

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY
FORTY-FOURTH SENATE
I SESSION
MAY 5th, 2014**

**RESOLUTION #4401
BYLAWS OF THE FORTY-FOURTH SENATE**

SPONSORED BY: Grace Fenske; Senator Liberal Arts, Andrei Gurau; Senator CVMBS, Brandon Earle; Senator Engineering, Andrew Bondi; Senator GSC, Sam Laffey; Senator Liberal Arts

WRITTEN BY: Lance Li Puma, Vice President

ENDORSED BY: Samantha Guinn, President

WHEREAS: The Constitution of the Associated Students of Colorado State University requires the first resolution adopted by the Senate to be approval of its bylaws.

THEREFORE BE IT HEREBY RESOLVED

That the Forty-Fourth Senate of the Associated Student of Colorado State University does hereby adopt the following as its Bylaws and Rules of Order:

PASS [18-1-1]

PASSAGE

DATE

VICE PRESIDENT LANCE LI PUMA

DATE

BY-LAWS OF THE FORTY-FOURTH SENATE

Article I: Membership, Duties and General Operations

- A. A quorum shall consist of two-thirds [2/3] of the full elected Senate body.
- B. Each College, the Graduate School, and Intra-University may have up to two Associate Senators for each Senate seat apportioned to them.
- C. The Speaker shall appoint the Clerk of the Senate.
- D. Senators shall maintain at least three [3] posted office hours per week, with at least one [1] hour spent participating in the Senator Outreach Program, and serve on at least one [1] internal committee and one [1] external committee, and maintain Senator Reports. A Senator may be impeached after having missed six [6] office hours in any given semester and/or for lack of participating or attendance in their respective committees.
- E. Associate Senators shall maintain one [1] posted office hour per week, which may be spent participating in the Senator Outreach Program, and serve on one [1] committee, internal or external. Associate Senators are required to attend at least one Senate meeting in every three week period and shall hold no voting rights unless they are acting in place of a Senator from their respective College.
- F. The Senator Outreach Program includes, but is not limited to: (a) Interaction with constituents, (b) researching and gathering data pertinent to students and or university issues for ASCSU, (c) meeting with external student organizations, (d) writing and conducting student voice surveys, and (e) coordinating a guest speaker or a leadership development presentation for Senate.
- G. Senators are highly recommended to produce or co-author one [1] piece of legislation (Bill or Resolution) for each the Fall and Spring semesters. Senators, through their committee chairs, shall be held accountable for these requirements. The Vice President shall ensure committee chairs are maintaining Senator accountability.
- H. The Speaker shall: Maintain at least ten [10] posted office hours per week, preside over all sessions of the Senate, decide points of order and facilitate the actions of the Senate.
- I. The Speaker Pro Tempore shall: Maintain at least five [5] posted office hours per week, preside at sessions of the Senate in the absence of the Speaker, and perform all duties as directed by the Senate. The position of Speaker Pro Tempore will be filled during the first session, where as the Speaker will open the floor for nominations by the Senate, and where as the Senate will hold discussion and debate for a duration of no more than five [5] minutes for all nominations. The Senate will then vote on the nominations, and the nominee with the plurality vote will become the new Speaker Pro Tempore.
- J. The Parliamentarian shall: Maintain at least five [5] posted office hours per week, preside over the sessions of the Senate in the absence of the Speaker and the Speaker Pro Tempore, be well-versed in the rules of parliamentary procedure, monitor and update the legislation requirements and senator reports, and perform all duties as directed by the Senate. The position of Parliamentarian will be filled, when the Speaker opens the floor for nominations by the Senate, and where as the Senate will hold discussion and debate for a duration of no more than five [5] minutes for all nominations. The Senate will then vote on the nominations, and the nominee with the plurality vote will become the new Parliamentarian.
- K. Succession of the presiding officer of the Senate after the Parliamentarian shall be in the following order of preference: the chairpersons of the internal committees in the order of Internal Affairs, then University Issues, then External Affairs, followed by the longest-serving seated Senator. Thereafter, the Senate may designate any other member of ASCSU as temporary presiding officer, by a simple majority vote of present voting membership, excluding abstentions.

- L. Senators specifically designated in the line of the succession of the chair shall be trained in advance, and as soon as is practical.
- M. Members of the Senate shall abide by all regulations set forth in the ASCSU Constitution and the Code of Ethics adopted by ASCSU.

Article II: Absenteeism

- A. An unexcused absence occurs when a Senator or a Senate officer is not present at a session in its entirety (including, but not limited to, both the beginning and ending attendance roll call), not to include a special session. Unexcused absences may be appealed to the Senate.
- B. An excused absence occurs when a Senator or Senate officer gives a written explanation for the absence to the Speaker Pro Tempore (or the Vice President, if the Speaker Pro Tempore is requesting an excused absence) prior to the beginning of the session for which the Senator or Senate officer will be absent. The Speaker must approve that the excuse is legitimate for a Senator or Senate officer to receive an excused absence. A Senator or Senate officer may be removed from office after having two [2] unexcused absences or five [5] total absences in one semester. After four [4] unexcused absences in one semester, a Senator shall be considered to have submitted a resignation *in absentia*. For the purposes of determining quorum, the resignation shall be considered in effect one half hour after the initial roll call during the session of the fourth unexcused absence. A Senator may appeal the latest unexcused absence during this half hour grace period with the condition that the Senator be seated, or a duly appointed Associate Senator, for the remainder of the session. In the event of a vacancy in a Senate officer position (Speaker Pro Tempore or the Parliamentarian) the Senate shall elect a replacement in accordance with Article I Sections I and J.
- C. The President of the College Council represented by the Senator removed due to absenteeism shall be notified by the Speaker Pro Tempore within one week of the newly vacant Senator position.

Article III: Senate Sessions

- A. The Senate shall meet each Wednesday, at 6:30 p.m., throughout the academic Fall and Spring semesters when class is in session, excluding finals week.
- B. If a quorum (Article I, Section A) is not present thirty [30] minutes after roll call, the Speaker shall adjourn the session, and all Senators not present, without substituting Associates or an approved excuse to the Speaker, shall be marked with an unexcused absence.
- C. A Senator shall be counted as absent if the said Senator is unaccounted for by the Clerk during either the roll call following the call to order or the roll call prior to the vote for adjournment.
- D. Minutes of the Senate shall be recorded by the Clerk of the Senate and forwarded to the Director of Marketing-Web and Graphic Design for posting by noon the following Monday.
- E. Guest speakers shall be submitted to the Speaker of the Senate by 10:00 a.m. Monday for inclusion in the next Senate agenda.
- F. Guest speakers scheduled to speak to the Senate should be informed that their prepared presentations should be no more than ten [10] minutes in length followed by no more than ten [10] minutes for questions. An extension of a speaker's time may be approved by a majority vote of the Senate.
- G. During a guest speaker's presentation, all laptops not being used for official business shall be closed and all non-essential electronics turned off to give the guest speaker proper respect.
- H. Senate members shall dress in appropriate business casual attire. The Senate may approve suspensions to the dress code.

- I. The ASCSU Senate maintains a two [2] hour time limit on Senate sessions to begin at Committee Reports. The Speaker will keep track of this time, and acknowledge to the body when thirty (30) minutes are left. These time limits shall not be observed during the first or final Senate sessions of the term. After this time limit, the Speaker will interrupt the current agenda to obtain a Senate Confidence vote. A failed vote immediately moves the Senate back into the interrupted motion, where another Senate Confidence vote shall be observed one hour later. An affirmed vote, in which at least two-thirds of the present and voting membership of the Senate vote in the affirmative, tables all motions under consideration until the next session of the Senate and immediately moves the Senate into Announcements. Upon an affirmed Confidence vote any new business in the published agenda will be given a first reading and immediately sent to a committee of the Speaker's choice. In conjunction, the other two committees will receive said legislation for review. Further motion to move into any Agenda item shall not be sustained by the Speaker for the remainder of the session. Interrupted motions will be revisited in the next Senate session under Confidence Business.

Article IV: Bills and Resolutions

- A. A bill shall consist of matters relating to appropriations, constitutional amendments, or other legislation which, when enacted, shall have a binding effect.
- B. A resolution shall consist of matters relating to the internal operations of the Senate and opinions of the Senate.
- C. Bills and resolutions shall be in procedural form and submitted to the Parliamentarian, Speaker Pro Tempore, and the Speaker of the Senate by 10:00am on Monday before its first reading to ensure that all grammatical errors are corrected. Any legislation not following this process may be deemed by the Speaker as out of order and not added to the agenda.
- D. A bill or resolution may be authored by any individual or entity affiliated with Colorado State University. Said bill or resolution shall be considered by the Senate, when sponsored by at least two [2] senators and two [2] additional members holding floor rights in the Senate.
- E. A supplemental funding bill is any bill pertaining to finances that the Senate deems as requiring only one reading, including (but not limited to) program budgets originating from the Student Funding Board, and internal reallocations of funds within ASCSU requiring approval from the Senate as mandated by the ASCSU Constitution.
- F. All bills and resolutions shall have two [2] readings, except supplemental funding bills, which shall have one [1], and constitutional amendments, which shall have three [3]. A bill or resolution, except a constitutional amendment, may be voted upon at the same session at which it introduced if it is placed on emergency status by a two-thirds [2/3] vote of the Senate. No legislation, barring those on emergency status or supplemental funding in nature, is amendable during its first reading session, except by unanimous consent. This shall not bar the Senate from making amendment suggestions before such legislation is sent to committee.
- G. All resolutions that are in support of a CSU related program that are to be put on the ASCSU Electronic Plaza Marquee require only one [1] reading, forgoing the need to be put on emergency status. Upon passage, these resolutions shall be forwarded on to the Vice President for approval. If the Vice President feels that the said resolution is in violation of the rule governing the Marquee, they may exercise a Vice Presidential Veto.
- H. At least one author of a bill or resolution must be present for that legislation's first reading.
- I. After the first reading, presentation, ten [10] minutes of question and answer time, and a discussion and debate period, the bill/resolution will then be moved to an internal ASCSU committee of the Speaker's choice, unless said piece of legislation requires only one reading or there is a motion to place it on emergency status.

- J. Senate has the ability to specify a committee to which the legislation is sent. The author(s) of the legislations should be present at the committee meeting to testify on the legislation and answer any questions the committee may have. This shall apply even if the legislation was authored by a committee.
- K. A committee shall reintroduce any amended form of a bill or resolution as one report, with all amendments included in the motion. If the motion passes, the new form of the bill or resolution is on second reading. If the Senate does not adopt the committee report, the body shall revert to the original bill or resolution, which will be on its second reading. The committee may also reintroduce the original legislation without changes. The committee chair or vice chair shall be present to reintroduce a bill or resolution. This shall not impair the ability of the Senate to discharge a committee of its duties.
- L. The second reading only requires the reading of the Bill or Resolution title unless more than one [1] Senator Objects.
- M. Supplemental funding bills will come previously approved by the Student Funding Board (internal committee) and will still be allowed only one reading.
- N. A bill or resolution that has not followed the prescribed method for being placed on the agenda can be added by a two-thirds [2/3] vote of the Senate.
- O. All bills and resolutions, unless otherwise specified in the Constitution or these bylaws, shall require a single majority vote for passage, where the majority is of the present voting membership excluding abstentions.
- P. All non-Marquee related resolutions shall not require a Vice Presidential signature to be considered official. All legislation may only be considered to have been voted upon when the number of cast votes is at least 2/3 of the present voting membership with voting rights. After any legislation has failed to meet the minimum vote requirement, the Senate will immediately recess for five minutes. After the recess, the Senate will then immediately hold a second attempt at voting on the legislation. Should the vote fail to meet the minimum requirement a second time, the legislation will automatically be tabled until the next senate session under Old Business. This provision shall not be in effect during the final Senate session of the year.
- Q. The consent agenda will be a list of legislation compiled by a committee comprised of the internal committee chairs, which will be voted on by the Senate as a whole. The minutes from the prior week's meeting shall always be included on the consent agenda. Any member of ASCSU may remove an item from the consent agenda. Removed legislation shall be moved to its traditional location within the agenda. The consent agenda may only be passed by unanimous consent, and upon passage all items on the consent agenda shall immediately be passed upon the adoption of the consent agenda.

Article V: Ratification

- A. Ratification during the first Senate session will take place in the following order:
 - i. Office of the President.
 - ii. Executive Departments, with the entirety of each Department being ratified at the same time.
 - iii. Any position not within a specific Executive department, with each one presented separately.
- B. Any appointments presented to the Senate for ratification after the first session of the Senate will be presented and voted upon separately.
- C. All appointees shall require a majority vote of the present, voting membership of the Senate, excluding abstentions, to be ratified.

Article VI: Committee of the Whole

- A. The Senate may move to dissolve itself into a Committee of the Whole with a two-thirds [2/3] vote of the present body, for the purpose of discussing bills and/or resolutions.
- B. The Committee of the Whole shall be chaired by the Speaker Pro Tempore. Should the Speaker Pro Tempore not be present to assume the chair, the Parliamentarian shall be charged with the performing the duties of the chairperson.
- C. The Committee of the Whole can move back into the Senate agenda with a two-thirds [2/3] vote of the present body to rise from committee and report the committee's findings (a motion to "rise and report"). Any changes to bills and/or resolutions heard in the Committee of the Whole must be presented to the Senate body in the form of a committee report and adopted by the body. The committee report shall encompass changes made to all bills and/or resolutions as a single motion made by the Committee of the Whole chairperson.
- D. The Committee of the Whole may be utilized on the first, second, and, when applicable, third reading of bills and resolutions.
- E. Quorum of Committee of the Whole shall be of a majority of members based upon the total number of filled Senate seats.
- F. The Committee of the Whole shall be granted the permission to utilize the services of the Parliamentarian and the Clerk of the Senate in order to execute business.

Article VII: Internal Committees

- A. The standing, internal committees "Internal Affairs," "University Issues," and "External Affairs," as mandated by the ASCSU Constitution, shall consist of equal membership.
- B. Ratification for standing committee chairs shall be conducted by the ASCSU Senate during the second session under New Business.
- C. For the selection of the standing internal committee chairs, the speaker will open the floor for nominations by the Senate, at which point the Senate will hold discussion and debate for a duration of no more than five [5] minutes for all nominations. The Senate will then vote on the nominations, at which point the nominee with the plurality will be elected committee chair.
- D. The chairperson of each standing committee shall be responsible for documenting the work of the committee, including attendance records, agendas, and turning in an end of semester and end of year report to the ASCSU Vice President. Each committee chair has the responsibility of legislative follow through. Legislative follow through requires the committee chair to ensure that the legislation is sent to the proper legislative recipients along with a contact point for the recipients reference. Attendance reports shall be forwarded to the Clerk of the Senate monthly for inclusion in the published minutes of the Senate and committee reports/agendas forwarded to the ~~Associate~~ Director of Marketing-Web and Graphic Design.
- E. Standing committees shall meet once a week at a time determined by a consensus of the committee.
- F. Committee members shall be assigned by the Speaker of the Senate no later than the third senate session. The Senate may override a committee assignment with a simple majority vote of members present.
- G. Ad-Hoc committees may be formed at any time at the discretion of the Speaker. The Senate may also create any committee(s) with the passage of a resolution specifying such committee(s).
- H. All Ad-Hoc internal committees may set their own bylaws and rules of order without approval of the Senate.
- I. No rule of an internal committee can be in violation of, or in conflict with the constitution of ASCSU, the bylaws of the Senate, the Code of Ethics, and federal, state, and local laws.

- J. Committees shall have the power to set their own bylaws, but shall otherwise abide by the Tenth Edition of Robert’s Rules of Order Newly Revised.
- K. No internal committees shall hold conflicting meeting times with other internal committee meetings or with Senate sessions.
- L. Internal committees shall have the power to hold hearings, draft legislation, pursue research projects, and, when called upon by the Senate to do so, review, amend, and resubmit referred legislation.
- M. If a Senator is absent from two [2] meetings of a committee in a semester said committee may vote to remove that member from the committee with a two-thirds [2/3] vote within said committee. Upon removal, the committee chairperson shall notify the Speaker of the number of absences for the member.
- N. Upon the first meeting of all committees, the chairperson shall hold elections for the position of vice-chair of the committee. In the event the chairperson is absent from a committee meeting, the vice-chair shall act with all authority of the chairperson until the return of said member.
- O. Should a committee chairperson be removed, or vacate their seat, the vice-chair shall assume the role of chairperson until the Senate appoints a replacement. Upon the removal or the vacation of a committee vice-chair, the committee shall hold new elections to fill the position.
- P. Each committee chair shall report to the Senate on a weekly basis regarding the committee’s activities.
- Q. The three internal committee chairs shall form a committee, chaired by the Speaker Pro Tempore, which will decide what legislation will be placed on the consent agenda. All decisions to place legislation on the consent agenda by this committee must be unanimous. This committee will also be the voice of the senate in the event the President of ASCSU produces a supplemental funding bill during a vacation period.

Article VIII. Parliamentary Authority

- A. The Senate shall follow the rules set forth in the Tenth Edition of Robert’s Rules of Order Newly Revised where applicable, provided they are not in conflict with the Constitution of ASCSU or these bylaws and rules of order.

Article IX. Amendments & Suspension

- A. These bylaws may be amended by a two-thirds [2/3] vote of the elected Senate body on a resolution brought to the floor for that purpose.
- B. These bylaws may be suspended by a two-thirds [2/3] vote of the elected Senate body.

Forty-Fourth Senate’s Rules of Order

Rule 1: Amendments & Suspension

- A. These rules may be amended by a two-thirds [2/3] vote of the Senate.
- B. These rules may be suspended by a two-thirds [2/3] vote of the Senate.

Rule 2: Meeting Agenda

- A. The Senate shall follow the following agenda for all regularly scheduled meetings:

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Gallery Input
- V. Consent Agenda
- VI. Guest Speaker
- VII. Ratification & Swearing In of New Members
- VIII. Judicial Reports
- IX. Senator Reports
- X. Associate Senator Reports
- XI. Executive Reports
- XII. Confidence Business
- XIII. Committee Reports
- XIV. Old Business
- XV. New Business
- XVI. Announcements
- XVII. Roll Call
- XVIII. Adjournment

- B. Items may be moved, deleted, or added by a two-thirds [2/3] vote of the present Senate.
- C. If vetoed or pocket vetoed, legislation shall appear on the agenda the next week under Old Business.
- D. All legislation still in committee shall appear under committee reports.
- E. If prior notice is given to bring up an appropriate motion, this shall appear under New Business.
- F. The Speaker may determine the agenda for special sessions as necessary.

Rule 3: Voting

- A. All votes shall be recorded by the Clerk of the Senate.
- B. A roll-call vote may be ordered by any two [2] Senators.
- C. All final votes on bills and resolutions shall be roll call votes.
- D. Voting records shall be made publicly available in the ASCSU office.

Rule 4: Debate

- A. The authors of a motion, bill, or resolution shall hold the floor for presentation purposes for no more than five [5] minutes at the time the motion is brought forward. This time shall not count as a yield for the purposes of these rules.
- B. Following this presentation period, a period of no more than ten [10] minutes shall be devoted solely to questions and answers. These questions and answers shall not count as yields for the purposes of these rules.

- C. The motion for previous question shall not be in order until the author of a motion has yielded the floor.
- D. A speaker to a motion, bill, or resolution shall hold the floor for no more than five [5] minutes, including time yielded to another person.
- E. A speaker shall be limited to speaking twice on any motion, bill, or resolution.
- F. A speaker shall be limited to speaking three times during any question and answer period.
- G. A speaker shall be limited to two [2] yields to members of the Gallery or the Body for the purpose of expediting business, answering questions, or hearing debate. A member must yield to a specific individual (including members of the Gallery), and each individual yielded to counts as one yield.
- H. A speaker may not reserve his/her speaking time or yields.
- I. A speaker may ask to be removed from, or moved to the end of, a speaker's list only once on a given motion.
- J. Debate that directly attacks a person is not allowed. The offender may be called to order for such debate. Repeat offenses may allow the Speaker to remove the offender from the chambers for the remainder of the meeting.
- K. Side conversations during debate will not be tolerated. An offender may be called out of order and repeat offenses may allow the Speaker to remove the offender from the chambers for the remainder of the meeting.

Rule 5: Executive Appointments

- A. Confirmation proceedings for presidential appointments to the cabinet and Supreme Court shall include questions of the appointee by Senators, Associate Senators, and ex-officio members germane to the position nominated for, preceded by five [5] minutes maximum statement by the appointee.

Rule 6: Associate Senators

- A. Associate Senators may debate and make motions of any kind but are unable to vote unless acting in place of a Senator.
- B. An Associate Senator may take the place of only one Senator at any given time, but is freed from such single obligations once the respected Senator has returned to the floor. At this time the said Associate Senator may take the place of any additional Senator so long as the said Senator is from the respected College as the Associate Senator.

Rule 7: Ex-Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning, but shall hold no voting rights.

Forty-Fourth Senate's Rules of Order for the Committee of the Whole

Rule 1: Amendments & Suspension

- A. These rules may be amended by a two-thirds [2/3] vote of the Senate.
- B. These rules may be suspended by a two-thirds [2/3] vote of the Senate.

Rule 2: Debate

- A. The Committee of the Whole may be referred any bills and/or resolutions that the Senate body deems appropriate through the attainment of the approval of a majority of members.
- B. There shall be no limit to the number of times any single member may speak on an issue.
- C. A speaker may yield the floor five [5] times to members of the Gallery or the Body for the purpose of expediting business, answering questions, or hearing debate.
- D. A speaker may be granted more yields with permission from the chairperson.
- E. Authors of motions shall be granted a question and answer session immediately after making a motion. This time shall be utilized to allow the committee to question the author on the reasoning behind the motion, the semantics of the motion, and the resulting effects of the motion on the pending legislation.
- F. No motions made shall require a second.
- G. Debate that directly attacks a person is not allowed. The offender may be called to order for such debate. Repeat offenses may allow the chairperson to remove the offender from the chambers for the remainder of the meeting.

Rule 3: Voting

- A. All votes on motions of the Committee of the Whole shall be based upon the majority number of members present at the time of voting.
- B. The use of roll call votes shall not be allowed on motions made in the Committee of the Whole.

Rule 4: Associate Senators & Ex-Officio Members

- A. Associate Senators shall be granted full rights of debate, the ability to make motions of any kind, and are allowed full voting privileges on all motions, whether or not said Associate Senators are fulfilling the duties of a Senator at the time of the vote.
- B. Ex-Officio members shall be granted full rights of debate, the ability to make motions of any kind, but are not allowed voting privileges on motions.

JOB DESCRIPTION – SENATOR

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of 2.00. Shall remain enrolled as a CSU student and maintain a 2.00 cumulative GPA throughout the regular academic year.

PURPOSE

An ASCSU Senator is to be responsible and accountable to the students of the college that elects him or her and to the student body as a whole in the areas of:

1. Facilitating communication between students, faculty, administration, the Fort Collins community and other students.
2. Educating others on ASCSU services.
3. Promoting awareness of ASCSU.
4. Motivating and involving others on issues pertinent to students' quality of education.
5. Searching for new areas of student involvement.
6. Maintaining student control of student life.

RESPONSIBILITIES

1. Maintain at least three regular, accessible, and posted office hours per week for the betterment of ASCSU and representation of their college.
2. Spend one hour a week participating in the Senator Outreach Program.
3. Serve on at least two committees.
 - A. One internal senate committee (e.g.—Student Funding Board, Internal Affairs, University Issues or External Affairs)
 - B. One external committee (e.g.— Student Fee Review Board, Parking Services Committee, etc.)
4. Senators are recommended to author and introduce one or more bill and/or resolution per year. Research content and issues of each resolution and bill prior to each Senate meeting.
5. Act in compliance with the ASCSU Constitution.
6. Be responsive and representative of CSU student needs.
7. Attend a workshop/organizational meeting at the beginning of each semester organized by the elected officers and/or ASCSU advisor.
8. Attend ASCSU Fall and Spring transition retreats.

COLLEGE COUNCILS

1. Attend respective College Council meetings and present oral reports of ASCSU matters to the Council.
2. If no College Council exists, Senators are encouraged to establish one.
3. These council meeting dates and places will be given to the Speaker of the Senate by the third week of said term.

RESIGNATION

1. Inform the Vice President and the Speaker Pro Tempore in writing.

2. It is recommended, but not required, that a Senator give advance notice of their intent to resign, and help their College Council find a replacement.

ABSENTEEISM

1. An unexcused absence shall be when a Senator is not present at a session in its entirety (including both the beginning and ending attendance roll call), not to include a special session. Unexcused absences may be appealed to the Senate.
2. An excused absence shall be when a Senator gives a written explanation for the absence to the Speaker Pro Tempore prior to the beginning of the session for which the Senator will be absent. The Speaker Pro Tempore must approve that the excuse is legitimate for a Senator to receive an excused absence.
3. A Senator may be removed after having six (6) total absences in one semester.
4. After four (4) unexcused absences in a semester a Senator will be considered to have resigned *in absentia*.

IMPEACHMENT

(see section 700 of the ASCSU Constitution).

JOB DESCRIPTION – ASSOCIATE SENATOR

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of 2.00. Shall remain enrolled as a CSU student and maintain a 2.00 cumulative GPA throughout the regular academic year.

PURPOSE

An ASCSU Associate Senator is to be responsible and accountable to the students of the college that elects him or her and to the student body as a whole in the areas of:

1. Facilitating communication between students, faculty, administration, the Fort Collins community and other students.
2. Educating others on ASCSU services.
3. Promoting awareness of ASCSU.
4. Motivating and involving others on issues pertinent to students' quality of education.
5. Searching for new areas of student involvement.
6. Maintaining student control of student life.

RESPONSIBILITIES

1. Maintain at least one regular, accessible, and posted office hour per week for the betterment of ASCSU and representation of their college.
2. Serve on at least one committee.
 - A. Internal senate committee (e.g.—Student Funding Board, Internal Affairs, etc.)
 - B. External committee (e.g.— Student Fee Review Board, Parking Services Committee, etc.)
3. Attend at least one Senate meeting in every three week period
4. Sponsor and/or author bills and resolutions. Research content and issues of each resolution and bill prior to each Senate meeting.
5. Act in compliance with the ASCSU Constitution.
6. Be responsive and representative of CSU student needs.
7. Attend a workshop/organizational meeting at the beginning of each semester organized by the elected officers and/or ASCSU advisor.
8. Attend the ASCSU Fall and Spring transition retreats.

COLLEGE COUNCILS

1. Attend College Council meetings and present oral reports of ASCSU matters to the Council.
2. If no College Council exists, Associate Senators are encouraged to establish one.
3. These council meeting dates and places will be given to the Speaker of the Senate by the third week of said term.

SENATORS AND ASSOCIATE SENATORS

Councils shall be responsible for the selection and training of each Associate Senator.

RESIGNATION

1. Inform the Vice President in writing.

2. It is recommended, but not required, that an Associate Senator give advance notice of their intent to resign, and help their College Council find a replacement.

ABSENTEEISM

1. An Associate Senator may be removed after having two (2) unexcused or five (5) total absences in one semester.

IMPEACHMENT

1. (see section 700 of the ASCSU Constitution).

ASCSU SPEAKER PRO TEMPORE

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of 2.00. Shall remain enrolled as a CSU student and maintain a 2.00 cumulative GPA throughout the regular academic year.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU Senate; reports to and is supervised by the ASCSU Vice President.

DUTIES:

1. Term of office consists of the summer, fall, and spring semesters, excluding holidays.
2. Keep at least five, regular, accessible, and posted office hours per week during the entire term of office.
3. The Speaker Pro Tempore may be removed after having two (2) unexcused or five (5) total absences in one semester. However, it is the expectation of the Senate that the Speaker Pro Tempore attend all meetings.
4. Assist the Speaker of the Senate in carrying out all matters pertinent to decorum and order (as defined by Robert's Rules of Order, the Bylaws of the Senate, and decisions of the Speaker) on the floor of the Senate and in the Senate Chambers.
5. Host at least one Senate orientation session a semester to help new ASCSU members become familiar with Senate.
6. Shall assume the Chair in all events where the Vice President is unable to continue in his/her duties thereof, and shall train those members of the Senate in the line of succession for the chair.
7. Shall maintain accurate name placards to be used by all Senators, Associate Senators, Directors, Deputy Directors, Assistant Directors, and other members of the Cabinet during each Senate Session
8. Create and maintain "of the Year" awards and present said awards at the Inaugural Ball. Create the yearly resolution plaque commending the outgoing President and Vice President, to be presented at the final meeting of the outgoing Senate in the Spring.
9. Be responsible for the maintenance and continuation of traditions as practiced by the governing branches of ASCSU.
10. Ensure that accurate copies of all ASCSU governing documents are maintained and updated ~~them~~ as required by Senate legislation, and direct/work with the Parliamentarian in doing so.
11. Assist the Speaker in making sure that accurate, updated pieces of active and past legislation are available to all members of ASCSU.
12. Forward updated copies of all legislation to the ASCSU Website Coordinator and help maintain accurate Senate records on the ASCSU website.
13. Act as a resource to all ASCSU members on the operation and maintenance of the legislative branch.
14. Act as a resource to all ASCSU members on the creation of legislation, on the process and rules of order, and implementation authority of ASCSU Student Government.

15. Act as the coordinator of all internal affairs of the Senate, including aiding the Speaker in the formulation of all internal committees deemed necessary.
16. Encourage and track attendance of Senate members at meetings of the Senate and its internal committees, and shall take appropriate steps to ensure compliance with attendance requirements.
17. Work over the summer on projects including, but not limited to, updating the ASCSU Green Book for the incoming Senate, and any other tasks they deem appropriate to prepare the Senate for the first session of the Fall semester.
18. Act in compliance with the ASCSU Constitution. Be responsible to and representative of the needs and viewpoints of the students of Colorado State University. Perform all duties in an honest, sincere, and responsible manner.
19. Submit the agenda for the week to Senators by 5P.M. on Monday before the Senate Session.

ASCSU PARLIAMENTARIAN

Applicants shall be members of ASCSU at the time of appointment, and shall have a cumulative GPA of 2.00. Shall remain enrolled as a CSU student and maintain a 2.00 cumulative GPA throughout the regular academic year.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU Senate; reports to and is supervised by the ASCSU Vice-President.

DUTIES:

1. Term of office consists of the fall and spring semesters excluding holidays.
2. Keep at least five regular, accessible, posted office hours per week during the entire term of office.
3. Attend all Senate Meetings in their entirety. Assist the Speaker of the Senate in carrying out all matters pertinent to decorum and order (as defined by Robert's Rules of Order, the Bylaws of the Senate, and decisions of the Speaker) on the floor of the Senate and in the Senate Chambers.
4. Be well versed in the rules and procedures of parliamentary law, as dictated by Tenth Edition of Roberts Rules of Order Newly Revised.
5. Advise the Speaker on questions of procedure in transacting the business of the assembly legally, officially, and impartially.
6. Shall assume the Chair in all events where the Speaker and the Speaker Pro Tempore are unable to continue in their duties thereof.
7. Shall maintain accurate records of all current and past legislation as directed and supervised by the Speaker Pro Tempore.
8. Shall ensure that the President receives a copy of all legislation requiring the President's signature, keep those copies for Senate records, and keep the Senate apprised of any signatures or vetoes that occur each week.
9. Be responsible for any and all technologies required to successfully conduct Senate sessions.
10. Ensure that all legislation is in proper format and suitably corrected before the final draft is forwarded to the President for his/her signature.
11. Shall ensure that all legislation is forwarded on, as dictated by said legislation when applicable.
12. Maintain current and accurate public records of all Senate minutes, voting records, and agendas.
13. Act as a resource to all ASCSU members on the operation and maintenance of the legislative branch.
14. Act as a resource to all ASCSU members on the creation of legislation, on the process and rules of order, and implementation authority of ASCSU Student Government.
15. Dress appropriately and conduct personal affairs in a manner that reflects favorably upon the student body of Colorado State University.
16. Act in compliance with the ASCSU Constitution. Be responsible to and representative of the needs and viewpoints of the students of Colorado State University. Perform all duties in an honest, sincere, and responsible manner.