

**ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY  
FIFTIETH THIRD SENATE  
6<sup>th</sup> SESSION  
9/27/2023**

**BILL 5303  
2023-2024 ASCSU Judicial Job Descriptions**

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**DISCLAIMER:** A signature to sponsor is not the same as supporting the content of any piece of legislation, it is simply a statement asking for the legislation to be heard.

SPONSORED BY:

WRITTEN BY: Alayna Truxal [Chief Justice of The Supreme Court]

COLLABORATED WITH:

ENDORSED BY:

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**ABSTRACT:** This Bill seeks to approve the 2023-2024 ASCSU Judicial Job descriptions via a majority vote of the ASCSU Senate

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**WHEREAS**

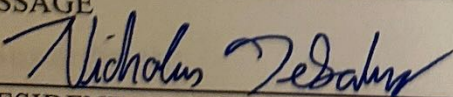
The ASCSU Constitution states, in Section 104 Subsection D, that “Job descriptions shall be created or changed only by the action of a bill passed by the senate”

**THEREFORE BE IT HEREBY ENACTED/RESOLVED**

That the Fifty-Third Senate of ASCSU approve the 2023-2024 Judicial Job Descriptions, so that justices may begin their work.

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

That a copy of this legislation be forwarded to Nick DeSalvo, President of ASCSU at Colorado State University, Jessi Sholts ASCSU Administrative Assistant, Alayna Truxal Chief Justice of ASCSU at Colorado State University

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PASSAGE  
  
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PRESIDENT Nick DeSalvo

9/27/2023  
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DATE  
  
9/28/2023  
\_\_\_\_\_  
DATE

TAGS: Budget, Supreme Court

ASCSU Job Description  
Associated Students of Colorado State University

## **Associate Justice**

Shall receive compensation of \$2,346 for fall/spring semesters combined.

ASCSU Supreme Court Associate Justices will be nominated by the ASCSU president and approved by majority vote of the ASCSU Senate. Associate Justices will serve a two-year term in the form of four semesters (Fall or Spring) beginning on the day of their approval until the end of the fourth semester serving. Associate Justices are eligible for reappointment, subject to the approval of the ASCSU President. Upon vacancy of an Associate Justice position, an applicant will be nominated by the ASCSU President and approved by a majority vote of the ASCSU Senate.

### **General Eligibility:**

Applicants shall be members of ASCSU at the time of appointment and shall have a cumulative GPA of no less than 2.50. If appointed, the justice shall also remain enrolled as a student throughout the regular academic year. Undergraduates enrolled in fewer than six credits shall have completed at least one semester in order to be eligible for the positions.

### **General Responsibilities:**

1. Attend the **mandatory** ASCSU Fall and Spring Retreats as the hiring timeline allows.
2. Attend judicial meetings and other functions scheduled by the Court.
3. Weekly office hours—no less than three hours per week plus one additional hour to fulfill additional job responsibilities.
4. Sit on at least one committee as approved by the Chief Justice.
5. Attend University Pre-Admission Hearings, University Appeal Hearings and All-University Hearing Board meetings.
6. Annually attend a MINIMUM of four NON-ASCSU sponsored events (sponsored by other on-campus student organizations). Of these events, a MINIMUM of two events must be diversity related.
7. Annually attend a MINIMUM of four ASCSU sponsored events, including, but not limited to:
  - Symposiums
  - Senate meetings
  - Ram Leadership Team
  - Cabinet level activities
  - ASCSU retreats
8. Perform other functions as requested by the Chief Justice.

### **Supervision:**

The Associate Justice is directly accountable to the Students of Colorado State University via the Chief Justice of ASCSU and the Deputy Chief Justice of ASCSU.

### **Basic Qualifications:**

- Have some experiences working in groups and present a desire to polish that skill.
- Have a reasonable ability to conduct a logical debate and present a clear argument.

- Understand how to be a mediator in difficult situations within and outside of the ASCSU office.

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

## **Deputy Chief Justice**

Shall receive compensation of \$8,527.02 for fall/spring semesters combined.

The ASCSU Supreme Court Chief Justice will be nominated by the ASCSU President and approved by majority vote of the ASCSU Senate during the academic year for which they will serve. The Deputy Chief Justice serves a term beginning on the day of their appointment until May 31<sup>st</sup> of the spring semester for the academic year they are appointed. The Deputy Chief Justice is eligible for reappointment, subject to the approval of the ASCSU President and the ASCSU Senate.

### **General Eligibility:**

Applicants must be full-time members of ASCSU at the time of nomination and shall have a minimum cumulative GPA of 2.5 preferred. If appointed, the Deputy Chief Justice must remain enrolled throughout the regular academic year (spring and fall semester) within the term of office.

### **General Responsibilities:**

1. Attend the **mandatory** ASCSU Fall and Spring Retreats as the hiring timeline allows. Attend all other **mandatory** trainings.
1. Work with the Chief Justice to schedule weekly judicial meetings and other function of the court.
1. Preside over all court proceedings and business when the Chief Justice is not available.
1. Work with the Chief Justice to submit a report via Cabinet reports regarding the court.
1. Meet weekly with Chief Justice.
1. Schedule meetings as needed with the Supreme Court Advisor.
1. Work closely with the Elections Manager during the Campaign Period.
1. Work closely with the Office of Conflict Resolution and Student Conduct Services, Sport Clubs, Student Organizations, Greek Life, and any other relevant University organizations, departments, or offices.
1. Contribute a minimum of 15 hours throughout the workweek, 7 hours per week of which are required inside the ASCSU office or available for remote meetings.
1. Sit on a **MINIMUM** of one committee. Committees may include:
  - a. Conflict Resolution and Student Conduct Services Advisory Board
  - a. Student Legal Services Advisory Board
  - a. Student Fee Review Board
  - a. Any ASCSU internal committee

1. Attend University Pre-Admission Hearings, University Appeal Hearings, and Substance Abuse Ticket Appeal Hearings.
1. Attend meetings of the All University Hearing Board.
1. Attend a MINIMUM of four NON-ASCSU sponsored events, rather sponsored by other on-campus student organizations. Of these events, a MINIMUM of two events must be diversity related. Attend a MINIMUM of four ASCSU sponsored events including, but not limited to:
  - Symposiums
  - Senate meetings
  - Ram Leadership Team
  - Cabinet level activities
  - ASCSU retreats

### **Supervision:**

The Deputy Chief Justice is directly accountable to the Students of Colorado State University via the Chief Justice of ASCSU and the President of ASCSU.

### **Basic Qualifications:**

- Have experience working in groups and present a desire to expand that skill.
- Have a reasonable ability to conduct a logical debate and present a clear argument.
- Have previous officer or leadership experience (Preferably within the ASCSU Supreme Court, but not required)
- Understand how to be a mediator in difficult situations within and outside of the ASCSU office.

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ASCSU Job Description  
Associated Students of Colorado State University

## **Chief Justice**

Shall receive compensation of \$10,370.70 for fall/spring semesters and \$2,905.80 for the summer.

### **General Eligibility:**

Applicants must be full-time members of ASCSU (enrolled in at least 1 credit) each semester in the Fall/Spring at the time of nomination and shall have a minimum cumulative GPA of 2.5 (2.75 preferred) to keep and maintain office. If appointed, the Chief Justice must remain enrolled throughout the regular academic year (spring and fall semester) within the term of office.

### **Supervision:**

The ASCSU Supreme Court Chief Justice will be nominated by the ASCSU President and approved by majority vote of the ASCSU Senate during the preceding academic year

for which they will serve. The Chief Justice serves a one-year calendar term beginning on June 1<sup>st</sup> of the year of their appointment until May 31<sup>st</sup> one year later. The Chief Justice is eligible for re-nomination subject to the approval of the ASCSU President.

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

- Contribute **15 hours per week** during the summer period
- Attend the mandatory ASCSU Executive Cabinet Leadership Retreat (Date TBD)
- Attend SLiCE P-Card training (Date TBD)
- Attend regular meetings with the ASCSU President and Speaker, time TBD.
- Collaborate with the Marketing Department to strategize an organizational marketing plan for the academic year
- Collaborate with other branches to revamp the records website and create a definitive record keeping/distribution processes
- Collaborate with other branches to contribute planning for ASCSU Retreats, professional development opportunities, and community engagement for all branches
- Build relationships with key CSU Professional Staff members

### **Fall/Spring - Job Specific Tasks and Responsibilities:**

- Contribute a **minimum of 20 hours throughout the workweek, 10 hours per week of which are required inside the ASCSU Office.**
- Attend Cabinet meetings or delegate an associate justice to attend - **Wednesdays during the school year from 5-6 p.m.**
- Attend and chair meetings of the All University Hearing Board
- Attend mandatory trainings throughout the year, and seek professional development opportunities for the judicial branch
- Schedule judicial meetings and other functions of the court
- Preside over all court proceedings and business including but not limited to opinion/review requests, internal complaints, etc.
- Submit an electronic weekly report via Cabinet reports
- Help hire, train, and meet weekly with the Deputy Chief Justice
- Help hire, train, and meet regularly with Associate Justices
- Schedule regular meetings with the ASCSU President and Speaker of the Senate, time & frequency TBD
- Facilitate collaboration among the judicial branch with the legislative and executive branch
- Attend Senate sessions to ratify new members and give updates as needed
- Schedule meetings as needed with the ASCSU Advisor(s)
- Manage the Elections Manager hiring process
- Meet weekly with the Elections Manager and additionally as necessary
- Assist with the operations of the Election Season as necessary
- Work closely with the Student Resolution Center, Sport Clubs, Student Organizations, Fraternity and Sorority Life, and any other relevant University organizations, departments, or offices
- Collaborate with other members to continually plan for ASCSU Retreats, professional development opportunities, and community engagement for all branches

- Sit on a **MINIMUM of 2** committees. Help branch leaders to appoint ASCSU officers to campus committees. Committees may include but are not limited to:
  - Student Resolution Center Advisory Board
  - CSUPD Substance Abuse Ticket Appeals Committee
  - Student Legal Services Advisory Board
  - Student Fee Review Board
  - Any ASCSU internal committee

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

- Work to promote the mission of ASCSU being a Steward of the ASCSU student fee.
- Maintain a work area that is professional and conducive to a pleasing work environment.
- Present a professional image of ASCSU both internally and externally.
- 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 Judicial 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
- Conduct oneself in a professional manner on and off-campus
- Ability to work in a team based environment
- Demonstrate excellent interpersonal skills and possess strong oral and written communication skills
- Ability to work independently, identify resources, and make independent decisions

### **Ideal Qualifications:**

- General knowledge of managerial and conflict resolution skills
- Have experience working and leading in a group setting and present a desire to expand that skill
- Have a reasonable ability to conduct a logical debate and present a clear argument
- Have previous officer or leadership experience
- Be familiar with the ASCSU Constitution, ASCSU Code of Ethics, and Executive Bylaws
- Be familiar with the CSU Student Code of Conduct
- Have previous experience on the ASCSU Supreme Court (*preferred but not required*)

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