

ASCI Code

Table of Contents

Code Sections

Table of Contents	1
I: Election Code	2
II: Procedure.....	7
III: Finances	11
IV: Clubs	17
V: Senate Committees.....	19
VI: Campus Committees	24
VII: Executive Council	25
VIII: Program Council	29
IX: Sustainability Stewards.....	31
X: Judiciary	32
XI: Council for Diversity and inclusion.....	38
XII: Student Media	39
XIII: Awards and Honors.....	42
XIV: Director of Student Involvement	44
XV: Official ASCI EC, PC, and Committee Transitions.....	45

I: Election Code

101: Major ASCI Offices

The offices of ASCI President, ASCI Vice President, ASCI Secretary, ASCI Treasurer, ASCI Vice President of Inclusive Excellence, ASCI Program Council Directors, and the editors of the Coyote shall be designated major ASCI offices. No person may hold two major offices simultaneously, nor may a person holding a major office run for another without first relinquishing the initial position.

102: Election of Program Council

The official ballot for Program Council allows 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, and Program Council, 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 Commencement of the year of their election to the following Commencement. The time period from their election to Commencement will be known as a transition period where it is the duty of the outgoing officer to prepare the newly elected officer to fulfill their codified obligations. This may include attending Senate sessions with and other pertinent meetings decided by the outgoing and newly elected officers. 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 Vice President 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 Vice 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, Program Council 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 11:59 pm on the night preceding election week. 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.

Due to the unique and important duties of the Vice President of Inclusive Excellence, candidates for Vice President of Inclusive Excellence must also submit a written statement detailing their qualifications and commitment to promoting inclusiveness among the student body to the Council for Diversity and Inclusion in addition to a Declaration of Intent. If the Council for Diversity and Inclusion determines that the candidate is unqualified or not interested in promoting inclusiveness, they may remove the candidate from the ballot with a majority vote.

109: Qualifications of Candidates

All candidates must be members of ASCI, and shall be full-time students of The College of Idaho. All candidates must be in good academic, financial, and judicial standing in order to 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 at the beginning of each academic year 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.

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

For ASCI Executive Officer and Program Council elections, each ASCI Executive Officer must be elected by a majority (50.1%) of the votes cast, excepting elections involving only two declared candidates. If a majority is not achieved, a clear plurality will be used to determine the

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

outcome of the election. A clear plurality is defined as greater than 15% difference between the top two candidates, with the top candidate receiving a minimum of 30% of the vote. If no candidate campaigning for an Executive Council or Program Council office receives the above-specified requirements, an emergency election will be held. In elections with only two declared candidates, any plurality shall elect a candidate, unless a write-in candidate in that race gains at least 25% of the votes and causes no clear plurality by one candidate. In this case, an emergency election will be held for that position with the two top candidates regardless of if they are a declared or write-in candidate.

For ASCI Senate Elections, voters will have the opportunity to vote for as many candidates as there are seats in their constituency. For example, if Simplot has three ASCI Senate Seats, voters in Simplot will be able to select three different candidates on the ballot. The candidates with the most total votes will win the seats for each constituency. If a tie changes the outcome of the election and more than two candidates are declared, an emergency election will be held between the tied candidates. If there is a tie and there are only two declared candidates, a coin flip, conducted by the Election Board Chairperson with both candidates present, will determine the winner of the election.

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 Debate Night

During Election Week, the Election Board shall determine when the Campaign Debate Night shall be held. The Election Board shall be responsible for organizing and determining the format of the debate night, alongside the Executive Council. The Election Board will also publicize the event and all candidates shall be invited to attend. All candidates present for Campaign Debate 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: Removal of a Senator and or ASCI Executive Council Positions

A Senator is ineligible for office if he or she no longer meet the *Qualifications of Candidates* outlined in Section 109 of Election Code, or if they are no longer a resident of his or her district. A Senator may appeal to the ASCI Executive Council and/or the Director of Student Involvement concerning extenuating circumstances.

The Senator may be removed from office by a two-thirds majority vote of the Senate body upon written recommendation of the ASCI Executive Council, the Dean of Students, and or the Director of Student Involvement. Grounds for removal include, but are not limited to, misconduct, and dereliction of duty.

An ASCI Executive Officer may be removed from office by a two-thirds majority vote of the ASCI Senate upon written recommendation of the Dean of Students and Director of Student Involvement. An ASCI Executive Officer may also be removed by an Initiative. Grounds for removal include, but are not limited to, misconduct, and dereliction of duty. The Vice President of Inclusive Excellence may also be removed by a two-thirds majority vote of the Council for Diversity and Inclusion upon written recommendation of the Dean of Students and Director of Student Involvement.

A Senator may resign at the discretion of the ASCI Executive Council. An ASCI Executive Officer may resign at the discretion of the Senate.

121: Procedures for Filling an ASCI Senate Vacancy

In the case of a senator becoming ineligible, resigning, or being removed by the ASCI Senate, an emergency election shall be held within three weeks of the opening.

The emergency election shall be an application and selection process beginning with a call for applications from the constituency and or constituencies in question. These applications will then be reviewed by the Senate Leadership Council (Section: 511) Following appropriate and topical discussion the Senate Chairs will vote on the applications received to select the replacement, in the event of a tie the ASCI Vice President will vote. The committee will then bring their recommendation for replacement before the ASCI Senate Body for two-thirds confirmation vote.

If necessary, during the interim, a replacement may be appointed by the leaving senator and confirmed by a 2/3 majority vote. They may hold the temporary position for up to three senate sessions.

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 Facebook page.

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.

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 a Senator arrives to any Senate session after roll call ends, they will be marked late. Three (3) unexcused late arrivals will be equivalent to one (1) unexcused absence. If any Senator has more than two (2) unexcused absences during Fall term or two (2) 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 two (2) unexcused absences about his or her attendance record.

210: Excused Absences for Senators

A Senator must contact both the ASCI Secretary and ASCI Vice-President 24 hours before the start of the Senate meeting to be excused from that particular meeting, or to have their late arrival excused. An excused absence or late arrival can be defined as school related, a family emergency, or sickness. In the event of the unforeseen emergency, excused absences and late arrivals will be allowed. Following contact 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 of 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 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.
- If the Senate Parliamentarian should be absent as well as a member(s) of the Executive Council that's position needs to be filled for the Senate Session to continue (I.E. ASCI Vice-President or Secretary) then the following order will be enacted to fill the required position(s), for that session, based on the following three items;
 - Interest: Senators must first want to serve in the capacity that needs to be filled
 - Years Served on the Senate: Experience as a Senator
 - Seniority at the College: What academic year the student senator is in (Based on Credits)
 - EX: Two interested senators want to take over the VP position during a session where both the actual VP and Pro-Temp are absent.
 - If they have served the same number of years on Senate, the deciding factor will be their year at the College.
 - If they are the same year, but one has served on Senate longer, the more experienced Senator will take the position

- If the both above aspects are the same (Two Junior Senators that have both served two years, then a coin will be flipped)
- Repeat last step if the interest is varied among more than 2 Senators

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 ASCI Executive Council officer. Grounds for removal include, but are not limited to, misconduct and dereliction of duty.

III: Finances

301: 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.

302: 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.

1. 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.
2. 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.
3. 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.
4. 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.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

5. 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.
6. The Budget Committee shall present the formal budget to the ASCI Senate at the first Senate meeting after ASCI Executive elections are completed.
7. 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.

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.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

3. *Social/Service Clubs.*

- 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 a 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 \$2,837.25
- Vice President \$2,338.08
- Secretary \$1,948.32
- Treasurer \$1,948.32
- Vice President of Inclusive Excellence \$1,948.32
- Program Council Directors \$2,045.73 each
- Sustainability Stewards (two) \$1,986.15 each
- Coyote Editor \$2,203.86 / editors will be paid \$275.49 per issue with eight issues total
- The Advocate Center Manager (one) \$2,338.08 / (two or more) \$1,558.72 each
- Senate Committee Chairs \$100 (\$ 50/semester)

The salaries for the President, Vice President, Secretary, Treasurer, Vice President of Inclusive Excellence, Program Council Director(s), Sustainability Stewards, and the Advocate Center Manager(s) shall be divided equally over the term the officer holds his/her office. The Coyote Editor(s) will be paid \$275.49 per issue sent out. The Coyote Editor(s) are paid for one issue per month up to eight months. 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. Elected officials can choose to waive their salary, and therefore not have official working hours with the College. Salaries must be accepted in order to be received. These salaries, with the exception of Senate Committee Chairs, shall also increase by 3% per year (compounded) for inflation. The above salaries consist of what was paid in 2020-2021 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 \$5.00 per ASCI member
- Student Research Grants \$1.50 per ASCI member
- Sustainability Council \$2.72 per ASCI member
- The Advocate Center \$0.50 per ASCI member
- Choral Program \$3.50 per ASCI member

Descriptions:

- Model United Nations: This money is intended to be used to help subsidize the per student cost of Model United Nations trips.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- Student Research Grants: This money is intended to be used to help subsidize expenses related to research and/or conference travel.
- Sustainability Council: to be used for programs and initiatives planned by the ASCI Sustainability Stewards and the Quality and Sustainability Committee.
- The Advocate Center: to be used for programs and initiatives planned by the Student Advocates.
- Choir Department: This money is intended to be used to help subsidize the per student cost of Choir Tours.

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.

Student Fees Breakdown	
ASCI	\$60.92
Coyote	\$12.00
Mainstage	\$5.00
Outdoor Recreation Department	\$15.73
Program Council	\$48.00
SUB	\$10.01
Tech Committee	\$9.95
ASCI Executive Council	\$13.89
Athletic Department	\$5.00
High Impact Practices Grant	\$5.00
Diversity Council	\$2.00

Descriptions:

- ASCI: This is the general account that is overseen by the ASCI Senate and that student organizations may request funds from.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- Coyote: These funds pay for the printing of the student newspaper, *The Coyote*, the compensation of student contributions, and any topical events and or publications.
- Mainstage: These funds assist the Theater Department in funding for their productions.
- Outdoor Recreation Department: This is the acting budget of the Outdoor Program at The College of Idaho and is used to help subsidize trips, pay students, and maintain the program as a whole.
- Program Council: these funds pay for all Program Council events, swag, and other expenses. \$3 (per student) of this fund will be reserved for ticket purchases to any Caldwell Fine Arts events. See Code Article VIII for more detail.
- SUB: these funds go to the Student Union Building committee to assist in the upkeep of the McCain Student Union Building and costs that benefit all ASCI members.
- Tech Committee: These funds go to Tech Committee to assist in topical costs that benefit ASCI members.
- ASCI Executive Council: these funds go to pay for various costs in running the Senate and reasonable Executive Council purchases and programs; See Code Section 310 for more detail.
- Athletic Department: these funds go to the Athletic Department to subsidize the costs for student tickets for sporting events and is the operating budget of the Student Athletic Advisory Committee.
- High Impact Practices Grant: these funds go to the High Impact Practices Grant that allows students to seek funds for a high impact practice (e.g. study away, internship, research, etc.) as deemed fit by the High Impact Practices Committee: See Code section 605.
- Diversity Council: these funds go to Diversity Council to expand its reach, influence, and impact on the campus.

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: Executive Council Budget and Special Projects Fund

The ASCI Executive Council may use its budget allocated in Code Section 308 upon approval of the Director of Student Involvement for various costs related to the running senate, the

cultivation of culture, ASCI Committee expenses, campus wide events, and topical expenditures related to the ASCI.

Special Projects Fund

The Special Projects Fund is synonymous with the ASCI Executive Council Budget. This Fund was created to allow for students to request that the ASCI Executive Council spend its budget for specific projects as described below.

1. The Special Projects funds, shall be used for projects that meet the following criteria:
 - a. Any request for funding that is not given to clubs or organizations in the manner that an order is.
 - b. Any use at the request from members of ASCI.
 - c. Any use that works towards the betterment of the C of I community and/or surrounding community.
2. Requests for Special Projects funding may be presented to the Executive Council from an ASCI Senator 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 Special Projects Fund requires a majority vote by the members of the Executive Council. Ties will be broken by the ASCI President. All spending must be approved by the Director of Student Involvement and is subject to review by the Senate.
3. Any Executive Council member may request funding for a Special Project.
4. All use of the Special Projects fund must be presented to the Senate the following week during the President's report. The Senate may vote to overrule Executive Council spending by a 2/3rd majority vote.
5. Any unused money from the Special Projects Fund at the end of the year shall be returned to the ASCI general account the following 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:

**ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE**

1. Pick up and sign out a Student Organization Recognition Packet from the Student Involvement Office.
2. Complete the Registration Form, Interest Roster, and both the Hazing and Banking Signature Sheets and return them to the Student Activities Office.
3. Select a president and treasurer (required officers).
4. Have at least five members who are full-time C of I students.
5. Obtain a full-time member of the faculty, staff or administration as an advisor.
6. 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.
7. Have their organization's president and treasurer attend a mandatory programming orientation session.
8. 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
 - a. Titles and responsibilities of officers (should include tenure of office)
 - b. Elections and voting
 - c. Approximate time of election (e.g. the second week of each semester)

**ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE**

- d. Method of balloting
- 4. Membership
 - a. 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.)
 - b. Rights, duties, attendance, and obligations of members.
 - c. 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. As a courtesy, the organization must provide the Dean of Student Involvement and the Facilities Coordinators no less than two weeks' notice of its need for facilities.

406: Permanent Rooms

The ASCI Executive Council, Senate, Judicial Board, Program Council, Coyote, Student Union Building Committee, 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 and Sustainability; Community Relations; and Organizations and Outreach. The ASCI Vice-

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

President shall assign each senator to one committee. During the first meeting of each committee and before the session of Senate following the meeting, the committee will select a Chairperson. In the event that a consensus in the committee is not reached regarding the selection of the Chairperson, the Senate body shall then vote on the topical chair by secret ballot. The Chairperson will be elected by a majority vote of present senators.

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 person 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 finds allotted to the ASCI Senate itself and the Executive Council.

The Finance Committee Chairperson shall assist in organizing and be a member of the High Impact Practice Grant Committee. The Chairperson shall be responsible to report regularly to the Senate about the activities of the High Impact Practices Grant Committee.

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 reading of 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 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.

The Code and Constitution Evaluation Committee reserves minor grammatical editing power, under the stipulation that any such changes do not affect the meaning and/or purpose of any edited sections of Code and Constitution, subject to review by the ASCI Executive Council

504: The Responsibilities of the Campus Life Committee

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

The Campus Life Committee will be responsible for holding at least one meeting with the leadership of each registered club over the course of the academic year. The purpose of these meetings shall be to gauge student opinion and concerns, and to bring findings back to the Senate for further discussion. Committee members should also answer any questions clubs have about ASCI Government or how to get funding. Additionally, the committee shall be responsible for assisting clubs in the promotion of their events to the Senate or any other relevant ASCI organization. The Chairperson of the Campus Life Committee will be responsible for reporting on the Committee's findings.

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 shall hold regular meetings with City of Caldwell officials in order to determine the best ways for the College to maintain a community presence. The Community Relations Committee Chairperson shall report on these findings to the Senate, in order to facilitate further discussion and action.

506: The Responsibilities of the Quality and Sustainability Committee

The Quality and Sustainability Committee's responsibility is to communicate concerns of the students regarding the quality and sustainable practices of this community and on this campus. The committee will be responsible for communicating student concerns to the food service provider of the College of Idaho and thus foster a dialogue about sustainable food practices and reducing the college's waste and carbon footprint. Further this committee will work to represent student's voice relating to but not limited to meal plans, coyote cash exchange rate, and The Den prices. This committee will also work with Maintenance and Facilities Department to be a bridge between the students who live on this campus and the individuals who maintain it. They shall work on issues related to but not limited to reducing water usage, beautification of the campus, and the general promotion of sustainable practices and education. The committee shall also work in conjunction with the Sustainability Stewards, Sustainability Council, relevant members of the College of Idaho: administration, faculty, and staff, the ASCI student government, and any other relevant groups. In the event that a Sustainability Steward is not also a member of Senate the Committee is responsible for being their voice.

The Campus Quality and Sustainability Committee shall consist of at least three (3) members for a term of one school year.

The committee will be an active part of the Sustainability Council which will be composed of the Quality and Sustainability Committee, the Sustainability Stewards, two faculty advisors from the Environmental Studies Department, and the Director of the Outdoor Program.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

The Campus Quality and Sustainability 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 recommends the resolution's passage, failure, or amendment.

The members of the Quality and Sustainability Committee are responsible for organizing the first meeting of the Sustainability Council in the beginning of each academic year.

The Quality and Sustainability Committee members will update the ASCI Senate members on all activities planned and executed by the Sustainability Council.

507: The Responsibilities of the Organizations and Outreach Committee

The Organizations and Outreach Committee is first responsible for overseeing-Campus Committees outlined in Code section VI: Senior Legacy Committee, SUB Committee, and Technology Committee. Program Council, outlined in Code section VIII, Sustainability Council outlined in Code Section IX, and the Council for Diversity and Inclusion, outlined in Code Section XI (Including any topical organizations such as ISO or ALAS, as determined by the Diversity Council Chair or the ASCI Vice President).

The committee is responsible for regularly attending meetings and overseeing the activities of all aforementioned organizations and reporting their findings back to the Senate. They shall also be responsible for communication between these organizations and the Senate. If the committee finds that an ASCI organization is not fulfilling their duties, they shall bring a representative from said organization for questioning by the Senate.

The Organization and Outreach Committee reserves the right to reclaim the allocated funds in the ASCI Student Fees breakdown from the Committees they oversee. This would allow the committee to reclaim funds as a penalty of any misuse, inefficient use or any other actions deemed in opposition to their codified responsibilities or descriptions. The determination of misuse, inefficient use or any other actions will be decided by the ASCI Senate, Executive Council and Director of Student Involvement at the discretion of what is codified. The Organization and Outreach Committee may bring a recommendation to reclaim funds to be approved by a two-thirds (2/3) majority vote of the ASCI Senate. This would not include the High Impact Practices Grant.

The Committee is also responsible for assessing and improving current methods of outreach by ASCI to the student body, including improving relations between ASCI and other on campus groups, constituency meetings held by Senators, and the Senate's online presence. This includes developing and maintaining communications with SAAC (the Student Athlete Advisory Committee), maintaining the "Student Government" page on Canvas, and communicating with the College's Marketing and Communications department to regularly update the "Student Government" section of the College's website (<https://www.collegeofidaho.edu/student-life/clubs-organizations/student-government>). The committee chair shall be responsible for reporting any findings or improvements back to the Senate.

Finally, the Committee shall be responsible for overseeing the details and relevant information related to the ASCI logo and related logos (See Section XVI). The Committee will advise on questions regarding uses of and changes to the logos and will maintain working records of all guidelines related to the ASCI logos and branding.

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 replot 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.

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. The ASCI President shall appoint a Chairperson, who will be responsible for ensuring that the committee fulfills its codified responsibilities. The Chairperson will report directly to the ASCI President. The ASCI President and all committee chairs shall meet once at the beginning of each semester to clarify goals and direction for the upcoming semester. In addition, the ASCI President shall serve as an ex-officio member of all committees and must approve all committee expenditures. Members of campus committees may be removed at the discretion of the ASCI President. Replacement committee members must be confirmed by the Senate.

602: Senior Legacy 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 Student Union Building (SUB) Committee will consist of a range of 4 to 6 members to be determined at the discretion of the ASCI President. The focus of the committee shall be on programming within the SUB, utilizing the student spaces such as the pub stage and movie theatre. The committee shall put on, at a minimum, at least three open mic nights and one holiday event per semester. The committee may also coordinate with clubs and other organizations who wish to put on events in the SUB. The committee shall work in conjunction with the Department of Student Affairs to ensure the maintenance of and improvement upon the SUB and to implement long-term improvements to the building. The SUB 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: High Impact Practices Grant Committee

The High Impact Practices Grant Committee shall be composed of the Director of Center for Experiential Learning, Director of Financial Aid (or designee), Director of Student Involvement,

and the Chair of the Finance Committee. Due to the sensitive nature of the topic, the student representative will be required to sign a confidentiality agreement. The committee shall focus on Grant funding for students with high financial need: internships, study away opportunities, and other experiences. This committee shall report to Senate once a semester with the number of people, how much funding was allocated over the entire semester, and what opportunities the High Impact Practice Grant Committee provides for the students.

607: Funding for Campus Committees

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

VII: Executive Council

701: Executive Council Membership

Executive Council shall hold weekly meetings to establish the goals and coordinate the actions of ASCI and the Student Body. The ASCI President, Vice President, Secretary, Treasurer, and Vice President of Inclusive Excellence are members of the Executive Council. The Council shall have the responsibility of holding at least one campus wide constituency meeting and forum within the last six weeks of every semester.

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 students to the ASCI standing Campus Committees.
- The President shall be responsible for delegating duties, as required, to other Executive Council members.
- The President shall be responsible for the Awards Assembly.

704: Duties of the Vice President

- The Vice President shall be the link between the students and senate.
- The Vice President shall serve as President of the ASCI Senate.
- The Vice President shall be responsible for the training of all ASCI Senators and ensuring that they are held accountable and understand their duties and responsibilities to the student body.

**ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE**

- The Vice President shall meet with the ASCI Senate Committee Chairs at the beginning of each term.
- The Vice President shall be responsible for approving excused absences, admitting legislation, and consultation on proposed legislation.
- The Vice President shall act as the standing ASCI President in the case of the Presidents absence.
- The Vice President shall be responsible for the management of Declarations of Intent for ASCI elections and be the head of Election Board.
- The Vice President shall appoint senators to Senate Committees.

705: Senate Duties of the ASCI Secretary

- The ASCI Secretary shall be responsible to attend all Senate meetings and take meeting minutes
- The Secretary shall notify senators of unexcused absences and shall notify the Senate body 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 type up the Senate minutes with the attendance and send copies to all relevant parties. The minutes shall be sent out no later than five days after each meeting.
- The Secretary shall be responsible for filing all senate legislation
- The Secretary shall be responsible for posting minutes and legislation on the ASCI Senate webpage.
- The Secretary shall ensure that passed legislation is signed by the appropriate parties and filed correctly.
- The Secretary shall be responsible for keeping the Senate records up to date.
- The ASCI Secretary shall be responsible for giving a list of all recognized ASCI clubs and organizations 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

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

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

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 ASCI. 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 to the ASCI of the complete financial status of the ASCI, its contiguous funds, and major student-funded organizations within two weeks of the end of the Treasurer's term.
- The ASCI Treasurer shall audit each ASCI club and organization that received or requested funds continually, as funds are spent throughout the year. to This process must be finished by the end of their term.
- 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 aid in any student organization requesting assistance in establishing or developing financial procedures or any other information or support which the Treasurer can provide.
- At the beginning of each academic year, the ASCI Treasurer shall communicate club budgets to the appropriate presidents and treasurers of clubs that have received Senate budget allocations.

707: Vice President of Inclusive Excellence

- The Vice President of Inclusive Excellence shall be responsible for all ASCI matters concerning diversity and inclusion.
- The Vice President of Inclusive Excellence shall demonstrate a commitment to promoting diversity and inclusion on campus.
- The Vice President of Inclusive Excellence shall serve as the President of the ASCI Council for Diversity and Inclusion.
- The Vice President of Inclusive Excellence shall be responsible for the coordination of the ASCI Council for Diversity and Inclusion and ensuring that its members understand their duties and responsibilities to the student body.
- The Vice President of Inclusive Excellence shall consult and advise all ASCI Bodies, including the ASCI Senate and ASCI Executive Council, on all matters concerning diversity and inclusion.
- The Vice President of Inclusive Excellence shall annually review the ASCI Code, Constitution, and other relevant documents and propose to the Senate ways by which the language can be made more inclusive.
- The Vice President of Inclusive Excellence shall review and offer suggestions on behalf of marginalized student populations on the College of Idaho campus pertaining to oppressive, discriminatory or exclusive policies set forth by the institution.
- The Vice President of Inclusive Excellence shall, in conjunction with the Council for Diversity and Inclusion, educate and inform students within ASCI about issues pertaining to marginalized populations on campus.
- The Vice President of Inclusive Excellence shall have biweekly meetings with the Office of Inclusion & Intercultural Engagement and the VP of Student Affairs.

708: Student Fee Review

Each Executive Council will annually review the current student fees. Any revisions the Council sees needed will be presented to the ASCI Student Senate for its 2/3 approval in fall term.

709: 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.

- The ASCI Parliamentarian shall be required maintain the Facebook page as outlined by Code Section 1211: ASCI Senate Facebook

711: Appointed Executive Officers

- **Chief of Staff**
 - The Chief of Staff will be appointed directly by the ASCI President.
 - The Chief of Staff will directly manage all ASCI Campus Committees and all ASCI Institutions at large.
 - The Chief of Staff will ensure that all ASCI Campus Committees are properly allocating their budgets for the benefit of the student body.
 - The Chief of Staff will be responsible for attending or holding weekly meetings with all ASCI Campus Committees to ensure proper planning and progress for campus committee activities.
 - The Chief of Staff will not be a direct member of the Executive Council but will serve as further oversight for ASCI Institutions.
- **Press Secretary**
 - The Press Secretary will be appointed directly by the ASCI President.
 - The Press Secretary will create and combine all existing ASCI Social Media accounts into one group of central ASCI Social Media accounts.
 - The Press Secretary will manage the social media presence for the following institutions: Program Council, Student Senate, Executive Council, Get Involved, The Coyote, etc.
 - The Press Secretary will be directly responsible for advertising all ASCI events in one central area in order to avoid creation of too many individual social media accounts.

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 must communicate with the School Spirit Committee by a preferred medium (meetings, emails, other direct messaging).

**ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE**

- 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.
 - a. These groups may approach Program Council to attain a subsidy for any event or activity, which falls under jurisdiction of Program Council.
 - b. 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 Program Council Directors shall be designated on the ballot during General Elections in accordance with ASCI Election Code, the Director(s) 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 Directors 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. All of the work will be split up evenly among all members of Program Council.

803: 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.

804: 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.

805: 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: Sustainability Council

901: Purpose of Sustainability Council

The ASCI Sustainability Council, consisting of the Quality and Sustainability Committee, the Sustainability Stewards, two faculty advisors from the Environmental Studies Department, and the Director of the Outdoor Program, shall be responsible for educating the student body on the responsible use of resources, encouraging the administration to prioritize sustainable practices, and seeking out environmentally-friendly initiatives for the campus and surrounding community.

902: Duties of the Sustainability Stewards

The members of the Quality and Sustainability Committee are responsible for organizing the first meeting of the Sustainability Council in the beginning of each academic year.

The Sustainability Council members will designate a Chairperson in their first meeting. The Chairperson will be responsible for the coordination of meetings that will be conducted at least once every four weeks during the academic year. The Chairperson will oversee all activities that are planned and executed by the Sustainability Council and hold members accountable for their work. A replacement will be selected through the Sustainability Council members if the Chairperson is unfit of duties.

903: Selection of the Sustainability Council Members

The selection of the Sustainability Stewards will be done by the current term Sustainability Council. Together they will review applications/resumes and conduct interviews to appoint ~~at least~~ two Stewards. The Stewards will present individual resumes and cover letters, along with a proposal for a special project to be completed during their term as a Stewards. The selection process will be completed the second week after Spring Break.

904: Financing of the Sustainability Council

The Sustainability Stewards will initiate and implement new environmentally friendly initiatives for the campus and surrounding committee. The Sustainability Stewards will provide education to the campus and wider community through programming,

The Sustainability Stewards are encouraged to maintain the College of Idaho's organic garden year-round.

A Sustainability Steward will strive to maintain a lifestyle that reflects responsibility to the environment and to the community.

Upon the written recommendation of the Sustainability Council, the ASCI Senate shall have the power to remove a Sustainability Steward by a two-third majority vote.

905: Financing of the Sustainability Council

The Sustainability Council shall receive funds from the ASCI Budget as allocated. They may turn in an additional budget request to the ASCI Treasurer when it is requested. Additional financing shall come from Steward activities, individual donations and grants, and potential ASCI Senate legislation.

X: Judiciary

1001: 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.

1002: Membership

- **Makeup:** The Judicial Board shall consist of nine (9) members. Three (3) shall of senior class standing, three (3) shall have junior class standing and three (3) shall have sophomore class standing.
- **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.
- **Term Length:** All members of the Judicial Board shall serve a three-year term.

Exceptions:

- a. Resignation
- b. Deemed unfit to serve
- c. Conflict of Interest
- d. Graduation

In the case of a vacancy an open application and selection process is conducted as described above in section 1102 b.

- 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.
- 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.

- 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.

1003: 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.

1004: 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.

1005: 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.

1006: 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.

1007: Elected Offices

1. Student Chairperson

The responsibilities of the Student Chairperson shall be to:

- Preside over all meetings of the Judicial Board in such a way as to guarantee that a fair and impartial hearing is held.
- 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.
- Schedule hearings for accused students and notify all parties involved at least 72 hours' notice 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.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

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

- Take accurate and thorough notes during all Judicial Board meetings that reflect the discussion and decisions rendered by the Council.
- Maintain a file of all past decisions made by Judicial Board. Have these files accessible at all Council meetings.
- Take and keep track of attendance of Council members. Inform the Council when a member is in violation of the attendance policy.
- 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.

1008: 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.

1009: 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. 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:

- Train the Judicial Board members in school policy, philosophy, and student development.
- Meet with the Student Chairperson and/or Secretary on a weekly basis to determine which cases to bring before Judicial Board.
- Meet with and assign appropriate sanctions to accused students not requiring a full Judicial Board hearing.
- Meet with and inform both the accused and the person bringing the charges of their rights.
- Secure evidence and witnesses to be used in the hearing.
- 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.

1010: 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:

1. 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 72 hours' notice prior to the hearing.
2. It is assumed that accused students are innocent until found responsible.
3. 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.
4. 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.

**ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE**

5. The decision of the Judicial Board shall be based solely upon evidence presented at the hearing. Improperly acquired evidence shall not be admitted.
6. 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.
7. The Dean of Students has the right not to grant appeal, in which case, the decision of the Judicial Board will stand.
8. 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.
9. 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.
10. 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.

1011: 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.

1012: 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.

1013: 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.

1014: Removal of Judicial Board Members

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 recommend 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.

1015: 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.

- 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.
- 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.
- 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.

1016: 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.

XI: Council for Diversity and Inclusion

1101: Purpose of the Council for Diversity and Inclusion

To address the cultural needs and concerns of The College of Idaho student body through the promotion of diversity and cultural awareness, with the goal of creating an inclusive and equitable student body.

1102: Duties of Council for Diversity and Inclusion Members:

- To communicate with and educate incoming students in the diverse demographic of cultural, religious, or any other affiliated identities within the student body.
- To plan and coordinate diversity week within the academic year.
- To fulfill the cultural needs of campus through ongoing programming and awareness.
- To serve as the student voice in all campus matters concerning diversity on campus, with a particular focus on issues faced by students.
- To coordinate cultural awareness programming for Martin Luther King Day and other topical holidays in conjunction with the VP of Student Affairs (or designee) and The College of Idaho faculty and staff.
- To work in coordination with the VP of Student Affairs (or designee) and the Office of Inclusion & Intercultural Engagement in any growing community concerns. The Council for Diversity and Inclusion may provide an official written opinion to the VP of Student Affairs on an issue concerning diversity/inclusion on campus provided that 2/3 of the council agrees.

1103: Duties of the Vice President of Inclusive Excellence

The Vice President of Inclusive Excellence shall serve as the chair of the Council. The Vice President of Inclusive Excellence is responsible for the coordination of biweekly council meetings to conduct its business and shall only vote on Council matters in the case of a tie. The Vice President of Inclusive Excellence shall report to the Council on the actions of the ASCI Senate and Executive Council at each meeting.

1104: Membership

Council membership shall be composed of both club-member seats and at-large seats. Club membership shall be composed of one delegate from each club with a diversity/inclusivity/cultural focus.

Multicultural clubs with seats include: International Student Organization, Association of Latin American Students, Gender Sexuality Campus Alliance, Interfaith Council, and African Friends Relative and Others. Each club/organization may choose its own delegate.

At-large seats shall be composed of one member from the sophomore, junior and senior classes. At-large delegates shall serve a three-year term beginning their sophomore year. At-large delegates will be selected by the ASCI President in consultation with the Vice President of Inclusive Excellence at the end of each academic year. Applications for Council for Diversity and Inclusion seats shall be available starting two weeks after Spring Break. All applicants must be approved by the VP of Student Affairs.

1105: Spending

Council for Diversity and Inclusion funds may be spent on all council activities or allocated to clubs/individuals for events that promote diversity/inclusion on campus. All council spending must be approved by a simple majority of the council.

1106: Removal of Council for Diversity and Inclusion Members

A member of the Council may be removed with a two-thirds majority vote by the other Council members. Replacements due to removal, resignation, conflict of interest, graduation, and unfulfilled duties will be made through application and selection process for at-large seats. Clubs may determine the selection of their new delegate.

1106: Removal of Council for Diversity and Inclusion Members

A member of the Council may be removed with a two-thirds majority vote by the other Council members. Vacant at large seats will be appointed by the ASCI President in consultation with the Vice President of Inclusive Excellence. Clubs may determine the selection of their new delegate.

XII: Student Media

1201: Coyote Editor Selection

The Campus Life Committee along with the current Editor will review applications/resumes and conduct interviews to appoint an Editor for the *Coyote*. Call for applications must be made at least three weeks in advance, so that Editor selections will be completed by the Senate meeting before spring break. The newly chosen Editor will have the option of appointing their assistant Editor and notifying the Campus Life committee about the assistant Editor selection. The Campus Life Committee will be required to present its recommendation, including selection of assistant Editor, to the ASCI Senate to be confirmed by a 2/3 majority vote the senate session immediately following spring break.

1202: 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.

1203: Freedom of the Press

The operations of the student newspaper 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 as prepared by the student staff under the supervision of the Editor or station Manager.

1204: 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.

1205: Removal of Editors of the *Coyote*

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.

1206: 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.

1207: Responsibilities *Coyote* Editors

The *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.

1208: 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 one (1) publication 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.

1209: 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.

1210: ASCI Senate Facebook

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

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

- Orders, bills, and resolutions introduced that week.
- Updates to orders, bills, and resolutions from previous weeks as they go through second and third readings.
- Information pertinent to the student body, such as upcoming events in which Senate is involved or has funded.

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- Monthly reports from the committee chairpersons of all standing committees in the ASCI Senate (*Code, Finance, Campus Life, Campus Quality, Community Relations*).

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.

The ASCI Parliamentarian shall be required maintain the Official ASCI Senate Twitter Page titled @COISenate, found at <https://twitter.com/COISenate>

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

- Information pertinent to the student body, such as upcoming events in which Senate is involved or has funded as well as events unaffected by Senate funds that are all-inclusive and promote general student body involvement.
- Shout-Outs to Senators who are involved on campus and the events associated with them.
- Updates on interesting and fun projects that are being done by administrators, faculty and staff of the College of Idaho.
- Used to promote Campus Awareness and achieve great turnout for College of Idaho overall student involvement.

The Twitter page shall comply with all rules and regulations in connection to the College of Idaho Student Handbook.

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

XIII: Awards and Honors

1301: Spring Awards Assembly

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

1302: 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.

1303: 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:

1. 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.
2. These candidates should then be contacted by the Awards Committee and asked to submit a resume of their collegiate service and leadership activities.
3. 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.
4. 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)"

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

1304: 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.

1305: 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

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

selection shall be made at the annual Spring Awards Assembly, where the recipient shall be presented a certificate bearing the following inscription:

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

1306: 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 a certificate bearing the following inscription:

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

1307: The Miller Award

The Miller Award is established to honor any graduating Senator for their exceptional service to the ASCI Senate during a minimum of four years in which they have been a student here. These students have served every year during their education at the College of Idaho and must serve their final spring. This shows exceptional dedication to not only the student body but to the greater community as a whole. The recipient or recipients of this award shall be presented an engraved plaque that reads:

SENATOR (LAST NAME OF RECIPIENT)
The Miller Award
For your dedication to the ASCI Senate from YEAR - YEAR

This award is created in honor of its first recipient Senator Miller who served as an ASCI Senator for all four years from 2014-2018.

1308: 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

1401: 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.

1402: 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.

XV: Official ASCI EC, PC, and Committee Transitions

1501: Purpose and Role of Official Transitions

- The purpose of an official transition shall be to better enable C of I students to achieve long-term success as the abiding officer or head of their committee.

1502: Groups that will have official Transitions

- The list of groups that will establish official transitions will be outlined below
 - Senate Committees
 - Finance Committee
 - Code and Constitution Evaluation Committee
 - Campus Life Committee
 - Community Relations Committee
 - Quality and Sustainability Committee
 - Organizations and Outreach Committee
 - Senior Legacy Committee
 - Student Union Building
 - Campus Committees
 - Senior Legacy Committee
 - Student Union Building Committee

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- Technology Committee
- High Impact Practices Grant Committee
- Executive Council Officers
 - ASCI President
 - ASCI Vice President
 - ASCI Secretary
 - ASCI Treasurer
- Program Council

1503: Transitional Procedure

- Senate Committees
 - Each Senate Committee Chairperson will create an official binder (Digital or Print) that will contain general group information, resources, and regulations that the committee must follow.
 - Examples would include:
 - Group history
 - Group information such as passwords
 - Calendar with important dates
 - List of annual procedures
 - Meeting agenda/minutes
 - Important contact information
 - Goals for the year and progress
 - Projects and upcoming projects
 - Committee specific information

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- This binder will be handed over to the ASCI Vice President before the academic school year ends and will be stored within the ASCI Executive Council office
- Campus Committees
 - Each Campus Committee Chairperson will create an official binder (Digital or Print) that will contain general group information, resources, and regulations that the committee must follow
 - Examples would include:
 - Group history
 - Group information such as passwords
 - Calendar with important dates
 - List of annual procedures
 - Meeting agenda/minutes
 - Important contact information
 - Goals for the year and progress
 - Projects and upcoming projects
 - Committee specific information
 - This binder will be handed over to the ASCI Vice President before the academic school year ends and will be stored within the ACSI Executive Council office.
- Executive Council Officer
 - Each Officer will create an official binder (Digital or Print) that will contain general group information, resources, and regulations that the committee must follow
 - Examples would include:
 - Group history
 - Group information such as passwords
 - Calendar with important dates

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

- List of annual procedures
 - Meeting agenda/minutes
 - Important contact information
 - Goals for the year and progress
 - Projects and upcoming projects
 - Officer specific information
- This binder will be handed over to the ASCI Vice President before the academic school year ends and will be stored within the ACSI executive council office.
- Program Council
 - Program Council will create an official binder (Digital or Print) that will contain general group information, resources, and regulations that the committee must follow
 - Examples would include:
 - Group history
 - Group information such as passwords
 - Calendar with important dates
 - List of annual procedures
 - Meeting agenda/minutes
 - Important contact information
 - Goals for the year and progress
 - Projects and upcoming projects
 - Officer specific information
 - This binder will be handed over to the ASCI Vice President before the academic school year ends and will be stored within the ACSI executive council office.

1504: Transitional day for elected officers

- To better prepare future ASCI Elected officers the current elected officers will provide a transition day for newly elected officers
- The list of groups that will establish official transitions will be outlined below
 - Executive Council Officers
 - ASCI President
 - ASCI Vice President
 - ASCI Secretary
 - ASCI Treasurer
 - Program Council
- Transitions must be completed before the end of the academic school year.

1505: Overseer of transitions

- In order to ensure that the groups are carrying on with official transitions the ASCI Vice President will contact section 1502 groups to ensure that they are on track to finish the binder.
- The ASCI Vice President will also be in charge of contacting the section 1504 groups to ensure that they set an official date for their group's transition.
- Additionally, the ASCI Vice President will then report back to the ASCI President that the transitions have happened.

XVI: ASCI Logos and Branding

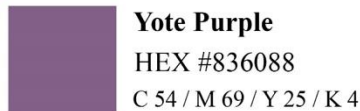
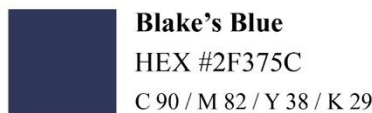
1601: Official ASCI Logo and Logo Guidelines

The official logo of the Associated Students of the College of Idaho is shown below:



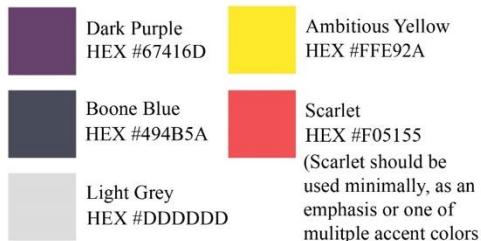
All usage of the ASCI logo shall adhere to the following guidelines:

Primary Colors



Secondary Colors

For ASCI branded designs such as posters, stickers, etc



No other logos or design elements should fall into the exclusion zone around the ASCI logos. The logo also should remain in the original proportions and should only be used in its primary colors or one of the approved variations below:



Blue and white
(use only when on a purple background. This version should never appear off a purple background)

All black and all white
(use only when on a background where blue and purple won't have enough contrast to stand out)

1602: Official Logos of ASCI Organizations

The official logos for the ASCI Executive Council, Council for Diversity and Inclusion, Election Board, High Impact Practices Grant Committee, Judicial Board, Program Council, Senate, Senior Legacy Committee, SUB Committee, Sustainability Stewards, and Tech Committee are shown below:

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

ASCI
COUNCIL FOR DIVERSITY
AND INCLUSION

ASCI
ELECTION
BOARD

ASCI
EXECUTIVE
COUNCIL

ASCI
HIGH IMPACT PRACTICES
GRANT COMMITTEE

ASCI
JUDICIAL
BOARD

ASCI
PROGRAM
COUNCIL

ASCI
SENATE

ASCI
SENIOR LEGACY
COMMITTEE

ASCI
SUB COMMITTEE

ASCI
SUSTAINABILITY
STEWARDS

ASCI
TECH COMMITTEE

ASCI
YOTE FAM
COMMITTEE

These logos shall follow the same guidelines as the official ASCI logo (see section 1601) and may be used in all black and all white versions as needed.

1603: Management of the ASCI Organizational Logos

All working and finalized files of the ASCI organizational logos shall be kept and managed by the Organizations and Outreach Committee. Copies of each of these files shall also be held by the ASCI Executive Council, and the Director of Student Involvement. No change shall be made to the logos in either design or color by any party, internal or external, except by the passing of a bill to change the appropriate sections of Code. Working files of any ASCI logo shall not be distributed outside of the parties listed above. The Organizations and Outreach Committee will be afforded the opportunity to advise on matters concerning changes and usage of any ASCI Organization's logo, including the official ASCI logo.

1604: Use of ASCI Organizational Logos by Outside Parties

Any club or organization that uses student fees, either through allocation or legislative order, will be required to incorporate the appropriate ASCI Organization's logo in any advertising and print materials associated with the use of those fees. The specifics of which logo should be used are outlined here:

- Any event held using, in part or in full, student fees allocated during the annual budget allocation by the ASCI Senate must include the ASCI Senate logo in the advertising for the event. Any office supplies or general use equipment allocated via the annual budget is exempt from this requirement.
- Any event held using, in part or in full, student fees allocated by a legislative order by the ASCI Senate must include the ASCI Senate logo in the advertising for the event.
- Any event sponsored, in part or in full, by an ASCI Campus Committee (see section VI 602-606), or other ASCI Organization with an official logo must include the logo for that organization within their advertising and print materials for the events.
- For non-event spending of student fees, any print or online materials associated with advertising or announcing the result of the spending must include the official logo of the organization that contributed funds.
- All campus organizations with accounts jointly funded by ASCI student fees must include the official ASCI logo, to acknowledge ASCI as a sponsor, on any print materials and advertising put out by the group.

Clubs or organizations within the College of Idaho may use any ASCI logo upon request. Requests must be approved by the Organizations and Outreach Committee, and the group requesting the logo for usage should receive both the file for the logo they wish to use as well as the logo usage guidelines (see section 1601).

1605: ASCI Organizational Branding Conventions

Official publications, promotional materials, and other print or digital should include the logo for the appropriate organization (or the official ASCI logo) either as the heading, or at the bottom of the page, centered or aligned to the right corner.

Designs ought to adhere to the following guidelines in terms of fonts and main colors:

ASSOCIATED STUDENTS OF THE COLLEGE OF IDAHO
CODE

Primary Colors



Blake's Blue
HEX #2F375C
C 90 / M 82 / Y 38 / K 29



Vote Purple
HEX #836088
C 54 / M 69 / Y 25 / K 4

Secondary Colors

For ASCI branded designs such as posters, stickers, etc



Dark Purple
HEX #67416D



Ambitious Yellow
HEX #FFE92A



Boone Blue
HEX #494B5A



Scarlet
HEX #F05155
(Scarlet should be used minimally, as an emphasis or one of multiple accent colors)



Light Grey
HEX #DDDDDD

Primary Font

Georgia

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq
Rr Ss Tt Uu Vv Ww Xx Yy Zz . , ; : ! ? / < > * \$ @

For headings on official publications by an ASCI organization

Secondary Font

Verdana

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp
Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

. , ; : ! ? / < > * \$ @

For subheadings and smaller blocks of text on ASCI publications

Tertiary Font

Times New Roman

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz . , ; : ! ? / < > * \$ @

For blocks of text and legislation or other long form documents by an ASCI organization. Should NOT be used with Georgia.

Organizations are afforded creative liberty for event advertisement – the above shall act as guidelines and suggestions. However, official communications from ASCI organizations including informational posters and materials, social media profiles, and statements to the College.