

# ASSOCIATED STUDENTS OF IDAHO STATE UNIVERSITY SENATE STIPEND RULE BOOK

Revised January 2020

## President

### DUTIES AND RESPONSIBILITIES:

1. Oversee the organization of ASISU.
2. Read and understand the ASISU Bylaws, Constitution, Senate Rule Book, Election Code, and Parliamentary Procedure.
3. Ensure that ASISU money is properly used.
4. Report to Senate during the "President's Report."
5. Attend the ISU President's cabinet meetings.
6. Attend State Board of Education meetings.
7. Meet weekly with the ASISU General Manager.
8. Hold Cabinet Meetings once a week or when needed.
9. Attend Finance Committee meetings.
10. Attend Government Relations Board meetings.
11. Attend Committee meetings as requested, or send a student representative.
12. Wear Bengal gear and a name badge every Wednesday.
13. Serve at least four (4) office hours weekly.
14. Represent student interests.
15. Attend a transition meeting with the outgoing ASISU President between the time of being elected and the end of the semester in progress.
16. Plan the ASISU End-of-the-Year Banquet.
17. Attend the ASISU End-of-the-Year Banquet.
18. Plan the Student Senate Training Retreat.
19. Attend the Student Senate Training Retreat.
20. Attend the State of the University Address.
21. Uphold the ASISU Bylaws and Constitution.
22. Maintain a 3.0 GPA.
23. Carry at least three (3) credit hours.
24. Maintain good relations between the administration, community, and student body.
25. Organize student leadership workshops as needed.
26. Review checklists for the Vice President, Outreach Vice President, Finance Officer, and Elections Commissioner and submit any scholarship deductions to the ASISU Administrative Assistant.
27. Complete a monthly checklist and review. The President's checklist will be kept on file in case of any discrepancies, complaints, or inquiries.

## **Vice President**

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee the Senate of ASISU.
2. Wear Bengal gear and a name badge every Wednesday.
3. Attend all Senate meetings.
4. Read and understand the ASISU Bylaws, Constitution, Senate Rule Book, Election Code, and Parliamentary Procedure.
5. Attend Committee meetings as requested.
6. Serve at least three (3) office hours weekly.
7. Attend President's Cabinet meetings weekly.
8. Attend Finance Committee meetings weekly.
9. Plan the Student Senate Training Retreat.
10. Attend the Student Senate Training Retreat.
11. Attend a transition meeting with the outgoing ASISU Vice President between the time of being elected and the end of the semester in progress.
12. Plan the End-of-the-Year Banquet.
13. Attend the End-of-the-Year Banquet.
14. Maintain a minimum 3.0 GPA and 6 credit hours.
15. Review checklists for the Senators and Senate Pro-Tempore and submit any scholarship deductions to the ASISU Administrative Assistant.
16. Complete monthly checklist and return it to the President.

## **Outreach Campus Vice President**

### **DUTIES AND RESPONSIBILITIES:**

1. Publicize, promote and make more accessible all the programs that ASISU offers to students.
2. Wear Bengal gear and a name badge every Wednesday.
3. Assist others in creating new Student Organizations on their campus.
4. Assist current Student Organizations with events or promotions.
5. Talk with students on an individual basis in order to gain a clear understanding of students' needs and requests on campus.
6. Attend weekly outreach campus ASISU meetings.
7. Attend at least one Outreach Campus Student Activities Board meeting a month.
8. Attend President's Cabinet meetings weekly.
9. Attend Finance Committee meetings weekly.
10. Attend one (1) Senate meeting monthly.
11. Serve at least three (3) office hours weekly on their designated campus.
12. Attend a transition meeting with the outgoing ASISU Outreach Campus President between the time of election and the end of the semester in progress.
13. Attend the Student Senate Training Retreat.
14. Attend the End-of-the-Year Banquet.
15. Maintain a minimum 3.0 GPA and 8 credit hours, with at least one course on their outreach campus.
16. Maintain contact with ASISU officers, senators, and others involved with student government.
17. Complete monthly checklist and return it to the President.

## **Finance Officer**

### **DUTIES AND RESPONSIBILITIES:**

1. Read and understand the ASISU Bylaws, Senate Rule Book, Election Code, Constitution, and Parliamentary Procedure.
2. Wear Bengal gear and a name badge every Wednesday.
3. Attend all ASISU Finance Committee meetings (including the line item and supplemental hearings).
4. Attend weekly President's Cabinet meeting.
5. Serve at least three (3) office hours weekly.
6. Keep a record of all contingency fund requests.
7. Notify student organizations of financial Bylaw amendments.
8. Attend the Student Senate Training Retreat.
9. Attend the ASISU End-of-the-Year Banquet.
10. Maintain a minimum 2.0 GPA and 12 credit hours.
11. Complete monthly checklist and return, along with committee checklists, to the President.
12. Oversee and assist clubs with financial matters.
13. Attend a transition meeting with the outgoing ASISU Finance Officer between the time of being appointed and the beginning of the next semester.

## Elections Commissioner

### DUTIES AND RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Election Code, and Constitution.
2. Uphold the ASISU Mission Statement, Bylaws, Election Code, and Constitution.
3. Wear Bengal gear and a name badge every Wednesday.
4. Attend President's Cabinet meetings.
5. Attend all Elections Commission meetings.
6. Serve at least one (1) office hour weekly.
7. Maintain a minimum 2.0 GPA and 12 credit hours.
8. Attend the Student Senate Training Retreat.
9. Attend the ASISU End-of-the-Year Banquet.
10. Review checklists for the Elections Commission and submit any scholarship deductions to the ASISU Administrative Assistant.
11. Complete monthly checklist and return, along with committee checklists, to the President.
12. Complete tasks listed:
  - A. Elections Commissioner is selected; begins interviews and selects Elections Commission members.
  - B. Members should familiarize themselves with the ASISU Bylaws, Election Code, and Constitution.
  - C. Meet with ASISU Senate to approve election timeline.
  - D. Present rules and regulations to the ASISU Senate.
  - E. Set dates and times for informational meetings and reserve rooms.
  - F. Create election packets (include rules and regulations).
  - G. Make candidate packets available.
  - H. Process applications as per the Bylaws.
  - I. Create advertising campaign and begin advertising in the Bengal, bulletin boards, electronic bulletin boards, etc.
  - J. Schedule rooms for candidate debates.
  - K. Hold informational meeting.
  - L. Hold mandatory meeting and have candidates proof names.
  - M. Patrol for active campaign violations.
  - N. Conduct election.
  - O. Post the election results on ASISU doors Student Affairs' door, The Bengal Newspaper door, and PSUB information desk.
  - P. Assess fines and return deposits.
  - Q. Present election results to the ASISU Senate for approval.

## Elections Commission Members

### DUTIES AND RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Election Code, and Constitution.
2. Uphold the ASISU Mission Statement, Bylaws, Election Code, and Constitution.
3. Wear Bengal gear and a name badge every Wednesday.
4. Attend all Elections Commission meetings.
5. Serve at least one (1) office hour monthly.
6. Attend all scheduled meetings and activities in relation to the Elections Commission.
7. Maintain a minimum 2.0 GPA and 12 credit hours.
8. Attend the ASISU End-of-the-Year Banquet.
9. Complete monthly checklist and return to the Elections Commissioner.
10. Complete all duties as stated in the Election Code:

#### Election Code

##### Article II-Elections Commission

##### Section 6-Duties of the Deputy Elections Commissioner

- A. To assist the Commissioner, to be responsible to him/her, and to aid in all Commissioner duties.
- B. To assume the duties of the Commissioner in the event of the resignation, removal, temporary or permanent disability of the Commissioner to perform his/her duties, until such time as a replacement is selected.
- C. To act as the primary liaison between all candidates and the Commission.
- D. To conduct, or delegate the conducting of, the Candidates' Meeting.
- E. To maintain a file of all Commission records, papers, forms, reports or statements filed by each candidate, party, or group.
- F. To tabulate votes in all ASISU elections.
- G. To assist the other members of the Commission when necessary.
- H. To carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.

##### Section 7-Duties of the Publicity Coordinator

- A. To assist the Commissioner and to be responsible to him/her.
- B. To provide extensive publicity of the candidate filing period and election, in such a manner to ensure that all elements of the University community will receive equal notice.
- C. To create the Voters' Guide.
- D. To tabulate votes in all ASISU elections.
- E. To assist other members of the Commission when necessary.
- F. To carry out other functions and duties as required by the ASISU Constitution, Election Code, and Bylaws.

## **Senate Pro-Tempore**

### **DUTIES AND RESPONSIBILITIES:**

1. Read and understand the ASISU Bylaws, Senate Rule Book, Constitution, and Parliamentary Procedure.
2. Uphold the ASISU Mission statement, Bylaws, and Constitution.
3. Wear Bengal gear and a name badge every Wednesday.
4. Attend all Senate meetings.
5. Conduct Senate meetings that the ASISU Vice President cannot attend.
6. Attend and conduct all Caucus meetings.
7. Attend all Cabinet meetings.
8. Serve two (2) office hours in the ASISU Office each week conducting ASISU business.
9. Make club and committee assignments for senators.
10. Be an advocate for senators when they have questions or concerns regarding senator responsibilities and procedures.
11. Contact assigned clubs at least one (1) time per month.
12. Meet with assigned clubs at least two (2) times in person.
13. Attend the ASISU retreat.
14. Attend the Senate In-Service.
15. Attend the ASISU End-of-Year Banquet.
16. Maintain a minimum 2.0 GPA and 12 credit hours.
17. Complete monthly checklist and return it to the Vice President.

## Senator

### DUTIES AND RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Senate Rule Book, Constitution, and Parliamentary Procedure.
2. Uphold the ASISU Mission statement, Bylaws, and Constitution.
3. Introduce oneself at the beginning of each semester to all on campus classes.
4. Attend all Senate meetings.
5. Attend all Caucus meetings.
6. Attend all assigned ASISU committee meetings.
7. Attend all assigned university committee meetings.
8. Wear Bengal gear and a name badge every Wednesday.
9. Serve at least one (1) office hour weekly.
10. Conduct at least two (2) field hours each month.
11. Participate in ASISU Speaks once per semester.
12. Contact assigned clubs one (1) time during the first 30 days of each semester and one (1) time at least one week prior to the date incentive points are due.
13. Contact assigned line item account at least one (1) time per month and report to the ASISU Finance Committee once during fall and spring semesters (Finance Committee members only).
14. Perform one (1) ASISU sanctioned service project per semester.
15. Attend one (1) ASISU sanctioned event per semester on an outreach campus.
16. Attend the Student Senate Training Retreat.
17. Attend the ASISU End-of-the-Year Banquet
18. Maintain a minimum 2.0 GPA and 12 credit hours.
19. Complete monthly checklist and return it to the Vice President.



## Supreme Court Chief Justice

### DUTIES AND RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Constitution, Senate Rule Book, and Election Code.
2. Wear Bengal gear and a name badge every Wednesday.
3. Oversee the duties of the Supreme Court Justices.
4. Chair meetings twice a semester (ie: Sept, Nov, Feb, Apr).
5. Maintain a minimum 2.0 GPA and 12 credit hours.
6. Reserves the right to interpret the Constitution.
7. Act as a moderator if an issue is brought and attempt to resolve the issue before presenting it to the Justices.
8. May decide cases under the authority of the court in the best interest of the student body.
9. Maintain View Point Neutral perspective.
10. Keep all cases confidential.
11. Attend the End-of-the-Year Banquet.
12. Review checklists for the Supreme Court Justices and submit any scholarship deductions to the ASISU Administrative Assistant.
13. Complete monthly checklist and review. The Chief Justice's checklist will be kept on file in case of any discrepancies, complaints, or inquiries.

## **Supreme Court Justice**

### **DUTIES AND RESPONSIBILITIES:**

1. Read and understand the ASISU Bylaws, Constitution, Election Code, and Senate Rule Book.
2. Wear Bengal gear and a name badge every Wednesday.
3. Attend meetings twice a semester (i.e. Sept, Nov, Feb, Apr).
4. Maintain a minimum 2.0 GPA and 12 credit hours.
5. Reserves the right to interpret the Constitution.
6. May overturn legislation in the best interest of the student body.
7. Attend the End-of-the-Year Banquet.
8. Complete monthly checklist and return it to the Chief Justice.