



Associated Students

Bill Number XX

4

changes done

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Subject: Senate Binders

Date: 10/21/15

Whereas: Senators will maintain a **binder** full of information regarding their job position.

Whereas: The addition of Senate **binders** will provide insight into what the responsibilities are of a Senator's job position. Furthermore, the binders would document the experiences of previous **Senators** and what they did to contribute to Associated Students, thus providing the **current** Senator perspective.

Whereas: Senators will be able to **document** unfinished projects and important information pertaining to their positions. **These** can be reviewed by future Senators and the projects will have the **potential** to persist. Additionally, questions and concerns the Senators may have will **be** answered by the binder.

Whereas: With the creation of Senate **binders** , Senators will become acclimated to their job much quicker, allowing **them** to promptly engage in their job duties.

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

A.S. Senate			
For: <u>14</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>12/1/15</u>
A.S. Executive Board			
For: <u>5</u>	Against: <u>0</u>	Abstain: <u>0</u>	Date: <u>12/1/15</u>
A.S. Senate			
<input type="checkbox"/> Approve	<input type="checkbox"/> Veto	Signature: _____	Date: _____

SENATOR BINDER GUIDELINES

after job
Before
attend

All Senators shall:

- Include any pertinent documents and Senate legislation regarding their position. For each document included, explain what they are and why they are important to their position.
- Include any pertinent information regarding their position.
- Include completed projects or projects that are currently in progress. For projects that are not completed by the end of the Senator's term, record that they are incomplete and provide information as to how the next Senator in their job position can continue working on that project.
- Include a list of resources they have found helpful in completing their job duties. This is for the benefit of future Senators. Include faculty and staff members or outside parties on that list.

Save this

GUIDELINES

SENATOR BINDER REQUIREMENTS

All Senators shall ~~provide~~:

LEGIS : • Include any pertinent documents and Senate legislation regarding their position. For each document included, explain what they **are** and why they are important to ~~both~~ their position ~~and to the Associated Students.~~

NOTES ! • Include any pertinent information ~~regarding~~ their position.

PROJECTS! • Include information on completed **projects** or projects that are currently in progress. For projects that are not completed by the **end** of the Senator's term, record that they are incomplete and provide information **as to** how the next Senator in their job position can continue working on that project.

RESOURCES! • Include a list of resources they have **found** helpful in completing their job duties. This is for the benefit of future Senators. **Include** faculty and staff members or outside parties on that list.

~~Write a closing statement prior to the end of their term that provides advice for future~~
Senators in their position.

SENATOR BINDER REQUIREMENTS

All Senators shall:

Legislation

- Include any pertinent documents and **Senate** legislation regarding their position. For each document included, explain what they **are** and why they are important to both their position ~~and to the Associated Students.~~

Notes

- Include any pertinent information regarding their position.

Current Projects

- Include information on completed projects or projects that are currently in progress. For projects that are not completed by the **end** of the Senator's term, record that they are incomplete and provide information **as to** how the next Senator in their job position can continue working on that project.

Contacts/Resources

- Include a list of resources they have found helpful in completing their job duties. This is for the benefit of future Senators. Include faculty and staff members or outside parties on that list.

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- Write a closing statement prior to the **end** of their term that provides advice for future Senators in their position.

Sections

- Legislation
- Current Projects
- Possible/Future Projects
- Contacts List
- Resources
- ~~• Advice~~

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directive*

All A.S. SENATORS shall:

SENATOR JOB DESCRIPTIONS

- 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

- 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 Senator Pro Temp 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