

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY  
FORTY-FIFTH SENATE  
FIFTH SESSION  
9/23/2015**

**RESOLUTION #4601  
ADOPTION OF THE BYLAWS OF THE FORTY-SIXTH SENATE**

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SPONSORED BY: Spencer Nolan, Senator, College of Liberal Arts; Marco Durazo, Senator, College of Liberal Arts; Colton Stott, Senator, College of Liberal Arts; Katt Crowdis, Associate Justice; Edward Kendall, Ex-Officio Member; Christopher Brancaccio, Student; Tyler Siri, Student; : Flint Corliss, Student; Jessica Teal; Student;

WRITTEN BY: Peter James Seel, Student; Mike Lensky, Vice-President,

COLLABORATED WITH:

ENDORSED BY: Daniela Pineda-Soraca, President;

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ABSTRACT: A bill calling for the adoption of the amended bylaws for use by the Forty-Sixth Senate.

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**WHEREAS**

Section 207 states:

“The Senate shall establish its rules of procedure. Two-thirds of the voting membership shall constitute a quorum. Bylaws of the Senate shall contain job responsibilities of Senators and Associate Senators including the offices of Speaker, Speaker Pro Tempore, Parliamentarian, and Senate Recruitment and Retention, shall be the first resolution of the Senate;” and,

**WHEREAS**

Senate should maintain bylaws which are considered up-to-date and keeps practices consistently utilized by the Senate or would have utility while removing archaic sections; so,

**THEREFORE BE IT HEREBY FURTHER ENACTED/RESOLVED**

That the Forty-Sixth Senate adopts the bylaws attached to this bill and will follow them immediately upon adoption of the resolution.

25-0-2  
PASSAGE

5/4/16  
DATE

\_\_\_\_\_  
PRESIDENT DANIELA PINEDA-SORACA

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VICE PRESIDENT MIKE LENSKY

\_\_\_\_\_  
DATE

TAGS: Senate, Bylaws

## **Bylaws of the Forty-Sixth Senate**

### Article I: Membership & Duties

- A. These bylaws are subject to the Constitution and defers to mandates made in the document.
- B. The Speaker shall appoint the Clerk of the Senate.
- C. In accordance with the job descriptions, Senators shall maintain at least five [5] posted office hours per week, and serve on at least one [1] internal committee and one [1] external committee. A Senator will resign *in absentia* after having missed ten [10] office hours in any given semester or for lack of attendance in their respective committees.
- D. Senators shall attend the college council which elected them and report on events in Senate. They shall be responsible for gaining constituent input and representing the students of their college to the best of their ability.
- E. Associate Senators shall: Maintain at least three [3] posted office hour per week, and serve on at least one (1) committee, either external or internal. 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 position from their respective College. Associate Senators have the same responsibility as Senators to attend the college council. An Associate Senator will resign *in absentia* after having missed six [6] total office hours in any given semester and/or for lack of attendance in their respective committees.
- F. All positions that are not Senators or Associate Senators will be termed “Legislative Officers.”
- G. The Speaker shall: Maintain at least twenty [20] office hours per week with ten [10] being in the office and posted, preside over all sessions of the Senate, decide all points of order and perform all duties as directed by the Senate. They may not be a Senator.
- H. The Speaker Pro Tempore shall: Maintain at least twenty [20] office hours per week with ten (10) being in the office and posted, preside at sessions of the Senate in the absence of the Speaker and perform all duties as directed by the Senate. The Speaker pro Tempore shall typically preside over the body. They may not be a Senator.
- I. The Parliamentarian shall: Maintain at least five [5] office hours per week with three [3] being in the office and posted, 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 procedure contained

in the parliamentary authority of the Senate, and perform all duties as directed by the Senate. They may not be a Senator.

- J. The Senate Membership Officer shall: Maintain at least five [5] office hours per week with three (3) being in the office and posted, initiate and educate new Senators, track and record Senator committee membership, and work with Senators in any capacity. They are allowed to concurrently be a Senator.
- K. The Senate Outreach Officer shall: Maintain at least five [5] office hours per week with three [3] being in the office and posted, be responsible for recruiting new Senators, interact with student organizations and college councils, attend events to represent Senate, and communicate with liaisons and other bodies where appropriate. They are allowed to concurrently be a Senator.
- L. 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.
- M. Members of the Senate shall abide by all regulations set forth in 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, Outreach, or Membership officer) the Senate shall elect a replacement within two sessions of vacancy.

- 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 pm, of a regular semester 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 may 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. An agenda shall be created for each Senate session. It will have all of the pertinent information for each session and items not on the agenda must be added by majority of the Senate.
- E. Minutes of the Senate shall be recorded by the Clerk of the Senate and shall be distributed with the agenda for the following session to be approved.
- F. Guest speakers shall be submitted to the Speaker pro Tempore by noon Monday for inclusion in the next Senate agenda.
- G. Guest speakers scheduled to speak to the Senate should be informed that their prepared presentations should be in accordance with Rule 6, Section (A). An extension of the speaker's time may be approved by a majority vote in Senate.
- H. During a guest speaker's presentation, all laptops not being used for official business shall be closed and all non-essential electronics silenced to give the guest speaker proper respect.
- I. Senate members shall dress in appropriate business casual attire. The Speaker may approve suspensions to the dress code. Individuals not in compliance with the dress code may be asked to leave the floor. Definitions and examples of proper business casual clothing may be found in the Green and Gold Book.
- J. The ASCSU Senate shall maintain a two [2] hour time limit on Senate sessions, once Confidence Business is started. The Speaker will keep track of this time, known as the confidence clock, 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.
- K. When the confidence clock expires, the Speaker will interrupt the current agenda to move into a motion of no-confidence. A failed vote reaffirms confidence and immediately moves the Senate back into the interrupted motion. Another vote shall be observed one hour later.

An affirmative vote by two-thirds of the present and voting membership of the Senate tables all motions under consideration until the next session of the Senate and immediately moves the Senate into Announcements.

- L. Upon an affirmed no-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 motions 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 deal with appropriations, constitutional amendments, or other legislation which, when enacted, shall have a binding effect.
- B. A resolution shall deal with 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, and optionally the Speaker pro Tempore and Vice-President, before its first reading for inclusion in the next Senate agenda. Any legislation not following this process may be deemed by the Speaker or Speaker pro Tempore as out of order and will not be 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 or endorsed by at least three (3) senators and three (3) additional members holding floor rights in the Senate or one (1) internal committee.
- E. Legislation shall be numbered in accordance with the Senate number and the order in sequence with other legislation (ex. The third resolution of the 45<sup>th</sup> Senate would be Res. #4503). Bills and Resolutions will be counted separately. Although a number may be given to a bill when it is added to the agenda, said number is not official until it reaches the floor.
- F. A supplemental funding bill only requires one (1) reading.
- G. Bills which come from the Inclusive Excellence Committee (IEC), the Student Fee Review Board (SFRB), or the Board for Student Organizational Funding (BSOF) shall fulfill the requirements to be presented on the floor as long as the committee which is sending the bill has sponsored or endorsed the legislation.
- H. Bills which are brought forward by BSOF or SFRB and are sponsored or endorsed by the committee bringing the legislation to the floor shall automatically be given expedited status upon being adopted.
- I. 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).
- J. At least one author of a bill or resolution must be present for that legislation's first reading.
- K. Debate is allowed after a first reading of any bill or resolution.

- L. 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 expedited status.
- M. 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.
- N. A committee shall reintroduce any amended form of a bill or resolution as one report, with all amendments included in the motion. By majority vote of the Senate, a specific amendment may be dropped from the motion for further consideration. 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.
- O. The second reading only requires the reading of the title of the bill or resolution. A senator may motion to have the full bill read again, requiring a two-thirds vote.
- P. 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.
- Q. 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.
- R. A bill shall require the President's signature to become binding. A resolution requires no signature, but it should be highly considered if being presented to external individuals or bodies. The Vice-President's signature is never required, but may be requested but shows cross branch support.
- S. A bill shall have at least a line for the passage vote and date of passage as well as for the President's signature and date. A line may be included for the signature of the Vice President.
- T. 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.

- A. Ratification during the first Senate session will take place in the following order:
  - i. Office of the President and Vice-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.
- C. For supplementary bodies such as the SFRB, IEC, and BSOF, the members may be voted on as a slate. Should there dissent by more than one (1) senator, any candidate(s) may be removed so that the slate will pass a vote.
- D. 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 if at all possible.

- B. Ratification for standing committee chairs shall be conducted by the ASCSU Senate during the first session during ratification.
- 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. 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 Speaker pro Tempore. 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 before a Senate vote. Attendance reports shall be forwarded to the Senate Membership Officer and Clerk of the Senate monthly for inclusion in the published minutes of the Senate.
- 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. The Senate may also create any committee(s) with the passage of a resolution specifying such committee(s). These shall be considered “ad-hoc” internal committees.
- H. All internal committees may set their own bylaws and rules of order without approval of the Senate these shall abide by the most current edition of Robert’s Rules of Order.
- I. No internal committees shall hold conflicting meeting times with other internal committee meetings or with Senate sessions.
- J. 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.
- K. 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 pro Tempore and the Senate Membership Officer of the number of absences for the member.
- L. 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.
- M. 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.



- N. Each committee chair shall report to the Senate on a weekly basis regarding the committee's activities.
- O. 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 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 vote of the elected Senate body.

## **Forty-Sixth 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:

### **Agenda**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Gallery Input
- V. Consent Agenda
- VI. Guest Speakers
- VII. Executive Reports
- VIII. Judicial Reports
- IX. Legislative Officer Reports
- X. Senator Reports
- XI. Associate Senator Reports
- XII. Ratification & Swearing in of New Members
- XIII. Confidence Business
- XIV. Committee Reports
  - Internal Affairs
  - External Affairs
  - University Issues
- XV. Old Business
- XVI. New Business
- XVII. Announcements
- XVIII. Roll Call
- XIX. Adjournment

- B. For the first session of Senate only, “Ratification & Swearing in of New Members shall appear before Executive Reports.
- C. Items may be moved, deleted, or added to the agenda by a two-thirds vote of the Senate.
- D. If vetoed or pocket vetoed, legislation shall appear on the agenda for the Senate session following the action under Old Business with “(VETOED)” next to the title.
- E. All legislation still in committee shall appear under committee reports. If the chair releases the legislation from committee it will be moved into Old Business.

- F. If prior notice is given to bring up a motion for debate, this shall appear under New Business. This can include motions to adopt legislation.
- G. The Speaker and Speaker pro Tempore 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. All votes for the ratification of new members shall be done via secret ballot unless it is the approval of a slate or by iClicker vote.
- E. An iClicker vote may be ordered by any two (2) Senators.
- F. Voting records shall be made publicly available.

### Rule 4: Debate

- A. The motion for previous question shall not be in order until the author of a motion has yielded the floor.
- B. A speaker shall be limited to speaking twice on any motion, bill, or resolution unless yielded to.
- C. A speaker shall be limited to speaking five times during any question and answer period. A speaker may only say one question in each time, excluding clarifying questions.
- D. A speaker shall be limited to two (2) yields to another individual in the Gallery or the Body during a discussion or questioning period.
- E. A speaker may not reserve his/her speaking time or yields.
- F. A speaker may ask to be removed from, or moved to the end of, a speakers list only once on a motion.
- G. Debate that directly attacks a person (ad-hominem) is not allowed. The offender may be called to order for such statements. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- H. Side conversations during debate are not allowed. Any offenders may be called order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.
- I. Members of the body need to see acknowledgment from the Chair or the Parliamentarian before leaving the floor. Any offenders may be called order. Repeat offenses are grounds for removal from the chambers for the remainder of the meeting.

- J. Using the microphones available in the Senate Chambers shall be the default means of communicating to body. Senators should be aware that the microphones increase the accessibility of the room and that they allow for audio minutes.

#### Rule 5: Associate Senators

- A. Associate Senators have the right of debate and motioning, and shall have limited voting rights.
- B. An Associate Senator may only vote in the absence of a Senator. To take the place of an absent Senator, the Associate Senator must be of the same college. Should that Senator return, the Associate Senator returns to only the right of debate.

#### Rule 6: Ex Officio Members

- A. Ex-Officio members shall be granted rights of debate and motioning, but shall hold no voting rights.
- B. All members of the Executive and Judicial branches shall have ex-officio status.
- C. The ASCSU Administrative Assistant and ASCSU Advisor will be given ex-officio status.

#### Rule 7: Time Limits

- A. There will be 5 minutes for presentations of each motion, bill, resolution, and candidate. There will be 5 minutes of Question and Answer for each candidate for an ASCSU position.
- B. Guest Speakers shall have 20 minutes total: 10 minutes for presentation, and 10 minutes for Question and Answer although the presentation may run into Question and Answer time.
- C. There will be 5 minutes for each report including questions.

## **Forty-Sixth 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: Membership

- A. Senators, Associate Senators, and Legislative officers, excluding the current speaker, all have the right to debate, motion, and vote.
- B. Ex-officio members in the Senate body maintain the right to debate and motion, but do not gain the right to vote.

# ASCSU Job Description

*Associated Students of Colorado State University*

## **Speaker pro Tempore**

Shall receive compensation of \$4,500 for the fall/spring semesters and an additional \$115 for the summer semester.

### **General Eligibility:**

All nominees for the Speaker pro Tempore shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### **General Responsibilities:**

The ASCSU Speaker pro Tempore is responsible for chairing and maintaining Senate if the Vice President is absent or not willing. The Speaker pro Tempore will also act as the highest ranking official of the Senate body. It is important that the Speaker pro Tempore is familiar with parliamentary procedure, proper legislative format, leadership skills as well as feel comfortable being the head of the Senate.

### **Supervision:**

The Speaker pro Tempore is directly accountable to the Students of Colorado State University via the ASCSU Vice-President.

### **Job Specific Tasks and Responsibilities:**

● Contribute a minimum of 20 hours throughout the workweek, **10 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.

- Chairing Senate sessions when the Vice President is not present or willing.
- Chairing the Senate Leadership Meeting.
- Attending Cabinet.
- General Administrative Duties such as creating name placards, updating the Senate roster, and maintaining Senate governing documents.
- Outreach to the Student Body through communication with ASCSU Director of Marketing and the Senate Outreach Officer and ensuring Student Body-Senate connections.
- Aiding the in the creation and editing of Legislation.
- Working with the Senate Membership Officer to ensure that Senators are complying with the responsibilities associated with their role.

### **General Tasks and Responsibilities:**

- Attend the **mandatory** ASCSU Fall Retreat on **August 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup>** as well as the **mandatory** ASCSU Spring Retreat on **January 21<sup>st</sup>**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.

- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General knowledge of Senate and parliamentary procedures as well as legislative writing.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess exceptional oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.
- Good organizational and preparatory skills.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

# ASCSU Job Description

*Associated Students of Colorado State University*

## Parliamentarian

Shall receive compensation of \$1500 for the fall/spring semesters

### General Eligibility:

All applicants for the Parliamentarian shall be students enrolled in at least one (1) oncampus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### General Responsibilities:

The ASCSU Parliamentarian is responsible for facilitating the legislative process. The Parliamentarian will also oversee technology use by Senate. It is important that the Parliamentarian is familiar with Roberts Rules of Order.

### Supervision:

The Parliamentarian is directly accountable to the Students of Colorado State University via the Speaker pro Tempore.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, **3 hours of which are required inside the ASCSU Office.** Work as many extra hours need to fulfill job duties.
- Review submitted legislation for addition to the agenda for spelling, grammar, coherence, and adherence to senate regulations.
- Ensure that legislation is signed by the ASCSU President and Vice President.
- Distribute signed legislation to the proper parties.
- Maintain the bill book.
- Maintain the technology required for the functioning of Senate and be responsible for its usage and execution.
- Responsible for reading bills in Senate.
- Assist the Speaker and Sergeant at Arms with managing Senate session using parliamentary procedure and maintaining general order.
- Provide legislative aid for all Senators.

### General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st.**
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.



- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General Knowledge of Roberts Rules of Order.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

# ASCSU Job Description

*Associated Students of Colorado State University*

## Membership Officer

Shall receive compensation of \$1500 for the fall/spring semesters

### General Eligibility:

All nominees for the Membership Officer shall be students enrolled in at least one (1) on campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### General Responsibilities:

The ASCSU Membership Officer is responsible for promptly connecting with Senators directed from the Outreach Officer. The Membership Officer will also work as a legislative aide to Senators in need. It is important that the Membership Officer is familiar with the inner workings of the ASCSU Senate Body as a whole and the job description of the ASCSU Outreach Officer.

### Supervision:

The Membership Officer is directly accountable to the Students of Colorado State University via the Speaker pro Tempore.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, **3 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.
- Promptly connect with Senators after ratification to provide introductory knowledge about Senate.
- Educate Senators about ASCSU branch interconnection, legislative procedures and Senatorial duties.
- Ensure new members sign up for committees and maintain their attendance at those committees and their college councils.
- Collect personal and contact information for Senators and Associate Senators.
- Update and maintain Senator educational documents.
- Conduct Senator check-in's to identify difficulties Senators may be having as serving as a resource to deal with such issues.
- Act as the primary facilitator for goal-setting among Senators and help them achieve their goals through contacts, resources, and personal assistance.
- General administrative duties relating to maintaining Senate information.
- Providing legislative aide to Senate, with a primary focus on newer members.

### General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU Senatorial job descriptions.
- Friendly and social demeanor.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

# ASCSU Job Description

*Associated Students of Colorado State University*

## Outreach Officer

Shall receive compensation of \$1500 for the fall/spring semesters.

### General Eligibility:

All nominees for the Outreach Officer shall be students enrolled in at least one (1) oncampus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### General Responsibilities:

The ASCSU Outreach Officer is responsible for student organizations and college council outreach. The Outreach Officer will also be responsible for media outreach. It is important that the Outreach Officer is familiar with both the Senate body as a whole as well as outside sources of information and be aware of the job description of the ASCSU Membership Officer.

### Supervision:

The Outreach Officer is directly accountable to the Students of Colorado State University via the Speaker pro Tempore.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of 5 hours throughout the workweek, **3 hours of which are required inside the ASCSU Office and are tracked by the Front Desk.** Work as many extra hours need to fulfill job duties.
- Attend Senate Leadership Weekly Meeting (Time TBD)
- Coordinate outreach with student organizations and college councils.
- Extend new liaison invitations to large representative organizations for Senate.
- Communicate with current liaisons and receive feedback and information.
- Maintain student organization contacts for ASCSU in coordinate with the Department of Outreach.
- Attend Major Events for ASCSU, University, FSL and other organizations to extend Senate communications.
- Keep up to date on the ratification process knowing the number of Senate seats, helping potential Senators and transferring to the Membership Officer.
- Conduct Media Outreach through communication with the Collegian, the Coloradoan, and the ASCSU Director of Marketing.
- General administrative duties regarding maintaining the information for student organizations, college councils, media, and administration with a major focus on contact information.

### General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 14th, 15th, and 16th** as well as the **mandatory** ASCSU Spring Retreat on **January 23rd**.

- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
  - General knowledge of student organizations and media outreach.
  - Conduct oneself in a professional manner.
  - Able to fill a recruitment role and associate responsibilities.
  - Ability to work in a team based environment.
  - Demonstrate excellent interpersonal skills.
  - Possess exceptional oral and written communication skills.
  - Ability to work independently, identify resources, and make independent decisions.
- ASCSU and Colorado State University are equal opportunity employers. Positions, if offered, are pending ASCSU Senate Ratification and the results of a background check.

*Associated Students of Colorado State University*

## **Committee Chair**

Shall receive compensation of \$500 for fall/spring semesters. **General Eligibility:**

All nominees for the Committee Chair shall be students enrolled in at least one (1) oncampus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### **General Responsibilities:**

The Committee Chair is responsible for running their respective internal committee. The Committee Chair will also work as a legislative aide to Senators in need. It is important that the Committee Chair is familiar with the workings of internal committees.

### **Supervision:**

The Committee Chair is directly accountable to the Students of Colorado State University via the Speaker pro Tempore.

### **Job Specific Tasks and Responsibilities:**

- Contribute a minimum of 3 hours throughout the workweek.
- Chair Committee Meeting
- General Administrative Duties
- Legislative Aide

### **General Tasks and Responsibilities:**

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### **Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General Knowledge of the ASCSU Senatorial job descriptions.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.

- Ability to work independently, identify resources, and make independent decisions.

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# ASCSU Job Description

*Associated Students of Colorado State University*

## Senator

### General Eligibility:

All applicants for the Senator shall be students enrolled in at least one (1) on-campus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### General Responsibilities:

The ASCSU Senator is responsible for writing legislation concerning the ASCSU student body as well as the Senate Body itself. The Senator will also represent their respective colleges in the Senate Body. It is important that the Senator is familiar with parliamentary procedure.

### Supervision:

The Senator is directly accountable to the Students of Colorado State University via their respective College Council.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of five (5) hours throughout the workweek, outside of hours spent in Senate. Work as many extra hours need to fulfill job duties.
- Attend weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- They shall also be responsible for:
  - One hour attending the College Council
  - Two hours shall be devoted to committee meetings
  - Two hours shall be devoted to legislation/college council duties.

### General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st**.
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

### Basic Qualifications:



- Ability and interest to represent students of Colorado State University.
- General Knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently and identify resources.

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# ASCSU Job Description

*Associated Students of Colorado State University*

## Associate Senator

### General Eligibility:

All applicants for the Associate Senator shall be students enrolled in at least one (1) oncampus credit at Colorado State University and that are in good standing with ASCSU and CSU at the time of their appointment. They shall maintain this standing and enrollment status throughout their term of office.

### General Responsibilities:

The ASCSU Associate Senator is responsible for writing relevant legislation concerning the ASCSU student body as well as the Senate Body itself. The Associate Senator will also represent their respective colleges in the Senate Body. It is important that the Associate Senator is familiar with parliamentary procedure.

### Supervision:

The Associate Senator is directly accountable to the Students of Colorado State University via their respective College Council.

### Job Specific Tasks and Responsibilities:

- Contribute a minimum of three (3) hours throughout the workweek, outside of hours spent in Senate. Work as many extra hours need to fulfill job duties.
- Attend one (1) in every three (3), at minimum, weekly Senate sessions on Wednesday night at 6:30pm in the ASCSU Senate Chambers.
- Write legislation pertinent to the student body's needs and bring it to the Senate Body.
- They shall also be responsible for:
  - One hour attending the College Council
  - One hour shall be devoted to committee meetings
  - One hour shall be devoted to legislation/college council duties.
  - Voting in the absence of a full senator from their respective college

### General Tasks and Responsibilities:

- Attend the **mandatory** ASCSU Fall Retreat on **August 12th, 13th, and 14th** as well as the **mandatory** ASCSU Spring Retreat on **January 21st..**
- Work to promote the mission of ASCSU.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU.
- Be available to assist and support ASCSU Officials and the students of Colorado State University above and beyond the duties as described herein.
- Act in compliance with the expectations outlined in the ASCSU governing documents including the ASCSU Constitution, ASCSU Code of Ethics and Legislative Bylaws.
- Follow all Colorado State University policies, including the Student Code of Conduct.

**Basic Qualifications:**

- Ability and interest to represent students of Colorado State University.
- General Knowledge of Senate procedures.
- Conduct oneself in a professional manner.
- Ability to work in a team based environment.
- Demonstrate excellent interpersonal skills.
- Possess strong oral and written communication skills.
- Ability to work independently, identify resources, and make independent decisions.

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