



# Associated Students

Bill Number XX 16

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Subject: Organizational Directive Change Date: 03/08/2017

**Whereas:** Maintaining institutional memory is critical to the progression of the A.S. organization.

**Whereas:** Executive board will aid in the efficient transition of executive board members.

**Whereas:** The executive board shall create a binder which will be checked during Fall and Spring semester.

**Therefore:** Be it resolved, that the A.S. Senate, the A.S. Executive Board, and the A.S. President approve Organizational Directive Change.

*Change made by sbt*

<b>A.S. Senate</b>			
For: <u>10</u>	Against: <u>1</u>	Abstain: <u>0</u>	Date: <u>3/28/17</u>
<u>Daniel</u>			
<b>A.S. Executive Board</b>			
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: _____
<b>A.S. President</b>			
<input type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: _____	Date: _____

**\*ALL EXECUTIVE BOARD OFFICERS:**

- **Must attend all Senate meetings. After 2 absences, the 3rd will result in the impeachment process. The Student Trustee will adhere to Board policy, but can be impeached from the Executive Board.**
- **Must maintain their respective binder, which will be checked during President's Cabinet during the 8th and 14th week in the major semesters, of which includes but not limited to:**
  - **Campus projects completed and ongoing in current term**
  - **Relevant A.S. Executive board Agendas**
  - **Relevant Information to the Respective Position**
  - **A brief summary of any Community outreach (if any)**
  - **Committee reports, including sub-committees and taskforces.**
  - **Additional notes and supplementary documents**

- 1) Attend all A.S. Senate meetings in accordance to the A.S. Attendance Policy
- 2) Arrange a minimum of two (2) office hours each week to conduct A.S. business including a minimum of one hour biweekly at the “Ask a Mountie” booth. “Ask a Mountie” hours must be tracked through the Student Center Specialist so that no more than two A.S. officers are at the booth at the same time. Each session must be a minimum of one (1) hour to minimize time lost while setting up.
- 3) Attend and participate in all A.S. hosted events for a minimum of three hours per event (i.e. in any combination before, during, or after an event). If an A.S. Senator is not able to attend/participate in an A.S. hosted event, s/he must spend three hours promoting the event prior to the start of the event. Hours must be documented by the Publicity Senator. Two absences are allowed per semester and Senators may only publicize an event two times as a means of making up attendance for missing an A.S. hosted event.
- 4) Serve on at least one (1) college-wide committee
- 5) Attend one (1) Board of Trustees meeting each semester
- 6) All A.S. Senators are required to attend two (2) Executive Board meetings each semester
- 7) Submit a completed Work-in-Progress Form in the 6th and 12th week each semester
- 8) Maintain their Senate Binder ~~as per the Senate Binder Guidelines~~ while containing:
  - o **Campus projects completed and ongoing in current term**
  - o **Relevant A.S. Senate Agendas**
  - o **Relevant Information to the Respective Position**
  - o **A brief summary of any Community outreach (if any)**
  - o **Committee reports, including sub-committees.**
  - o **Additional notes and supplementary documents**
- 9) Abide by the Student Standards of Conduct and embody the virtues of the A.S. Vision statement

Both SENATE CHAIRS (2) shall:

- Represent the interests of Senate to the Executive Board
- Alternately chair the Senate meeting
- Attend Executive Board meetings as a voting member. Should 2/3 or more of the Senate vote in a given manner, then both Senate Chairs must vote accordingly in Executive Board.
- Keep Senate informed of actions taken in Executive Board meetings
- Ensure that senators maintain their Senate Binders, as per the Senate Binder Guidelines
- Assist in the planning of the A.S. orientation for students interested in a position in student government
- Run three (3) updates per semester which include, but are not limited to, all serving Senator's binders, duties as per the Organizational Directive, and satisfaction of completion at week ~~5, 10 and 14-8~~ and 14<sup>th</sup> of all major semesters.