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**ECB 97-7 Executive Council Changes**

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WHEREAS: the potential exists to improve the structure and operations of EC to better serve and represent students, and
WHEREAS: increased specialization of responsibilities and duties pertaining to the offices within the legislative, programming, and senate bodies would improve the efficiency and effectiveness of EC, and
WHEREAS: improved communication among and coordination between the three council bodies would be beneficial to reaching council objectives, and
WHEREAS: a more efficient legislation channeling process would create opportunities for council members to increase output.

BE IT THEREFORE ENACTED: that the ASUSUEC adopt the organizational structure and legislative process as described in the following pages.

Sponsored by:
Kyle Bennion, Executive Secretary
Andy Croshaw, President
Quinn Bennion, Engineering Senator
Organizational Structure of ASUSUEC

ASUSU Executive Council, hereafter referred to as the ASUSUEC, shall be comprised of the following EC bodies, containing membership as designated. All four groups meet weekly, excluding quarter breaks, and the EC as a whole shall meet weekly from October through May. The EC meetings will adhere to the procedures outlined in the ASUSU Constitution, Article II, Section 5. The format of the individual meetings will be at the discretion of that individual body.

A. Legislative Board

1. Purpose

The Legislative Board shall convene weekly to discuss legislative issues and to be informed of the proceedings of university committees. Legislative items may be introduced in this body and passed by a majority to be presented before the EC. The manner of research and debate of these items will be at the discretion of the board.

2. Membership

The Legislative Board shall consist of the following offices:

- President (Chair)
- Executive Vice President
- Academic Vice President
- Student Advocate Vice President
- Graduate Studies Senator

B. Programming Board

1. Purpose

The Programming Board shall convene weekly to discuss programming, publicity, and legislative issues. Coordination of ASUSU-sponsored activities and advertising efforts is the focus of this body. Following general elections, the Programming Board shall elect a chair to represent their body at President's Cabinet and to serve as chair at all Programming Board meetings. The Programming Board evaluates past activities to ensure that the activities are meeting the objectives established by the board. Legislative items may be introduced in this body and passed by a majority to be presented before the EC. The manner of research and debate of these items will be at the discretion of the board.
2. Membership

The Programming Board shall consist of the following offices:

a. Activities Vice President
b. Arts and Lectures Vice President
c. Athletics Vice President
d. Organizations Vice President
e. Public Relations Vice President
f. Service Vice President

c. Academic Senate

1. Purpose

The Academic Senate shall convene weekly to discuss legislative issues and matters relating to their individual colleges or colleges as a whole. Following general elections, the Academic Senate shall elect a President to represent their body at President’s Cabinet and to serve as chair at all Academic Senate meetings. This group may also elect a Vice President and/or Secretary, according to need. Legislative items may be introduced in this body and passed by a majority to be presented before the EC. The manner of research and debate of these items will be at the discretion of the board.

2. Membership

The Academic Senate shall consist of the following offices:

a. Agriculture Senator
b. Business Senator
c. Education Senator
d. Engineering Senator
e. Family Life Senator
f. Humanities and Arts Senator
g. Natural Resource Senator
h. Science Senator
i. Social Science Senator
D. President's Cabinet

1. Purpose

The President's Cabinet of ASUSU shall meet on a weekly basis, except for during quarter breaks, to coordinate legislative items, update the Legislation Status Report, account for legislative assignments, and discuss current university issues.

2. Membership

The President's Cabinet shall consist of the following elected officers:

- a. President (Chair)
- b. Programming Chair
- c. Senate President
- d. Administrative Assistant

The following appointed student offices:

- The following appointed student office:
II. Legislation Channeling Process

Any member of ASUSUEC may sponsor legislative items in the following manner:

1. Register the legislative item with the Administrative Assistant before presenting the item to one of the three EC bodies. The item must be presented in the proper format as described in the ASUSU General Laws.
2. Copies of the legislative item are distributed to all members of EC by the Administrative Assistant.
3. Present the item to her/his respective EC body (i.e., Legislative Board) for review.
4. Decide as a body the appropriate route for the legislative item depending on its level of acceptance and complexity. Suggested routes include:
   a. Require the author to continue research or provide more information pertinent to the item.
   b. Establish an ad-hoc committee involving the author and/or other members of the body and students-at-large to conduct further research and resubmit the item.
   c. Table the item temporarily to arrange for an advisor, administrator, director, council member, or other student to address the body at a future meeting.
   d. Conduct a vote. Passing the item by a majority vote will send the item to EC as a second-reading item; failing to pass the item will kill the item. If the item is killed in a particular body, it may be reintroduced in one of the other two bodies by another council member.
5. Submit the item (assuming that the legislative item passes one of the three EC bodies) to the Administrative Assistant two days prior to the EC meeting.
6. Present the item to EC as a second-reading item for debate. The presentation of the item includes a reading of the legislation and a summary of events leading to its passage, including vote totals. The council may then respond in one of the following suggested ways:
   a. Table the item to allow the author and/or an ad-hoc committee, as assigned by the President and approved by the majority of council, to continue research or provide additional information deemed important before conducting a final council vote.
   b. Table the item for other reasons.
   c. Conduct a vote for the approval or disapproval of the amendment, bill, or resolution.

If the legislative item passes EC, the Administrative Assistant shall provide a final copy of the item prior to the next EC meeting.
Legislation Channeling Process

1. Register the legislative item
2. Copies distributed
3. Item reviewed, discussed, researched, debated, and voted upon
4. Legislation submitted to Administrative Assistant
5. Item reviewed, debated, and either tabled or voted upon
6. Pass by Majority
7. Stater's Council or Enacted
Amendments to the Constitution

Article II, Section 2
Amend the Membership list by eliminating the position of Executive Secretary and adding the vice president position of Public Relations Vice President.

Article II, Section 3
The duties and responsibilities of each officer will be eliminated from the Constitution. The revised Section 3 will read: The ASUSUEC Members shall be accountable for the duties and responsibilities, and shall chair and sit on numerous university committees as outlined in their respective charters.

Article II, Section 5
The third item listed as C. under Procedures shall read: ASUSUEC shall hold weekly meetings from October through May, except during quarter breaks. Any exceptions may be proposed by the President and passed by a majority vote of ASUSUEC. The fourth item listed as D. under Procedures shall be eliminated. The remaining procedures as listed under Section 5 shall be renumbered to reflect the deletion of item D.

Article X, Section 3
Amend the first action item, labeled A., to name the President, replacing the reference to Executive Secretary.
Amendments to the General Laws

Chapter III, Article E, 1
The amended bill shall read: ASUSUEC shall contract with the Statesman for one page once a week, reserved specifically for ASUSU. The ASUSU Public Relations Vice President will coordinate this advertising.

Chapter III, Article E, 2 & 3
Eliminate these bills.

Chapter III, Article F, 2
Replace Executive Secretary with Public Relations Vice President.

Chapter III, Article F, 5-6
Replace Executive Secretary with Public Relations Vice President.

Chapter III, Article F, 10
Replace Executive Secretary with Public Relations Vice President.

Chapter IV, Article C, 1
Replace Executive Vice President with Public Relations Vice President.

Chapter IV, Article F, 1
The amended bill shall read: A complete copy of proposed legislation shall be submitted to the ASUSU Administrative Assistant before noon, two school days prior to the Executive Council meeting.

Chapter IV, Article F, 2
Eliminate this bill.

Chapter IV, Article F, 11
Eliminate this bill.

Chapter IV, Article F, 12
Eliminate this bill.

Chapter V, Article A
Eliminate the entire Article A.

Chapter V, Article B, 1
The amended bill shall read: The ASUSUEC agendas shall be prepared by the ASUSU Administrative Assistant one day prior to the ASUSUEC meeting.

Chapter V, Article B, 6
The amended bill shall read: The ASUSU President, Activities VP, Athletic VP, Student Advocate VP, and Public Relations VP, or an ASUSU Design graphic artist are required to remain in Logan during the summer after elections.

Chapter V, Article C
Eliminate the entire Article.
Amend the titles of the remaining Articles in Chapter V to reflect this deletion and that of Article A.
Amendments to Officer Charters

Executive Secretary
Charter eliminated. Please refer to the new charter of Public Relations Vice President and the amendments of the President’s charter.

President
Eliminate the fifth duty listed under Duties of the President.
Revise and expand the duties of the President to read as follows (numbers reflect elimination of item mentioned above):

7. Serve as a member of the USU Board of Trustees.
8. Chair the President’s Cabinet.
9. Chair the Legislative Board.
10. Supervise the selection process of the ASUSU Administrative Assistant in consultation with the Director of Administrative Affairs.
11. Oversee the functions of the Administrative Assistant.
12. Serve as a member of the Executive Council, and any committees, sub-committees, or boards as identified in the ASUSU General Laws and Charters.

Eliminate the eighth item listed under Programs Sponsored (p. 2) by the President.
Eliminate the first item listed under Committees Chaired by the President. The Public Relations VP will assume this role.

Expand the Committees Chaired list (p. 2-3) to include the following:

President’s Cabinet. The primary function of the President’s Cabinet is to review and coordinate legislative items and issues. Under the direction of the President, the Cabinet meets weekly to update the Legislation Status Report and to make or reassign legislative assignments.

Executive Vice President
Eliminate the eighth item listed under Duties of the Executive VP. The ninth duty listed shall become the eighth duty.
Eliminate the fifth item listed under Programs Sponsored.
Eliminate the third and fourth committees specified under Committees Chaired/Supervised (p. 2).
Eliminate the second committee listed under Student Committees.
Eliminate reference to Elections Committee Chair as listed under Appointed Positions (p. 3).

Academic Vice President
Eliminate the third item listed under Duties of the Academic Vice President and renumber the remaining duties to account for this deletion.
Eliminate reference to the Academic Issues Subcommittee (Executive Council
Chair) as listed under Student Committees (p. 3) and renumber the two remaining committees.

Student Advocate Vice President
Eliminate the fifth item listed under Duties of the Student Advocate Vice President. The remaining duty will be the fifth one.
I. Constitution

A. Duties of the Public Relations Vice President. The Public Relations VP shall:

1. Initiate and administer ASUSU public relations programs and activities.
2. Coordinate publicity efforts of ASUSUEC and ASUSU-sponsored programs.
3. Manage ASUSU Design.
4. Orient and assist ASUSU Design users in their advertising efforts.

II. Duties and Responsibilities

A. Programs Sponsored

1. ASUSU Public Relations Programs. These programs involve publicizing legislation, ASUSU Executive Council sponsored activities, and other university events. These public relations efforts could include such programs as the ASUSU Statesman UpFront Page, TSC bulletin boards, ASUSU Hotline, ASUSU Homepage, ASUSU Entertainment Guides, and researching the students' image of ASUSU.

2. ASUSU Design. The Public Relations VP oversees the operations of this paid committee which provides graphic art services and publicity support for ASUSU and the eleven ASUSU-sponsored organizations. The hiring process to employ three graphic artists and one media specialist should be initiated immediately following elections and involve the Programming Board. The Public Relations VP will accept work orders from USU organizations, assign the orders, and follow through until orders are completed.

3. ASUSU Awareness Activities. These campus-wide activities or socials promote a positive image for ASUSU Executive Council through an interactive environment. Examples of such activities include ASUSU Meet-Your-Officer Socials, ASUSU Forums, and ASUSU Week.
4. **ASUSU Elections.** The ASUSU Executive Council election process takes place each year at the beginning of Spring Quarter. The Public Relations VP will be responsible for appointing an Elections Committee Chair and for overseeing the elections. It is the Election Committee's responsibility to attract candidates, enhance voter turnout, and run the logistics of the election process.

III. Committee Assignments

A. University Committees

1. Student Publications Student Administrative Fee Committee (Chair)
2. Children's House Advisory Board
3. Facilities Naming Committee
4. Selected Search Committee

B. Student Committees

1. Executive Council
2. Sater's Council
I. **Duties of the Administrative Assistant**

The Administrative Assistant shall:

A. Compile an accurate record of the proceedings of Executive Council meetings and any other meetings as assigned by the President.

B. File all legislation.

C. Update the Legislation Status Report.

D. Administer other office-related duties as designed by the President.

E. Duties and Responsibilities

1. **Programs Sponsored**

   A. **Secretary Operations.** This assignment is to prepare agendas and record minutes of all Executive Council meetings. This also includes preparation and distribution of Executive Council bills and resolutions.

   B. **Historian Functions.** This involves maintaining historical information on the happenings of Utah State University for the given academic year.

   C. **Legislation Status Report.** This record contains legislative items with their respective identification number, author name(s), content summary, and applicable dates. All legislation items must be registered on the status report before being presented to the Legislative Board, Programming Board, or Academic Senate.

2. **Committee Assignments**

   A. The Administrative Assistant shall attend the following committee meetings.

      1. Executive Council (non-voting member)
      2. President's Cabinet