



Associated Students of University of Oregon Fulfillment of Duties

Section I: Introduction

Mission Statement

The Associated Students of the University of Oregon (ASUO) Executive branch works to provide for the social, cultural, and educational development of its members, and for the advancement of their individual and collective interests both at the University and beyond.

Objectives

These are the primary goals of the ASUO executive branch for the 2023-2024 term. Working towards and moving to fulfill these goals is the primary objective of the ASUO Executive branch. For more information, see the Accountability section.

Engage Students and Build Relationships

- ASUO will strive to have faces and names in every corner of campus. ASUO will ensure that students know what ASUO can do for them and how they can contribute to student government as a whole. This goal can be fulfilled in several ways:
 - **Relational organizing:** Cabinet members will be informed on all ASUO projects and initiatives. Cabinet members will responsibly represent ASUO within their relevant circles and be a resource to students.
 - **Active listening:** ASUO will not rely on students reaching out to ASUO. ASUO will make an active effort to participate, listen, and contact underrepresented groups in student government.
 - **Public leadership:** ASUO will try to promote, share, and engage students in the day-to-day activities of student government. Students will know and understand what their leaders do for them.
 - **Micro-outreach:** ASUO will provide spaces and opportunities for students to provide input and meet their student leaders.
 - **Equitable hiring:** ASUO will try to encourage new candidates outside of typical groups to run for office and seek ASUO appointments.
 - **Positive presence:** Students will have positive interactions with ASUO officers. The ASUO office should be a safe, welcoming space for all students.
 - **Transparent accountability:** Students will be empowered to leverage the systems in place and hold their leaders accountable when appropriate.

Provide Dynamic Support

- ASUO will meet students and organizations where they're at and work alongside student groups to establish ASUO's position within the flow of activity on campus. ASUO should work to empower student wants and needs; not trample over them.
 - **Participatory allocation of unspent funds:** ASUO will create spaces and opportunities for students from all backgrounds on campus to provide input on the allocation of unspent funds.
 - **Coalition-building:** ASUO will work with campus advocates and stakeholders in a transparent way as a strong ally.

- **Accessible officers:** ASUO officers will be easily accessible in the office space and willing to answer questions from students.
- **Better financial support:** ASUO will constantly evaluate the accessibility of its systems for financial support to student organizations. Inaccessible or overburdening systems should be reformed to allow for a more equitable distribution of ASUO resources.
- **Partnering with student organizations:** The Student Organizations department will work continuously with student orgs to educate leaders and members about avenues of ASUO support as well as be a strong point of contact for support.

Improve Student Quality of Life

- ASUO should function to facilitate advocacy and activities which enhance the overall quality of life for students on campus.
 - **Enabling events:** Actively facilitating events for UO's diverse community to participate in should be a goal of ASUO.
 - **Addressing Basic Needs:** Improving access to the Basic Needs program and responding to areas where students demonstrate need is an essential part of ASUO's work to improve student quality of life.
 - **Student-first advocacy:** Being a loud advocate for students' needs to the administration, city of Eugene, and state legislature is one of ASUO's responsibilities. The advocacy department should carry out several projects in these areas, working alongside stakeholders, to address issues in the realms of DEI, accessibility, health, safety, sustainability, and labor.
 - **Guaranteeing student safety:** ASUO will work to ensure students can feel safe during off-campus activities by continuing the Party Registration Program and monthly Lyft discounts.
 - **Constant self-evaluation:** ASUO will tirelessly engage with stakeholders to identify new and underserved areas of student needs throughout every step in the problem-solving process. ASUO will reflect on every completed project to understand the efficacy of ASUO's solutions.

Guiding Principles

These guiding principles were outlined to be used by the ASUO Executive to help navigate challenging moments and decisions. Every decision made by ASUO should be founded on these guiding principles.

Collaborative Decision Making

- ASUO decisions will be developed and implemented collaboratively with all of ASUO and relevant stakeholders. This may include student groups, community organizations, university leaders, and administration.
- ASUO will identify, research, and analyze problems with input from these stakeholders in mind to determine which policy action is the best fit for the general student body.

- ASUO will be mindful in ensuring that all plans are thoroughly developed and that oversights are minimized.

Transparent Processes

- Our administration will consistently follow clearly outlined processes in addition to meticulous public documentation. We will keep all proposals and memos available on the ASUO Google Drive, and ensure that our work is clearly passed down to the next administration.
- ASUO will increase social media transparency and work to inform students via various outlets about the progress of major projects and how students can get involved.

Embracing Change

- ASUO does not fear change; we encourage it. We will re-evaluate traditional norms of the organization and step outside of our comfort zones in pursuit of a better university and a better student government.
- ASUO will encourage change by requiring all initiative leads to conduct an evaluation of impact on all completed initiatives. Officers will be required to speak with stakeholders and report the substantive impact of their initiative to the ASUO President.

Core Values

The following core values were outlined for the ASUO executive to follow throughout everyday operations and interactions. We should strive as a body to always uphold these values.

- **Servant Leadership**
 - ASUO officers recognize they are elected or appointed leaders who serve to support students. In service of the goals laid out above, ASUO officers will embrace humility, curiosity, and continued learning. Every officer should feel comfortable expressing criticism and dissent, as well as challenging the status quo. We encourage all officers to take risks and learn from failures.
- **Integrity**
 - ASUO officers will operate under the assumption that all actions are taken in good faith. All officers are expected to lead with transparency and open minds to new ideas. All feedback will be delivered with good intent and separate objective criticism from subjective judgment.
- **Respect**
 - ASUO officers will treat all people with respect. All disagreements will be handled with professionalism and empathy; disputes will be addressed through the proper channels. Personal conflicts and opinions of people should be left out of the professional setting. Every ASUO officer should feel respected and valued.
- **Passion**
 - ASUO officers will be empowered to follow their passions and interests through their positions in order to foster new skills and interests for their futures. ASUO officers shall support one another in their passions and interests throughout the year.

- **Diversity, Equity, and Inclusion**

- ASUO Executive represents students from a variety of backgrounds and experiences — our work should reflect that. It is important we are intentional in our projects and initiatives to help everyone feel a sense of belonging within UO and ASUO, which begins with elevating diverse voices and especially the voices of marginalized students. Internally, we will work to make ASUO spaces and discussions safe and cognizant of the experiences of historically marginalized and oppressed groups.

Section II: Our Process

The utilization of thorough and consistent processes is of utmost importance to our administration. Furthermore, consistent usage of the process outlined in this is relevant to every team and initiative of the ASUO Executive, from policy to special events. Officers are expected to record their progress through the process using the materials laid out in the communications section.

Problem identification:

What is the problem? How do we know this is a problem? Where is the problem most profound? Who is most affected? What are the root causes?

Stakeholder Analysis:

Who are the relevant stakeholders? Who is involved/affected by the problem? Who is contributing to the problem? Who is trying to fix it? Who has the power to address the problem? How have others in our position gone about this problem? What are other universities of our scale doing with this issue?

Proposed Action - Phase 1:

Based on the information found in the problem identification and stakeholder analysis, what potential action steps can be taken to address the problem? What are the details of the proposed action? What are the costs and benefits of the proposed solutions?

Receive Stakeholder and Student Feedback:

Does the recommended action approach relevant stakeholders and students? Are the solutions feasible at this moment in time? Were there any major oversights in the policy process that our committee missed?

Revised Action - Phase 2:

Using the feedback provided by stakeholders, what modifications need to be made to the original action proposals? Which parts of the action proposals are no longer viable? Which components need to be added to the original action plan?

Implement Action:

Work alongside stakeholders to implement action plans while creating a plan for future administrations to take over.

Assess Impact:

Consult a variety of stakeholders and students to reflect on the impact of the action taken. What was positive? Where can we improve in future action? Is there another problem to address we are now aware of?

Section III: Expectations**Officer Duties**

- Every executive officer must fulfill 5 office hours per week. Each officer must schedule office hours at the beginning of each term.
 - Exceptions exist for breaks, dead week, and finals week. Periods when no office hours must be served will be clearly communicated by the HR Director.
- All office hour changes must be approved by the HR Director with at least a week's notice.
- Office hours must be fulfilled in the ASUO suite unless given an exemption by the HR Director.
- During office hours, officers must sign in and out using the Office Hours Sign-In Sheet.
 - Officers are expected to prioritize ASUO duties and meetings with constituents during scheduled office hours.
- All officers are expected to attend the weekly Executive Branch meetings on Tuesdays at 7 PM unless excused according to the process outlined in the accountability section.
 - Officers must be on time and prepared for meetings. Repeated late arrivals or lack of preparation will not be tolerated.
- Officers are expected to fulfill duties outlined in their position descriptions as well as additional tasks assigned by Directors, Chiefs of Staff, ASUO Vice President, or ASUO President.

Officer Expectations

- All officers are expected to uphold ASUO standards and the University of Oregon Code of conduct representing ASUO.
- ASUO officers are representing ASUO when they are wearing any ASUO logos or merchandise, verbally stating they are an ASUO officer, or while carrying out ASUO-related duties, for example, during office hours, meetings, or at ASUO recognized events.
- Officers must disclose all conflicts of interest through the process provided by the Chief of Staff.
- Officers may not speak on behalf of the ASUO Executive Branch unless given explicit permission by the ASUO President, ASUO Vice President, or Communications Director.
 - See the confidentiality section for more information.
- Boundaries
 - Officers are expected to proactively communicate their needs and boundaries with their directors or the HR Director. If an officer's workload ever becomes detrimental to academic performance or mental health, officers should inform their directors immediately and work to create new deadlines and re-distribute tasks.

Communication & Management

- **ASUO Document Organization**

- ASUO Officers are expected to follow the process outlined by the Director of Communications in order to stay organized and up to date on ASUO operations.
- Live documents that are not finalized will be located on google drive. Officers will put documents where they belong and ensure the drive remains organized. Officers are expected to manage folders assigned to them and organize them in a way that all ASUO officers can find what they are looking for.
- Once a project or campaign is finalized, documents will be moved to SharePoint for future administrations to use. Officers are expected to ensure all documents are ready to transition to SharePoint and that all information is accurate to uphold institutional memory.

- **Project Management**

- Directors, at the beginning of each term, are required to fill out a backwards planning calendar. This backwards planning calendar maps out the planned projects for the term, specific goals for each project, and a week-by-week breakdown of the steps needed to complete each project.
 - If a new project is begun after the term begins, directors must submit a revised backwards plan including the added project.
 - This template can be found in the Human Resources folder.
- Directors are primarily responsible for project management within their department. If a task is behind schedule, directors should communicate with the assigned officers and resolve this as soon as possible. In circumstances where the timeline of the wider project is a concern, the Chief of Staff may intervene and communicate with the assigned officer.

- **Day-to-Day Communication**

- A daily communication method will be identified for shared use by all ASUO officers. Officers will bear responsibility for upholding this method, ensuring their access is active, and responding to communications within 24 hours unless a prior engagement has been scheduled.
- Officers are able to step away from this communication method during dead week, finals week, university break periods, and their pre-scheduled engagements.

- **Role Emails**

- In addition to teams, all ASUO officers will have a role email/distribution list. Officers are expected to respond to emails within 24 hours unless a prior engagement has been noted to their director if the email requires a response.
 - The President may grant exceptions to this requirement during university break periods.
- Role emails are only to be used for ASUO business. Role emails are not allowed to be used for personal or academic pursuits.

- **External Communication**
 - ASUO Executive Officers are encouraged to broadly share and circulate news and updates about ASUO. Officers are expected to help ASUO raise awareness of campaigns and initiatives in the following ways:
 - Sharing ASUO IG posts on their stories/feeds.
 - Helping ASUO put up posters and flyers around campus.
 - Direct messaging contacts they know if asked by the communications team.
 - Attending events/gatherings if asked by the communications team.
 - Talking with the press if asked by the communications team.
- **Public Statements**
 - Unlike the ASUO Senate, the Executive branch has one voice: the Webster-Jacobson Administration's voice. With the exception of the ASUO President and Vice President, all official statements regarding ASUO Executive projects, initiatives, or plans, must first go through the Director of Communications. If an officer is contacted by a member of the press, the officer should inform the Director of Communications.
 - The ASUO Executive will not infringe on an officer's freedom of speech. However, if a member of the Executive branch leaks information without prior approval from the Director of Communications, they may be asked to resign.
- **Discretion**
 - Some positions on the ASUO Executive, by nature, will require discretion when it comes to sharing information with others. This includes legally protected information, details of sensitive conflicts and situations, and projects and campaigns that are not yet ready to be announced to the public. All officers are expected to comply with their directors when asked to keep information private.

Section IV: Accountability System

Internal Affairs

In order to ensure that ASUO maintains an inclusive and productive environment, it requires a method of internal governance. The purpose of the ASUO accountability system is to help protect our guiding principles. This being said, compassion is at the forefront of our approach. We understand that unpredictable things happen, and people make mistakes. Just as you are helping ASUO grow, we hope ASUO helps you grow as well.

Fulfillment of Obligations:

- **Performance Reviews**
 - The President, Vice President, Chiefs of Staff, and Directors will be subject to performance reviews each term in which the members of their respective departments will be able to give anonymous feedback.
 - The Directors will be responsible for submitting a performance review to the Chief of Staff & HR Director for their respective departments using the template provided or at their discretion.

- The Chief of Staff will submit their performance review to the President, using the same template.
- Once performance reviews are complete, the Chief of Staff will consult with each ASUO officer about their performance review and outline a plan to improve or maintain the officer's current level of performance.

Attendance and Excusal System

● Attendance

- The HR Director will be responsible for taking attendance for all mandatory events where all staff are to be present.
- Attendance records will be kept on a public document found within the Human Resources folder.
- If officers cannot attend a mandatory event, officers are required to give one week's notice to the Chief of Staff. Excusals can be sent retroactively in the event of an emergency with timely communication to the Chief of Staff.

● Office Hours

- Each officer will be required to attend office hours and complete the "Office Hours and Conflicts of Interest" form (found in the drive) with each applicable term's office hours.
- Each officer will be required to sign in using the "Office Hours Sign in" form located near the clerk's desk in the ASUO suite.
- There will be random drop-in checks by the Chief of Staff throughout the term.

Accountability and Wellbeing

● Officer Wellbeing

- Working in ASUO is all about allowing student leaders to thrive. Officers are encouraged to schedule time away from their role during planned and unplanned absences and on a recurring basis, in order to practice positive self-care.
- If an ASUO officer is concerned that another officer's performance is being negatively impacted by their wellbeing, they may notify the Chief of Staff about their concern. This method may be used to address a variety of issues – from medical issues inhibiting presence at meetings to burnout causing low productivity.
 - In such a situation, both the reporting officer and the Chief of Staff will uphold confidentiality.
 - This method may be used to notify the Chief of Staff of access needs that officers might require.
 - This method may be leveraged by ASUO officers as needed to help themselves and others in their pursuit of work-life balance.
 - Issues of performance-based wellbeing (relating to workload, performance reviews, interdepartmental working relationships, etc.) will be handled by the Chief of Staff.
 - Issues of personal wellbeing shall be redirected to the Dean of Students.

- **Complaints and Penalties**
 - Nothing in the following section is intended to supersede the authority of the Constitution Court regarding an officer's performance or fulfillment of duties.
 - An Executive Officer may file a complaint regarding the performance of another executive officer with the Chief of Staff. If the complaint involves the Chief of Staff, it should be filed with the ASUO President. A complaint form will be made accessible for this purpose.
 - Examples of performance and conduct concerns relevant to this reporting process include an officer's actions or use of words that lead to a lack of inclusion, failure to act with integrity, failure to demonstrate dependability, failing to attend meetings, sharing confidential information publicly, and similar.
 - The Chief of Staff will bear responsibility for coordinating any response to the performance concerns of an ASUO Executive Officer. The Chief of Staff need not have received a filed complaint in order to discuss a staff member's performance with them.
 - The Chief of Staff will discuss the performance concern with the officer in order to determine whether penalties are appropriate.
 - The Chief of Staff will make every attempt to work with officers across barriers that may be impacting their performance.
 - The Chief of Staff may contact the reporting officer as needed to gather additional information.
 - Any penalties will comply with the ASUO Constitution and align with the authority granted to the ASUO Executive.
 - Under no circumstances will penalties be leveraged against an officer without the officer having received an opportunity to discuss the situation.
 - Performance-related penalties may include:
 - Educational Intervention, Meeting with Chief of Staff
 - Performance Warning, Meeting with Chief of Staff/President
 - Ask for Resignation, Meeting with Chief of Staff and President
- **Vacancy of Office**
 - During unusual circumstances where an officer neglects to fulfill their duties for a period in excess of three weeks outside of President-defined break periods, an ASUO officer position may be considered vacant. See ASUO Constitution 14.3
 - Vacancy in this circumstance will be determined through the joint decision of the President, Vice President, and Chief of Staff.
 - Under no circumstance will an officer's rights to appeal or contest this decision under the ASUO Constitution be infringed upon.

Section V: Resignation

An officer can be asked to resign at any point in their term if they are not fulfilling the duties, values, and processes outlined in this document, as well as the duties and deadlines assigned to them by their director or Chief of Staff. Resignation of officers will be at the discretion of the

ASUO President, Vice President, and Chief of Staff. Any decision to resign an officer will only be finalized after the officer in question has been given one official performance warning explicitly stating the basis on which they will be asked to resign, and two weeks have passed without demonstrated remedy of the grievances listed in the warning.

If an officer decides to resign on their own accord, there is an expectation for good ethics and professionalism in that process. Please follow the following expectations when resigning for personal reasons:

- If an officer plans to resign, the resignation is expected to be communicated immediately after the decision is made. Dragging out time or sticking around without fulfilling duties will not be tolerated.
- An officer must communicate their intention to resign at least two weeks prior to them stopping their duties as an officer. Two weeks' notice is standard for most professional organizations and shall be upheld in the ASUO Executive.
- Resignations must be communicated over email and sent to the entirety of both the executive and legislative branches.
- In the two weeks leading up to their official resignation, the officer must compile any relevant documentation relating to the position and any current projects they are working on, including transition documents. This list of documents must be stored in the appropriate folder in SharePoint. The Director of Communications will be the point person for the compilation and storing of transition documents. Additionally, officers are required to work with the officer above them to find another secretary to take over their projects and initiatives prior to resigning.