



**BYLAWS
UNION OF STUDENTS
UNIVERSITY OF ALASKA ANCHORAGE**

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ARTICLE ONE
Qualifications

- Clause One: At the beginning of each semester, the Assistant Director of Student Leadership will present to the Rules Committee the verification that all members of the Executive and Legislative branches are in compliance with Article Five of the USUAA Constitution.
- Clause Two: All USUAA office holders, petitioners, and candidates must be members of USUAA, have and maintain a minimum cumulative UAA G.P.A. of 2.5 (on a scale of 4.0) and complete at least three credit hours per semester (exclusive of credit hours earned as a

result of participation in student government). Failure to maintain these academic standards may result in an academic review by the Rules Committee and the Assistant Director of Student Leadership. This review may result in either of the following:

- 1) Dismissal from the Assembly.
- 2) Academic Probation, defined as entrance into an academic performance agreement with the Assistant Director of Student Leadership within five (5) working days after the academic review.

Clause Three: Any USUAA member, whose cumulative G.P.A. falls below 2.0, will not be eligible for probation.

Clause Four: USUAA members can be granted only one (1) probationary period limited to one semester.

Clause Five: USUAA members under academic review must submit a letter of appeal to Rules Committee and the Assistant Director of Student Leadership for review. The letter of appeal should contain an academic plan describing how they will improve their academic standing to an acceptance level as outlined by the USUAA Constitution, Article Five.

ARTICLE TWO

Oath of Office

Clause One: All newly elected members will be sworn in during “For the Good” at the last Assembly meeting of the semester.

Clause Two: Any new members not sworn in at the last Assembly meeting of the semester may be sworn in at any meeting following that, regardless of quorum, as long as two of the following are present: President, Vice-President, Speaker of the Assembly, or Speaker Pro Tempore.

Clause Three: The retiring President will swear in the new President. The new President will swear in the new Vice-President and Assembly members. Any of the officers in Clause 2 may swear in Assembly members in the President’s absence. Members of the Executive Board will be sworn in by the President, upon approval by the Assembly.

Clause Four: The oath of office will be as follows:

“As _____ (*position*) _____ of the Union of Students at the University Alaska Anchorage, I, _____ (*name*), affirm that I will fulfill, to the best of my ability, all the duties assigned me under the USUAA Constitution and Bylaws, and will perform said duties in a responsible and ethical manner so that all members of the UAA student body are fairly represented.”

ARTICLE THREE

Boards and Committees

The Union of Students will maintain the following Standing Committees: Rules, Legislative Affairs, Student and Academic Affairs, Activities, and Sustainability.

Furthermore, there shall be a Finance Committee and Executive Committee composed of selected members of the Assembly.

SECTION ONE
Rules Committee

The Rules Committee will:

- Clause One: Resolve procedural, legislative, ethical, and constitutional questions and matters related to the legality and jurisdiction of the Constitution and Bylaws.
- Clause Two: Oversee the structural and organizational needs of USUAA and will propose amendments and/or solutions that will, in the committee's judgment, facilitate the execution of USUAA business in a fair, ethical, democratic, and efficient manner.
- Clause Three: Perform additional duties as prescribed in these Bylaws and the USUAA Constitution, including, but not limited to, the monitoring of attendance records, development of Standing Rules, and disciplinary sanctions as well as other duties mandated by the Assembly.
- Clause Four: Assign new Assembly members to committees as required.
- Clause Five: Review the Constitution and Bylaws every semester to ensure legitimacy and applicability.

SECTION TWO
Legislative Affairs Committee

The Legislative Affairs Committee will:

- Clause One: Have responsibility for preparing USUAA's advocacy team to advocate to the Alaska State Legislature, the Board of Regents, and other bodies whose actions concern USUAA and for representing the best interests of students and the university.
- Clause Two: Have responsibility for planning and holding Regional and Statewide Leadership workshops and/or meetings.

SECTION THREE
Student and Academic Affairs Committee

The Student and Academic Affairs Committee will:

- Clause One: Prioritize and present USUAA academic goals and objectives related to the academic needs and desires of the student body to the administration and faculty.
- Clause Two: Monitor problem areas related to student and academic affairs and recommend corrective measures.
- Clause Three: Work in partnership with faculty and staff at improving the learning experience, and developing methods to increase student involvement, retention and graduation rates.

SECTION FOUR

Activities Committee

The Activities Committee will design and implement a comprehensive program of social, cultural and special events to encourage campus involvement and enhance student life at the University Alaska Anchorage.

SECTION FIVE

Sustainability Committee

The Sustainability Committee will:

- Clause One: Advocate for sustainability issues which will affect UAA.
- Clause Two: Create and implement events promoting student awareness of sustainability issues.
- Clause Three: Assist in the implementation of sustainability policies and procedures drafted by other university organizations dedicated to and in accordance with the betterment of the university.
- Clause Four: Select a USUAA Representative to the UAA Sustainability Council to be confirmed by a 2/3 vote of the Assembly.

SECTION SIX

Committee Membership

- Clause One: Senators will serve on a minimum of two (2) of the five (5) Standing Committees of USUAA. A Senator can choose to serve on Finance in lieu of serving on one (1) committee; this action must be approved by the Rules Committee.
- Clause Two: The Speaker of the Assembly will serve on at least one committee and be an ex-officio member of all committees on which the Speaker does not serve.
- Clause Three: Members of the Assembly will have voting rights and privileges only on the committee upon which they serve.
- Clause Four: Members of the Assembly may attend and participate in meetings of any of the five (5) Standing Committees. When sensitive or confidential issues are to be discussed the committee may enter Executive Session as outlined by Robert's Rules of Order.
- Clause Five: Representatives will serve on at least one of the standing committees.

SECTION SEVEN

Committee Guidelines

- Clause One: Each committee will be composed of a minimum of one quarter of the total number of Senators seated on the Assembly, except the Rules Committee, which will have a minimum of four (4) members.
- Clause Two: If the number of seated members is twelve (12) or less, members may serve on an additional committee.

- Clause Three: At the beginning of the fall semester, members of the Rules Committee will assign, by seniority, committees upon which the members of the Assembly will serve for the remainder of the academic year.
- Clause Four: The Senators that make up the voting membership of the Rules Committee will be appointed by the President no later than the second Assembly meeting of each semester and confirmed by a two thirds (2/3) vote of the Assembly.
- Clause Five: Committees will have the right to pass, fail or hold legislation when the subject matter is within the scope of their committee.
- Clause Six: Committees will oversee their committee-specific line item and/or designated area and have allocation authority over that budget.
- Clause Seven: The Assembly may bring any bill or resolution out of committee by a majority vote.
- Clause Eight: Committee meetings shall, whenever possible, be held at regularly scheduled, posted times.

SECTION EIGHT

Committee Chairs

- Clause One: Committee Chairs will be elected by the voting members of the appropriate committee and subject to concurrence by a two-thirds (2/3) vote of the Assembly. Rescission of an appointment will also be subject to approval by a two-thirds (2/3) vote of the Assembly.
- Clause Two: No member may chair more than one standing committee at any given time.
- Clause Three: Committee Chairs may vote on issues within their committee, with the exception of the Government Relations Director in the Legislative Affairs committee.
- Clause Four: Committee Chairs or the committee's designee will have expenditure authority for funds designated to their committee contingent upon committee approval.
- Clause Five: Each committee will elect a Pro Tempore, by a majority vote of its members, to serve in the absence of the Chair of that committee.

SECTION NINE

Finance Committee

There shall be a Finance Committee composed of the Pro Tempores of all standing committees. The Finance Committee will:

- Clause One: Be responsible for all budgetary and fiscal matters concerning USUAA which includes distribution and allocation of funds and the determination of the projected enrollment figure for the subsequent Fiscal Year (FY).
- Clause Two: Set deadlines for proposals and presentations and request in writing said proposals based on the Finance Committee's determined projected FY figure from the Concert

Board, the Media Board, the USUAA Assembly, and any related miscellaneous budgets that belong in the USUAA budget.

- Clause Three: Hear presentations and receive proposals in writing from the Concert Board, Media Board, the USUAA Assembly, and any related miscellaneous budgetary entity before submitting them to the Assembly for approval.
- Clause Four: Consider all proposals in a fair, ethical, and democratic manner as set forth in the USUAA Constitution but have authority over the distribution and allocation of all funds defined as Student Government Fees upon approval of the Assembly excluding the Concert Board and Media Board portion of the fee.
- Clause Five: Prepare an annual budget for presentation to the Assembly which includes program descriptions, budget requests, position listings and personal service budgets for student comment, review, discussion and Assembly approval.
- Clause Six: Present the Assembly-approved budget to the Board of Regents and the UAA Office of Budget, Development, and Maintenance.
- Clause Seven: Construct and present a monthly financial report of changes, problems, shortages, and expenditures to the Assembly when the semester is in session, including summer session.
- Clause Eight: Perform periodic audits and investigations of all expenditures within the total USUAA budget. Any miscellaneous wrong-doing such as embezzlement, misappropriation, or fraud that is uncovered will be documented and reported to the Rules Committee or, if warranted, to the University police or another social control agency.
- Clause Nine: Oversee the Contingency Account and determine funds that are to remain in the account to cover any budgetary shortfalls. All monetary requests from the Contingency Account must be discussed in a regular Finance Committee meeting.
- Clause Ten: Have the authority to remove, redistribute, or extract funds from any line item or designated areas in the budget in a matter of budgetary crisis. A crisis is determined by a two-thirds (2/3) vote of the Assembly.

SECTION TEN

Executive Committee

- Clause One: There shall be an Executive Committee composed of the President, Vice-President, Speaker of the Assembly, Chair of Finance Committee, Government Relations Director and the Chairs of all standing committees.
- Clause Two: The Executive Committee shall meet on a regular basis to consider and coordinate all matters concerning the Assembly.
- Clause Three: The Executive Committee shall be responsible for providing direction, organizational oversight, management, and strategic planning for USUAA and its committees. This includes addressing internal matters to help improve communication, support, progress, and duties of each committee.

Clause Four: Executive committee shall have expenditure authority over all funds within the Leadership, Legal, and Operations budgets.

Clause Five: The President of USUAA or his/her designee will chair the Executive Committee.

ARTICLE FOUR

Order of Business

Clause One: The Speaker of the Assembly will prepare and set the agenda. All items to be on the agenda must be received by 5:00 p.m. on Wednesday. All Representative reports, Assembly Board reports and Committee reports will be given to the speaker and compiled into one report to be given to the Assembly before the Assembly Meeting takes place.

Clause Two: The Order of Business will be as follows:

- 1) Call to Order
 - A) First Roll Call
 - B) Approval of Minutes
- 2) Communications
 - A) Advisors
 - 1) Assistant Director of Student Leadership
 - 2) Leadership Coordinator of Student Clubs and Greek Life
 - 3) Administrative Assistant
 - 4) Government Relations Director
 - B) Persons to be Heard
 - 1) Scheduled Speakers
 - 2) Persons to be heard not on the Agenda
 - C) Executive Reports
 - 1) Vice-President
 - 2) President
 - D) Appointees to UAA Committees
- 3) Old Business
- 4) New Business
- 5) For the Good
- 6) Closing Roll Call

Clause Three: Any member of the Assembly or the Executive branch may request that Executive Session be entered during "For the Good." The requesting member must clearly state the purpose for the Executive Session. Executive Session will require an affirmative vote of a majority of the Assembly to be entered.

ARTICLE FIVE

Legislative Procedures

- Clause One: Only written resolutions or draft bills may be presented for consideration at Assembly meetings. Copies must be available to members of the Assembly prior to or during the meeting.
- Clause Two: Legislation may only be sponsored by members of the Assembly, but assistance in preparation and drafting of legislation may come from any source.
- Clause Three: Any legislation dealing with the appropriation of funds from the USUAA contingency budget, or any other source of funding, except for the transfer fund, shall require a second reading, unless a vote of 2/3 of the assembly waives a second reading. If any amendment is made during the second reading, that legislation, being substantively changed, shall require another reading at the next Assembly meeting.

ARTICLE SIX

Proxies

Proxies will be handled as follows:

- Clause One: No member may delegate his/her vote to any other member.
- Clause Two: If a member is unable to attend a meeting, and wishes to vote on specific items of business on the agenda before the meeting, he/she may present a written, signed proxy listing his/her vote on each separate item to the Speaker of the Assembly in advance of the meeting.
- Clause Three: If an item of business is amended from the floor, without changing the intent of the item, any proxies pertaining thereto will be considered valid as written, unless the member who made the proxy otherwise informs the Rules Committee Chair in writing prior to any action being taken or prior to the next Assembly meeting, in which case the proxy in question will be deemed withdrawn.
- Clause Four: If a member must be excused from a portion of the meeting during which business is conducted and wishes to vote by proxy on such business, he/she may, prior to leaving the meeting, hand the Rules Committee Chair a written, signed proxy listing his/her vote on each item. In the absence of the Rules Committee Chair, proxies will be handed to the Speaker of the Assembly. There will be no exceptions to this practice. Amendments from the floor will be handled in accordance with Clause Three above.

ARTICLE SEVEN

Absences

- Clause One: A vacancy will automatically occur in the Assembly when a Senator reaches seven (7) total absences excused or unexcused, from regularly scheduled Assembly and or committee meetings during the current semester.
- Clause Two: A vacancy will automatically occur in the Assembly when a Senator reaches three (3) unexcused absences from regularly scheduled Assembly and or committee meetings during the current semester.
- Clause Three: Excused absences for official USUAA business will not count toward the seven (7) total absences.

- Clause Four: An Assembly member will be counted absent if he/she is more than twenty (20) minutes late to an Assembly meeting or ten (10) minutes late to a committee meeting, or if he/she completely misses an Assembly meeting or committee meeting.
- Clause Five: If a committee has not made quorum after ten (10) minutes from the scheduled start time, the members not present will be counted absent.
- Clause Six: Written notification stating the reason for the absence must be submitted to the Rules Committee within seven (7) days of said absence; if approved, the unexcused absence will become an excused absence.
- Clause Seven: The validity of an excuse will be determined by the Rules Committee, as stated by the Rules Committee's absence excuse guidelines. The Rules Committee will then notify the Speaker of the Assembly of their action.
- Clause Eight: The Rules Committee's absence excuse guidelines will be approved by the Rules Committee at the beginning of each academic semester; however, they are still subject to change by the Rules Committee at any time.

ARTICLE EIGHT

Resignations

Resignations from the Assembly will be presented to the Speaker of the Assembly or the Rules Committee Chair. In the event that a written resignation is not received, the Rules Committee may determine that a vacancy exists and will notify the Assembly accordingly.

ARTICLE NINE

Vacancies

Vacancies on the Assembly will be filled in the following manner:

- Clause One: Any member of USUAA seeking a seat on the Assembly, within the Legislative branch, including the Media and Concert Boards respectively, must fulfill the requirements of the USUAA Constitution, Bylaws and University policies, and will present to the Rules Committee a petition (consisting of the signatures of at least 100 students, holding at least three (3) or more credit hours) requesting membership on the Assembly.
- Clause Two: Upon notification by the Rules Committee, the Assembly will determine if a vacancy exists for any elected position. The position will be advertised until 5:00PM on the second Monday after the declared vacancy. Petition packets will be collected within this period and will be due at 5:00 PM on the second Monday after the vacancy is declared, unless this day falls on a non-business day, in which case petition packets will be due at 5:00 PM of the next business day.
- Clause Three: Upon verification of the signatures by the Assistant Director of Student Leadership or designee, the Rules Committee Chair will present the petition(s) to the Assembly, and will invite all candidates to address the Assembly at their next scheduled meeting.

Clause Four: At the next Assembly meeting, candidate to fill vacancies will be elected by a simple majority of the Assembly.

ARTICLE TEN

USUAA Scholarships and Service Awards

SECTION ONE

Service Award Process

Clause One: To be considered eligible for a USUAA Service Award, students must:

- 1) Be verified academically eligible; and
- 2) Provide documentation that clearly demonstrates the completion of position responsibilities as outlined in the USUAA Constitution, Bylaws and the USUAA Position Agreement Form; and
- 3) Obtain the necessary simple majority affirmation vote of the Assembly, with the exception of Election Board.

SECTION TWO

Presidential Service Award

Clause One: The President shall receive a Service Award for one year, which will be awarded in the fall and spring semesters.

Clause Two: The Presidential Service Award shall not exceed \$2,000.00 per semester.

Clause Three: The President can refuse to accept the presidential Service Award.

Clause Four: In order to be eligible for service awards President must complete the following:

- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, President must complete both assessments)
- 2) Provide monthly written reports on projects, meetings, etc. – reports are sent to Listserv and included in the Leadership Binder
- 3) Conduct Appointments Assessments
- 4) Organize, implement, and assess Retreat each semester
- 5) Provide USUAA Member recognition event.

SECTION THREE

Vice-Presidential Service Award

Clause One: The Vice-President shall receive a Service Award for one year, which will be awarded in the fall and spring semesters.

Clause Two: The Vice-Presidential Service Award shall not exceed \$1,000.00 per semester.

Clause Three: The Vice-President can refuse to accept the Vice-Presidential Service Award.

Clause Four: In order to be eligible for service awards Vice-President must complete the following:

- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, Vice-President must complete both assessments)

- 2) Provide monthly written reports on projects, meetings, etc. – reports are sent to Listserv and included in the Leadership Binder
- 3) Organize, implement, and assess Retreat each semester
- 4) Provide USUAA Member recognition event.

SECTION FOUR

Speaker of the Assembly Service Award

- Clause One: The Speaker of the Assembly shall receive a Service Award for one year, which will be awarded at the end of the fall and spring semesters.
- Clause Two: The Speaker of the Assembly Service Award shall not exceed \$100 per semester.
- Clause Three: The Speaker of the Assembly can refuse to accept the Speaker of the Assembly Service Award.
- Clause Four: The Speaker of the Assembly will still be eligible receiving a Service Award in addition to Senator and Representative award.

SECTION FIVE

Ombudsman Service Award

- Clause One: The Ombudsman shall receive a Service Award for one year, which will be awarded at the end of the fall and spring semesters.
- Clause Two: The Ombudsman Service Award shall not exceed \$500 per semester.
- Clause Three: The Ombudsman can refuse to accept the Ombudsman Service Award.
- Clause Four: In order to be eligible for a service award the Ombudsman must complete the following:
- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, Ombudsman must complete both assessments.)
 - 2) Complete Ombudsman Advocacy Training as provided by Assistant Director of Student Leadership and the Assistant Director for Student Judicial Services
 - 3) Report to the Assembly at the first meeting of each month
 - 4) Provide a written copy of monthly report – reports must be sent to Listserv and included in the Ombudsman binder
 - 5) Develop and update the “Student Support Brochure”

SECTION SIX

Senator Service Award

- Clause One: Senators shall receive a Service Award for one year, which will be awarded at the end of the fall and spring semesters.
- Clause Two: Senator Service Awards shall not exceed \$250.00 per semester.
- Clause Three: Senators can refuse to accept the Senator Service Award.

- Clause Four: In order to be become eligible for a service award, Senators must complete the following:
- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, Ombudsman must complete both assessments.)
 - 2) Have not violated the stated absence policy (as stated in USUAA Bylaw Article Seven)
 - 3) Provide documentation to confirm attendance at office hours (as stated in USUAA Constitution Article Three, Section Two, clause five) Example: posted office schedule, time sheet, etc.
 - 4) Complete a Senator Project that has been announced at a regularly scheduled USUAA Assembly meeting.
 - 5) Fulfill two (2) event support hours to one or more of the following USUAA sponsored events:
 - Campus Kick-off
 - Sustainability Fair
 - Thanksgiving Feast
 - Late Night Tutors
 - Chat with the Chancellor
 - Homecoming Dance
 - 6) Fulfill two (2) event support hours to one or more of the following USUAA sponsored programs:
 - Ice Cream Survey Program
 - Student Discount Program

SECTION SEVEN

Representative Service Award

- Clause One: Representatives shall receive a Service Award for one year, which will be awarded in the fall and spring semesters.
- Clause Two: Representative Service Awards shall not exceed \$100.00 per semester.
- Clause Three: Representatives can refuse to accept the Representative Service Award.
- Clause Four: In order to be eligible for a service award Representatives must complete the following:
- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, Ombudsman must complete both assessments.)
 - 2) Have not violated the stated absence policy (as stated in USUAA Bylaw Article Seven).

SECTION EIGHT

Election Board Service Awards

- Clause One: Election Board members shall receive a Service Award for one year, which will be awarded in the fall and spring semesters.
- Clause Two: Election board Service Awards shall not exceed \$100 per semester.
- Clause Three: Members of election Board can refuse to accept the Election Board Service Award.
- Clause Four: In order to be eligible for a service award, members of Election Board must complete the following:

- 1) Complete USUAA Leadership Inventory (assessment is conducted twice each semester, Ombudsman must complete both assessments.)
- 2) Attend a minimum of 3/4/ of election Board meetings
- 3) Obtain a simple majority affirmative vote of Election Board

ARTICLE ELEVEN

Ethics

SECTION ONE

Unethical Procedures

Clause One: Unethical practices will be defined by a majority vote of the Assembly. If a practice of any member has been voted to be unethical, the Assembly may, by a two-thirds (2/3) vote, censure and/or reprimand the official in question.

Clause Two: Continuing unethical behavior may be grounds for impeachment. If a two-thirds (2/3) vote is not reached, no further action may be taken.

Clause Three: No member of the Assembly will vote on any business where a conflict of interest may arise.

1. Student representatives of USUAA, when attending council meetings, are expected to conduct business on the behalf of the student body, not for their own personal agenda.
2. While conducting assembly business, the use of alcohol or any other illegal substances will not be tolerated. Members found to be under the influence of such at meetings will be immediately removed from the meeting and may be subject to further disciplinary action.
3. Student representatives will not accept nor solicit personal gifts or donations from any club, campus group, outside interests, or individuals which could reasonably be inferred to influence that person in a way detrimental to the image or policies of USUAA. Any offers of gifts will be reported by the member to the Assembly.
4. Student representatives cannot hold employment which creates a conflict of interest to the goals and ideals of USUAA.
5. Student representatives will, while in a position of representation of this assembly or university, refrain from using language which is derogatory to an individual's or group's ethnic or racial background, nationality, religious beliefs, sex, sexual orientation, lifestyle or physical differences, or would otherwise discredit the Assembly. Such behavior may result in reprimand by the Assembly. Continued behavior may result in dismissal from the Assembly.
6. Harassment by a student representative to any individual will not be tolerated. Representatives found to be guilty of such accusations will be automatically removed from the Assembly. This includes, but is not limited to:

- A. Harassment as defined in Alaska Statute 11.61.120a
 - B. Harassment as defined in University of Alaska Anchorage Student Code of Conduct
 - C. Sexual harassment as defined by University of Alaska Board of Regents Policy.
- 7. Abuse of power will not be tolerated. Abuse of power includes but is not limited to use of one's elected position to force or otherwise coerce another to do their bidding, to gain preferential treatment, or to obtain discounted or free admission to events, etc.
 - 8. The unauthorized use of USUAA materials, time, and facilities for anything other than Assembly business will not be tolerated.
 - 9. Student representatives will adhere to all other Rights, Freedoms, and Responsibilities and Student Code of Conduct as outlined in the UAA Student Catalog, and will comply with all applicable policies and regulations of the University of Alaska.

SECTION TWO
Ethics Complaints

- Clause One: A written ethical complaint shall be submitted to the Rules Committee which will determine whether an investigation into the complaint is warranted.
- Clause Two: A majority vote of the Rules Committee is needed to start an investigation into the written complaint.
- Clause Three: Any member of the Rules Committee must excuse him or her self from the investigation under any of the following conditions:
- 1. The complaint is filed against him or her
 - 2. The member is a witness to the alleged violation and may have to testify during the investigation
 - 3. The member filed the complaint
- Clause Four: Any member of the Rules Committee excused from the investigation may participate in regular Rules Committee business.
- Clause Five: If an ethics complaint is made against the Rules Committee, a special committee, appointed by the President with the approval of a two-thirds (2/3) vote of the Assembly, will be formed to investigate the complaint.
- Clause Six: At the conclusion of the investigation, the Rules Committee must submit in writing their findings, their majority and minority opinions, and the recommendations of the committee.

Clause Seven: Any member excused from the Rules Committee investigation is able to discuss and vote on the issue should it reach the Assembly for consideration.

Clause Eight: If the Rules Committee drops below three-fourths (3/4) membership due to reasons outlined in clause three, then the Assembly will temporarily appoint, by a two-thirds (2/3) vote of the Assembly, new members to fill those vacancies for the purpose of the investigation.

ARTICLE TWELVE

Standing Rules

Clause One: Standing Rules are related to the details of meeting conduct and the administrative process of the Assembly.

Clause Two: The Standing Rules will be adopted by a two-thirds (2/3) vote of the Assembly.

Clause Three: The Standing Rules may be temporarily suspended by a two-thirds (2/3) vote of the Assembly members present.

Clause Four: The Standing Rules may be amended by a two-thirds (2/3) vote of the Assembly.

ARTICLE THIRTEEN

Summer Rules

Clause One: Assembly meetings will be held every two (2) weeks during the summer term, or as needed.

Clause Two: A Summer session quorum will be determined by a vote of the Assembly at the end of each spring semester. A summer session quorum will never consist of less than three (3) senators and/or representatives and one (1) executive officer.

ARTICLE FOURTEEN

Elections

SECTION ONE

Election Board

Clause One: The Board of Election will present to each candidate all information necessary to run for office including the USUAA Constitution and Bylaws.

Clause Two: Upon receipt of an application for candidacy, the Board will request that the Assistant Director of Student Leadership or designee verify that the candidate is a currently enrolled student and meets all requirements for holding office under Article Five of the USUAA Constitution, Article One of the USUAA Bylaws and University policy. All student records will remain confidential and are subject to review only by the Assistant Director of Student Leadership or designee.

SECTION TWO

Campaigning

- Clause One: Upon certification by the Assistant Director of Student Leadership and the Election Board, a candidate may begin campaigning and the Election Board will place their name on the ballot.
- Clause Two: Campaign materials are to be posted in accordance with University Regulations and must remain outside of regular classrooms.
- Clause Three: No student government funds, facilities, materials, staff, or equipment may be used to campaign.
- Clause Four: There will be no posted campaign materials or campaigning within thirty (30) feet of any voting booth on election days.
- Clause Five: Candidates are responsible for picking up and properly disposing of any leaflets, fliers, or other campaign material distributed on their behalf before 12:00 p.m. the day following the final closing of the polls.
- Clause Six: Qualified initiatives or referenda and all candidate applications, as outlined in Article Twelve and Fourteen of the USUAA Constitution, will be submitted to the Board not less than fifteen (15) business days prior to the election.
- Clause Seven: Each candidate will be responsible for their entire campaign, including carefully and completely instructing his/her supporters involved with the campaign to see that the regulations are complied with, and will immediately remedy any violations of which he/she becomes aware.
- Clause Eight: All candidates will attend a candidates' meeting to be held by the Election Board.

SECTION THREE

Poll Sitting

- Clause One: Polls will be open from 9:30 a.m. to 7:30 p.m. for a minimum of two (2), maximum of four (4) consecutive days.
- Clause Two: No candidate may be a poll sitter.
- Clause Three: The board will be responsible for establishing and publicizing the dates, times, and polling places for elections at least two (2) weeks before the election.
- Clause Four: The board will oversee the ballot counting process.
- Clause Five: The final results of the election will remain confidential until officially announced by the Board.

SECTION FOUR

Complaints

- Clause One: All complaints related to the election process will be submitted in writing to the Chair of the Election Board, the Assistant Director of Student Leadership, or the Dean of Students, and will be treated confidentially. They must be received by 5:00 p.m. on the first business day following the posting of the unofficial election results.

Clause Two: A complete review of the complaint will be conducted by the Election Board and the Assistant Director of Student Leadership or the Dean of Students prior to the certification of the election results.

Clause Three: Decisions of the board will be considered final for all questions or disputes regarding the interpretation of election rules, procedures or complaints.

ARTICLE FIFTEEN

Media Board

SECTION ONE

Purpose

The role of the Media Board at the University of Alaska Anchorage is to assist the student media in the effective and professional conduct of their operations and to advocate for their interests and well-being.

SECTION TWO

Responsibilities

The Media Board will:

Clause One: Develop, in writing, operational guidelines for the student newspaper and radio station.

Clause Two: Review applications for newspaper editor and station manager and select qualified applicants. The Northern Light editor and KRUA station manager shall participate in the hiring process.

Clause Three: Prepare annual budgets and have sole authority over allocation of media funds.

Clause Four: Make recommendations to UAA regarding issues concerning the student media.

Clause Five: Act as an appeal board for external grievances and shall take steps to resolve them.

Clause Six: Have authority, by a majority vote of the entire Board, to discipline and/or terminate the editor or the radio station manager for just cause.

Clause Seven: Develop a Code of Professional Conduct for employees of the student media utilizing current professional media standards.

SECTION THREE

Membership and Terms

Clause One: The voting membership of the Media Board shall be composed of seven (7) members as outlined in Articles Six and Eleven of the USUAA Constitution.

Clause Two: At the beginning of each fall term the President of USUAA shall appoint one non-Assembly (1) student member. The President will request a recommendation from Club Council for this appointment.

Clause Three: The faculty advisors for the student media will serve as members of the Media Board with full voting authority.

Clause Four: At the beginning of each fall term the Media Board shall approve, by a majority vote, a member of the Anchorage professional media community who is an Alumnus of UAA to serve as a full member of the Media Board.

SECTION FOUR
Media Board Chair

Clause One: At the beginning of each fall term, the Media Board shall elect a chairperson from its voting membership by a majority vote of the voting members seated.

Clause Two: The Media Board shall also elect, by a majority vote, a pro tempore to serve in the absence of the Chair.

SECTION FIVE
Vacancies and Removals

Clause One: Vacancies of elected positions on the Media Board shall be filled according to Article Twelve of the USUAA Constitution.

Clause Two: The Board shall follow the following removal procedures.

1. For good cause, board may remove a member by a two-thirds (2/3) vote of the entire voting Board. The individual who is being considered for removal will not have a vote.
2. If removal of a Board member has been approved, the Media Board will inform the appointing or electing authority of the decision.

SECTION SIX
Faculty Advisors

Clause One: The advisors to the student media shall be nominated by the JPC department chair and presented to the Media Board for approval. Advisors being considered for appointment will not vote on their considerations. These appointments are to be made during spring semester and appointee terms shall last one (1) year.

Clause Two: The faculty advisors shall serve as members of the Media Board.

Clause Three: The Faculty Advisors shall:

1. Ensure that media staff is informed of University policies and procedures.
2. Advise the media staff in planning, evaluation, and operation of the media.

SECTION SEVEN
Meetings

- Clause One: The Media Board shall meet as often as necessary with a minimum of two (2) meetings each semester that the University is in session.
- Clause Two: A quorum to do business will consist of at least two-thirds (2/3) of the voting members seated.
- Clause Three: Special meetings may be called by the Chairperson of the Media Board or by petition of a majority of voting members of the Board.
- Clause Four: Five (5) calendar days notice, either written or by telephone, shall be required for any special meeting.

ARTICLE SIXTEEN

Concert Board

SECTION ONE

Board Organization

- Clause One: At the first meeting of each semester, the Concert Board members will select a Chair and Vice-Chair. The Chair will call the meeting to order, abiding with the open meetings law, and develop calendars. The Chair is a voting member. The Vice-Chair will perform the duties of the Chair in case of an absence.
- Clause Two: A quorum for the Concert Board shall consist of four (4) members, including the Chair, in order that business can take place.
- Clause Three: The Concert Board will meet bi-monthly or more as need dictates.
- Clause Four: The Concert Board will be advised by the Student Activities Coordinator and work in conjunction with the advisor in the selection and hiring of the Concert Program Coordinator. The Student Activities Coordinator is the final signatory authority over the Concert Program account.
- Clause Five: The Concert Program Coordinator will work in conjunction with the Concert Board in planning and administering the Concert Program according to the guidelines set forth by the Concert Board and the UAA position description.

SECTION TWO

Responsibilities

- Clause One: The Concert Board must work in conjunction with the Program Manager in planning and orchestrating the Concert Program.
- Clause Two: The Concert Board will revise its guidelines as needed and submit them to the Assembly for approval.
- Clause Three: The Concert Board will prepare the annual budget in conjunction with the Program Manager. This budget must be submitted to the Assembly for approval and inclusion in the Union of Students budget. The Concert Board will have sole discretionary authority over all funds in the Concert Board budget.

Clause Four: The Concert Board shall survey students to determine the interest in types of entertainment and entertainers, and the Concert Board shall use these findings as a guide when selecting entertainment.

Clause Five: The Concert Board shall volunteer to assist with production in any capacity needed.

Clause Six: The Chair will submit an annual report of profits and losses at the end of each fiscal year.

SECTION THREE
Membership and Terms

Clause One: The Term of office is one year. The Concert Board membership is comprised of five (5) elected members, three (3) on the fall ballot and two (2) elected on the spring ballot; one (1) appointed representative member from USUAA; and one (1) appointed representative member from Club Council for a total of seven (7) members. Appointees will serve their terms at the discretion of their appointing body.

Clause Two: The Concert Board will use the following removal procedures.

1. For good cause, the Concert Board may recommend to the Assembly that a member be removed. The recommendation must be approved by a two-thirds (2/3) majority of the seated Concert Board. Rules for the removal will be in accordance with the USUAA Constitution and Bylaws.
2. Request for the removal of a member must be presented to the Assembly by the Concert Board Chair.
3. A vacancy will automatically occur when a member has more than four (4) absences within one semester. These absences include retreats organized by the Concert Board.
4. Notification of the vacancy will be given to the Rules Committee.

ARTICLE SEVENTEEN
Board of Cultural Awareness

SECTION ONE
Purpose

The Board of Cultural Awareness hereinafter referred to as BCA, will represent the interests of diverse cultures by developing information and activities to heighten students awareness of peoples and events around the world.

SECTION TWO
Responsibilities

The BCA will:

Clause One: Develop programs to disseminate information using all resources available, thus providing informative activities for the student population.

- Clause Two: Provide forums for immediate social and global concerns.
- Clause Three: Be responsive to all concerns, regardless of personal opinion and provide an atmosphere whereby concerns will be heard in an objective manner.
- Clause Four: Prepare an annual budget for presentation to USUAA prior to March 1.
- Clause Five: Provide information for, and be responsible to USUAA.
- Clause Six: Provide a summation of actions at USUAA Assembly meetings; Committee Reports.

SECTION THREE
Membership and Terms

- Clause One: The BCA will consist of seven (7) members of the student population, plus a chairperson.
- Clause Two: The term of office expires upon the spring semester induction of Assembly members.
- Clause Three: The BCA will adhere to the following vacancy and removal procedures:
1. For good cause, the board may recommend to the Assembly that a member be removed. The recommendation must be approved by a majority of the entire board.
 2. Requests for removal of a member must be presented to the Assembly by the Chair of the BCA, and requires a two-thirds (2/3) vote for approval by the Assembly.
 3. A vacancy will automatically occur when a member has more than four (4) unexcused absences. Excuses are to be determined by the Chair of the BCA.

ARTICLE EIGHTEEN
Travel Board

SECTION ONE
Purpose

The USUAA Travel Board supports students' desires to pursue leadership opportunities, both in and outside of Alaska. Monies administered will provide students with the opportunity to participate in conferences, workshops, service-learning projects, and earn academic credit through study at other universities.

SECTION TWO
Board Organization

- Clause One: The Board will consist of five (5) students. Two (2) students will be elected from the seated Assembly by a majority vote. Three (3) students will be appointed by the Vice-President and confirmed by the Assembly with a majority vote. A Chair will be elected by the Board.

Clause Two: Each student will serve a term of one academic year, beginning in the fall semester.

Clause Three: An ex-officio UAA faculty or staff member will be chosen by the Board.

SECTION THREE
Operating Procedures

Clause One: The Board will review applications for Student Travel Grants during the fall and spring semesters. The amount available and number of grants offered each year will be determined at the end of previous fiscal year.

Clause Two: Monies not used each year will be re-allocated back into the USUAA Contingency fund.

Clause Three: The Board will adhere to the following vacancy and removal procedures:

1. Requests for removal of a member must be presented to the Assembly by the Chair and requires a two-thirds (2/3) vote for approval by the Assembly.
2. A vacancy will automatically occur when a member misses two meetings.

Clause Four: The Chair will submit an annual report to the Assembly outlining money spent during the fiscal year.

Clause Five: The Board has sole discretion to revise operational policies with a majority vote. Changes require a two-thirds (2/3) vote for approval by the Assembly.

SECTION FOUR
Travel Grant Guidelines

Clause One: Grant monies shall cover the cost of:

- 1) Event specific airfare, bus, rail, and cab costs only, and
- 2) Event registration only.

Clause Two: Application must be turned in on an individual basis regardless of group travel. Identical applications, as well as incomplete applications, shall not be considered.

Clause Three: Travel Board shall process all applications no later than fourteen (14) days after the deadline.

Clause Four: Grants shall not be awarded for travel that has already occurred.

Clause Five: Travel Board must receive proper receipts for all expenses being considered for reimbursement. All receipts and paperwork must be completed and turned in no later than fifteen (15) days returning in order to receive the approved funds.

ARTICLE NINETEEN
Graduate Student Association
(GSA)

SECTION ONE

Purpose

The Graduate Student Association will represent the interests of all students by increasing the awareness of graduate issues, programs, and activities.

SECTION TWO

Responsibilities

The Graduate Student Association will:

- Clause One: Gather and disseminate graduate school information to the UAA student population.
- Clause Two: Provide forums, lectures, and roundtable discussions targeting current graduate school issues and undergraduate information events.
- Clause Three: Advocate to all applicable entities on the behalf of all students concerning all issues relating to graduate students and programs.
- Clause Four: Prepare an annual budget for presentation to USUAA prior to March 1st.
- Clause Five: Provide a GSA representative to USUAA that will attend weekly assembly meetings, present a weekly report of actions taken, vote on matters of the assembly, and serve on one standing committee.

SECTION THREE

Membership and Terms

- Clause One: The GSA will consist of six (6) elected members of the graduate student population.
- Clause Two: The elected members will serve a term of one (1) academic year beginning in the fall.
- Clause Three: GSA will follow the following vacancy and removal procedures:
1. For good cause, the board may recommend to the voting membership that a member be removed. The recommendation must be approved by a majority of the GSA elected officials.
 2. Request for removal of an elected official must be presented to the voting membership of GSA and requires a two-thirds (2/3) vote by the present voting member for removal.
 3. A vacancy will automatically occur when a member has two (2) unexcused absences. Appropriate excuses are determined by the elected members, with a simple majority vote.

ARTICLE TWENTY

Employment

SECTION ONE

Public Relations Director

- Clause One: The Public Relations Director will be a paid student position.
- Clause Two: The Public Relations Director will be generally responsible for communication between USUAA and the student body it represents.
- Clause Three: The Public Relations Director will write press releases on projects, events, bills, or any other business pertinent to USUAA at the behest of any senator or member of the Executive Committee.
- Clause Four: the Public Relations Director will create flyers regarding projects, events, or any other business pertinent to USUAA.
- Clause Five: The Public Relations Director will compile a list of any campus, local, statewide and national media which may be interested in the dealings of USUAA. This shall be construed to include blogs.
- Clause Six: The Public Relations Director shall provide a regular weekly update at regularly scheduled USUAA Assembly meetings on any pertinent business.
- Clause Seven: The Public Relations Director shall perform all other duties pertaining to their position as assigned by USUAA.
- Clause Eight: The Public Relations Director will be hired and co-supervised by the President of USUAA and the Assistant Director of Student Leadership.

SECTION TWO

Government Relations Director

- Clause One: The Government Relations Director will be a paid student position.
- Clause Two: Will chair the Legislative Affairs Committee and serve in an advisory role to the Assembly.
- Clause Three: Will develop and maintain distribution and contact information of the University of Alaska, the Board of Regents and all members of the Alaska State Legislature.
- Clause Four: Will work to promote the University of Alaska Anchorage to local, municipal, state and federal governments.
- Clause Five: Will be the liaison with the other legislative affairs organizers on all UA campuses.
- Clause Six: Will research and provide information to students of UAA and the Legislative Affairs Committee about issues of Government interest and concern.
- Clause Seven: Will present a weekly report to the Assembly.
- Clause Eight: Will prepare a yearly report to the Assembly, encompassing the year's events.
- Clause Nine: Will not be voting member of the Assembly and will have no authority on any USUAA committees, guidelines, policies, or decision making bodies.

ARTICLE TWENTY-ONE

Website

In order to provide more transparency and access to USUAA, a website shall be continuously updated.

SECTION ONE

Website Guidelines

- Clause One: A dynamic, user-friendly website shall be created and maintained by the USUAA Public Relations Director.
- Clause Two: The website shall serve as a tool for transparency, and will provide informational access to the activities planned and executed by USUAA.
- Clause Three: The website shall provide photographs of USUAA events.
- Clause Four: The website shall provide read-only access to the USUAA budget.
- Clause Five: The website shall provide read-only access to the USUAA Constitution and Bylaws.
- Clause Six: The website shall provide read-only access to the USUAA database.
- Clause Seven: The website shall provide a schedule of events that are in USUAA interest such as Board of Regents, Coalition of Student Leaders, Statewide Governance, UA Assembly, Club council, Greek Council, and Municipal and State agendas.
- Clause Eight: The website shall provide an online forum through UA Myway for students to discuss topics, propose legislation, voice concerns, and respond to polls.
- Clause Nine: The website shall provide any other information which the USUAA Assembly, members of the Executive Committee, Public Relations Director, Government Relations Director, or Advisor deems necessary.

ARTICLE TWENTY-TWO

Preservation of History

In the event that legislation, executive orders, memoranda, and other formal written documents be authored and/or presented by any member of USUAA, the following actions shall be taken:

SECTION ONE

Database

- Clause One: All documents bearing the USUAA seal, executive signature, or falls under the definitions listed above, shall be scanned into digital form and preserved in a USUAA database.
- Clause Two: The documents will be filed under the fiscal year in which they were authored, and listed by name, formal number, and type of document.
- Clause Three: the database shall be accessible through USUAA website in order to provide a transparent record of official USUAA business to its constituents.

Clause Four: The database will be monitored and updated by the USUAA Advisor and the USUAA Administrative Assistant.

Clause Five: The Speaker of the Assembly is responsible for delivering documents to the Administrative Assistant for introduction to the database within seven (7) days of delivery to the Speaker.

Clause Six: the documents within the database shall not be edited or removed under any circumstance in order to preserve a transparent history of USUAA action.

ARTICLE TWENTY-THREE

Budgetary Process

In order to ensure the budgetary process is transparent, fair, and efficient, these guidelines for the writing, presentation, and formally enacting the budget shall be followed:

SECTION ONE

Budget Proposals

Clause One: In the Spring semester of a fiscal year, entities governed by the USUAA Budget shall present a budget proposal to the Finance Committee for review.

Clause Two: Budget proposals should be line-itemed and in accordance with USUAA Budget format.

Clause Three: Budget proposals are to be presented to Finance Committee no later than the second week of March in order to allow for ample deliberation by the Finance Committee and the USUAA Assembly.

Clause Four: Should entities governed by the USUAA Budget fail to present Finance Committee a budget proposal by the date set in Clause Three, Finance Committee will give last priority to those entities in the budgetary deliberations and will fund those entities no more than the prior year's funding.

SECTION TWO

Presentation to the Assembly

Clause One: The Finance Committee shall present the USUAA Budget to the USUAA Assembly no later than the first week of April in order to allow for ample deliberation of the USUAA Assembly.

Clause Two: the proposed USUAA Budget shall show requested monies by the entities governed by the USUAA Budget, the monies granted by USUAA in the prior fiscal year, and the monies proposed by Finance Committee.

Clause Three: The USUAA Budget shall be attached to an Assembly Resolution for adoption of the Budget enrolled in the books under the appropriate numbered title.

SECTION THREE

Presentation to the Executive Branch

Clause One: Upon approval by the USUAA Assembly, the Budget and Assembly Resolution for Adoption shall be delivered to the President within seven (7) days for review by the Speaker of the Assembly.

Clause Two: Upon the signature of the President, or veto override by the Assembly, the USUAA Budget shall be submitted to the UAA Dean of Students and the Board of Regents.

SECTION FOUR

Preservation of the Budget

Clause One: The USUAA Budget shall be made available on the USUAA website.

Clause Two: A copy of the USUAA Budget shall be notarized, sealed, and held in safekeeping by the USUAA Advisor.

ARTICLE TWENTY-FOUR

Honorary Membership

Clause One: An honorary membership is a complimentary title that may be bestowed on members or nonmembers of USUAA.

Clause Two: An honorary membership is perpetual, unless rescinded by a two-thirds majority vote of the body, or unless its duration is limited by the original legislation. Honorary membership cannot be bestowed on a current member of the Assembly.

Clause Three: An honorary membership entails no duties. Rights carried with the honorary membership include the rights to attend meetings and to speak, but not to make motions or vote.

Clause Four: An honorary membership may be presented to the Assembly in the form of a resolution. An honorary membership will be bestowed if the resolution passes by a two-thirds (2/3) vote of the Assembly. Honorary membership cannot be vetoed.