Association of Students of the University of Nebraska

Bylaws and Special Rules

Amended December 8, 2022
Association of Students of the University of Nebraska (ASUN) Bylaws and Special Rules

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Bylaws

Part I – The Senate

Article I – Members

Section 1. Composition

A. The Senate shall consist of no less than forty-one (41) elected members with voting privileges. These members shall be elected and/or appointed in accordance with the Constitution.

B. Additional positions shall be added so that the average number of students represented by each senator is 650; once a position is added it shall not be removed.

Section 2. Qualification

Every elected or appointed member of the Senate is required to be a full-time student at the University of Nebraska-Lincoln (UNL), with a cumulative grade point average of 2.0 or higher. In addition, no student shall serve on Senate if that student is currently on academic or disciplinary probation.

Section 3. Election/Appointments

A. Senators shall be elected in the spring election held by the Electoral Commission in accordance with the Association of Students of the University of Nebraska (ASUN) Constitution and such rules that the commission may adopt.

B. Vacancies in the Senate shall be filled by the Appointments Board.

Section 4. Senatorial Duties

Senatorial duties include, but are not limited to:

A. Attending all meetings of the Senate, unless excused by the Speaker of the Senate.

B. Serving on a standing committee and attending all committee meetings, unless excused by the committee chair.
   i. The Government Liaison Committee (GLC) Chair and Appointments Board Chair do not need to serve on a standing committee.
   ii. Graduate and professional students may substitute serving on a standing committee by serving on the Graduate Student Assembly (GSA).

C. One office hour per week is encouraged to be served in the City Campus Union office, or in a building of the Senator’s representative college.

D. Meeting with the senator’s college Student Advisory Board (SAB) at least once per month during the regular school year. Attendance shall be monitored by the External Vice President.
Article II – Officers

Section 1. Officers

The ASUN Senate shall have the following officers:

A. The President.
B. The Internal Vice President.
C. The External Vice President.
D. The Speaker of the Senate.
E. The Appointments Board Chair.
F. The Recording Secretary.

Section 2. Election/Appointment

A. The President, the Internal Vice President, and the External Vice President shall be elected in accordance with the Constitution, Article V, Section 2.
B. The Speaker of the Senate shall be elected from the senators by a ballot majority vote.
C. The Appointments Board Chair shall be elected from the senators by a ballot majority vote.
D. The Recording Secretary shall be nominated by the Appointments Board and confirmed by the Senate.

Section 3. Officers’ Duties

In relation to the Senate:

A. The President shall:
   i. Be a non-voting member.
   ii. Have the power to veto any line item of an Appropriations Bill within eight (8) class days and submit a statement of objection to the Senate at their next regular meeting after the veto, at which time the Senate may reverse the veto by a two-thirds (2/3) vote of the entire voting membership.
   iii. Have the power to submit Government Bills for the consideration of the Senate.
B. The Internal Vice President shall:
   i. Be a non-voting member.
   ii. Preside over meetings of the Senate.
   iii. Keep an accurate list of senators in attendance of Senate meetings.
C. The External Vice President shall:
   i. Be a non-voting member.
   ii. Preside over meetings of the Senate in the absence or at the request of the Internal Vice President.
D. The Speaker of the Senate shall:
   i. Serve as the chief officer and official spokesperson of the Senate.
ii. Preside over meetings of the Senate in the absence of the Internal and External Vice Presidents or at the request of the External Vice President when they are to preside.

iii. Oversee senatorial projects and serve as an additional resource for senators beyond their committee chairs.

iv. Create and maintain a public list of all senatorial projects on the ASUN website.

v. Provide orientation for senators appointed in the midst of a term.

vi. Set the agenda for all Senate meetings and send out all scheduled legislation at least 24 hours before senate convenes.

vii. Collaborate with the Appointments Board Chair to ensure vacant Senate positions are filled promptly.

E. The Appointments Board Chair shall:

i. Chair the Appointments Board.

ii. Oversee and facilitate the FCLA and ELP Appointments Board selection process.

F. The Recording Secretary shall take accurate minutes of Senate meetings.

Article III – Meetings

Section 1. Meetings

The Senate shall meet every Wednesday during the regular school year, unless changed by the Internal Vice President.

Section 2. Notice

If the Internal Vice President changes the time or place of the meeting, two (2) weeks’ advance notice must be given to the Senate and this change must be published in the Daily Nebraskan prior to the meeting.

A. In the case of an extenuating circumstance (i.e. canceled classes, poor driving conditions, public health crisis, etc.), the Internal Vice President may change the location of a scheduled Senate meeting to web conferencing by 12:00 pm the day of the meeting.

Section 3. Proxy Voting

Proxy voting, yielding a vote to another in one’s absence, shall not be allowed.

Article IV – Committees

Section 1. Standing Committees

The Senate shall have the following Standing Committees:

A. Academic Committee:
i. The Academic Committee shall be responsible for investigating issues pertaining to the standards of academics at UNL, representing ASUN in any ad-hoc or standing committees or advisory boards pertaining to academic affairs, promoting, and handling 15th week complaints.

ii. The Academic Committee shall consist of one (1) chairing Senate member, up to six (6) general Senate members appointed by the Speaker of the Senate, and up to ten (10) at-large members nominated by the Appointments Board and confirmed by the Senate. The student members appointed to the University’s Curriculum Committee, Teaching Council, and Grading and Examinations Committee will also be non-voting members of the Academic Committee.

iii. The Academic Committee Chair shall meet on a regular basis with a representative from the Office of the Executive Vice Chancellor for Academic Affairs.

iv. The Academic Committee Chair will serve as the liaison to the Faculty Senate.

B. Campus Life and Safety Committee:

   i. The Campus Life and Safety Committee shall be responsible for improving the well-being and safety of all students on campus by creating programming related to a variety of topics that affect college students.

   ii. The Campus Life and Safety Committee shall consist of one (1) chairing Senate member, up to eight (8) general Senate members appointed by the Speaker of the Senate, and up to ten (10) at-large members nominated by the Appointments Board and confirmed by the Senate.

   iii. Responsibilities of the Campus Life and Safety Committee include, but are not limited to:
       1. Responding to issues relating to the safety and well-being of students on campus.
       2. Collaborating with student organizations pertaining to sexual assault prevention, mental health awareness, and alcohol and drug safety.
       3. Organizing community service projects to be undertaken by ASUN.
       4. Acting as a liaison between ASUN and University well-being and student life task forces.

C. Committee for Diversity, Equity, and Inclusion:

   i. The Committee for Diversity, Equity, and Inclusion shall be responsible for representing the diverse populations of the University.

   ii. The Committee for Diversity, Equity, and Inclusion shall consist of one (1) chairing Senate member, up to six (6) general Senate members appointed by the Speaker of the Senate, and up to ten (10) at-large members nominated by the Appointments Board and confirmed by the Senate.

   iii. The Committee for Diversity, Equity, and Inclusion will be responsible for working with RSOs, university administrators, faculty and/or staff working with demographics typically underrepresented at the University. These demographic groups will include, but not be limited to the following:
1. Nontraditional students
2. Students with disabilities
3. International students
4. Lesbian, Gay, Bisexual, Transgender, and Queer, and Asexual (LGBTQA+) students
5. Multicultural students
6. Women’s Issues
7. Veterans and Military Affairs
8. Student athletes
9. Students of minority ethnic/racial groups
10. First generation students

iv. Responsibilities of the Committee for Diversity, Equity, and Inclusion include, but are not limited to:
   1. Advocating for a diverse, respectful, and inclusive university community.
   2. Researching relevant issues to promote a diverse, respectful, and inclusive university community and recommending appropriate actions to the Senate.
   3. Seeking Senate approval for external liaison actions including, but not limited to, taking a public stance; advocating a position to the University or any other organization, political or otherwise; or actively presenting or programming events on behalf of ASUN.

D. Communications Committee:
   i. The Communications Committee shall be responsible for investigating issues pertaining to organizational communication challenges, generating ideas and goals to improve communication within ASUN and between ASUN and the University community, promoting ASUN’s purposes as stated in the ASUN Constitution, and encouraging membership and participation in ASUN.
   ii. The Communications Committee shall consist of one (1) chairing Senate member, up to four (4) general Senate members appointed by the Speaker of the Senate, and up to five (5) at-large members nominated by the Appointments Board and confirmed by the Senate.
   iii. Responsibilities of the Communications Committee include, but are not limited to:
       1. Overseeing activities and maintaining communications regarding media groups in the University.
       2. Actively promoting a positive image of ASUN throughout the University and greater Lincoln community.
       3. Informing the student body of enacted legislation and information concerning ASUN activities and programs.
       4. Disseminating information from ASUN to the student body.
       5. Managing the image and brand of ASUN, including online.
6. Working with committees and Student Involvement to coordinate promotional events.
7. Being responsible for promoting and participating in ASUN sponsored events.
8. Supporting ASUN committees and senators with their communications needs.

E. Environmental Sustainability Committee:
   i. The Environmental Sustainability Committee (ESC) shall be responsible for representing the interests of the student body in regard to environmental sustainability and fostering a more environmentally friendly and sustainable campus community.
   ii. The ESC shall consist of one (1) chairing Senate member, up to six (6) general Senate members appointed by the Speaker of the Senate, and up to ten (10) at-large members nominated by the Appointments Board and confirmed by the Senate.
   iii. Responsibilities of the ESC include, but are not limited to:
      1. Reducing the impact of the University on the environment.
      2. Improving the quality of campus life and the well-being of the university community as can be done through environmental initiatives.
      3. Encouraging environmental stewardship and education among the students and staff of the University.
      4. Encouraging collaboration among various entities on campus in efforts to preserve the environment.
      5. Representing the student body’s commitment to environmental sustainability.
      6. Acting as a liaison between ASUN and University environmental task forces.

F. Student Services Committee:
   i. The Student Services Committee shall be responsible for investigating issues relating to services provided by ASUN to the student body and providing oversight of Recognized Student Organizations (RSOs).
   ii. The Student Services Committee shall consist of one (1) chairing Senate member, up to three (3) general Senate members appointed by the Speaker of the Senate, and up to three (3) at-large members nominated by the Appointments Board and confirmed by the Senate.
   iii. Responsibilities of the Student Services Committee include, but are not limited to:
      1. Approving new RSOs.
      2. Approving amendments to bylaws or constitutions of existing RSOs.
      3. Advancing to the Senate changes in the uniform conditions for the continued approval of RSOs.
4. Periodically reviewing ASUN Bylaws and recommending changes to the Senate.

iv. Nothing withstanding any other provision of these Bylaws, consistent with Article IV, Section 1 and Article VII, Section 1 (K) of the ASUN Constitution, all duties relating to the recognition of student organizations shall be executed exclusively by the Student Services Committee. The Chair of the Student Services Committee shall regularly inform all actions relating to student organizations to the Senate.

G. Technology Advisory and Fee Committee:
   i. The Technology Advisory and Fee Committee (TAFC) shall be responsible for annually evaluating the use of the student technology fee, approving library fee increases, providing feedback to proposals from Information Technology Services and the Libraries, providing programming and outreach regarding technological initiatives, and serving as the chief liaison between students, Information Technology Services, and the Libraries.

   ii. The TAFC shall consist of up to eleven (11) voting members: one (1) chairing Senate member, one (1) general Senate members, and up to nine (9) at-large members nominated by the Appointments Board and confirmed by the Senate; and two (2) advisors: the Chief Information Officer of the University of Nebraska–Lincoln campus or their designee and the ASUN Director of Administration or their designee.

   1. The at-large spots must be filled by a representative of each of the undergraduate academic units (Agricultural Sciences and Natural Resources, Architecture, Arts & Sciences, Business, Education & Human Sciences, Engineering, Fine & Performing Arts, Journalism & Mass Communications, and the Exploratory Center). The representative from the Exploratory Center must be undeclared when appointed but can declare a major once on the TAFC. If after the first day of the fall semester a spot(s) is unfilled by a representative of a specific undergraduate unit, the spot may be opened for anyone in the University to apply for.

   iii. The TAFC shall maintain bylaws governing the structure and operations of the committee. The committee shall annually submit its bylaws to the Senate for approval.

   iv. The Chair of the TAFC or their designee shall serve on the Information Technology and Services Committee of the Faculty Senate.

   v. The Chair of the TAFC or their designee shall serve on the Course and Laboratory Fees Advisory Committee.

H. Committee for Fee Allocations:
   i. The Committee for Fee Allocations (CFA) shall be responsible for recommending to the Senate the establishment and allocation of University Program and Facilities Fees (UPFF).
ii. The CFA shall consist of thirteen (13) voting members: one (1) chairing Senate member, two (2) general Senate members appointed by the Speaker of the Senate, and ten (10) at-large members, except as exempted below in times of vacancy; and two (2) advisors: the Vice Chancellor for Student Affairs or their designee and the ASUN Director of Administration.

iii. At-large members shall be elected in the ASUN spring election, and one (1) position shall be reserved for graduate students.

iv. Any at-large vacancy shall be filled by the Appointments Board at the request of the CFA, subject to approval of the Senate. Any student, regardless of class standing, may fill any vacancy.

v. UPFF user members or employees shall recuse themselves from subcommittees and votes specifically dealing with their respective allocation.

vi. The CFA may amend its bylaws, but the revision must be submitted and approved by the Senate.

vii. The CFA shall submit to the Senate, in the form of an Appropriations Bill, its recommendations for the allocation of student fee monies.

viii. In order to prevent a conflict of interest, no CFA retreat shall be sponsored by any recipient of Fund A or Fund B unless the Senate gives prior consent with a two-thirds (2/3) vote of its membership.

ix. The CFA subcommittee reviewing the budget of ASUN shall consist solely of at-large CFA members. No senator shall serve as a member of the subcommittee reviewing the ASUN budget. The senators serving as CFA members shall abstain from CFA votes specifically dealing with the UPFF allocation for ASUN, except in case of a tie among members at-large, in which case each of the senators shall cast an individual vote.

Section 2. Standing Committee Chairs

The Speaker of the Senate shall appoint Senators to chair or co-chair all standing committees. The CFA and the TAFC may not be co-chaired. In the event of a committee being co-chaired, neither co-chair shall count toward the general Senate member total of the committee.

Section 3. Special Committees

At-large members of Special Committees created by the Senate shall be nominated by the Appointments Board and confirmed by the Senate. The Speaker of the Senate shall appoint the Chair of any Special Committees, unless outlined specifically in the legislation creating the Special Committee.

Section 4. Ad-hoc Members
Ad-hoc membership of a committee is to be restricted to potential individuals who carry skills or experience above and beyond the normal student to warrant special consideration for addition to one of ASUN’s Standing, Special, or Executive Committees. These Ad-hoc members are to be considered on an individual basis and must meet all requirements listed below:

A. Come at the official recommendation of the Chair of the Committee. This recommendation must be written and given to the President and the Advisor of ASUN.
B. Be approved by both the President and a majority vote of the Executive Committee.
C. Be approved by the Senate.

Section 5. Filling Vacant Senator Seats with At-Large Members

The Speaker of the Senate may, at their discretion, direct the Appointments Board to fill vacant general Senate member seats on any standing committee with an at-large member so long as (1) the committee has at least one senator in addition to its chair; (2) every senator has a committee appointment; and (3) the Speaker of the Senate keeps enough senator seats vacant across all committees to match the number of open senate positions. General Senate member seats on the CFA and the TFC may not be filled with at-large members.

Section 6. Length of Terms of Standing Committees

Following the installation of a new student government after the conclusion of an ASUN regular legislative term, outgoing standing committees shall exist with legislative power until the first formal meeting of a newly appointed standing committee or until the end of the spring semester, whichever comes first. Outgoing standing committees shall be encouraged to meet at their discretion throughout the remainder of the spring semester to coordinate with the newly appointed standing committee and to wrap up any unfinished business whether or not they are endowed with legislative power as outlined above. Outgoing standing committees shall present and report to the newly elected Senate and provide orientation to newly appointed standing committee members on previous research and actions taken by the standing committee.

Part II – The Executives

Article I – President

Section 1. Appointments

A. The President shall make the following appointments, needing approval of the Senate: ASUN Advisor, Student Publications Board, Student Court, Electoral Commission faculty advisors, members of the Government Liaison Committee, FCLA Co-Directors, ELP Director and members of the Sexual Assault Task Force.
B. The President shall have power to appoint the following, informing the Senate: ASUN staff, The Big Event Co-Chairs, Electoral Commission Director, Government Liaison
Committee Chair, search committees, Laura Cockson Memorial Scholarship Steering Committee, the Chief of Staff, and Earthstock Co-Directors.

Section 2. Committee Membership

A. The President, or their designee, shall serve as a member of the following committees: Academic Planning Committee, the Executive Council of Multicultural Organizations (ECMO) and the Lied Center Campus Advisory Board.
B. The President, or their designee, shall serve as liaison to the Association of Big 10 Students (ABTS).

Article II – Internal Vice President

Section 1. Committee Membership

The Internal Vice President shall serve as liaison to the Residence Hall Association, The Big Event and Earthstock.

Article III – External Vice President

Section 1. Committee Membership

A. The External Vice President shall serve on the Parking Advisory Committee and the University of Nebraska-Lincoln Police Department Advisory Board.
B. The External Vice President shall meet with the Chair of each college’s Student Advisory Board to discuss relevant issues and formulate consistent responses to issues affecting the student body.
C. The External Vice President shall serve as a liaison to the Homecoming Steering Committee.

Article IV – Executive Committee

Section 1. Composition

The Executive Committee shall consist of the following voting members: President as Chair, Internal Vice President, External Vice President, Speaker of the Senate, Appointments Board Chair, standing committee chairs, the Government Liaison Committee Chair, the Freshmen Campus Leadership Associates Co-Directors, the Green Fund Selections Committee Chair, the Environmental Leadership Program Chair, and the Graduate Student Assembly President. The Executive Committee shall also include the Director of Administration and the Chief of Staff as non-voting members. In the event that multiple chairs are appointed to one committee, each chair shall receive an equal fraction of one vote such that each committee’s vote totals one.
Section 2. Chief of Staff

The Chief of Staff’s primary role can include, but is not limited to organizing projects, coordinating information and attending meetings. The Chief of Staff does not serve in a representative role but can serve on behalf of the President. The Chief of Staff will be a non-voting member of the executive committee. The Chief of Staff shall serve at the discretion of the President and will be appointed by the President at the beginning of the new term or in case of vacancy.

Section 3. Meetings

A. The Executive Committee will meet at the call of the President with no less than twenty-four (24) hours’ notice.
B. The quorum for the Executive Committee will be a majority of the voting members, unless otherwise stated in the Constitution or these Bylaws.

Section 4. Duties and Powers

The Executive Committee shall:
A. Distribute general information to committee chairs.
B. Refer all legislation to a standing committee.
C. Approve signs for senators to post in their respective buildings.
D. Attend all Senate meetings, unless otherwise excused by the Speaker of the Senate, and give executive reports.

Section 5. Disciplinary Procedures

A. The Executive Committee, by a two-thirds (2/3) vote, may call for a disciplinary hearing of any standing or executive committee chair or member if said individual has committed any of the following infractions:
   i. Accumulating two (2) absences from committee meetings, during a single term, without reasonable excuse as determined by the committee chair, unless appealed to the Executive Committee.
   ii. Manifesting negligence generally in assigned duties.
   iii. Committing any action unbecoming of an ASUN member.
B. The Speaker of the Senate will notify the individual of the hearing with no less than three (3) days’ notice. The Senate will conduct the hearing in closed session but will vote on the removal in open session. A two-thirds (2/3) vote shall remove said individual from the committee.

Article V – Boards, Commissions and Executive Committees

Section 1. Appointments Board
A. The Appointments Board shall interview and nominate students to University-wide Committees and the positions listed in these bylaws or as directed by the Senate, when vacant.

B. The Appointments Board shall consist of the Appointments Board Chair, and two (2) appointed at-large members. The at-large members may not serve concurrently as an ASUN executive or senator, member of Committee on Fee Allocations or on the Student Court.

C. The President shall appoint two candidates for at large membership to the appointments board, confirmed by the Senate with a 2/3 majority vote.

D. The new members of the Appointments Board shall assume their positions upon installation with the new executives and senators or, in the case of a vacancy, immediately following senate confirmation.

E. The Appointments Board shall define its policies and procedures for selecting students.

F. All decisions of the Appointments Board must be unanimous.

G. Each nomination must be ratified by a two-thirds (2/3) vote of the Senate.

H. All persons appointed to a position must give the Director of Administration and/or the Appointments Board Chair two (2) weeks’ notice, should they choose to forfeit their position.

I. No member of the Appointments Board may seek to be appointed to the positions they are to fill during their term on the Appointments Board.

Section 2. Government Liaison Committee

A. The Government Liaison Committee (GLC) shall educate and engage students in civic duties and legislative actions, and deliberately communicate student views and concerns to the University’s administration and the Nebraska State Government, while representing the student body as a whole and remaining impartial.

B. The GLC shall be composed of a chair appointed by the President and up to fifteen (15) members nominated by the President and approved by the Senate by a majority vote. The Chair may be removed by the President at their own discretion.

C. The GLC shall:
   i. Advocate such policies as the Senate may direct at all levels of government. If time does not permit Senate approval, approval may be granted by the Executive Committee or President;
   ii. Do research on political and legal issues that the committee deems relevant to students and to continue that research until the committee reaches a point where they need Senate direction for future action. Such action could include (but is not limited to) taking a public stance, advocating a position to the university, city council, state legislature, national government, or any other political organization; or continuing research;
   iii. Direct and maintain programs to promote positive relations between ASUN and governments at all levels.
Section 3. Electoral Commission

A. The Electoral Commission shall consist of six (6) voting members, one (1) appointed by the President as Electoral Commission Director, one (1) member from the Executive Committee, two (2) at-large members nominated by the Appointments Board and confirmed by the Senate, and two (2) faculty advisors nominated by the President and confirmed by the Senate.

B. Any survey to appear on the general election ballot must be approved by a two-thirds (2/3) vote of the Senate.

Section 4. Freshmen Campus Leadership Associates (FCLA)

A. Freshmen Campus Leadership Associates (FCLA) is the freshmen representation in student government. Up to twenty-four (24) of the University's most promising freshmen leaders are selected to serve for the remainder of their freshman year in this capacity. Overarching goals of the group include an introductory education of the construction and operation of student government at the University, networking with other involved freshmen, working closely with ASUN senators and executives, participating in several well-established University traditions, and preparation for future involvement both at the University and beyond.

B. Membership:
   i. Associates must apply, interview, and be appointed by the FCLA Appointments Board consisting of two (2) general Senate members, elected by the Senate, an at-large member nominated by the Appointments Board and confirmed by the Senate, and the President or their designee.
   ii. FCLA shall consist of up to twenty-four (24) freshmen students currently enrolled full-time at the University.
   iii. All attempts are to be made at making FCLA as diverse as possible, in all respects, while still maintaining its mission of employing and educating some of the University's most promising leaders.
   iv. Should a member of FCLA choose to resign, their spot will be filled from a pool of acceptable applicants maintained by the FCLA Appointments Board.

C. Attendance:
   i. Associates are required to attend every meeting as scheduled by the Directors.
   ii. All absences should be reported to the Directors.
   iii. The Directors may together agree to excuse an absence, though all attempts must be made to ensure that abuses of this power are not recurring.
   iv. More than two (2) unexcused absences a semester will result in the associate being placed under review for removal from FCLA.

D. Leadership:
   i. The Directors shall be nominated by the ASUN President and confirmed by the Senate.
ii. The Directors shall facilitate the overall direction of the program as designated by the President of ASUN, maintain continual contact with the President, provide logistic information to assist with projects, facilitate idea creation and goal setting with a pragmatic timeline, ensure that associates are fulfilling their responsibilities, organize FCLA attendance at ASUN meetings, and oversee the completion of tasks towards goals.

iii. The Directors shall act as FCLA Chair in representation at all meetings of the ASUN Senate.

E. Officers:
   i. FCLA is responsible for electing officers within the first month of appointment.
   ii. Officers shall be elected by secret vote of the associates.

F. Individual Project:
   i. Each member of FCLA is responsible for creating and carrying out an individual project. Members may be allowed to team up on a single project with the approval of the FCLA Directors.
      1. Each individual project must first be presented in a project proposal to the FCLA Directors.
      2. Once approved, legislation must be written and presented to the executive team to be assigned to a committee for approval.
      3. Once approved by committee, the legislation will be brought to the Senate floor for Senate approval.

Section 5. Laura Cockson Memorial Scholarship Steering Committee

A. The Laura Cockson Memorial Scholarship Steering Committee shall be composed of any interested family member of Laura Cockson, the previous year’s recipient of the Laura Cockson Memorial Scholarship, a Gamma Phi Beta representative, and the President or their appointee.

B. The Laura Cockson Memorial Scholarship Steering Committee shall select the Laura Cockson Memorial Scholarship recipient for the year, an individual who with character and leadership has actively and effectively promoted alcohol education and responsible alcohol consumption.

Section 6. Student Legal Services

A. The Student Legal Service (SLS) Center shall advise, counsel and have court representation in areas of the law that most often concern students.

B. The SLS Board shall be composed of the following members: the President, the SLS Coordinator, a member of the faculty of the College of Law, and a practicing attorney within Lancaster County who’s a member in good standing of the Nebraska State Bar Association.
C. Members of the SLS Board shall be appointed by the President for one-year terms, and vacancies shall be filed at the President's discretion.

D. Meetings shall be held subject to the call of the President or the SLS Coordinator who shall serve as chairperson of the SLS Board.

Section 7. Graduate Student Assembly

A. As a unique population with roles as students, teachers, researchers, and/or staff, graduate students at the University of Nebraska-Lincoln require a special representative body that is tailored to their needs. The Graduate Student Assembly (GSA) will exercise the student governance of affairs solely involving graduate students at the University, as well as collaborate with the ASUN Senate, executives, and committees on issues affecting the entirety of the University’s student body.

B. Membership:
   i. The GSA shall consist of one (1) representative per department or program of the University that awards a graduate degree, elected or appointed as follows:
      1. For such department or program where a Departmental Graduate Student Association (DGSA) exists, said organizations shall be responsible to determine the method of election or appointment of the representative.
      2. In a department or program without an organized DGSA, the Graduate Chair shall be responsible for organizing the selection of the representative.
      3. The constituent DGSA or Graduate Chair shall fill all representative openings within a period of one (1) month of its occurrence, after which such vacancy may be filled by an at-large representative appointed by the Vice President of Representation and approved by two-thirds (2/3) of the Assembly.
   ii. All representatives shall serve a renewable term of one (1) academic year.

C. Officers:
   i. The GSA shall have the following officers: President, Executive Vice President, Vice President of Student Affairs, Vice President of Representation, and Vice President of Finance.
      1. The President shall represent the GSA in all University and student government business and shall serve on the Academic Planning Committee, and the Graduate Council, and shall be a voting member of the ASUN Executive Committee.
      2. The Executive Vice President shall serve on the Graduate Council. If the office of the President becomes vacant, the Executive Vice President shall act as President for the remainder of the term. At the request of the President, the Executive Vice President may attend ASUN Senate and Executive Committee meetings.
3. The Vice President of Student Affairs shall serve on the Parking Advisory Committee and the Student Affairs Advisory Council and may attend ASUN Senate and Executive Committee meetings at the request of the Executive Vice President, when they are meant to attend.

4. The Vice President of Representation shall ensure that all Department Representatives have been appointed and are fulfilling their duties, as well as nominate graduate students to University-wide committee positions.

5. The Vice President of Finance shall be responsible for the finances of the GSA.

6. Additional responsibilities of officers shall be defined in the GSA Bylaws.

ii. The President and Executive Vice President shall be directly elected during the ASUN spring election and may not concurrently serve as representatives. Provided the office becomes vacant, the Assembly shall elect among its membership a President and/or Executive Vice President.

iii. The Vice President of Student Affairs, Vice President of Representation, and Vice President of Finance shall be elected by the membership of the GSA following the ASUN spring election and may not concurrently serve as representatives.

iv. The times and methods governing the election of these officers will be specified in the GSA Bylaws and Electoral Commission Rules.

D. Advisors:

i. The GSA Advisor shall be nominated by the GSA President and confirmed by the Assembly with a two-thirds (2/3) vote and must be a graduate faculty member. Additionally, the ASUN Director of Administration shall serve as an advisor to the GSA.

E. Committees:

i. The GSA Bylaws shall determine the number, nature and composition of the committees. Committee chairs or co-chairs shall be elected by the Assembly by a plurality vote.

ii. The Executive Vice President shall appoint, taking into account individual preferences, all representatives to at least one (1) committee.

iii. Service in University-wide or ASUN committees shall exempt representatives from service in GSA committees.

F. Reserved Powers. ASUN delegates the GSA the power to:

i. Recommend to the Senate bills and resolutions pertaining issues important to or involving graduate students.

ii. Develop a strategic plan with measurable goals to assess the success of the Graduate Student Assembly in meeting its goals.

iii. Serve as the liaison between graduate students and the Office of Graduate Studies, the Dean of Graduate Studies, and the Graduate Council.

iv. Manage and allocate funds originating from student fees and contributions obtained from University and non-University sources to the effect of carrying out
its purpose in accordance with federal, state, municipal, University, and ASUN directives.

v. Nominate graduate students to University-wide committees and offices, as nominated by the Vice President of Representation, and confirmed by the GSA.

vi. Adopt and modify its own Bylaws, and submit them to the Senate, that can reject them by a two-thirds (2/3) vote but may not introduce any modifications.

vii. Provide uniform rules for the organization of Departmental Graduate Student Associations, subject to University and ASUN regulations, and the oversight of the Student Services Committee.

viii. Protect the interests of graduate students on campus and pursue any actions furthering their causes.

ix. Promote student government in all levels, as well as networking among graduate students, and between graduate students and the other members of the University community.

G. ASUN-GSA Relations, Settlement of Issues, and Dissolution

i. No alteration may be introduced into this Section of the ASUN Bylaws without written request or consent of the GSA. Such modifications must initially be approved by three-fourths (3/4) of the membership of first the GSA and ultimately by three-fourths (3/4) of the membership of the Senate.

ii. The GSA and ASUN officers shall conduct a periodic review of the structure and function of the Assembly and suggest any changes towards its improvement. No more than two (2) years may elapse between such reviews.

iii. The Student Court shall have the authority to settle conflicts arising between the ASUN Senate and officers and the GSA. The University Appeals Board shall serve as appellate jurisdiction to the Student Court.

iv. The GSA may by three-fourths (3/4) vote, at any time, petition the Senate for its dissolution or separation. A three-fourths (3/4) vote of the Senate shall be required to dissolve the GSA or approve separation. In the case of dissolution, all outstanding assets and liabilities will be transferred to ASUN. In the case of separation, all assets that would rightfully be used by the GSA would be transferred to the GSA.

Section 8. Environmental Leadership Program

A. The Environmental Leadership Program (ELP) is designed to develop future campus leaders. Participants will gain hands-on experience working on environmental projects, obtain knowledge on environmental issues, and develop leadership skills including communication, self-awareness, time management, and resource utilization. ELP will work closely with the ESC to promote sustainability at the University.

B. Membership:

i. Associates must apply, interview, and be appointed by the ELP Appointments Board consisting of the ESC Chair, one (1) general Senate member, elected by the
Senate, one (1) at-large member nominated by the Appointments Board and confirmed by the Senate, and the President or their designee.

ii. ELP shall consist of twenty (20) freshmen and sophomores currently enrolled full-time at the University.

iii. Should a member of ELP choose to resign, their spot will be filled from a pool of acceptable applicants maintained by the ELP Appointments Board.

C. Attendance:
   i. Associates are required to attend every meeting as scheduled by the Director.
   ii. All absences should be reported to the Associate Director.
   iii. The Director and Associate Director may together agree to excuse an absence, though all attempts must be made to ensure that abuses of this power are not recurring.
   iv. More than two (2) unexcused absences a semester will result in the Associate being placed under review for removal from ELP.

D. Leadership:
   i. The Director:
      1. The Director is appointed by the ASUN President and approved by the Senate.
      2. The Director shall facilitate the overall direction of the program as designated by the President of ASUN, maintain continual contact with the President, maintain continual contact with the ESC Chair, develop educational curriculum and its implementation, and oversee the completion of tasks towards goals.
      3. The Director shall act as ELP Chair in representations at all meetings of the ASUN Senate.
      4. The Director will serve as a voting member of ESC.
   ii. The Associate Director:
      1. The Associate Director is appointed by the ASUN President and approved by the Senate.
      2. The Associate Director shall assist the Director in facilitating the program, ensure that associates are fulfilling their responsibilities, assist with development and administration of the educational program, take attendance and handle excuses.
      3. The Associate Director shall fill in as ELP Chair when the Director is not able to attend Senate meetings.

E. Duties. ELP associates shall:
   i. Work with ESC members on their projects.
   ii. Work as a group to outline, research, and implement a group project.
   iii. Promote environmental education on campus.

Section 9. The Big Event
A. The Big Event shall maintain bylaws governing the structure and operations of the committee. The committee shall annually submit its bylaws (in the fall semester) to the Senate for approval.

B. The co-chairs shall be appointed by the ASUN President following the event each spring.

C. All other executive members will be appointed by the co-chairs following an application process during the spring semester.

Section 10. Green Fund Selections Committee

A. The Green Fund provides grants for student-led projects directed toward improving overall environmental sustainability on campus. The fund and its grant reviewing committee empower students and enables student-driven projects in sustainability by providing a source of funding, guidance, hands-on experience and networking.

B. Green Fund Selections Committee:

   i. The Green Fund Selections Committee (GFSC) shall have sole authority to receive and approve or reject grant requests for funds from the ASUN Green Fund with advice and consent from the ASUN Student Senate in some cases as outlined in these bylaws. A simple majority of the committee’s full membership is required to approve projects for grant award. Apart from their normal function as a part of this committee, a member has no individual authority related to the Green Fund.

   ii. It shall be the duty of the Committee members to:

      1. Review project applications and determine allocations of grant awards based on criteria outlined in these bylaws.

      2. Provide guidelines to obtain regular progress updates and final reports for all grants awarded.

   iii. Maintain a committed and thorough list of advisors in the scientific community for external project application review. This list must include experts in every potential area of sustainability in which a project could fall under.

   iv. The Green Fund Selections Committee shall consist of seven (7) students and an advisor as follows:

      1. Four (4) members will be elected every year by the student body in the ASUN spring election.

      2. Three (3) members will be nominated to at-large positions on the GFSC by the Appointments Board, and confirmed by the Senate. One (1) appointed at-large positions will be reserved for a graduate student. Fifteen (15) days into the school year, there has been no interest from graduate students to fill this position, it will be opened up for undergraduates.

      3. The UNL Sustainability Coordinator will serve as an advisor and a non-voting member of the GFSC.
4. The GFSC Chair shall be selected by the President, from among the members of the committee. It will be the responsibility of the GFSC Chair to coordinate and facilitate meetings of the group.

v. Each member of the GFSC will serve a term of approximately one (1) calendar year, starting from the time that they are either elected or appointed, and ending when the new committee members are elected or appointed the following year.

vi. All members of the GFSC must be regularly enrolled as a full time student, either as an undergraduate or graduate student and not be on academic probation.

vii. In the event that a GFSC member is removed or resigns, the Appointments Board will nominate a replacement requiring Senate confirmation. The replacement GFSC member will serve the remainder of the original member's term.

viii. The GFSC shall conduct itself in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each GFSC member must publicly disclose all campus groups and organizations of which they are a member. Where appropriate, the GFSC member shall recuse themselves from voting on allocations for projects proposed by such groups or organizations.

C. Project Selection:

i. The primary purpose of proposed projects should fall under the scope of enhancing campus environmental sustainability in areas including, but not limited to: energy use reduction, water conservation, greenhouse gas emission reduction, pollution or waste reduction, and education or awareness. In order for a project to receive funding it must also meet the following requirements:

1. Must have a clearly defined, measurable outcome.
2. Must incorporate publicity, education, or outreach.
3. Must have a staff/faculty sponsor.
4. Must be willing to display the ASUN logo on all marketing materials if the project is awarded funding.
5. Completion by June 1st of the academic year in which they are proposed

ii. Only students and Registered Student Organizations that are in compliance are eligible to apply for grant money awarded by the Green Fund. The following items shall be included in the Green Fund application and are required for review:

1. A description of the project and its intended outcome(s), including criteria for evaluating its success in meeting its goals.
2. An explanation of any independent funding secured by the applicants.
3. Disclosure of project participants and their respective Recognized Student Organizations, identifying project leadership and their
responsibilities.
5. A detailed timeline, including a start date and anticipated implementation schedule;
6. A detailed budget with specific cost estimates.
7. A sponsorship letter, expressing support for the project from the sponsoring staff or faculty member.
8. A long-term operations plan; this will be required only for projects that have implementation schedules or will require upkeep lasting longer than the project leader will remain a student at the University.

D. Selection Process:
   i. Applications for projects requesting under $7,500 will have monthly deadlines. Projects over $7,500 will be considered with deadlines once a semester. Specific dates for application deadlines will be determined by the GFSC during the spring semester for the following school year.
   ii. Applications must be submitted the semester of project implementation or the semester immediately preceding project implementation.
   iii. The selection process will contain an external evaluation of the proposed project by an expert in the corresponding field, and then an application review and an interview by the GFSC. The interview will consist of a project proposal presentation from the applicant and will also give the GFSC the opportunity to ask any questions that they might have about the project.
   iv. The following rules regarding the GFSC also apply to the application process:
      1. All decisions on applications being considered under $7,500 must be made by the next application deadline, and applicants must also be notified before this time.
      2. The GFSC has the responsibility and right to schedule the interviews and the rest of the decision process under their own timeline, so long as they adhere to the decision deadline, and schedule the correct amount of application deadlines instructed by this document.
   v. The GFSC has the authority to review and update the application form for grant proposals with approval from the Senate.
   vi. The GFSC will score and evaluate applications under the following criteria through the completion of a comprehensive evaluation and rubric to be submitted to the President, Director of Administration and Treasurer:
      1. Environmental benefit: Preference will be given to projects that reduce the University’s environmental impact most effectively.
      2. General benefit to students and the university: Preference will be given to projects that have the greatest enhancement of the overall well-being of all peoples through education and other means.
3. Project management and preparedness: Preference will be given to projects that are under reliable leadership and that have conducted the proper research.

4. Cost-effectiveness: Preference will be given to projects that demonstrate the greatest reduction in negative environmental impact for the least cost.

5. Time sensitivity: Preference will be given to projects that can be implemented in a reasonably efficient manner.

6. Financial need: Preference will be given to projects that have proven they have searched elsewhere for funding and partnerships.

vii. Projects exceeding a total allocation request of $1,250 must be approved by the Senate. The GFSC shall have the authority to approve projects without Senate consent that request $1,250 or less until the sum of projects approved without the consent of the Senate reaches 20% of the total Green Fund allocation for the given fiscal year. Once this threshold is met, all projects regardless of allocation request must be approved by the Senate through the rest of the given fiscal year.

1. The GFSC Chair shall inform the Senate of the approval of projects that request $1,250 or less.

viii. Once the GFSC has made its decision on the funding of projects exceeding $1,250 or any project once the 20% threshold has been met, the recommendations must be submitted to the Senate. The Senate must approve or decline the proposal for grants to be awarded, and the Senate reserves the right to amend the terms of the grant on the project basis. In order for funds to be allocated to projects exceeding $1,250, they must be approved by the Senate.

E. Allocation of Funds:

i. The President will include in their annual budget proposal to CFA, the Senate, and the Chancellor, an allocation of part of the ASUN UPFF proposal to be set as a line item serving as the total budgeted allocation to the GFSC for the following year.

1. The Green Fund will operate as long as there is money in the Green Fund line item.

2. Money will only be removed from the Green Fund line item to fund projects that were approved for grant money awards by the GFSC.

ii. Funds may be accessed in the following ways:

1. Reimbursement of expenses (check) through the SOFS office from the Green Fund account in the ASUN budget.

2. Direct purchase through the ASUN office (i.e. purchase order).

3. All reimbursements and purchases made are subject to the review and approval of the ASUN Treasurer.
iii. Accurate financial records must be kept:

1. The GFSC must keep an accurate account of currently approved projects for funding and accurate listings of how much has been disbursed to those projects. Staff in the ASUN office must have access to this account so that they can appropriately reimburse and issue purchase orders.
2. Receipts for reimbursements and purchase orders must be kept for all existing and completed projects.

iv. Fund operations must adhere to the following rules:

1. The Green Fund will NOT pay for anything the University is required to do by law or policy.
2. For projects that involve infrastructure or partnership with the University that will or could potentially incur costs for upkeep and maintenance, a formal written agreement must be made with facilities or someone fully responsible defining that green fund money will not be available or responsible for covering maintenance costs.
3. Funds allocated to a project that are not spent by June 1st of the academic year in which the project was proposed shall be returned to the Green Fund for reallocation.
4. Green Fund funds are not to be used or reallocated for purposes other than those described in this document.
5. Green Fund shall continue to operate as long as sufficient money remains in the Green Fund line item.
6. Green Fund funds may not be used for any purposes that violate University of Nebraska-Lincoln policies and procedures.
7. Green Fund funds may be used for compensation or travel only with specific approval from the GFSC and if funds are used to attend conferences, then a full report must be submitted upon return from the conference by the grant awardee.
   a. Any grants awarded by the GFSC for travel must include a line-item allocation for the cost of carbon offsets approximately equal to the CO₂ associated with their travel arrangements.
8. All materials and equipment purchased with Green Fund funds shall become the property of the University of Nebraska-Lincoln and must be provided to the University upon completion of the grant.
9. In accordance with NU Board of Regents Policy 5.9.1, grants may only be made on a one fiscal year basis and may not be granted to a single organization more than once in a two year period. All projects must be completed by the end of the fiscal year in which the grant was approved.
10. All receipts, reimbursements and purchases must be submitted to the ASUN Treasurer by June 1st to ensure timely review and reimbursement.

F. Accountability, Records and Reports:
i. The GFSC will present a comprehensive report to the CFA and to the Senate every year. Additionally, the GFSC must present monthly updates to the Senate and post updates on the ASUN website regarding projects awarded funding and periodic updates on existing projects.

ii. The Chair of the Green Fund Selections Committee shall forward all submitted proposals to the ASUN President or their designee in the executive team or Student Senate and the ASUN Director of Administration within 24 hours of receipt and before the Green Fund Selections Committee takes action on the proposal.

iii. The GFSC Chair will have the following responsibilities, or be responsible for their allocation:
   1. Ensuring that the projects are meeting the required obligations.
   2. Handling reports from projects.
   3. Writing the reports for the Senate.
   4. Updating website content and other external reporting.
   5. The GFSC Chair reserves the right to follow up with grant awardees at any time.

iv. If upon review of project reports, the GFSC, the Treasurer, Senate or President determines that the project’s funds are being used irresponsibly or the goals of the project are not being met or realistically attempted, the committee may choose to put the project on “probation,” the project leaders have an allotted time period to make adjustments in order to fulfill the committee’s expectations. If, after this time period, the committee’s expectations are not met, the committee may require all unspent funds to be returned to the Green Fund for reallocation. The probationary period will be 2 weeks for projects granted under $7,500 and 4 weeks for projects granted over $7,500. It is the responsibility of the project leaders to submit updates outlining the progress of the project, and a detailed description of the funds already used. Updates must be submitted based on the timelines below:
   1. Projects with timelines of over 1 semester (4 months or more) require monthly updates.
   2. Projects with timelines under 1 semester (less than 4 months) require one (1) update upon completion of project.

v. In addition to the aforementioned reporting, the GFSC shall make all its records (outlined below) available to the public, unless noted otherwise. The GFSC must keep on record:
   1. Minutes of all meetings.
   2. Record of projects selected each year and the funds allocated to each.
   3. Project progress reports from recipients of Green Fund monies.
   4. Copies of all annual reports which the selection committee has issued.
   5. Complete books and records of account, including accounts of its
properties and business transactions and accounts of its assets, receipts, disbursements (these financial records do not need to be publicly displayed).

Section 11: Earthstock

A. Earthstock shall be a month-long event celebrating Earth Day which serves to promote sustainability.
B. The co-chairs shall be appointed by the ASUN President following the event each spring.
C. All other executive members will be appointed by the co-chairs following an application process during the spring semester.

Section 12: Equity Project Grant

A. The Equity Project Grant provides for student-led projects directed towards improving and advancing overall campus climate, diversity, access, equity, and inclusion at the University of Nebraska-Lincoln. The fund and its grant reviewing committee empower students and enable student-driven projects in diversity, inclusion, and equity by providing a source of funding, guidance, hands-on experience, and networking.
   i. Diversity: Individual differences (e.g., personality, learning styles, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations).
   ii. Inclusion: The active, intentional, and ongoing engagement with diversity in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and Institutions.
   iii. Equity: The creation of opportunities for equal access to address an achievement or success.
B. The Equity Grant Selections Committee
   i. Shall have sole authority to receive and approve or reject grant requests for funds from the Equity Grant with advice and consent from the ASUN Student Senate in cases as outlined in these bylaws. A simple majority of the committee’s full membership is required to approve projects for grant award.
   ii. It shall be the duty of the Committee members to:
      1. Review project applications and determine allocations of grant awards based on criteria outlined in these bylaws.
      2. Provide guidelines to obtain regular progress updates and final reports for all grants awarded.
   ii. The Equity Grant Selections Committee shall consist of seven (7) students and an advisor as follows:
1. Seven (7) members will be nominated to at-large positions on the EGSC by the Appointments Board and confirmed by the Senate. Two (2) appointed at-large positions will be reserved for a graduate student. Fifteen (15) days after the first day of classes of the Fall Semester, if there has been no interest from graduate students to fill this position, it will be opened for undergraduates.

2. The member appointed from the Office of Diversity and Inclusion will serve as an advisor and a non-voting member of the EGSC.

3. The EGSC Chair shall be selected by the President, from the existing pool of applicants among those who indicate interest in serving as Chair. It will be the responsibility of the EGSC Chair to coordinate and facilitate meetings of the group.

iii. Each member of the EGSC will serve a term of approximately one (1) calendar year, starting from the time that they are appointed, and ending when the new committee members are appointed the following year.

iv. All members of the EGSC must be regularly enrolled as a full time student, either as an undergraduate or graduate student, and not be on academic probation.

v. In the event that a EGSC member is removed or resigns, the Appointments Board will nominate a replacement requiring Senate confirmation. The replacement EGSC member will serve the remainder of the original member’s term.

vi. The EGSC shall conduct itself in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, each EGSC member must publicly disclose all campus groups and organizations of which they are a member. Where appropriate, the EGSC member shall recuse themselves from voting on allocations for projects proposed by such groups or Organizations.

C. Project Selection:

i. The primary purpose of proposed projects should fall under the scope of enhancing diversity, equity, inclusion in areas including, but not limited to: campus climate, access and retention, education and or awareness, in order for a project to receive funding it must also meet the following requirements:
   1. Must have a clearly defined, measurable outcome.
   2. Must incorporate publicity, education, or outreach.
   3. Must have a staff/faculty sponsor.
   4. Must be willing to display the ASUN logo on all marketing materials if the project is awarded funding.
   5. Projects must be complete by June 1st of the academic year in which they are proposed.

ii. Only students and Registered Student Organizations that are in compliance are eligible to apply for grant money awarded by the Equity Grant. The following
items shall be included in the Equity Grant application and are required for review:

1. A description of the project and its intended outcome(s), including criteria for evaluating its success in meeting its goals.
2. An explanation of any independent funding secured by the applicants.
3. Disclosure of project participants and their respective Recognized Student Organizations, identifying project leadership and their responsibilities.
5. A detailed timeline, including a start date and anticipated implementation schedule.
6. A detailed budget with specific cost estimates.
7. A sponsorship letter, expressing support for the project from the sponsoring staff or faculty member.
8. A long-term operation plan; this will be required only for projects that have implementation schedules or will require upkeep lasting longer than the project leader will remain a student at the University.

D. Selection Process:

i. Applications for projects requesting under $5,000 will be reviewed monthly with deadlines decided by the EGSC. Projects over $5,000 will be considered with deadlines once a semester. Specific dates for application deadlines will be determined by the EGSC during the spring semester for the following school year.

ii. Applications must be submitted the semester of project implementation, or a timeline approved by the EGSC.

iii. The selection process will contain an external evaluation of the proposed project by an expert in the corresponding field, and then an application review and an interview by the EGSC. The interview will consist of a project proposal presentation from the applicant and will also give the EGSC the opportunity to ask any questions that they might have about the project.

iv. The following rules regarding the EGSC also apply to the application process:
   1. All decisions on applications being considered under $5,000 must be made by the next application deadline, and applicants must also be notified before this time.
   2. The EGSC has the responsibility and right to schedule the interviews and the rest of the decision process under their own timeline, so long as they adhere to the decision deadline, and schedule the correct amount of application deadlines instructed by this document.

v. The EGSC has the authority to review and update the application form for grant proposals with approval from the Senate.
vi. The EGSC will score and evaluate applications under the following criteria through the completion of a comprehensive evaluation and rubric to be submitted to the President, Director of Administration and Treasurer.

1. General benefit to students and the university: Preference will be given to projects that aim to educate around topics pertaining to diversity, equity, and inclusion that have the greatest enhancement of the overall well-being of students.
2. Belonging and access: Preference will be given to projects that aim to increase the belonging of under-represented groups and increase access to education, resources, and other means of success.
3. Project management and preparedness: Preference will be given to projects that are under reliable leadership and that have conducted the proper research.
4. Cost-effectiveness: Preference will be given to projects that demonstrate the greatest impact of increase campus awareness of diversity, equity, and inclusion for the least cost.
5. Time sensitivity: Preference will be given to projects that can be implemented in a reasonably efficient manner.
6. Campus Collaboration: Preference will be given to projects that have proven they have done research with experts in the field of the project and have reached out to campus collaborators.
7. Projects exceeding a total allocation request of $1,250 must be approved by the Senate. The EGSC shall have the authority to approve projects without Senate consent that request $1,250 or less until the sum of projects approved without the consent of the Senate reaches 20% of the total EGSC allocation for the given fiscal year. Once this threshold is met, all projects regardless of allocation request must be approved by the Senate through the rest of the given fiscal year.
   a. The EGSC Chair shall inform the Senate of the approval of projects that request $1,250 or less.
8. The Equity Grant Selections Committee must operate with a viewpoint neutral perspective, and make grant decisions solely off of the criteria outlined in this document.

vii. Once the EGSC has made its decision on the funding of projects exceeding $1,250 or any project once the 20% threshold has been met, the recommendations must be submitted to the Senate. The Senate must approve or decline the proposal for grants to be awarded, and the Senate reserves the right to amend the terms of the grant on the project basis. In order for funds to be allocated to projects exceeding $1,250, they must be approved by the Senate.

E. Allocation of Funds:
i. The President will include in their annual budget proposal to CFA, the Senate, and the Chancellor, an allocation of part of the ASUN UPFF proposal to be set as a line item serving as the total budgeted allocation to the EGSC for the following year.
   1. The Equity Grant will operate as long as there is money in the Equity Grant line item.
   2. Money will only be removed from the Equity Grant line item to fund projects that were approved for grant money awards by the EGSC.

ii. Funds may be accessed in the following ways:
   1. Reimbursement of expenses (check) through the SOFS office from the Equity Grant account in the ASUN budget.
   2. Direct purchase through the ASUN office (i.e. purchase order).
   3. All reimbursements and purchases made are subject to the review and approval of the ASUN Treasurer.

iii. Accurate financial records must be kept:
   1. The EGSC must keep an accurate account of currently approved projects for funding and accurate listings of how much has been disbursed to those projects. Staff in the ASUN office must have access to this account so that they can appropriately reimburse and issue purchase orders.
   2. Receipts for reimbursements and purchase orders must be kept for all existing and completed projects.

iv. Fund operations must adhere to the following rules:
   1. The Equity Grant will NOT pay for anything the University is required to do by law or policy.
   2. For projects that involve infrastructure or partnership with the University that will or could potentially incur costs for upkeep and maintenance, a formal written agreement must be made with facilities or someone fully responsible defining that Equity Grant money will not be available responsible for covering maintenance costs.
   3. Funds allocated to a project that are not spent by June 1st of the academic year in which the project was proposed shall be returned to the Equity Grant for reallocation.
   4. Equity Grant funds are not to be used or reallocated for purposes other than those described in this document.
   5. Equity Grant shall continue to operate as long as sufficient money remains in the Equity Grant line item.
   6. Equity Grant may not be used for any purposes that violate University of Nebraska-Lincoln policies and procedures.
   7. Equity Grant may be used for compensation or travel only with specific approval from the EGSC and if funds are used to attend conferences, then
a full report must be submitted upon return from the conference by the grant awardee.

8. Any grants awarded by the EGSC for travel must include a line-item allocation for the cost of carbon offsets approximately equal to the CO2 associated with their travel arrangement.

9. All materials and equipment purchased with Equity Grant funds shall become the property of the University of Nebraska-Lincoln and must be provided to the University upon completion of the grant.

10. In accordance with NU Board of Regents Policy 5.9.1, grants may only be made on a one fiscal year basis and may not be granted to a single organization more than once in a two year period. All projects must be completed by the end of the fiscal year in which the grant was approved.

11. All receipts, reimbursements and purchases must be submitted to the ASUN Treasurer by June 1st to ensure timely review and reimbursement.

F. Accountability, Records and Reports:
   i. The EGSC will present a comprehensive report to the CFA and to the Senate every year. Additionally, the GFSC must present monthly updates to the Senate and post updates on the ASUN website regarding projects awarded funding and periodic updates on existing projects.
   ii. The Chair of the Equity Grant Selections Committee G shall forward all submitted proposals to the ASUN President or their designee in the executive team or Student Senate and the ASUN Director of Administration within 24 hours of receipt and before the Equity Grant Selections Committee takes action on the proposal.
   iii. The EGSC Chair will have the following responsibilities, or be responsible for their allocation:
      1. Ensuring that the projects are meeting the required obligations.
      2. Handling reports from projects.
      3. Writing the reports for the Senate.
      4. Updating website content and other external reporting.
      5. The EGSC Chair reserves the right to follow up with grant awardees at any time.
      6. Work as a liaison between the Senate and students to aid in communication and support.
   iv. If upon review of project reports, the EGSC, the Treasurer, Senate, or President determines that the project’s funds are being used irresponsibly or the goals of the project are not being met or realistically attempted, the committee may choose to put the project on “probation,” the project leaders have an allotted time period to make adjustments in order to fulfill the committee’s expectations. If, after this time period, the committee’s expectations are not met, the committee may require all unspent funds to be returned to the Equity Grant for
reallocation. The probationary period will be 2 weeks for projects granted under $1,500 and 4 weeks for projects granted over $1,500. It is the responsibility of the project leaders to submit updates outlining the progress of the project, and a detailed description of the funds already used. Updates must be submitted based on the timelines below:

1. Projects with timelines of over 1 semester (4 months or more) require monthly updates.
2. Projects with timelines under 1 semester (less than 4 months) require one (1) update upon completion of project.

v. In addition to the aforementioned reporting, the GFSC shall make all its records (outlined below) available to the public, unless noted otherwise. The GFSC must keep on record:

1. Minutes of all meetings.
2. Record of projects selected each year and the funds allocated to each.
3. Project progress reports from recipients of EGSC monies.
4. Copies of all annual reports which the selection committee has issued.
5. Complete books and records of account, including accounts of its properties and business transactions and accounts of its assets, receipts, disbursements (these financial records do not need to be publicly displayed).

Article VI – General Provisions

Section 1. Senatorial Supremacy

All commissions, committees, and boards authorized by ASUN must annually submit their current bylaws and procedures to the Senate. Changes in its bylaws or constitution must be approved by the Senate. Minutes or regular reports must be given to the Senate.

Section 2. Non-Discrimination Clause

Neither ASUN nor any Recognized Student Organization (RSO) may discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran’s status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

Section 3. Diversity Statement

A. The Association of Students of the University of Nebraska (ASUN) is a body created to represent the University of Nebraska-Lincoln’s diverse student population. As such, all branches of student government need to be aware of the diverse needs and concerns of
the student body. Due to the inherent interest of ASUN in the operation and affairs of the University, a concerted effort will be made to ensure that all students have a quality educational experience, enriched by an appreciation of differences, at the University of Nebraska-Lincoln.

B. In order to maintain an effective student government, ASUN will be sensitive to the needs of UNL students, be a strong advocate for minority and underrepresented student issues, ensure all students are afforded a safe, respectful, and inclusive university environment, and challenge intolerance and misinformation. ASUN will also encourage its members and the student body to participate in programs and events which highlight the heritage and contribution of minority and underrepresented groups.

C. Diversity, Equity, and Inclusion (DEI) training along with LGBTQA+ 101 shall be mandatory for Senators, CFA members, Appointments Board members, GFSC Chair, EGSC Chair, ELP Chair, FCLA Co-Directors, and all members of the Executive Committee.
   i. Training shall be requested through the Office of Diversity and Inclusion and LGBTQA+ Center by the Internal Vice President.
   ii. DEI Training shall be scheduled for the last Senate meeting of August with LGBTQA+ 101 scheduled for the first Senate meeting of September.
   iii. Shall any mandated positions be absent from scheduled trainings, they must a) have their absence excused by the Internal Vice President and b) make-up their training by attending a DEI Learning Opportunity through the Office of Diversity and Inclusion within fifteen (15) school days and submitting proof of attendance to the Internal Vice President.
   iv. Failure to complete training, either through Senate or make-up session, will result in disciplinary procedures.

Section 4. Special Rules

The Senate may adopt Special Rules to govern the ASUN with a vote of two-thirds (2/3) of those present and voting. Any entity of ASUN may request to have the Special Rules concerning their functions amended in a written request to the Student Services Committee. Special Rules may be suspended by a two-thirds (2/3) vote of those present and voting at any meeting.

Section 5: Waste at ASUN Events

A. Any event where ASUN is the sole or primary sponsor must work to be zero-waste.
   a. A zero-waste event shall be defined as working in the best ability to divert at least 95% of all waste from an event from the landfill by using proper utensils and supplies, and by having containers for both recycling and composting present.

Part III – The Student Court

Article I – Student Court

Bylaws and Special Rules - 37
Section 1. Constitutional Authorization

As outlined in the Constitution, "The Student Court shall operate under and be governed by such rules and regulations as the Student Senate shall adopt by ordinance or bylaw, except that such rules and regulations shall not infringe upon any of the powers herein granted to the Student Court."

Section 2. Procedures and Policies

The Student Court shall be governed by the procedures and policies outlined in the Special Rules.

Section 3. Concurrent University Conduct Board Membership

Every Student Court Justice, upon appointment, will be recommended to the Chancellor for appointment to the University Conduct Board.

Part IV – General Provisions

Article I – Bylaws

Section 1. Amendment

These bylaws may be amended with a three-fourths (3/4) vote of those present and voting taken by roll call, provided written previous notice of the amendment was given at the previous meeting. Written previous notification shall be when the Bylaw amendment meets the regular requirements to be included as an agenda item and is included as an agenda item at the previous meeting.

Section 2. Suspension

None of these Bylaws, including rules in the nature of special rules of order, may be suspended by any vote.

Article II – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the ASUN in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASUN may adopt.

Article III – Other Provisions

Section 1. Qualification
Every student elected/appointed to any ASUN position is required to be a full-time student at UNL, they must have a cumulative grade point average of 2.0 or higher. In addition, no student shall serve in an appointed position if that student is currently on academic or disciplinary probation.
Special Rules

1.0 Senate Meeting Time and Location.
The Senate shall meet Wednesdays during the regular school year at 6:30 p.m. in the Nebraska Union except for the Senate session preceding Fall and Spring Semester Break, which shall meet at 6:30 p.m. in the Nebraska East Union (Refer to Bylaws, Part I, Article III).

1.1 Excused Absences.
In order for an absence from a Senate meeting to be excused, senators must notify the Speaker of the Senate of their absence by 12:00 p.m. (noon) on the day of the meeting of their absence.

1.2 Web Conferencing.
The Senate may meet via web conferencing as defined by the Internal Vice President. During extenuating circumstances, the Internal Vice President may change the location of a scheduled senate meeting to web conferencing by 12:00 pm the day of the meeting. All votes during a web conferencing meeting must be public. Senators and the University Community shall be notified of this change via electronic communication as soon as possible.

2.0 Closed Sessions.
The Senate shall conduct all closed sessions in accordance with Nebraska Revised Statutes 84-1410 regarding closed sessions. The Senate shall be allowed, but not limited to hold closed sessions for the following reasons:
1. Strategy sessions regarding negotiations or actions with regard to other bodies at UNL;
2. Investigative proceedings regarding allegations of Constitutional violations and or criminal misconduct;
3. The protection of public interest;
4. Sensitive personnel matters.

2.1 Vote for Close Session.
The vote to hold a closed session shall be taken in open session and requires a majority vote of the Senate. The Senate must reconvene in open session before any formal action may be taken.

2.2 Challenging Continuation of a Closed Session.
Any member of the Senate shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session. Such challenges shall be overruled only by a majority vote of the Senate present at the meeting.

2.3 Divulging Information in Closed Session.
Any member of the Senate who divulges information concerning the deliberations in closed session may be subject to disciplinary actions.
3.0 Agenda.
The agenda shall be published by 12:00pm (noon) the Tuesday before the Senate meeting and the order of the Agenda for all Senate meetings shall be:

I. Call to Order
II. Attendance Roll Call
III. Pledge of Allegiance
IV. Land Acknowledgement Statement
V. Approval of Minutes
VI. Appointments
VII. Open Forum
VIII. Executive Reports
IX. Committee Reports
X. Unfinished Business
XI. New Business
XII. Announcements
XIII. Adjournment

4.0 Official Seating Area.
The official seating area shall be that area designated for the seating of only the elected executive officers, Senators, executive committee chairs, the Recording Secretary, and the Chief of Staff. A Senator must be seated in the official seating area in order to vote or speak on pending action. No person seated in the official area shall speak to a person not seated in the official area during the meeting without going to the gallery. A person seated in the official area may allow a person seated in the gallery to address the senate by yielding their time to that person. The Internal Vice President has discretion to limit speaking time of those not seated in the official seating area.

5.0 Senate Legislation.
The Senate shall consider five types of legislation: the Senate Bill, the Appropriations Bill, the Resolution, Bylaw Amendments and the Government Bill. All legislation shall be numbered and named by the Executive Committee. The official title of all legislation shall consist of the category, the number, and the name of the legislation.

5.1 Senate Bill.
A Senate Bill shall be introduced by a senator and shall require action by some branch of ASUN upon its passage. A Senate Bill requires a majority to pass and dies at the end of the Senate term.

5.2 Appropriations Bill.
Any Committee for Fee Allocation recommendations for the allocation of UPFF shall be submitted in the form of an Appropriations Bill. Additionally, for ASUN expenditures of more than $900 that are not line item expenditures of the ASUN budget or from the Miscellaneous or Contingency Accounts, a senator must introduce an Appropriations Bill. Appropriations Bills require a majority to adopt. (Refer to Bylaws Article II, Section 3 [A2])

5.3 Resolution.
A Resolution expresses the opinion of the Senate on any issue. A Resolution requires no further action. A Resolution requires a majority and dies at the end of the Senate term.

5.4 Government Bill.
Only the President may submit Government Bills. Government Bills require a majority vote and die at the end of the Senate term. Government Bills shall be the first items under New Business on the agenda. (Refer to Bylaws Article II, Section 3 [A3])

5.5 Standing Committees.
All legislation except Government Bills and Bylaw Amendments, shall be referred by the Executive Committee to one of the Senate’s standing committees, unless the legislation originates from within the committee. The standing committees shall have the authority to amend or kill the legislation in addition to sending it to the Senate. Any standing committee may submit Senate Bills, Resolutions, or Appropriations Bills to the Senate. If, after two regularly scheduled committee meetings, the committee has failed to take action on legislation assigned to it by the Executive Committee, the sponsor of said legislation may move that the legislation be brought to emergency status.

5.5.1 Bylaw Amendments.
All bylaw amendments shall be submitted to the Student Services Committee for review. The Student Services Committee shall have the authority to amend or kill the bylaw amendment in addition to sending it to the Senate. If, after three regularly scheduled Student Services Committee meetings, the committee has failed to take action on legislation assigned to it or has killed the amendment, the sponsor of said legislation may move that the legislation be brought to emergency status, requiring a two-thirds vote of those present and voting to consider the legislation. Bylaw amendments in emergency status must still meet the requirements for previous notice (Part IV, Article 1, Section 1).

5.6 Sponsors of Legislation.
The sponsor of any legislation or bylaw amendment – that is, a) the chair of the committee that submitted the bill, b) the first signed on a piece of legislation or bylaw amendment when signed by one or more senators, or c) the president for all government bills – shall have the right to make a five-minute closing statement before the final vote is taken on that item of business. The sponsor may yield time during the closing statement only to one co-sponsor. During the closing statement, no further amendments may be offered. The author of a bill shall not chair the senate meeting during the proceedings of said bill.

5.7 Legislative Due Process.
Staff shall be notified by 12:00 pm the Monday before the Senate meeting of all legislation, which has been passed by committee or is otherwise intended to appear on the agenda of the next Senate meeting. Where legislation is passed by committees, the chair shall be responsible for notifying staff.

5.8 Notice of Legislation.
All legislation, minutes, agenda, and other important documents –except appropriation bills –appearing on the agenda of a Senate meeting shall be communicated to all senators and uploaded to the web site for review by 12:00 pm the Tuesday before the meeting. All appropriation bills shall be communicated to all senators and uploaded to the web site prior to 4:00 pm the Friday before the meeting. Notice of this shall be sent via electronic communication to ASUN officials and others requesting to receive this notification.

5.9 Emergency Status.
Any legislation, except a Bylaw Amendment that does not appear on the agenda may be considered through a motion to bring the legislation to emergency status, requiring a two-thirds vote of those present and voting to consider the legislation.

5.10 Legislation Submission.
All legislation must be electronically sent to the Speaker of the Senate by 8:00 pm the Monday before the meeting. The Speaker of the Senate may accept a bill later than this time at their own discretion. All bills must be sent out by the 12:00 pm deadline the Tuesday before the meeting.

6.0 Speaking.
No member of the Senate shall speak more than once on the same topic when any member who has not spoken on that topic wishes to speak. Members of the Senate may only yield their time to speak once per speech.

7.0 Right to Demand a Roll Call Vote.
Any Senator may demand a roll call vote on any question before the senate.

8.0 Recruitment Policy.
The Senate, in order to expand its recruitment policy, shall communicate by paper or electronic means information of upcoming ASUN appointments, on a semester basis or at the discretion of the Executive Committee, to recognized student organizations, the staff of the Multi-Cultural Affairs, the staff of the International Education Services, the Greek Affairs Office, all Residence Hall Directors, Complex Program Directors, Presidents of Greek Houses, The Daily Nebraskan, and KRNU Radio at least ten days prior to the application deadline for those appointments.

9.0 Call of the House.
Upon passage of the motion “Call of the House,” requiring a majority vote, no Senator shall be allowed to leave the Senate Chamber without permission of the Chair, under the penalty of an unexcused absence. However, under no circumstances shall a Senator be charged with more than one absence per meeting. A Call of the House shall be enforced by the Speaker of the Senate.

10.0 Election of Senate Officers.
The Senate shall elect from among its membership two officers: Speaker of the Senate and Appointments Secretary. The election of the Speaker of the Senate shall precede the election of the Appointments Secretary.

10.1 Election of the Speaker.
Nominations for the election of the Speaker shall be the first order of business in the New Business section of the agenda of the first meeting of the Senate.

10.1.1 Nominations for Speaker.
All nominations for Speaker shall be taken from the floor but the election shall not take place until the next meeting.

10.1.2 Speaker Candidate Speeches.
Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five minutes. Upon completion of each individual speech, the floor shall be opened for questions from members of the Senate not to exceed a total time of five minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Senate meeting.

10.1.3 Senate Discussion of Speaker Candidates.
After the last candidate has finished answering questions, all candidates shall remain outside of the Senate meeting room for Senators to discuss the candidates for no more than thirty minutes.

10.1.4 Voting for Speaker.
The senators, including the candidates, shall vote by ballot for Speaker. If no candidate receives a majority, only the two highest vote-getters shall be considered. Those two candidates shall leave the room for no more than 15 minutes of discussion in the Senate of the senators. Then the senators, including the candidates who shall return to the room after this discussion, shall vote by ballot for Speaker, the candidate receiving a majority being elected Speaker. If there is a tie vote, the Senate shall re-ballot until one candidate receives a majority.

10.2 Election of the Appointments Secretary.
Nominations for the election of the Speaker shall be the second order of business in the New Business section of the agenda of the first meeting of the Senate.

10.2.1 Nominations for Appointments Secretary.
All nominations for Appointments Secretary shall be taken from the floor but the election shall not take place until the next meeting.

10.2.2 Appointments Secretary Candidate Speeches.
Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five minutes. Upon completion of each individual speech the floor shall be opened for questions from members of the Senate, not to exceed a total time
of five minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Senate meeting.

10.2.3 Senate Discussion of Appointments Secretary Candidates.
After the last candidate has finished answering questions, all candidates shall remain outside of the Senate meeting room for Senators to discuss the candidates for no more than thirty minutes.

10.2.4 Voting Appointments Secretary.
The senators, including the candidates, shall vote by ballot for Appointments Secretary. If no candidate receives a majority, only the two highest vote-getters shall be considered. Those two candidates shall leave the room for no more than 15 minutes of discussion in the Senate of the senators. Then the senators, including the candidates who shall return to the room after this discussion, shall vote by ballot for Appointments Secretary the candidate receiving a majority being elected Appointments Secretary. If there is a tie vote, the Senate shall re-ballot until one candidate receives a majority.

11.0 Election of Senators Serving on the FCLA Appointments Board.
The Senate shall elect from among its membership two FCLA Appointments Board members. Nominations for the election of the two FCLA Appointment Board members shall be the third order of business in the New Business section of the agenda of the first meeting of the Senate.

11.1 Nominations for FCLA Appointments Board members.
All nominations for FCLA Appointments Board senator-members shall be taken from the floor but the election shall not take place until the next meeting, unless needed to ensure FCLA Appointments Board members are appointed by the end of the spring semester. In this case, nomination and elections may occur in the same meeting.

11.2 FCLA Appointments Board Candidate Speeches.
Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed two minutes. Upon completion of each individual speech, the floor shall be opened for questions from members of the Senate not to exceed a total time of five minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Senate meeting.

11.3 Senate Discussion of FCLA Appointments Board Candidates.
After the last candidate has finished answering questions, all candidates shall remain outside of the Senate meeting room for Senators to discuss the candidates for no more than ten minutes.

11.4 Voting for FCLA Appointments Board members.
The senators, including the candidates, shall vote by ballot for FCLA Appointments Board members. Senators shall choose up to two candidates on each ballot. The two candidates receiving the most votes shall be elected to the FCLA Appointments Board. If there is a
tie vote preventing the selection of only two candidates, the top vote getter, if there is one, shall be elected and a run-off between the candidates receiving the tied votes shall be conducted. In this run-off vote, senators shall only vote for a single candidate to fill the remaining vacancy or vacancies. The top vote getter(s) shall be elected.

11.5 Filling At-Large FCLA Appointments Board Vacancy.
If the at-large FCLA Appointments Board member is not filled by the last Senate meeting of the spring semester, the Senate shall elect from among its membership an FCLA Appointments Board member that is not an executive officer. Nominations to fill the at-large FCLA Appointment Board member vacancy shall be the first order of business in the New Business section of the agenda of the last spring semester meeting of the Senate.

11.6 Nominations for Filling At-Large FCLA Appointments Board Vacancy.
All nominations for filling the at-large FCLA Appointments Board member vacancy shall be taken from the floor and the election shall take place that meeting, the last meeting of the spring semester.

11.7 Filling At-Large FCLA Appointments Board Vacancy Candidate Speeches.
Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed two minutes. Upon completion of each individual speech, the floor shall be opened for questions from members of the Senate not to exceed a total time of five minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Senate meeting.

11.8 Senate Discussion of Filling At-Large FCLA Appointments Board Vacancy Candidates.
After the last candidate has finished answering questions, all candidates shall remain outside of the Senate meeting room for Senators to discuss the candidates for no more than ten minutes.

11.9 Voting to Fill At-Large FCLA Appointments Board Vacancy.
The senators, including the candidates, shall vote by ballot to fill the at-large FCLA Appointments Board vacancy. If no candidate receives a majority, only the two highest vote-getters shall be considered. Those two candidates shall leave the room for no more than 10 minutes of discussion in the Senate of the senators. Then the senators, including the candidates who shall return to the room after this discussion, shall vote by ballot to fill the at-large FCLA Appointments Board vacancy, the candidate receiving a majority being elected to fill the at-large FCLA Appointments Board vacancy. If there is a tie vote, the Senate shall re-ballot until one candidate receives a majority.

12.0 Open Forum.
Any person may address the Senate upon recognition by the Chair during the Open Forum section of the meeting. No person shall speak for more than ten minutes during Open Forum and no topic shall exceed fifteen minutes unless additional time is granted by the Senate.
13.0 Year End Report.
All committee chairs shall compile a report at the end of their term, including suggestions for future committee’s projects and activities, ideas for committee improvement, and a summary of what the committee has accomplished during the term as well as the status of any current projects that should be carried over into the new term. These reports shall be submitted to the Director of Administration no later than the last regular Senate meeting.

14.0 Recognized Student Organizations.
All Recognized Student Organizations of the ASUN shall be governed by the following procedures and policies:

14.1 Requirements for Recognized Student Organizations.

14.1.1 Non-discrimination.
1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: "This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran’s status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation."
2. All current RSOs will not be required to update their non-discrimination clause in their constitution until they submit their next constitutional revision. New RSOs who submit a constitution for approval will be required to include the revised non-discrimination clause.
3. Place of residence shall mean the school address of the University of Nebraska student where said student receives U.S. mail when school is in session as recorded and on file with the UNL Office of Registration and Records.
4. Exemptions. Organizations who feel their purpose cannot follow the guidelines as submitted by the Student Government on non-discrimination must submit a letter stating the reasons why their organizations should receive an exemption. The letter must be submitted at the same time as submission of the Constitution on NVolveU. The Student Services Committee of ASUN has the authority to determine whether an RSO fulfills the requirements to be recognized as a specific type of organization in order to receive any automatic exemptions granted to the type of organization (e.g. military, recreational, religious, residence hall, etc.)
   a. Exemptions for Residence hall governments. Residence hall governments are hereby granted a permanent exemption from the place of residence criterion outlined above. Residence hall governments are defined as those Recognized Student
Organizations: whose membership consists solely of UNL students who live in a residence hall as verifiable by the Department of Housing, whose representatives are duly elected by that membership, and if representing geographical sub-division of the residence halls, whose representation is undisputed by UNL Residence Hall Association.

b. Exemptions for Military RSOs. Military RSOs are exempt from the membership requirements contradictory to U.S. Code defining membership in the military. Military RSOs must be affiliated with a branch of the United States Department of Defense. The ARMY ROTC Cadet Battalion Staff has an age requirement set forth by federal statutes. A permanent exemption to the non-discrimination policy on the basis of age shall be given to the ARMY ROTC/CBS, but they shall be required to meet all other Constitutional requirements set forth by ASUN in order to be a recognized student organization.

c. Exemptions for Religious RSOs. Religious RSOs are exempt from the religion criterion of the non-discrimination clause. Exemptions to the religion criterion affect only their selection of membership and leadership. Religious groups are hereby defined as those organizations whose membership in a group with a solely religious purpose consists of those UNL students who believe in the religious creed set forth by that organization whose representatives are duly selected by that membership, and registered as a religious organization when filing.

14.1.2 RSO Season.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “All RSOs must be categorized as a Fall, Winter, or Spring Organization with ASUN and Student Involvement. RSO officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance. This RSO is a [insert relevant season] organization. Elections and appointments must be completed before officers take office.”

14.1.3 Non-student participation.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “A student organization shall consist of at least five currently enrolled student members. Non-students shall be allowed to participate in any student
organization activity, but shall not be a voting member, or an elected or appointed officer of said organization. A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln.”

2. Recognized student organizations who have been recognized by the Campus Recreation Club Sports Council may apply to the Student Services Committee for exemption from the mandatory clause allowing non-student participation.

14.1.4 Advisors.
1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “RSOs shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska.

14.1.5 Financial Transactions.
1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “RSOs shall operate according to the rules and guidelines of a non-profit entity. No part of the organization’s net earnings will inure to the benefit of individuals. The RSO must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator’s family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. The RSO shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document. The organization will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution the RSO shall not carry on any other activities not permitted to be carried on by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.”

2. Process for Dissolution. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “Upon the dissolution of the RSO the officers and
advisors shall after paying or making provisions for the payment of all liabilities of the RSO, dispose of all the assets of RSO exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

3. **Exemption.** Recognized student organizations who have been recognized by the Campus Recreation Club Sports Council may apply to the Student Services Committee to substitute the above provision with “No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered. The organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws).

Organizations may apply to the Student Services Committee to substitute the above provision, “Organizational monies will be handled by Student Organizational Financial Services, regardless of source” if this language directly conflicts with the organization’s main intent. The organization must submit a letter stating the reasons why their organizations should receive an exemption. The original letter must be submitted with the four copies of the organizations Constitution to the Student Services Committee for review. The Student Services Committee has the authority to determine whether an RSO fulfills the requirements to receive an exemption.

14.1.6 Amendments.

1. The following quoted passage must be expressed in Constitutional form or document at the organization’s highest level of authority on campus: “All amendments must be ASUN approved through a resubmission process on NVolveU.”

14.1.7 Effective Date.

1. The following quoted passage must be expressed in Constitutional form or document at the organization's highest level of authority on campus: “This
Constitution shall go into effect [date approved by the organization, month day, year].”

14.1.8 Supremacy Clause.
1. The following quoted passage must be expressed in Constitutional form or document at the organization’s highest level of authority on campus: “In the event that this Constitution’s wording does not match the required passages outlined in the ASUN bylaws, this organization recognizes that it is still subject to the required passages outlined in the ASUN bylaws, including in any cases that might arise in front of the Student Court.”

14.1.9 Other Requirements.
1. All members of an RSO have the responsibility to obtain and orient themselves with the rules and procedures governing their own existence, and their role in the University Community.
2. A student organization shall consist of at least five currently enrolled student members.
3. The same person may not serve as both the student contact and advisor.
4. The same person cannot serve as President, Treasurer, or Primary Programmer.
5. The signature or typed name of the President and Treasurer and date at the time of the Constitution submission are required.

14.2 Process for Forming a Recognized Student Organization.

14.2.1 Constitution.
Prospective RSOs must upload a Constitution to NVolveU to be approved by the ASUN Student Services Committee.
1. The Student Services Committee shall notify the organization of the results of its Constitution submission or revision within ten days from the date of review.
2. If the Student Services Committee deems the proposed Constitution as failing to meet the requirements for recognition, then the committee will message the submitter of the Constitution noting the areas out of compliance. The submitter will be given one calendar month to make corrections and resubmit for review or else risk restarting the process.
3. The procedures to amend Constitutions shall be the same as above.
4. The Student Services Committee shall have only the authority to approve or deny organization Constitutions and amendment(s). Authority over the content of the amendment(s) is reserved to the organizations, providing the amendment(s) meet all uniform requirements established by ASUN.
5. Approval of the submitted Constitution by the Student Services Committee means that all requirements of the Bylaws.
6. Unless the organization fails to maintain its compliance status as “Active,” the organization shall not be required to submit a new Constitution with the current mandatory wording and attend the annual orientation.

14.2.2 Officer Information and Annual Orientation.
1. Newly recognized organizations must submit Officers and Advisors that comply with the Officer and Advisor mandatory wording along with accurate officer and advisor contact information on the NVolveU portal at the time of starting the organization. Failure to do so will cause the RSO’s New Organization Registration Form to be denied until information is corrected and officers and advisors meet the criteria spelled out in the mandatory wording. Officers must attend an annual orientation within one month of receiving notification of recognition. Failure to do so will place the group on “Out of Compliance” status until the form has been filed and the annual orientation completed.
2. Every RSO must update Officer and Advisor contact information and attend an annual orientation, as presented by Student Involvement, once every twelve (12) months. An RSO shall be considered “Out of Compliance” if it fails to update Officer and Advisor contact information and/or attend an annual orientation within one month after the election of new officers.
3. Any RSO in “Out of Compliance” status will remain as such until its status deficiency has been remedied. This remedy may include, but is not limited to, (a) submission of Officer and Advisor contact information with the Student Involvement office; or (b) attending an orientation session. Upon remedy of the deficiency the RSO will immediately regain its “Active” status.

14.3 Out of Compliance and Locked Statuses.
A group that is “Out of Compliance” shall be unable to make use of any of the rights and privileges granted to “active” and recognized student organizations for the full term of their “Out of Compliance” status. This may include restrictions on use of University facilities and event registration and the freezing of organizational funds through the SOFS office.
1. If a RSO is deemed “Out of Compliance” according to the above, the RSO may be immediately reactivated following their contact with the Student Involvement office to submit the required officer information and complete their annual orientation and/or submit to ASUN an updated constitution with the proper required language.
2. If an organization does not update its officers and/or attend annual orientation for one calendar year, the organization is deemed “locked” and must work with Student Involvement to determine what must be done to become an active RSO.
3. A student organization choosing to dissolve shall need to complete the appropriate ASUN procedures for dissolution of a student organization, and shall
no longer be considered recognized at either status and is deemed inactive. It must complete the full “new” organization recognition process to be reactivated as an RSO with the full rights and privileges granted to “active” student organizations.

14.4 Student Election Groups.
1. Student Election Groups (SEGs) may form on a temporary basis only to involve students in student elections.
2. SEG groups must be composed of at least five student members.
3. SEG groups must file an SEG form with the ASUN office to begin the recognition process.
4. SEG groups may only be active for six months, must follow Electoral Commission rules for renewal, and become inactive two weeks after installation of the newly elected officers from said campus election.
5. SEGs may not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's gender, age, disability, race, color, religion, marital status, veteran’s status, national origin, gender identity or expression, place of residence, or sexual orientation.
6. SEGs are permitted the use of university facilities for programs through proper event registration.
7. All fund raising must be registered with the Student Organization Financial Services (SOFS) and follow all guidelines established by the Electoral Commission.
8. SEG groups may not apply for Fund Allocation Committee funds, nor apply for office space.
9. SEG groups are required to obey all applicable university rules and codes of conduct or receive disciplinary action as stated within the confines of these bylaws.
10. The SEG Advisor shall be the ASUN Director of Administration

14.5 Honor and Recognition Societies.
1. Honor and Recognition Societies (HRSs) may form on a permanent basis to encourage and recognize superior scholarship or leadership achievement either in broad fields of education or in departmental fields at either the undergraduate or graduate levels. They may also form to confer membership in recognition of a student’s interest and participation in some field of study or university activity.
2. HRS groups must be composed of at least five student members.
3. HRS groups must complete the new RSO registration process.
4. HRS groups must first meet all the requirements for the formation of an RSO. If the HRS group cannot have or amend its own Constitution at the campus level, then they must meet the Constitutional requirements signed by the organization’s highest student officer, advisor, the Vice-Chancellor of Student Affairs, the Vice-Chancellor of Academic Affairs, the President, and national representative.
5. HRS groups must be affiliated with an academic department, a college of the university, or Academic Affairs.
6. HRS groups must be approved as an honorary or recognition society by an academic department head, a college dean of the university, or the Vice Chancellor of Academic Affairs before being considered by the Student Services Committee for recognition.
7. Upon majority approval of the Student Services Committee, the group is recognized as an HRS/RSO. The Student Services Committee may decide if a group's purpose is consistent with these rules. This section shall be retroactive for all current HRSs.
8. HRSs are permitted the use of university facilities for programs through proper event registration and are granted all the rights and responsibilities of RSOs.
9. HRS groups are required to obey all applicable university rules and codes of conduct or receive disciplinary action as stated within the confines of these bylaws.

14.6 Oversight.
The Student Services Committee shall have the authority to discipline student organizations for violating any ASUN regulation or any rule or regulation of the University upon approval of the Senate.

1. An organization's Constitution or activities may be reviewed by the Student Services Committee upon request. Such a request should be submitted in writing stating the name of the organization and the reason for the request and must be signed by at least five currently enrolled students.
2. When the Student Services committee decides that a possible violation has occurred, the group in question, and all parties involved, shall be notified of the infraction by letter. The letter must include the specific alleged violation(s) or non-compliance(s), an invitation to appear before the entire Student Services Committee to present their case and notification that the matter must be resolved within two weeks. If, after two weeks, the group is still out of compliance, the Student Services Committee shall submit legislation to the Senate for approval to petition the Student Court. This legislation may include action against the group in question.
3. Upon approval of the Senate, the Student Services Committee shall petition the Student Court.
4. Any decision regarding discipline is subject to appeal by the organization to the UNL Appeal Board.

14.7 Student Court.
All cases heard by the Student Court shall be governed by the following procedures and policies:

14.7.1 Student Court Statement.
1. The Revised Judicial Code of the Student Court of the University of Nebraska-Lincoln (Amended 1983 and 1988) supersedes and repeals all previously existing Codes of this Court.

2. It is the purpose of this Amended Judicial Code to further refine the Revised Code set forth by this Court in 1981 so that its purpose, as stated in 1981, can be more fully accomplished. The Revised Code’s purpose is worth repeating here so that its valuable guidance is not lost.

3. It is the intention of the Student Court to provide a forum under which all matters within the jurisdiction of the Court, as enumerated in the Constitution can be presented and reviewed so that a just determination may be reached in an orderly manner. Further, experience has shown that the function of this body should be to adjudicate all matters before it in a way, which shall protect the rights, privileges and immunities of every party under all applicable laws in each action. This protection must be carefully provided by this Court.

4. In addition, experience too has shown that the most advantageous way to accomplish the tasks assigned to the Court is in the least complicated manner. This Code represents what is hoped to be a substantial effort to outline simple Court procedures to accomplish those tasks. It is hoped that under this Code, any party having the ability to come before this Court can, if a legitimate inquiry or dispute exists, have their case heard in the fairest and simplest manner possible. Likewise, it is hoped that insubstantial claims can be disposed of efficiently without exposing any party to needless action before the Court. Furthermore, this Court expects all parties to meaningfully attempt to reach agreement on the matter or matters in conflict prior to instituting any action in front of this Court.

5. It should be made clear, however, that adherence to procedure, no matter what the form, is important. This Court, recognizing its role in University jurisprudence, reminds every party that in operating before this Court the expectation exists that such party shall familiarize themselves with these rules and shall conduct themselves accordingly.

6. The parties before the Court, and the Court itself, should have an expectation of stability, not only in the institution of the Court, but in the manner in which the institution operates. It is our desire that these rules provide that stability for the present and future courts of the University of Nebraska.

7. It is with great hopes and high aspirations that this, the Student Court of the University of Nebraska-Lincoln, adopt the following information as the Revised Judicial Code of the Student Court of the University of Nebraska-Lincoln.

14.7.2 General Provisions.
1. This Code shall be known as the Revised Judicial Code of the Student Court, (Amended 1983 and 1988) and shall be cited as such.

2. This Court shall exercise any and all jurisdictional grants to it under the Constitution and Bylaws.

3. The jurisdiction of the Court shall extend to matters of the trial of impeachment, matters of interpretation of this constitution, matters of contested elections, matters concerning organizations when referred to the Court by the University of Nebraska administration, the Senate or an individual student, and other matters arising under the bylaws, or ordinances of the Senate, or the exercise of the powers of the President or First and External Vice Presidents.

4. The Judicial of Disciplinary rules and regulations of the University of Nebraska are applicable to Court proceedings and parties thereto. Any party willfully presenting false or deceptive testimony, charges or evidence, concealing relevant facts or evidence from the Court, or harassing any Justice or officer of the Court shall be subject to official disciplinary proceedings of this institution upon referral of such action to the proper authorities by the Court.

5. This Court shall operate under these rules of procedure and such special rules, as the Court may deem necessary in particular actions. The Court does not operate under formal rules of evidence or civil procedure as may exist in courts of other jurisdiction. However, all parties presenting testimony or evidence to the Court must be able to supply verification of authenticity if the Court deems such necessary. The Court is responsible for providing protection to all parties to the end that a fair, just and speedy determination of actions is accomplished.

6. Parties are NOT required to be represented by third parties before the Court. Any person may represent themselves individually before the Court. However, any party to an action before the Court may be represented by an individual of their choice. PROVIDED that such representative is presently enrolled at the University of Nebraska, excluding correspondence courses. Challenges to any person serving as counsel may be issued for good cause prior to the presentation of Plaintiff's case. Representatives serve only as spokesperson for named parties to any action, thus, any party choosing to have a third party represent them before the Court shall be accountable for the actions of their representative and shall be bound by the determination of the Court.

7. In no way is any person appearing before this Court to be considered or construed to be action in the capacity of a lawyer or attorney-at-law or engaging in the practice of law; this Court specifically rejects any such representation or connotation.
14.7.3 Court Process.

14.7.3.1 Commencement of Actions. Actions in the Student Court shall be commenced by the filing of a petition, as described below, with the Clerk of the Student Court who is hereby deemed to be the officially designated Director of Administration. Petitions shall be filed in the ASUN office during the regular office hours unless specifically accepted herein. Two copies of an original petition are required to be filed with the Clerk.

1. A petition to this Court shall be deemed sufficient for the purpose of initiating any action if it complies with the following requirements.
   a. A heading must appear which indicates the action is before the Student Court of the University of Nebraska and setting forth the names of the Parties, Plaintiff(s) and Defendant(s), and identifying them as such. Copies of all previous petitions shall be maintained on permanent file with the Clerk, which indicates the form necessary, and such petitions shall be available for inspection during the regular ASUN office hours.
   b. The date on which the petition is filed.
   c. A brief, concise, accurate statement of the essential facts of the action being brought which the Plaintiff believes will entitle them to relief from the Court, including stating the section of the Constitution which the Plaintiff believes empowers the Court to act on the matter. The factual statement should be complete but shall not contain unnecessarily inflammatory or other irrelevant language. Such language may be stricken by the Court or upon motion of any party.
   d. Following the factual summary, the Plaintiff should clearly state the relief they are requesting from the Court.
   e. At the bottom of such petition should appear the signature of the Plaintiff(s) and the current college address and telephone number of both the Plaintiff(s) and Defendant(s). If any party chooses to be represented by a third party, the petition should also indicate, and addition to the above, such petition shall also bear the signature, address and telephone number of such representatives. If any named party is a group or organization, or representing itself to be such, the petition should include the name of its principal student officer and the name of the recognized advisor to such group. In such cases, the petition shall be made in the
name of the organization and shall be signed by one or more of its student officers.

f. The two required copies of the petition shall be submitted to the Clerk who shall make all copies with their signature or initials and shall also affix the date and time at which the petitions were filed.

2. Upon filing, the Clerk shall set a time for hearing and cause notice to be served upon the Defendant(s). Such hearing time must be at least four regularly scheduled class days following the time provided for the Defendant(s) to answer. Defendant(s) may voluntarily waive the four regularly scheduled class days before the scheduled hearing so long as Plaintiff(s) are in full agreement. Acceptance of the waiver shall be at the discretion of the Court.

3. Notice shall be served by the Clerk as soon as possible upon the Defendant(s). Notice shall consist of a copy of the complaint, a copy of the rules, notice directing the Defendant to appear at the time set for hearing and informing the Defendant(s) if they fail to appear at the time set for hearing, judgment shall be entered against them. Notice shall be served either in person or by United States or Campus Mail Service.

4. Notice may be served on any person enrolled as a student at the University of Nebraska-Lincoln, or upon any organization or group recognized by the University body acting as such, or as indicated by the Constitution.

5. Service of notice shall constitute due notice to the Defendant(s) that an action has been instituted against them and that they are called upon to respond.

6. Any action before the Court shall be subject to the provisions in this rule EXCEPT the Court, solely in its own discretion, may schedule at the Court's convenience an immediate hearing on a petition for injunctive relief. (See injunctive relief section of these rules.)

7. The Defendant(s) shall have up to four regularly scheduled class days following notice of the pending action to file a written answer or further pleading with the Clerk. The Defendant(s) may seek an extension for just cause, provided such requires is filed with the Clerk at least twenty-four hours prior to the originally scheduled reply deadline. A grant of an extension rests solely with the discretion of the Court.

8. An answer to a complaint is sufficient if it complies with the following requirements:
a. A heading appearing in the same form as required on Plaintiff's petition.
b. The date on which the answer is filed.
c. A brief, concise, complete statement of any facts which the Defendant(s) feel(s) constitute:
   i. A valid defense to the Plaintiff's complaint.
   ii. A denial of the validity of the Plaintiff's complaints and explanation thereof.
   iii. Any other reason why the relief sought by the Plaintiff(s) should not be granted.
   iv. An admission of the facts alleged.
d. A statement of any relief desired by the Defendant against the Plaintiff may be included. Any counterclaim shall be filed as part of the answer and copies (as directed for an original petition) delivered to the Clerk at least two days prior to the time of hearing.
e. The signature of the Defendant(s), along with their college address and telephone number, or if the Defendant(s) is/are a group or organization, the answer shall be in the name of the group and signed by a student officer authorized to act on its behalf. If the Defendant(s) is/are represented by a third party, he or she must also sign the answer and include their campus or local mailing address and telephone number.
f. Two copies of the Defendant's answer must be filed with the Clerk and copies delivered by the Clerk to the Plaintiff in the same manner as an original petition.

9. No formal pleading other than the petition for relief, answer and counterclaim, if any, are required in the Student Court. However, the parties, at their option or upon direction of the Court may supplement their arguments with written statements clarifying arguments. Unless otherwise directed by the Court, supporting statements shall be submitted prior to the hearing of any action.

**14.7.3.2 Counterclaims.** A counterclaim by the Defendant, if any, shall be handled as an original petition. The claim and counterclaim may, at the discretion of the Court, be consolidated or separated for hearing purposes.

1. Any party may, at any time prior to the deadlines stated above, amend their petition or answer to state different or additional facts, allegations or defenses. Post-deadline amendment shall be allowed only at the discretion of the Court.
2. Two copies of the amendment(s) must be filed with the Clerk prior to the deadline, unless otherwise authorized by the Court, and copies of such amendment(s) shall be delivered by the Clerk to the opposing party in the same manner as a petition or answer.

14.7.3.3 Hearing Outline.

1. The formal hearing process, except as otherwise noted, shall be conducted under the following format:
   a. Instructions by the Court.
   b. Pre-hearing motions.
   c. Introductory statement.
   d. Plaintiff - ten minutes maximum.
   e. Defendant - ten minutes maximum.
   f. Presentation of Plaintiff's case. NOTE: any witness called by a party will be subject to cross examination. Failure to cooperate shall result in the striking of the entire testimony of that witness.
   g. Presentation of Defendant's case.
   h. Closing Arguments.
   i. Plaintiff - five minutes
   j. Defendant - five minutes

2. Witnesses appearing on behalf of any party must swear or affirm to the truthfulness of their comments before the Court.

3. The Court retains the right to question any witness or party on the subject matter presented before the Court.

4. Any party wishing to introduce evidence or testimony of a witness before this Court shall submit a list of such information or witnesses to appear to the presiding officer of the Court prior to initiation of formal hearing procedures.

5. Hearings of all cases, unless otherwise excepted by these rules, shall be conducted by the entire Court presided over by the Chief Justice, or in the absence of the Chief Justice, by another Justice of the Court appointed to act temporarily as presiding officer by the Chief Justice, or in the absence of appointment by the Chief Justice, a Court member chosen to preside by a majority of the other members.

6. A majority of the Court (four) shall be present to hear any case and a majority of those Justices present shall determine the outcome of any action.

7. All hearings shall be open to the public. All deliberations of the Court shall be closed.
8. The presiding officer of the Court may expel any person from a hearing when the orderly procedure of the Court is threatened by such person or may suspend the proceedings in case of emergency or take such other action, as the Court deems necessary.

14.7.3.4 Conflict of Interest.
1. No Justice of this Court shall participate in any action in which such Justice is personally interested in the outcome of the case, has acted in such a capacity in the past so as to prejudice their objectivity in an action before the Court or has publicly announced a position on the specifics of a pending action prior to the rendering of a formal opinion by the Court. Objections to the seating of any Justice must be made prior to the initiation of the formal hearing process by any party before the Court. The decision to participate rests with the individual Justice, however, participation by an interested Justice in a decision where properly objected to shall be grounds for appeal of the decision of the Court. Formal objections not made prior to hearing shall be considered to have been waived by the parties.

2. The Student Court is responsible to provide a fair and impartial forum for students to challenge the actions of ASUN or other students when the students believe their rights have been infringed upon. Participation by a Justice in any campaign activities undertaken for the advancement of any student's candidacy would impair the ability of the justice to be fair and impartial toward any case concerning a University election brought before the Court. Any such justice of the Student Court shall withdraw from the Court for the purposes of said case.

14.7.3.5 Decision of the Court.
All final decisions of this Court shall be written opinion explaining the facts of the case, the findings and the decision of the Court. The decisions of the individual Justices shall be indicated. The decision shall be rendered by the Court as soon as the decision has been prepared. The parties to the action shall receive first notice of decision. Copies of the decision shall be made available to any interested persons through the Clerk during ASUN office hours.

14.7.3.6 Transcript and Record of the Case.
1. Proceedings before the Student Court, except informal proceedings, shall be electronically recorded. There shall be no written transcript prepared by ASUN. The taped transcript shall remain in the possession of ASUN. Any party desiring to have a
transcript prepared must arrange for a certified court reporter, acceptable to the Court, to prepare any desired transcript. Cost of such preparation rests solely with the party seeking a transcript. ASUN shall incur no costs in this area. Upon selection of the court reporter, ASUN shall transfer the tape to the reporter and upon completion of the transcription; the reporter shall surrender the tape to ASUN. At no time shall an individual party, not an authorized agent of the Court, be allowed possession of a transcript tape.

2. The taped transcript shall be preserved on a five-year basis. Following the five-year term in which the action was heard, the tape(s) shall be destroyed.

3. For purposes of appeal, upon request from the presiding officer of the University Appeals Board (UAB), the tape shall be transferred to the UAB for use in their deliberations.

4. All petitions, answers, written evidence and other material pertaining to any case shall be kept on file with the Clerk along with the tapes. Opinions of the Court shall be kept by the Clerk on permanent file.

14.7.3.7 Injunctive Relief and Temporary Restraining Orders.
Motion for injunctive relief and temporary restraining order shall be heard as follows.

1. Shall be handled as an original petition and shall be subject to the same provisions of this Court as an original petition.

2. Temporary restraining order motions as well as other petitions, seeking immediate relief, shall appear in the form of a Plaintiff's petition described above. The very nature of an immediate action petition implies a grave event or process injurious to the Plaintiff or Plaintiff class is about to happen or will take place prior to the time the normal procedure would require to reach an outcome in the particular situation. The Court recognizes that there are time when such relief is necessary and appropriate, but the burden on the Petitioner will necessarily be greater than in action because the Defendant's ability to appear is severely restricted. Therefore, the following procedures shall govern these actions.
   a. Petitions must appear in proper form and may be presented either to the Clerk during regular office hours, or to the Chief Justice of the Court an any other time.
   b. If time allows, a copy of the petition shall be delivered to the name Defendant(s). If action is required before notice can be given, the Court may hear the presentation of the
party seeking relief and upon proper cause issue a temporary restraining order. Any order issued without notice to the Defendant shall not be effective for more than forty eight hours unless extended by further action of the Court.

c. A reasonable attempt to contact all Justices shall be made. If relief is required before the Court may be assembled, the Chief Justice, upon proper grounds, may grant or deny preliminary action.

d. If temporary relief is granted by the Chief Justice, that order shall become effective upon notice to the Defendant and shall be effective nor no more than four hours or until the entire Court can act, whichever is shorter. If temporary relief is denied, the Clerk shall assemble a majority of the Court at the earliest possible time to hear the issue. The issuance or denial of preliminary relief does not prejudice the Petitioner's case, which shall be heard on its merits in a fashion consistent with these rules.

e. A petition for immediate relief must make clear the facts surrounding the allegation, the immediate injury or harm to be stopped, an explanation why such relief cannot be sought under the normal provisions of the code and under which jurisdictional grant of power to the Court in the Constitution the action is brought.

f. In hearing motions for immediate relief, the factors to be considered are the permanence or irreparability of the harm; notice, if any, to the Defendant(s); the timing of the action and the relief sought. The Plaintiff has the burden of proof to demonstrate to satisfaction of the Court that the relief is appropriate and that immediate action is the only reasonable alternative.

g. If the Court finds that immediate relief is not appropriate or if an individual Justice refuses to grant temporary relief, the Court may meet to determine whether the petition had any merit, and in the event that it is found to have had no merit, the party or parties presenting the petition, along with their personal representative, if applicable, may be found to be harassing the Court and may be subject to disciplinary action as set forth in General Provisions.

14.7.3.8 Declaratory Judgements.
Any student, group or organization who desires a clarification of any provision of the Constitution, Senate legislation or other statutory or procedural provision within the jurisdiction of this Court, may petition for a Declaratory Judgment. A petition must be filed as indicated above, but no Defendant need be named and only the provision requiring clarification set forward is necessary. A hearing may be scheduled in regard to such petition, if deemed necessary by the Court, or the Court in its own discretion may render a decision without hearing if it determines that a hearing is unnecessary. All Declaratory Judgment actions shall be answered by written opinion of the Court and the decisions therein made public. The Court shall not answer requests to hypothetical situations. Declaratory relief is limited to response to inquiries about existing practices or provisions within the jurisdiction of the Court.

14.7.3.9 Miscellaneous Provisions

1. Any person or organization interested in the disposition of a case may file a motion to intervene as an interested party. The motion should indicate if the party wishes to submit written supplementation or to appear at the hearing. The Court, in its discretion, shall have final determination as to whether such a motion for intervention shall be allowed.

2. The Court has the power to organize its internal structure and to allocate duties among its members to efficiently dispose of its day-to-day business.

3. The Court also has the power to further define these rules as they apply in particular actions and to take such action, as Justice requires to govern the procedural affairs of the controversies before it so long as such action is not inconsistent with these rules.

14.7.3.10 Schedule of Hearing.

Unless notified to the contrary, a hearing on the merits of any case shall be held at least eight regularly scheduled class days following the filing of the original petition. Alteration of this schedule shall be at the discretion of the Court.

14.7.3.11 Rehearing.

1. Once the outcome of any action before the Court has been announced, both parties shall be entitled to request a rehearing of the case. A rehearing is discretionary with the Court and shall automatically be denied unless the parties to an action can demonstrate to the satisfaction of the Court that:
   a. Outcome determinative evidence unknown and/or unable to be produced at the original hearing is now available.
b. Evidence or testimony upon which the Court relied for the basis of decision in the case was false and was known to be so by the party present it.

c. The Court substantially erred in its procedure during the hearing and this error was outcome determinative or prejudicial against the party seeking or rehearing.

2. If any party requests a rehearing of the case, a hearing on the merits of the motion shall first be held. If the motion for rehearing is denied, the Court's judgment becomes final. If the Court grants a rehearing, the original judgment of the Court in the case shall be stayed until such time as a new hearing on the merits can be held. After a rehearing, the opinion of the Court from the rehearing shall become final.

14.7.3.12 Appeal of Student Court Decisions.

1. If any party is dissatisfied with the judgment of the Student court, that party has the right to appeal the decision. The 1980 Senate through legislation has recognized the University Appeals Board as the appellate body for the Student Court.

2. Regulations of the University governing the circumstances under which an appeal may be found in Part IV of the Conduct Code of the University of Nebraska-Lincoln most recent edition. Special provisions governing appeals from the Student Court are available from the ASUN office or the office of the Vice Chancellor of Student Affairs. All parties' ability to appeal is strictly governed by the code and failure to exercise appellate rights within the designated time frame or to allege a ground for appeal included in the code shall amount to an acceptance of the Student Court determination in the case, which shall become final.

3. The date upon which the Clerk makes public an opinion of the Student Court shall be considered to be the date of "Written Notification of the Decision" under the Student Code of Conduct.

14.7.4 Impeachment Process.

1. Impeachment Authority. Pursuant to the Constitution the Student Court has the judicial power to hear Trials of Impeachment. The purpose of this article is to clearly and concisely outline the Impeachment Process.

2. Offices Subject to Impeachment. In accordance with the Constitution an Article of Impeachment may be brought against any Senator, the President, the First or Second Vice Presidents or any Justice of the Student Court.
   a. Impeachable Actions. The Senate may act on an Article of Impeachment, which shall include the specific, serious and relevant,
allegations of malfeasance of office. Malfeasance shall include but not be limited to:

i. violations of national, state, or local ordinances, Board of Regents Rulings, Student Code of Conduct, the Constitution or Bylaws, or Senate legislation and actions,
ii. incompetent or negligent performance,
iii. willful disregard of the authority of Senate,
iv. injury to the integrity of the Senate or any of its boards or standing committees, and
v. intentional mismanagement of student funds.

3. Article of Impeachment. The Article of Impeachment shall include the following information:
   a. the name and office of the person;
   b. a list of the specific allegations of malfeasance of office the person is accused of committing;
   c. a brief statement of the evidence supporting the allegations; and,
   d. the name of the individuals or group that drafted the article.

   a. Call for Conduct Review. The Speaker or at least one-third of the Senate may request that the conduct of any person holding an office subject to impeachment be reviewed.
   b. Committee. The review of conduct shall be performed by the committee designate by Senate for the task.
   c. Committee Timeline. The committee shall have no fewer than 10 scheduled undergraduate class days, excluding Saturdays, Dead Week and Finals Week, during the spring and fall semesters to conduct their review. (Scheduled undergraduate class days are days that the official University of Nebraska-Lincoln class schedule does not list as holidays.) No review shall be conducted during the Summer Sessions or during breaks between the spring and fall semesters. Following the 10 scheduled school days; the committee shall present its recommendation or request for an extension of time on its review to the Senate at the next scheduled meeting.
   d. Committee Recommendation to Senate.
   e. Senate Accepts Recommendation.
      i. Committee Recommends No Action. If the committee finds that there is insufficient evidence of malfeasance of office, then they shall present such finds and recommendation to the Senate. If the Senate, by a simple majority, votes to accept the committee’s recommendation, then the matter is considered settled until new information is introduced that would cause
the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer.

ii. Committee Recommends Impeachment. If the committee recommends for impeachment, then they shall present the Senate with a recommendation for and an Article of Impeachment. If the Article of Impeachment is for a Senator, then a simple majority vote is required to ratify the article. If the article is for any other Office then a two-thirds vote is required to ratify the article. If the article passes the Senate, then the Senate appoints the prosecutor. If the Senate fails to ratify the Article of Impeachment, the matter is considered settled until new information is introduced that would cause the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer.

f. Senate Rejects Recommendation.

g. In order to reject the committee’s recommendation, either for or against impeachment, then the Senate must vote to reject the recommendation.

i. Senate Votes to Reject Committee Recommendation.

ii. Reject Committee Recommendation for No Action. If the committee finds that there is insufficient evidence of malfeasance of office, then they shall present such finds and recommendation to the Senate. If the Senate votes, by a simple majority, to reject the committee’s recommendation, then they must consider impeachment on the Senate floor. If the Senate does not vote by a simple majority to reject the recommendation, then the matter is considered settled until new information is introduced that would cause the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer.

iii. Reject Committee Recommendation for Impeachment. If the committee recommends for impeachment, then they shall present the Senate with a recommendation for and an Article of Impeachment. If the Senate votes, by a simple majority, to reject the committee’s recommendation, then the matter is considered settled until new information is introduced that would cause the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer. If the Senate fails to override the committee’s recommendation by a simple majority vote, then the committee’s recommendation
shall stand and the Senate must consider impeachment on the Senate.

5. Senate Considers Impeachment.
   a. Vote For Impeachment. Once the matter of Impeachment has been debated, a simple majority vote is needed to begin drafting an Article of Impeachment. Once the article is drafted, a vote is taken to ratify the article. If the simple majority vote for a Senator or two-thirds vote for any other office is obtained, the Article of Impeachment is ratified and the Senate proceeds with appointing a prosecutor. If the Article of Impeachment is not ratified then the matter is considered settled until new information is introduced that would cause the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer.
   b. Vote Against Impeachment. Once the matter of Impeachment has been debated, a simple majority vote is needed to begin drafting an Article of Impeachment. If the majority votes not to draft an Article of Impeachment, then the matter is considered settled until new information is introduced that would cause the Speaker or at least one-third of the Senate to request another review of conduct of the same Officer.

6. Appointment of the Prosecutor. The Senate shall appoint a prosecutor who shall perform the Commencement of Actions in order to bring the Article of Impeachment before the Student Court.

7. Trial of Impeachment. The Student Court shall adjudicate the Trial of Impeachment “...in a way which will protect the rights, privileges and immunities of every party.” The Student Court “...shall operate under these rules of procedure and such special rules as the Court may deem necessary in particular actions.” In order to protect the rights, privileges and immunities of every party involved in the Trial of Impeachment, the Student Court shall, if the Chief Justice deem it necessary, close the Trial of Impeachment to the public. Furthermore, if a simple majority of the Student Court deems it necessary, a gag order shall be placed on all parties involved with the Trial of Impeachment. In every other aspect, the Trial of Impeachment shall follow the rules and procedures outlined in Bylaws.

8. Penalties. If the Student Court, by a simple majority vote, finds the Officer in question guilty, then the Student Court shall have the authority to impose penalties that it deems fit. These penalties may include, but are not limited to,
   a. verbal or written reprimand,
   b. removal from office,
   c. denial to hold any future office in ASUN or
   d. no penalties at all.
e. However, the court shall impose no penalty greater than denial to hold any further office with ASUN.

9. Appeal. Appeal of the Student Court’s decision on matters of Impeachment shall follow the regular appeal process outlined in the Bylaws.

15.0 Financial Management and Facilities Policies.

1. The University shall transfer the amount of student fees collected at the beginning of each semester to the Student Organization Financial Services Office (SOFS).

2. The President shall prepare an itemized budget of proposed expenditure of ASUN for the coming fiscal year. This budget shall be submitted to the appropriate committee for review and approval. All moneys of ASUN shall be the responsibility of the President and shall be handled by the Student Activities Financial Service regardless of source.

3. Students or staff acting in an official capacity on behalf of ASUN may have registration and/or travel expenses reimbursed if the approved budget or a special appropriation authorizes the funding for such travel.
   a. Any approved budget or special appropriation for official ASUN travel must include a line-item allocation for the cost of carbon offsets approximately equal to the CO₂ associated with their travel arrangements.

4. Registration fees and/or travel expenses for students to represent UNL at regional or national conferences of American Racial Minority students may be authorized by Senate appropriation. Every endeavor must be made to secure matching funds for such expenditures from the Vice Chancellor for Student Affairs. No funds appropriated to a specific American Racial Minority student organization may be transferred to another organization or to individuals not currently active in the officially recognized student organization.

5. Support for American racial minority conference travel may be made available to a student organization only once a year. The President, in conjunction with the Vice Chancellor of Student Affairs, shall at the beginning of the fall semester recommend the total amount to be set aside for this fund.

6. The operation and classification of space shall be under the administration of the President.

15.1 Campus Elections.

1. The ASUN, GLC, CSS and the SLS offices and any functions or meetings sponsored by these offices shall not be used by anyone for the purpose of campaigning in ASUN or other campus elections, where campaigning is defined as the display or distribution of materials that promote any candidate or Student Election Group involved in these elections.

2. No individuals shall discuss or verbally promote the efforts of any individual or SEG involved in ASUN elections when in ASUN offices or facilities or at any function sponsored by these offices.
3. No ASUN resource or facility shall be used by any individual or group for the purpose of preparing or distributing campaign materials, including, but not limited to buttons, poster, signs, fliers, etc.

4. Any allegations of activities that could be considered campaigning in ASUN offices or facilities or at ASUN functions may be taken to the Electoral Commission. The Electoral Commission shall have the authority to decide sanctions upon violators of this bylaw. Electoral Commission shall also have the authority to expand the definition of campaigning and is responsible for submitting suggestions for amendments to this bylaw. Electoral Commission may grant case by case exceptions to this bylaw in regard to ASUN elections.

15.2 Local, State and National Elections.
1. ASUN officers and facilities are not operating for the benefit of candidates participating in local, state or national elections. Where candidate is defined as any person (human being) seeking, or nominated for an office or position.

2. No campaigning for local, state or national elections shall take place in ASUN, GLC, CSS, or SLS offices or facilities or at any ASUN or GLC function where the definition of campaigning includes, but is not limited to the display or distribution of materials that promote any candidate in these elections.

3. No ASUN resources or facility may be used for the preparation or distribution of materials that promote any candidate involved in local, state, or national elections.

16.0 John Lydick Outstanding ASUN Senator Award.
1. The John Lydick Outstanding ASUN Senator Award shall be awarded by the Senate to an individual senator who has exhibited exemplary performance, service, and who has upheld the values of the organization during their tenure.

2. Only Senators may nominate their peers or themselves for candidacy of this award.

3. The only qualification for the John Lydick Outstanding ASUN Senator award is that candidates must be an actively sitting ASUN Senator.

4. No candidate shall be disqualified on the basis of race, religion, disability, sexual orientation, or gender identity.

5. No candidate shall be disqualified on the basis of the results of the ASUN Spring Election.

6. The Senate shall, by a secret ballot administered by the Electoral Commission Director, vote for the Outstanding ASUN Senator. The results of this ballot shall be confirmed by the Electoral Commission.