

## **Review Process By-Law Revision**

Article I: Review Process: A member of Associated Students may be placed on status review for failure to faithfully execute their outlined duties, improper professional behavior, or misuse or abuse of power or authority. The process of review shall be as follows.

1. The Associated Students Executive Board shall begin the review process by voting to place the member on review. A 2/3 vote is shall be required to begin the process.
2. Within 72 hours of voting to begin the review process, the director placed on review, and their advisor shall be notified. The Vice President in charge of overseeing the duties of the director placed on review shall arrange a meeting with the director being reviewed no later than one week after the Executive Board vote. In this meeting the Vice President and director shall discuss the punishable action and develop a set of goals that the director in question must complete and focus on during their remaining time in office. (In the case of a Vice President being reviewed, the Associated Students President shall be in charge of this part of the process)
3. After the meeting between the Vice President and the director has taken place, the Executive Board shall meet. The Executive Board will discuss the action that precipitated the review process, the goals set forth by the director and their supervising Vice President, and the possible benefits or consequences of further action. The Executive Board shall meet within one week of the meeting between the supervising Vice President and the director in question. The Executive Board will meet again two weeks after their first meeting to vote on further action, taking into account any recent developments. The committee may vote to either end the review process or remove the director in question from their position. A 2/3 vote is needed to remove the director.
4. Should the Executive Board vote to remove the director in question, that person must be notified immediately (within 24 hours) following the Senate meeting by their supervising Vice President and must leave office immediately.
5. If the Executive Board votes to remove the director, the Elections Committee shall be notified by an official letter signed by the Associated Students President. It shall then be left to the discretion of the Election Committee if the director who was removed shall be allowed to seek elected office in the future.
6. Should the director in question wish to appeal the decision of the Executive Board under this article, they may appeal to the Associated Students Senate within 24 hours.

Article II: Censure by the Executive Board. Should the Associated Students Executive Board decide that an director has acted inappropriately, but not to a degree that require the review process, the Executive Board can issue a letter of censure (a letter of censure is a form of expressing extreme displeasure with the actions of the person receiving the letter.) to the director in question correcting them for their actions, and informing them that any other inappropriate action will result in the automatic start of the review process. The process of censure shall be as follows:

1. The Associated Students Executive Board shall begin the process of censure by voting with a 2/3 vote.
2. If a vote to censure is reached, the director being censured shall be delivered the letter within 72 hours of the vote.
3. The letter shall be signed by the entire Executive Board and the Associated Students advisor. The letter must be signed by the Associated Students President and the supervising Vice President.
4. Within two weeks of the director letter being delivered to the director in question, a meeting between that director and their supervising Vice President shall take place to discuss the offence. (In the case of a Vice President being censured, the Associated Students President shall conduct this meeting)
5. The director shall remain on a censure review for one year of Associated Students service.
6. The elections committee shall be notified in an official letter signed by the Associated Students President if a director is censured, and it shall be left to the committees discretion is that director shall be eligible to run for elected office in the future.

Article III: Immediate Removal by the Associated Students Executive Board. In the case of a severe infraction by a member of the Associated Students Leadership Team, the Associated Students President may discharge the director in question with his/her discretion. This action may only be taken in the instance of the director in question misappropriating Associated Students funds, knowingly and willingly violating the Associated Students Constitution, or performing an act that makes his/her continued presence in Associated Students counterproductive to its mission. This measure may not be used in the cases of lack off attendance, not sufficiently performing ones duties or disrespect towards the Executive Board. Associated Students Vice President may not be removed under this provision. The process for presidential removal shall be as follows:

1. The Associated Students President must decide within 72 hours of learning about the director in question actions to use this provision. (Should the President learn of the actions one week prior to an official school recess, the proceddedings may be postponed until school resumes.)
2. The Associated Students Executive Board must inform the director's supervising Vice President within 24 hours of making his/her decision and call a meeting of the Executive Board. The Executive Board shall then hold on vote to affirm or deny the decision of the Associated Students President. In order to affirm the Executive Board's decision, a 2/3 vote is required. Every Executive Board member must be present. Should no more than two members be physically unable to attend the meeting, they may join via a conference call.
3. The director in question must be notified both personally and by letter within 24 hours of the Executive Board's vote. The meeting must be attended by the Associated Students President, the supervising Vice President and the Associated Students advisor. The letter must be signed by the Associated Students President.