The Outdoor Program shall receive funds from the annual ASCI Budget. The Directors must turn in a budget request to the ASCI Treasurer when it is requested. Funds may be used for advertisement of events, equipment, and travel expenses. Individuals or groups may receive Outdoor Program funds for an excursion if they plan and advertise the trip at least one week in advance to allow for attendance by any interested C of I students.

1006: Removal of Outdoor Program Directors

Upon a two-thirds vote of the ASCI Senate, in the form of a resolution, Judicial Board may review the performance of the Directors and, if deemed necessary, remove them from their position. In such an event the Campus Life Committee will select new Directors as soon as possible.

XI: Sustainability Stewards

1101: Purpose of Sustainability Stewards

The Campus Sustainability Steward is a student position charged with educating the campus and wider community about sustainability, maintaining The College’s organic garden and seeking out initiatives to “green” the campus.

1102: Selection of the Sustainability Stewards

The Campus Quality Committee along with Sustainability Council, the Sustainability Stewards’ advisor, and current Stewards will review applications/resumes and conduct interviews to appoint the two Stewards. The Stewards will apply as a pair and present individual resumes and cover letters, along with a proposal for a special project, to be completed during their term as Stewards. The selection process will be completed the second week after Spring Break.

1103: Duties of the Sustainability Stewards

• Provide education to the campus and wider community through programming

• Maintain the college vegetable garden

• Seek out new green initiatives for the campus

• Strive to maintain a lifestyle that reflects responsibility to the environment and to the
community in the Eco House, Gaia.

1104: Financing of the Sustainability Stewards

The Stewards shall receive funds from the annual ASCI Budget. The Stewards must turn in a budget request to the ASCI Treasurer when it is requested. Additional financing shall come from revenue from Steward activities, individual donations and grants.

1105: Removal of the Sustainability Stewards

Upon the recommendation of Sustainability Council and Campus Quality Committee, the Student Senate shall have the power to remove the Stewards by a two-third majority vote.

XI: Judiciary

1201: Authority

The Judicial Board shall have the power to hear all cases concerning student conduct as prescribed in The College of Idaho Student Handbook, violations of the Honor Code, impeachment and questions concerning ASCI Code and the ASCI Constitution.

1202: Membership

a. Makeup: The Judicial Board shall consist of ten (10) members. Three (3) shall of senior class standing, three (3) shall have junior class standing and three (3) shall have sophomore class standing. The tenth member shall be an advisor designated by the Dean of Students, and shall not have a vote.

b. First Year Selections: All members of the Judicial Board are selected through an application process at the end of their freshman year. Applications are first evaluated by the Dean of Students who determines the applicants’ eligibility and appropriateness for the position. The ACSI President will then appoint the three (3) members from the remaining candidates. These appointees must then be confirmed with a 2/3 majority by the Senate.

c. Term Length: All members of the Judicial Board shall serve a three year term.

Exceptions:

1. Resignation
2. Deemed unfit to serve
3. Conflict of Interest
4. Graduation
In the case of a vacancy an open application and selection process is conducted as described above in section 1102 b.

d. A student is not eligible to be a member of the Judicial Board if they have completed fewer than twelve (12) credits at The College of Idaho or are on academic or disciplinary probation.

e. All rules concerning the procedures, actions and duties of this Council shall be determined by The College of Idaho Student Handbook, ASCI Code and this Constitution. Should the policies contained within these documents ever conflict, the Student Handbook will take precedence.

f. One member of the Judicial Board shall be designated as Student Chairperson. One member shall be designated as Secretary. A member must have served on Judicial Board for one year before holding either position.

1203: Conflict of Interest
No Senator, member of the Executive Council, or person receiving a salary from the ASCI shall be appointed to serve as a student member on the Judicial Board.

1204: Standards of Conduct Expected of Students
The College of Idaho has an obligation to clarify those standards of behavior, which it considers essential to its education mission and its community life. These general behavioral expectations and resultant specific regulations shall represent a reasonable regulation of imposed limitations. Offenses shall be as clearly defined as possible and interpreted in a consistent, reasonable manner. These standards are published annually in The College of Idaho Student Handbook.

1205: Investigation of Student Conduct
Students accused of violations of College regulations shall be informed of their rights. No form of harassment shall be used to coerce admissions of guilt or to elicit information about conduct of other suspected persons.

1206: Status of Student Pending Final Action
Pending action on the charges, the status of students shall not be altered or their right to be present on campus and to attend classes suspended, except for reasons relating to the safety and well-being of students, faculty, or College property as determined by the Dean of Students.

1207: Elected Offices

1. Student Chairperson

The responsibilities of the Student Chairperson shall be to:

a. Preside over all meetings of the Judicial Board in such a way as to guarantee that a fair and impartial hearing is held.
b. Meet with the Judicial Board Advisor at least once a week. Together they will decide which cases will be heard by the Judicial Board and which cases will be dealt with by the Office of Student Affairs as per the Student Handbook.

c. Schedule hearings for accused students and notify all parties involved at least three (3) school days before the hearing is scheduled to take place. This could include, but is not limited to the accused student, the student or administrator bringing the charges and witnesses.

d. During the first two or last two weeks of the academic year or during the last week of an academic semester, the Student Chairperson will have the option to refuse to hear a case if time will not permit the fair disposition of the case.

e. Notify the other members of the Judicial Board at least three (3) school days prior to the scheduled hearing.

f. Send out a letter to the accused student notifying them of the decision of the Council. These letters shall be mailed no later than two (2) days after the end of the hearing.

g. Provide the advisor with copies of all documents sent or received regarding Judicial Board.

2. The Student Secretary:

The responsibilities of the Student Secretary shall be to:

a. Take accurate and thorough notes during all Judicial Board meetings that reflect the discussion and decisions rendered by the Council.

b. Maintain a file of all past decisions made by Judicial Board. Have these files accessible at all Council meetings.

c. Take and keep track of attendance of Council members. Inform the Council when a member is in violation of the attendance policy.

d. Keep a record of sanction deadlines assigned by the Council. Act as a liaison between the students and Judicial Board. Report back to the Council when a student has completed their sanctions, or when a student has not completed sanctions by the given deadline.

3. Election of Student Offices:

At the end of every year, or in the case that there is an opening for either the position of Student Chairperson or Student Secretary, there shall be an election decided by a vote of all the current members of Judicial Board. In the case of an election the Advisor shall give the members of Judicial Board notice one week prior to the election. Each student who would like to be considered for either position should make their intent to run for this position known by the
Advisor within this week. The Advisor will then hold a confidential election open to all members of the Council. The student receiving a simple majority of votes shall receive the position.

1208: Disqualification
If a member of the Judicial Board has a personal conflict of interest in the case that member must disqualify him/herself. If the Student Chairperson and/or Student Secretary has a conflict of interest and is unable to perform his/her duties, he/she must also disqualify him/herself. In this case, the rest of the board, acting as a whole, must choose an ad hoc Chairperson and/or Secretary for that case only.

1209: Quorum
Quorum shall be five (5) of the nine (9) voting members. No hearing shall be conducted with less than five (5) members of the Board present.

1210: Advisor
A member of the Office of Student Affairs staff, chosen by the Dean of Students, shall serve as advisor to the Judicial Board. The responsibilities of this person shall be to:

1. Train the Judicial Board members in school policy, philosophy, and student development.
2. Meet with the Student Chairperson and/or Secretary on a weekly bases to determine which cases to bring before Judicial Board.
3. Meet with and assign appropriate sanctions to accused students not requiring a full Judicial Board hearing.
4. Meet with and inform both the accused and the person bringing the charges of their rights.
5. Secure evidence and witnesses to be used in the hearing.
6. Make recommendations, especially with regard to counseling and risk management when the need arises.

In the event that no one from the Office of Student Affairs is available, the Dean of Students may appoint an alternate advisor.

1211: Judicial Procedures
Students who have been accused by a College official or other student of violating a College regulation may request to have their case heard by a professional staff member, appointed by the Dean of Students to serve as a hearing officer, or by the Judicial Board. This decision is final. If they decide to go through the Judicial Board, the following procedures shall be adhered to:
a. Accused students shall be informed by the Chairperson of the Judicial Board or by their designee, in writing, of the charges against them, no less than three (3) school days prior to the hearing.

b. It is assumed that accused students are innocent until proven guilty.

c. Students shall be given an opportunity to testify and present evidence and witnesses. Before any decision is made, accused students shall have the right to hear and rebut all evidence against them.

d. There shall be no set time limit for the presentation of a case, and the members of the Judicial Board are free to ask relevant questions of any witnesses or regarding any evidence.

e. The decision of the Judicial Board shall be based solely upon evidence presented at the hearing. Improperly acquired evidence shall not be admitted.

f. The decision of the Judicial Board shall be final, subject only to the student's right of appeal to the Dean of Students. Any appeal must be filed within five (5) calendar days of notification of the board's decision.

g. The Dean of Students has the right not to grant appeal, in which case, the decision of the Judicial Board will stand.

h. Accused students shall be notified with a written account of the outcome of their hearing within two (2) school days of the hearing. This notification may be communicated verbally by the Student Chairperson. But in any case, a written account of the decision must be sent to the accused student with five (5) school days.

i. If sanctions are assigned to a student they must be completed by given deadline. Failure to do so is grounds for further disciplinary action as per the student handbook. The student must supply the Student Secretary with evidence that a sanction has been completed. This includes but is not limited to: providing copies of apology letters, validation of completion of community service hours and copies and/or pictures of educational projects or essays.

j. In the event that a student has been deemed dangerous to the College, the Dean of Students has the right to grant a summary suspension. This suspension will stand at least until the case has been heard. In this case the board shall convene no later than five school days from the beginning of the suspension.

1212: Jurisdiction
The Judicial Board may hear any case that is referred to them from the administration or member of the faculty. Cases originate when a student allegedly violates a College regulation. Minor infractions of College regulations shall normally be dealt with by the Residence Life Department and Office of Student Affairs. The Council shall have the discretion to hear or not to hear cases involving infractions of College regulations. Infractions are defined in the student handbook. College officials reserve the right to institute criminal or civil proceedings. Students likewise
have the right to bring civil or criminal actions through the courts.

1213: Punishments
Sanctions available to the Judicial Board include, but are not limited to what is stated in the student handbook. In all cases, the emphasis is on reasonableness and consistency. The enforcement of punishments determined by the Council shall be the responsibility of the Council, except in the cases of Recommendation for Suspension or Expulsion from the College. In this case, the actual decision shall be made by the Dean of Students and President of the College.

1214: Decisions
A simple majority opinion of the Council members present shall determine a verdict. All hearings shall be closed to the public and only those parties directly involved shall be allowed at the hearing. Any persons having been called as witnesses shall be present only during their testimony; they shall be asked to leave once it has been given. All deliberations by members of the Council shall be private and confidential.

A record of offenses and resultant sanctions shall be kept for the use of the Judicial Board through the Office of Student Affairs. It shall be maintained perpetually. If the Judicial Board is unable to render a decision or feels that a case is beyond their jurisdiction, the Council may refer that case to the Dean of Student Affairs. If this occurs the Council agrees to issue a statement of dissent. If a party is unhappy with a decision rendered by the Judicial Board and wishes to appeal, that party may do so to the Dean of Students, the final authority.

1215: Grievances Against Judicial Board Members

A committee, comprised of the Vice President of Student Affairs, the Director of Student Involvement, and one member of the Executive Council, shall review all complaints against any member or members of the Judicial Board from any member of the student body. The member of Executive Council that is on this committee does not have to remain the same at each meeting of the committee, and cannot be a member of Executive Council that has a conflict of interest with the party or parties in question. This committee can then make a recommendation to Senate on whether or not that member should be removed from office. If the committee does not deem the offense worthy of removal from office, they may make a sanction against that member similar to the sanctions that the Judicial Board may carry out including, but not limited to, community service, suspension from school, fines, or temporarily suspend that member from Judicial Board activities for a period of up to three (3) weeks. Any suspension that exceeds three (3) weeks shall be sent to Senate for a vote for continuation of suspension or removal from office.

The Office of Student Affairs, the Judicial Board, and the ASCI Executive Council shall have the right to recommend the removal of a member of Judicial Board. In the case that two of these three bodies recommends a removal Senate shall then vote on that recommendation. The recommendation shall be confirmed by the Senate and the member removed from the Council with a two-thirds (2/3) majority. In the case that a Judicial Board member has three (3) unexcused absences that member shall be subject to expulsion by the Senate without any recommendations. The procedure for expulsion shall be the same as for Senators. See section 209 of ASCI Code.
1216: Academic Dishonesty Cases
Academic dishonesty violations are of particular importance to the Judicial Board. Therefore, the Judicial Board may choose to use any or all of the following procedures in the event of an academic dishonesty case.

a. The Judicial Board shall be made aware of, and shall take into consideration, all other punishments enforced by a professor in concern to academic dishonesty.

b. If the Judicial Board does not feel as if they can confidently render sanctions in an academic dishonesty case they may request for an advisory opinion from the Dean of Academic Affairs.

c. In the event that a student is uncooperative in the educational process of the Judicial Board, the Council may choose to postpone the assignment of sanctions until after the student has met with a recommended councilor or advisor.

1217: Privacy
All members of Judicial Board shall sign a confidentiality agreement at the beginning of every year. By signing the confidentiality agreement each member agrees to not disclose any information pertaining to any open or closed case with a person outside of Judicial Board. If a member of Judicial Board is found in violation of the confidentiality agreement they shall be considered for removal as per section 1115 of ASCI Code.

XII: Student Media

1301: Editor and Manager Selection
The Campus Life Committee along with the Dean of Student Affairs, Alternative! C of I Radio advisor, Coyote advisor, Trail advisor, current Editors and directors, and ASCI secretary as ex-officio members, will review applications/resumes and conduct interviews to appoint one Editor for the Coyote and one Editor for the Trail and one station Manager for Alternative! C of I Radio. Editor and Manager selection will be completed by the Senate meeting before spring break. The newly chosen Editors and Manager will have the option of appointing their assistant Editors and Manager.

1302: Editor Contracts
These Editors are required to sign a contract with the ASCI. These contracts will be written by the Campus Life Committee and will be subject to majority approval by the ASCI Senate. The contracts shall specify that if the Editor is either removed from his or her position by the ASCI Senate or voluntarily relinquishes his or her post, he or she shall receive a percentage of the
salary not yet paid. This percentage shall be proportionate to the amount of work completed by
the Editor and shall be determined by majority vote of the ASCI Senate. If the Editor should
resign he or she will present a letter of resignation to the Senate in which he or she gives the
Senate two weeks notice. Such contracts shall include a clause giving the Editors leeway for
publication problems beyond their control and will also include job descriptions. Any assistant
Editors shall be chosen by the Editors-in-Chief, and assistant Editors' contracts shall be made by
the Editor(s)-in-Chief and approved by the Campus Life Committee and a majority of the ASCI
Senate.

1303: Freedom of the Press

The operations of the student newspaper and radio station must be free from all sources of
obstruction to responsible expression of student and student-related news. There will be no
intervention upon the freedom of the press in any of the following ways: confiscation of issue of
facilities; suspension of publication; academic, personal, or financial sanction; or threats of these
actions. There will be no interference by anyone in the structuring of either the form or content
of the newspaper or radio as prepared by the student staff under the supervision of the Editor or
station Manager.

1304: Responsibility of the Student Newspaper

The role of the student newspaper is to provide coverage, to the extent possible and practicable
and as determined by the Editor, of events which take place on the campus and events which are
related to the campus. The goal of the press, under the supervision of the Editor, should be
accurate representation of the events. No other criterion shall be allowed to take precedence in
decisions affecting either the form or the content of the paper. The Editorial freedom of student
Editors and Managers entails responsibilities governed by the canons of responsible journalism,
such as the avoidance of libel, indecency, undocumented allegations, attacks on personal
integrity, and the techniques of harassment and innuendo. The rights of groups and individuals
are to be respected by the paper's staff and must subscribe to the Code of American Society of
Newspaper Editors. The Editor and staff must be allowed to honor pledges of confidence, made
with the intention of preserving the reputations or safety of confidante. If the personal bias or
Editorial policy is charged as influencing the form or content of new stories, or if questions are
raised regarding general form and content, the plaintiff shall be encouraged to seek out the Editor
and the source of the charge concomitantly to clarify the grievance. If an equitable arrangement
is not concluded, the plaintiff may file a complaint with the Campus Judicial Board, in
accordance with the regulations provided in the Judicial Board Handbook.

1305: Removal of Editors of the Trail and Coyote and the Manager of Alternative! C of I Radio

Upon recommendation of two (2) of the three (3) following bodies: ASCI Senate, Executive
Council, and/or the Judicial Board, the Senate will have the power to remove either Editor or
Manager by a two-thirds (2/3) consensus vote of the body. If the Editors should resign or be
removed it will be the responsibility of the Campus Life Committee to facilitate the selection of
the new Editor. This will be completed in the two week period after the Editor or Manager has
resigned.
1306: Authority of the Coyote Editor

All activities, including financial, related to the newspaper are under the direct supervision of the Editor. Hence all responsibilities must be considered as properly under the purview of the Editor. Only the Editor of the student newspaper may employ, with or without financial remuneration, or discharge other members of the newspaper staff. Any complaint involving particular staff members and lodged against the newspaper must be channeled through the Editor. This applies to both stages of prosecution of a complaint against the newspaper.

1307: Responsibilities of the Trail and Coyote Editors

The Trail and Coyote Editors shall fulfill all duties as stated in the ASCI Code and in their employment contracts with the ASCI. In the event that a new Editor is not appointed, for either of the two posts, the current Editor will remain the Editor until one is appointed, provided the current Editor is not lost to graduation, school transfer, or a removal from the position by the ASCI.

1308: Number of Coyote Publications Required

The Coyote Editor will be required to publish four (4) publications in the Fall Term, four (4) publications in the Spring Term, and two (2) publications in the Winter Term, ideally produced every three weeks of the school year, barring any technical and/or financial difficulties. Should the Coyote Editor miss his or her publications quota, then his or her position may be reviewed by the Campus Life Committee of the ASCI Senate, with the approval of the ASCI Senate.

1309: Co-Production of a Coyote Publication

The outgoing and newly elected Coyote Editors shall be required to work on the last Coyote publication during the Spring Term under the guidance of the outgoing Coyote Editor. The publication may be counted toward the outgoing Coyote Editor.

1311: ASCI Senate Facebook

The ASCI Senate shall be required to maintain the Facebook page titled College of Idaho Senate, found at www.facebook.com/cofisenate.

The Facebook page shall be updated weekly with the following information where applicable:

1. Orders, bills, and resolutions introduced that week
2. Updates to orders, bills, and resolutions from previous weeks as they go through second and third readings
3. Information pertinent to the student body, such as upcoming events in which Senate is involved or has funded.
4. Bi-weekly reports from the committee chairpersons of all standing committees in the ASCI Senate (Code, Finance, Campus Life, Campus Quality, Sustainability, Community Relations).
The Facebook page shall be managed by the committee head of the *Campus Quality* committee. Each committee chairperson for standing committees of the ASCI Senate, and all members of the ASCI Executive Council, will be given administrator privileges of the page.

The Facebook page shall comply with all rules and regulations specified by The College of Idaho administration.

Inappropriate or offensive posts made from the Facebook page will result in immediate suspension from the ASCI Senate, pending discussion of further punishment for all involved parties.

### XIII: Awards and Honors

#### 1401: Spring Awards Program

The organization of the annual Spring Awards Assembly will be the responsibility of the ASCI President.

#### 1402: Awards Committee

An Awards Committee constituted of the ASCI Executive Officers and the Dean of Student Affairs will be charged with the duty to finalize selection of recipients of the Thomas E. Shearer awards in the Spring Term of each year. Guidelines for the selection of these awards is outlined in Section 1403.

#### 1403: Thomas E. Shearer Awards

The Thomas E. Shearer Leadership and Service Awards honor five (5) outstanding senior students of the College of Idaho for their extraordinary services to the ASCI and the College. These awards were established to commemorate the late Dr. Thomas E. Shearer, past President of The College of Idaho.

The choice of the recipients shall be made by the Awards Committee. By the unanimous consent of its members, they may choose to waive the requirement of senior standing or increase the number of recipients. The selection process shall be as follows:

a. At the first Senate meeting in March, nominations will be taken from the senators for candidates to receive the Shearer awards. Candidates should be considered on the basis of service activities and leadership abilities. At the first meeting of the Awards Committee, the members should compile a list of at least fifteen (15) candidates nominated by the senators. If fifteen (15) are not nominated by the Senate, the Awards Committee, at their discretion, may make nominations to complete a list of fifteen (15) candidates.
b. These candidates should then be contacted by the Awards Committee and asked to submit a resume of their collegiate service and leadership activities.

c. In the last week of April, and upon receipt of this information, the Awards Committee shall meet to review the candidates and make their final selection for award recipients.

d. Announcements of the results of the selection shall be made at the annual Spring Awards Assembly. Recipients of the award shall be presented an engraved parchment scroll bearing the following inscription:

"THOMAS E. SHEARER MEMORIAL AWARD
presented to (Name of Recipient) by the Associated Students of The College of Idaho for Outstanding Leadership and Service (Year)"

Said scroll shall also bear the signature of the President of the ASCI and the President of The College of Idaho.

1404: Executive Officers' Service Awards

The Executive Officers' Service Awards are established to honor the immediate past Executive Officers of the ASCI. The immediate past Executive Officers shall be the recipients of the award. Presentation of the award shall be made at the annual Spring Awards Assembly. Recipients shall be presented an engraved plaque.

1405: Outstanding Senator Award

The Outstanding Senator Award is established to honor one ASCI Senator for his or her exceptional service in Senate during the school year. The selection of the "Outstanding Senator" shall be made by a majority vote of the senators. The recipient of this award shall have served at least one full semester as a senator during the school year. Announcement of the results of the selection shall be made at the annual Spring Awards Assembly, where the recipient shall be presented an engraved plaque bearing the following inscription:

"Presented by the Associated Students of the College of Idaho to (Recipient's Name) Outstanding Senator (Year)"

1406: Abbot Award

The purpose of the Abbot Award is to honor one junior male and one junior female on the basis of scholarship, character, and effective participation in the life and work of The College. The selection of the "Abbots" shall be made by the "Abbots" of the preceding school year. In the case that the previous recipient is unable to choose his or her successor, then the Senate will select the recipient by majority vote. Announcement of the results of the selections shall be made at the annual Spring Awards Assembly. Each recipient of the award shall be presented an engraved plaque bearing the following inscription:

"(Year)
ABBOT"
THE COLLEGE OF IDAHO
(Recipient’s Name)

1407: Nancy C. Hazelwood Award

An award shall be given at the Spring Awards Assembly to honor the memory of Dr. Nancy C. Hazelwood and her commitment to the liberal arts. This award shall be given to the person who has been chosen to be the student graduation speaker.

XIV: Director of Student Involvement

1501: Role of the Director of Student Involvement in the ASCI Senate

The Director of Student Involvement shall be available for the advising of the ASCI Senate on College policies and procedures as well as other matters that may be deemed appropriate by the ASCI Senate and the Executive Council and agreed upon by the Director. The Director shall also act as a liaison between the Senate, faculty, and administration. The Director shall be an ex-officio, non-voting member of the ASCI Senate.

1502: Role of the Director of Student Involvement in Relation to Program Council

The Director of Student Involvement or his or her designate shall be responsible for advising the ASCI Program Council. The advisor shall be available for consultation on College policies and procedures as well as other matters that may be deemed appropriate by the Program Council Directors. The advisor shall be an ex-officio, non-voting member of the Program Council.