

THE GREEN BOOK

ASSOCIATED STUDENTS



ASCSU

of Colorado State University

2011 – 2012

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Welcome to ASCSU!

As the President and Vice President of the Associated Students of Colorado State University, let us welcome you to the representative government of the more than 29,000 individuals on campus. You are now a part of the student body that represents students at a local, state and national level. You will serve the student body by representing their needs, wants and interests to the administration, faculty, state representatives, students, and everyone else you meet from here on out.

ASCSU represents all of these things for students through a multitude of ways: operate the nation's second largest safe ride program (RamRide), oversee the allocation of more than \$40 million in student fees through the Student Fee Review Board, lobbying at the state legislature, working as the student representatives at the Board of Governors, the annual Grill the Buffs pep rally, For Ever Green t-shirts, voicing student concerns through the ASCSU Senate, working with Faculty Council to make academic changes for students, collaborating with all the Diversity offices on campus to promote education and awareness of diversity on campus, and funding student organization programs and events through the Student Funding Board.

As a member of ASCSU, you are now representing the opinions and voice of more than yourself, but of your fellow Rams. ASCSU is always here to represent students and listen to their opinions and concerns. We are here to protect, inspire, engage, educate and represent all students at Colorado State University. We are expecting great things for this year and we welcome you to our organization.

Sincerely,

Eric and Rachel

ASCSU Advisors

Department/Branch	Advisor Name	Affiliated With
Overall Advisors	Blanche Hughes	VPSA Office
	Mike Ellis	LSC
	Pamela Sampson	SLiCE
	Lance Wright	Campus Activities
Administrative Assistant	Kim Grubbs	ASCSU
Cabinet/President	Pamela Sampson	SLiCE
Senate/Vice President	Lance Wright	Campus Activities
Supreme Court Chief Justice/Court	Rob Lowery	Student Legal Services
	Chris Bryson	Conflict Resolution
Chief of Staff/Deputy Chief of Staff	Deanna Leone	SLiCE
University Affairs	Jody Donovan	VPSA Office
Diversity and Outreach	Linda Ahuna-Hamill	VPSA Office
Governmental Affairs	Susan Opp	Political Science Dept.
Community Affairs	Jeannie Ortega	Off Campus Life
Controller, Director of Finance	Michele Frick	SLiCE
	Diana Saylor	SLiCE
Public Relations	Kimberly Sorensen	External Relations - Public Relations
Marketing		
Student Services	Kim Grubbs	ASCSU
RamRide	Mary Branton-Housley	Campus Activities
	Kim Grubbs	ASCSU
Community Development	Bobby Kunstman	SLiCE
	Enrique Lara	SLiCE
Academics	Bob White	CASA
Sustainability & Health	Christina Berg	Hartshorn Health Services
Elections	Kathy Harward	Student Legal Services
Student Funding Board	Michele Frick	SLiCE
Student Fee Review Board	Mike Ellis	LSC
	Lynn Johnson	Assoc. VP, Finance & Budget

Names to Know at CSU

Board of Governors of the CSU System

- Officers
 - Joseph C. Zimlich, *Chair*
 - Dorothy Horrell, *Vice Chair*
 - Don Elliman, *Treasurer*
 - Ed Haselden, *Secretary*
- Voting Members
 - Dennis E. Flores
 - Scott C. Johnson
 - Mary Lou Makepeace
 - Patrick McConathy
 - Penfield W. Tate, III
- Non-Voting Members
 - Eric Berlinberg, *Student Representative for CSU-Fort Collins*
 - Carole Makela, *Faculty Representative for CSU-Fort Collins*
 - Isaiah Gregory, *Student Representative for CSU-Pueblo*
 - Kristina Proctor, *Faculty Representative for CSU-Pueblo*

CSU Administration

- Tony Frank, *President*
- Rick Miranda, *Provost & Executive Vice President*

- Blanche Hughes, *Vice President for Student Affairs*
- Louis Swanson, *Vice President for Engagement*
- Amy Parsons, *Vice President for University Operations*
- Robin Brown, *Vice President for Enrollment and Access*
- Tom Milligan, *Vice President for External Relations*
- William Farland, *Vice President for Research*
- Mary Ontiveros, *Vice President for Diversity*
- Patrick Burns, *Vice President for Information Technology and Dean of Libraries*
- Ron Sega, *Vice President for Energy and the Environment*
- Brett Anderson, *Vice President for Advancement*

Frequently Asked Questions by Students

What does ASCSU stand for, and who really is in ASCSU?

ASCSU stands for the Associated Students of Colorado State University. Every student is a member of the organization per the ASCSU constitution. Any member can be an officer of the organization as long as they have a 2.0 GPA.

How can I contact the ASCSU offices?

The office phone number is 970-491-5931. The front desk administrative assistant can be reached through e-mail at ascsu_frontdesk@mail.colostate.edu.

What are the basics? I really know nothing about ASCSU.

ASCSU is your student government and every student at CSU is a member. ASCSU consists of three branches: the Executive, the Senate and the Supreme Court. Out of the Executive come many of the services that ASCSU provides personally to every student. The Senate, through legislation, is the representative voice of the student body. The Supreme Court handles all internal division and works with Conflict Resolution and Student Conduct Services over student disciplinary appeals. ASCSU is funded by student fees. ASCSU is, through the student fee review board, the oversight of over \$31 million in student fees, including areas such as the Lory Student Center, Campus Recreation Center and Athletics.

Where is the ASCSU Office located?

The office is located in the south section of the Lory Student Center located near the LSC Theater. Coming from the main entrance, walk towards the information desk and take a left at the elevator. Follow the hallway (South) until you reach the end and take a left at the Curfman Gallery. Walk to the end of the hallway and the office will be on your left (north) side across from the Senate Chambers.

How do I get involved?

There are several ways to get involved in ASCSU. The most common way to be involved is to volunteer for RamRide, but students can also be members of SFB or SFRB without holding another position in the organization already. There are also several ways to become an officer in the Senate, Cabinet, or Supreme Court. To become a Senator or Associate Senator, you can contact the Vice President or the Speaker Pro Tempore, who can get you in touch with your College Council President. The ASCSU website will provide you information on whether there are open positions in the Cabinet and in the Supreme Court.

What does ASCSU really do for me?

There are several things that ASCSU directly does for you. We provide service such as RamRide, Positive Impact, the Collegiate Readership Program, a free Transfort Bus pass, Ram Road Trips, For-Ever-Green t-shirts, and senior gifts in addition to funding for student programs. ASCSU also hires lobbyists to advocate for the students at the State Capitol, and ASCSU members lobby the City Council as well.

How can I contact a Senator?

There are several opportunities to contact your Senator. The Senator Outreach Program places Senators out on the LSC plaza and around campus ready to answer questions or hear concerns you may have about the

University. You can also contact them by e-mail or stop by during their office hours, which are posted on the ASCSU website.

I have something I want to change on campus; how do I go about doing that?

One avenue to effect change is through legislation. Any student is eligible to write his or her own legislation, but you can also contact a senator to help you write it. Through legislation, the Administration will be able to hear your voice. Additionally, contacting a member of the Executive, either the President, Vice President, or other Cabinet member, can help direct you to the appropriate person.

How can I change student fees?

The best way to change student fees is to join the Student Fee Review Board. You can contact the Vice President if you would like to sit on the board.

How do I get my announcement on the Marquee?

First you have to have your program sponsored by a department within ASCSU or have your program sponsored by SFB. These options can be found on the Electronic Marquee Form, which you can pick up from the office or find on the ASCSU website.

Can ASCSU help my student organization with a program we are doing?

Yes, ASCSU can endorse as well as fund student organization programming. Again, you can contact a senator to have your program endorsed. You may also contact the Director of Finance at ASCSU_finance@mail.colostate.edu to connect with a Student Funding Board liaison who will help you pursue funding through SFB.

How do I get my bus pass? What if I lose it?

Your RamCard functions as your bus pass.

What are the ways I can get funding for my program?

There are two outlets you can receive funding from. The first is to have a department within ASCSU sponsor your program. A second way is to get funding is from SFB, which gives over \$200,000 to student organizations every year. To receive more information, go onto the ASCSU website and click on the SFB link, or e-mail the Director of Finance.

Who is paying for all of these new construction projects in buildings like the Academic Instruction Building?

Students pay for capital construction through the university facility fee. Each student pays \$10 per credit hour to the University Facilities Fee Advisory Board (UFFAB). A board of students decides what projects to approve and details about how the construction will look.

What is the technology fee and where does it go?

The technology fee is a fee that all students pay for and the money goes to the University Technology Fee Advisory Board (UTFAB). This goes toward maintaining and improving the technology around campus including “smart classrooms” and providing laptops to check out at the library.

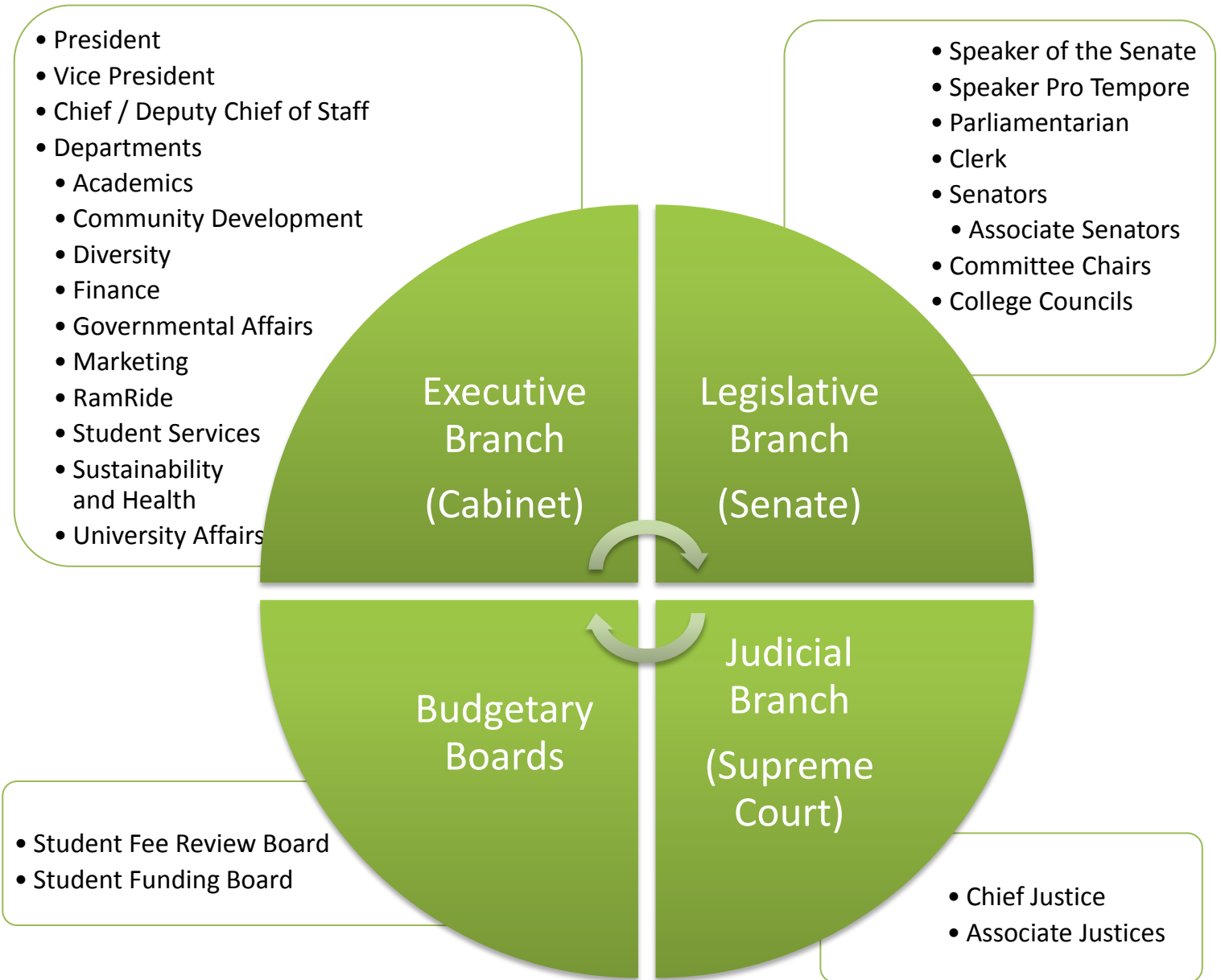
What do the Acronyms SFB and SFRB stand for?

SFB stands for Student Funding Board and is the financial board of ASCSU. This board consists of students and allocates \$250,000 to student organizations for programs they wish to provide on campus. If you are interested, go to the ASCSU website and click on the SFB link. SFRB stands for Student Fee Review Board and is another financial board of ASCSU. This board consists of students and it over sees the allocation of \$31 million every year to fee funded areas around campus.

I left some personal items in the RamRide car, how can I get them back?

Contact the ASCSU office and inform them of your lost item. The RamRide department will contact you if they found your specific item.

ASCSU Organizational Overview



Senate

The Senate is composed of representatives from all eight colleges, open option students and graduate students. The students represented are through:

- College of Business
- College of Applied Human Sciences
- Warner College of Natural Resources
- College of Veterinary Medicine and Biological Science
- College of Engineering
- College of Liberal Arts
- College of Natural Sciences
- College of Agriculture
- Intra-University
- Graduate School

Senate officers include the Vice President (as the Speaker of the Senate), the Speaker Pro Tempore, and the Parliamentarian. The Senate, through legislation (Resolutions and Bills), expresses the student voice on issues affecting students at the university, city, state and federal levels. Senators are elected to their position either through the general election which takes place in the spring semester or through elections held by their respective college council.

Each week, the committees of Senate meet to create, change, and discuss legislation before it goes before the Senate floor. The committees of Senate are comprised of Internal Affairs, External Affairs, and University Issues.



Cabinet

The Executive is composed of the President, Vice President and Department members. Each Department is run by a Director and, if applicable, Deputy, Associate, and Assistant Directors. The President, Vice President, Directors, Deputy/Associate Directors, and Executive Assistants are paid positions. All Departments are funded through the executive budget and are allocated a set amount of funds for programming and services.

ASCSU President

The ASCSU President serves as the Chief Executive of the Associated Students of Colorado State University. One of the primary roles of the ASCSU President is to serve as the student representative to the Colorado State University System Board of Governors. The ASCSU President is responsible for representing student issues, needs, and concerns to the CSU administration, the Board of Governors, and the State and Federal Government. The president also has discretion over the ASCSU budget and is a signatory on all contractual agreements that ASCSU enters into. The ASCSU President also serves as the leader of the ASCSU cabinet and is responsible for hiring and managing cabinet members. Additionally, the ASCSU president participates in University affairs such as budget and financial planning, as well as serves as a member of the physical development committee.

ASCSU Vice President

The ASCSU Vice President serves as the Speaker of the Senate, and as the chair of the Student Fee Review Board. Additionally, the Vice President assists the President in carrying out the duties of the executive as well as serving as chair of the Homecoming Pacesetters selection process.

Chief of Staff, Deputy Chief of Staff

The Chief and Deputy Chief of Staff are positions of oversight in that they oversee the executive cabinet to make sure that it is running effectively, and that the goals and objectives of the ASCSU President and Vice President are being met. These officials act as a resource that members of ASCSU can use for guidance, information, or help with projects, and also ensure that ASCSU is an environment conducive for all.

Academics

The Department of Academics focuses on the academic aspects of student life. The department appoints students to sit on six different subcommittees within Faculty Council to work on issues affecting curriculum, classroom environments, athletics, libraries, etc. Academics works closely with University administration and faculty to offer student input on a variety of issues to improve the academic quality at CSU. This includes working on projects to help provide convenient resources such as Test File, a syllabi sharing website, free blue books for students, and more affordable textbooks.

Community Development

The department of Community Development's primary goal is to facilitate student involvement in ASCSU through community service, leadership development and providing support to other student run entities on campus. This department works to coordinate ASCSU service projects as well as provide students with vital information about the recourses available to them. The department of Community Development also seeks to foster excellence in leadership. One way of facilitating leadership development is through staff retreats and training and the second is through our Ram Leadership Team program, geared at helping first and second year students identify their leadership style and passion.

Diversity

The Department of Diversity aims to work with a variety of groups on campus to increase the knowledge of and address campus-wide diversity through supporting established programs, creating new programming, and finding other ways to bridge the gaps between an ideal of inclusive, supportive and diverse community atmosphere and Colorado State University.

Finance

The Director of Finance and Controller are responsible for the proper accounting of ASCSU's \$1.9 million budget by working with all departments and many vendors to ensure items are paid in a proper and timely fashion along with contract and requisition execution. The Controller is responsible for the bookkeeping and filing of expenses and receipts. The Finance Office also processes receipts and contracts for events funding by the Student Funding Board.

- Within the Finance Department, the **Controller** tracks expenses for the executive board and make sure that everyone stays on budget. They are also in charge of getting time sheets in on time so everyone can get paid. They have access to the P-card and can make and authorize purchases for Departments.

Governmental Affairs

The Governmental Affairs Department has two major roles. First, it works to strengthen community relations, increase student participation in city issues and elections, and acts as a representative of Colorado State students to the city of Fort Collins. This Department also informs, educates, and raises awareness of important city issues that can and will affect students and the larger community. We also work proactively to develop a positive relationship with city officials, neighbors, and citizens. Second, the Governmental Affairs Department serves as the link between the students of Colorado State University and state government. It works closely with lobbyists, legislators, administrators, and state executive officers to ensure that students at CSU are always well represented.

Marketing

The Marketing Department advises, coordinates, and designs content and promotions for ASCSU in general, its internal departments, and events sponsored by the Student Funding Board. Additional responsibilities include development of a wide variety of promotional concepts and materials for events, publications, and social media.

RamRide

The goal of the RamRide Department, as a whole, is improving the safety of the Fort Collins community by running three separate programs that encourage safe practices by Colorado State University students in many different situations. The RamRide Department is primarily in charge of overseeing the nightly operations of RamRide on Thursdays, Fridays, and Saturdays. During most weeks of the school year, this includes providing rides from 10:00 pm until 2:00 am on Thursday nights and from 10:00 pm until 3:00 am on Fridays and Saturdays. The department also oversees the operations of RamRide Return, which serves to provide a safe, non-judgmental ride back to a patron's car during the morning on Saturdays and Sundays. The final program in the RamRide Department is Positive Impact, which works to create a safe environment at CSU Football games by monitoring alcohol use and enforcing rules at Hughes Stadium. Overall, the RamRide Department is dedicated to the safety of Colorado State University and the surrounding Fort Collins Community.

Student Services

Student Services is an ASCSU Department that exists solely to enhance the Ram experience in all aspects of student life. The only limit to this department's possibility is a limit in our imagination. A few of our current programs include: Grill the Buffs Pep Rally, Positive Impact, and Shamrock Shuttle discount coupons. More recently, this department is becoming more involved with Athletics, Preview/Orientation, and CSU traditions.

Sustainability and Health

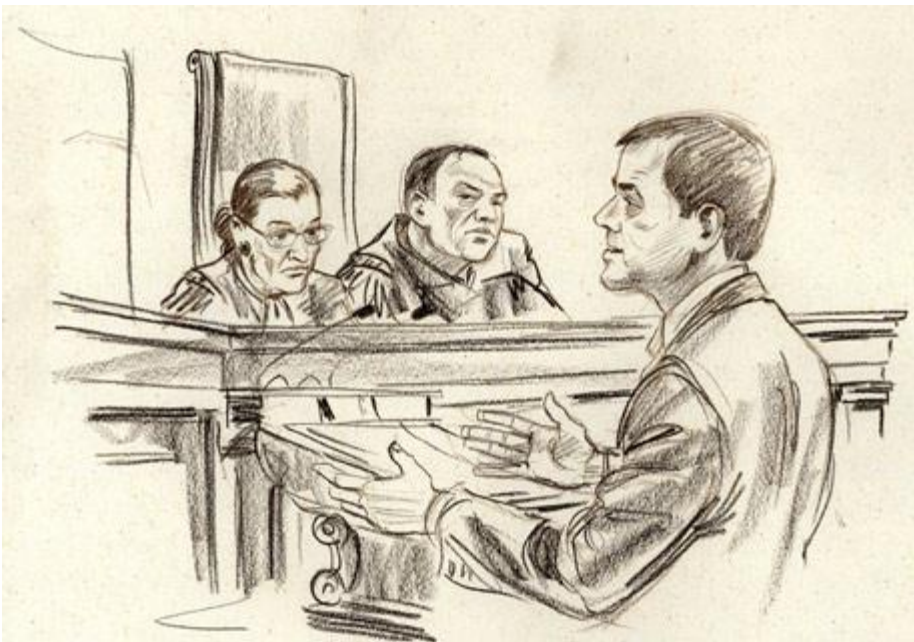
The Sustainability and Health Coordinator position was created to represent and advocate for sustainable and health issues on campus. The position represents the student's voice in order to enhance the sustainable efforts around campus and in the Fort Collins community. Examples of this in the past include 'Bike to School' days and receiving the League of American Bicyclists Bicycle Friendly University rating. We continue to partner with sustainable organizations on campus to ensure a green campus is a priority. The Health Coordinator portion of the title was created under the Berlinberg-Roberson administration to address student health issues. There have been relationships established with health organizations all over campus, and we strive to make our campus one of the healthiest in the nation.

University Affairs

The University Affairs department was recently created to serve a variety of purposes around campus. Through committees, college council round tables and more, we provide an outlet for the student voice. The University Affairs department also deals with a variety of tasks around campus that benefit the student body, such as the Collegiate Readership Program and the student fee accountability form. This department exists to connect resources and people across the university.

The Supreme Court

The Supreme Court acts as the judicial component of ASCSU. The court conducts investigations, hearings, and renders sanctions to the organizations that fall under Greek Life, Sport Clubs, and Student Organizations who violate the Student Conduct Code. The Supreme Court also renders verdicts on conflicts within the ASCSU office, such as a By-Law or Amendment that is passed by Senate and not in order with the ASCSU Constitution. Finally, the Supreme Court acts as a resource for students who are facing the judicial processes of Conflict Resolution and Student Conduct Services who wish to ask questions about what they might need for their hearing and how the investigation, hearing and sanctioning processes are followed.



The Budgetary Boards

Student Funding Board (SFB)

The executive budget designates money every year to fund various student organization programming. This year, \$256,000 was allocated to SFB. The purpose of this board is to provide student organizations funding for educational and cultural programs on campus.

The Director of Finance chairs this board and handles the transaction to every student organization. The board has a total of ten members consisting of five senate members, four at-large members, and one cabinet member, all of which must be approved by the Senate. SFB members act as liaisons to student organizations and help them with the budget request process.

ASCSU Budget

The ASCSU budget is just under two million dollars yearly and is paid for by student fees. The budget consists of all the salaries, department budgets, and operating expenses of ASCSU. The incoming President and Vice President create the budget a week after they are elected. The budget is first approved by SFB (Student Funding Board) as ASCSU is a student organization. After being approved by SFB the budget is then sent to SFRB (Student Fee Review Board) for approval of the ASCSU fee including any necessary fee increases. The budget then receives its final approval from the Senate.

Student Fee Review Board (SFRB)

The purpose of this board is to oversee the use of (and any changes to) over \$31 million in student fees. Full time students (6 credits) in good standing with the University pay student fees. The board is chaired by the Vice President of ASCSU and has 20 members that are chosen by the ASCSU Senate.

The student fee funded areas include ASCSU, Recreational Sports (Intramural and Club Sports), the Student Recreational Center, the Lory Student Center (Operations, Facilities Construction/ Renovations, Association for Student Activity Programming), Hartshorn Health Services, Athletics, Student Leadership involvement and Community Engagement, Conflict Resolution and Student Conduct Services, Student Media, Student Legal Services, the University Counseling Center, the Career Center, Off-Campus Student Services/ Resources for Adult Learners, the Committee for Disabled Student Accessibility, the School for the Arts Advisory Council, and the Women and Gender Advocacy Council.

Services and Programs Provided by ASCSU

Associated Students of Colorado: The ASC was created four years ago by the initiative of several ASCSU members in order for students to be represented at a statewide level. ASCSU is proud to support this organization with yearly contributions. Three years ago, the ASC spearheaded the movement for Affordable Textbooks at the State Capitol, culminating with the signing of the Textbook Affordability Act by the Governor.

Blue Books: For students who are required to provide a blue book for examinations in class. Blue Books will be given away for free in the ASCSU Office and Bookstore to any student that needs one.

Collegiate Readership Program: The Collegiate Readership program provides the Denver Post, the New York Times, and USA Today to students Monday through Friday. You need only swipe your student ID card to gain access to the newspaper(s) you need. Newspaper bins are located in various locations around campus including the Lory Student Center, the Clark building, and various residence halls.

For-Ever-Green: For-Ever-Green is a t-shirt program, established in 2003 by ASCSU. It is a campus-wide collaborative effort. The name is meant to symbolize not only that we are *Forever* Green, but also *For Evergreen*, emphasizing our continued dedication to our environment. CSU students design the For-Ever-Green shirt each spring, with the ultimate design chosen during the ASCSU general election. Many of the shirts are given to students during campus athletic events to build fan “green outs” and encourage school pride.

Grill the Buffs Pep Rally: Grill the Buffs is an annual pep rally hosted by ASCSU before the *Rocky Mountain Showdown*. With Buffalo burgers in-hand students can come together with the coaching staff and football team to get pumped up for the game. Special appearances are made by Cam the Ram, the Marching band and the CSU cheerleaders.

Marquee: The marquee located on the plaza provides information for students about programs, services and events. Student organizations can advertise on the marquee by: having ASCSU sponsor a student organization through a department; the program receiving funding from the Student Funding Board (SFB); or a Resolution of the Senate.

Pacesetters: Every year, the ASCSU Vice President chairs a committee that selects the CSU Pacesetters. A Pacesetter is someone who shows outstanding dedication to Colorado State University as well as a commitment to developing their own leadership skills. They display these qualities through academic achievement, community service, extracurricular activities and involvement with their peers. Pacesetters are announced each year during the CSU Homecoming game, and were developed as a replacement for the “Homecoming King/Queen” contest of yesteryear.

The Positive Impact Student Coalition: Positive Impact is a student program that was founded in response to the 1991 CSU administration decision to remove the sale of alcohol from Hughes Stadium. Positive Impact acts as the first level of intervention with student fans at athletic events in a positive manner to encourage responsible alcohol consumption. Both during tailgating prior to the game and during the game itself, Positive Impact aids enforcement of University event policies. Students who are too intoxicated are sent to a de-tox tent where medical staff is available for more serious cases.

RamRide: RamRide is a student-run program dedicated to providing students a free, safe and non-judgmental ride home. Founded and overseen by ASCSU, RamRide gave its first ride on October 26, 2003 and

at the end of last academic year had given over 138,000 rides. In operation on most Thursday, Friday and Saturday nights during the fall and spring semesters, RamRide is sustained by a group of dedicated student volunteers as well and community and campus sponsors. The program is available to all students of CSU and students must only sign a legal waiver before being taken home.

- RamRide also provides the service of **RamRide Return**, which provides CSU students with a safe, non-judgmental ride back to their cars on Saturday and Sunday mornings.

Ram Road Trips: Each year ASCSU provides a means of transportation to major athletic events. Students are able to travel to the *Rocky Mountain Showdown* where the CSU Rams take on the CU Buffaloes and the *Border War* where the Rams take on the University of Wyoming Cowboys. Ram Road Trips are a fun, safe, and inexpensive way for Ram fans to cheer their team on to victory.

Student Course Surveys: To insure the continued quality of the education here at CSU, surveys are filled out by every student at the end of each semester to evaluate the quality of professors and classrooms. Students can access the results online to determine whether they want to take a class with a particular professor.

Student Funding Board: The ASCSU Student Funding Board's purpose is to fund events put on student organizations across campus. More than 50 student groups will be able to put on events free to all fee-paying students at the University through its \$256,000 allocation for the 2011-2012 school year. Applications are heard each Thursday beginning at 5:15pm in a room at the Lory Student Center by a 10-member board comprised entirely of students who are approved by the ASCSU Senate. All applications are comprised of viewpoint neutral questions standard to all student groups and are evaluated on a tiered-funding scoring basis. Please contact Matt Strauch, ASCSU Director of Finance and Chair of Student Funding Board with any questions you may have.

Transfort: The local bus system in Fort Collins is Transfort. ASCSU provides a free bus pass to every full-time, fee-paying student. Route maps can be found at the *Info Desk* or at the transit center in the student center. ASCSU's contract with Transfort is negotiated every three years, and is the largest single line item in the annual ASCSU budget.

2011-2012 Student Fee Allocations

Fees	Per Semester
Associated Students of Colorado State University	\$35.92
Athletics	\$103.85
Student Recreational Center	\$115.58
Recreational Sports Office Operations	\$15.10
Career Center	\$27.00
Committee for Disabled Student Accessibility	\$0.50
Conflict Resolution and Student Conduct Services	\$4.12
CSU Health Network: Hartshorn Health Services	\$134.90
CSU Health Network: Counseling	\$37.89
Lory Student Center Operations	\$90.67
Lory Student Center Facilities Construction/Renovations	\$6.42
Lory Student Center Association for Student Activity Programming	\$9.21
Off Campus Student Services/ Resources for Adult Learners	\$3.72
Adult Learner and Veteran Services	\$2.91
School of the Arts Advisory Council	\$9.12
Student Leadership, Involvement, and Community Engagement	\$15.64
Student Legal Services	\$5.79
University Facility Fee Advisory Board*	\$15.00/ credit
University Technology Fee Advisory Board	\$20.00
Women and Gender Advocacy Center	\$4.00
Total Full-Time Student	\$867.34

* The University Facility Fee is based on 15 credit hours. The actual amount will vary depending on the number or credit hours taken.

ASCSU History and Traditions

ASCSU was established in 1907 to unify the student body and foster a spirit of democracy. ASCSU in its modern three branch format evolved in 1954. Though ASCSU began as a mechanism for allocating money to various clubs around campus, we have a long and colorful history of creating and fostering programs on campus. Some of these include: the Blue Spruce Year Book (which is no longer published), College Days, and the Collegian. Modern services provided by ASCSU have a rich heritage of professionalism and excellence.

Over this long history, many institutional traditions have developed within ASCSU.

When the incoming President is sworn into office, they are given a briefcase with its secrets contents known only by former ASCSU Presidents. Since 1971, the briefcase has been taken to every CSU Board of Governors (formerly known as State Board of Agriculture) by each successive president.

When the incoming Vice President is sworn into office, they are given a gavel and a box full of secrets known only by ASCSU Vice Presidents. The Gavel has been used since 1991 to call every meeting of the Senate and SFRB to order.

Though all Senators are considered equal and no ranking system by seniority exists, each year the seat directly behind the Speaker Pro Tempore, widely known as the “power chair,” is passed down from its current occupant to whomever they expect to be a major force in the Senate the following year.

Senate also has a very musical tradition. Members who are celebrating a birthday in the coming week stand on a chair at the front of the Senate Chambers and have happy birthday sung to them. NOTE: It is essential that you sing this song in a manner that would embarrass your family. Next we break into the CSU fight song, which must be sung loud and proud!

Each year the Speaker Pro Tempore passes down a notebook and a bowling pin from the bowling alley that used to exist in the basement of the Lory Student Center. The bowling pin contains a note whose secret is known only to the Speaker Pro Tempore.

The Speaker Pro Tempore is also responsible for the “Yea Box.” During the week, members of ASCSU are able to anonymously recognize their peers for outstanding work in and outside ASCSU by submitting a comment to the “Yea Box.” During announcements, the Speaker Pro Tempore will read these aloud and those recognized are rewarded with a piece of candy.

During finals week, the Speaker Pro Tempore makes a Monopoly and Risk schedule. This gives ASCSU members an opportunity to relax during the stress of finals week.

One of the most important traditions of ASCSU is Potts Caucus. After every Senate meeting all members of ASCSU go to C.B. & Potts to relax and unwind from the meeting.

ASCSU Constitution

CONSTITUTION OF THE ASSOCIATED STUDENTS OF COLORADO STATE UNIVERSITY

Preamble:

The purpose of our organization is to represent a student body comprised of a multitude of individuals and cultures, linked by our common denominators, yet distinguished by our unique experiences. The Associated Students of Colorado State University actively solicits and encourages all of its members, regardless of race, gender, national origin, sexual orientation, religion, differing ability, age and class, to participate fully in both its formal and informal activities. This shall include working to create a diverse reflection of the Colorado State student body in Senate and Cabinet positions, in appointments to committees, and in who is sought for direction on important issues. Furthermore, ASCSU is committed to working toward the removal of all barriers, which prevent members from pursuing their affiliation herein and in achieving the most complete educational experience possible. This commitment will be fulfilled by a continual re-examination of organizational structures for inclusiveness, by creating programs and services that provide education and support, and by speaking out and fighting against acts of discrimination on campus and within the Fort Collins community.

University self-governance is based upon the principle of appropriately shared responsibility and joint effort involving the administration, faculty, and students. Shared responsibility and joint efforts presuppose that all participants employ reasoned discussion as the means of solving problems. University self-governance requires that students have primary responsibility for regulating their own affairs and a significant voice in shaping policy at the department, college and university level. The students of Colorado State University, in accordance with the statutes of the State of Colorado, in order to establish and maintain a representative and orderly system of self-government, to assure legal, social and economic justice do ordain and establish this Constitution of the Associated Students of Colorado State University.

Article I: Groundrules

Section 100: The name of this organization shall be the Associated Students of Colorado State University, hereinafter referred to as ASCSU.

Section 101: This Constitution shall be supplemented by the bylaws of the ASCSU Executive, Legislative, and Judicial branches, and the additional constitutions and bylaws of other ASCSU recognized clubs and organizations. Each of these shall have the authority to adopt such bylaws. None of these documents shall supersede the provisions of this Constitution.

Section 102: Every student of Colorado State University taking at least one (1) credit shall be a member of ASCSU, provided that all fees have been paid that are required by their level of enrollment

Section 103: Every member of ASCSU is entitled to all the rights and privileges outlined by this Constitution.

Section 104: No member of ASCSU shall hold a position in more than one of the three branches (Executive, Judicial and Legislative) of ASCSU except those serving in ex officio status under Section 213.

Section 105: All documents of ASCSU shall be dated.

Section 106: All officials of ASCSU shall be responsible for the duties specified in the job description for their office. No office shall exist without an accompanying job description. Job descriptions shall be created or changed only by the action of a bill passed by the Senate and approved by the President.

Section 107: All references to Graduate School shall apply to students enrolled at the graduate level and to students enrolled in the Professional Veterinary Medicine Program.

Section 108: All meetings of Senate, Cabinet, Supreme Court, and all ASCSU committees shall be open to the public. Exceptions shall be made for confidential discussions involving personnel or ongoing legal matters.

Article II: Senate

Section 200: There shall be an ASCSU Senate, which shall facilitate student activities at Colorado State University within the limits placed upon it by this Constitution. It shall further act as liaison to any faculty and administrative bodies of Colorado State and to any other organized bodies whose actions have a bearing upon the members of ASCSU.

Section 201: The Senate shall have the power to initiate and enact any legislation necessary and proper under this Constitution; to delegate its authority as it deems fit; to approve all appointments to any body to which it has delegated authority as well as the standing Directorships in the Executive, and Supreme Court Justices; to affiliate ASCSU with any inter-collegiate or intra-collegiate organizations; to call for special elections; to oversee and manage their affairs as they deem proper; and to remove from office any negligent elected official (President, Vice President, or Senator), or Supreme Court member.

Section 202: Senators shall be elected by a plurality vote of the members voting for that college at the general election, with one Senator from each academic college for every 750 members of ASCSU, or major portion (375) thereof in that college, provided that every college has at least two representatives. The Graduate School shall be represented in the same manner. These Senators shall be allowed to run for only one college as a member or anticipating membership of that college and shall be elected by the members of that college. These Senators must be members of the college that they represent by the first Senate session of fall semester. The term of office for Senators shall begin with their being sworn in at the last session of the spring semester in which they were elected and will last until the new Senate is seated.

Section 203: Senators shall be responsible to their constituents and shall seek advisement on a regular basis from the appropriate representative body of the college from which the Senator is elected. Senators, however, are not bound by the advisement of their respective councils. Senators retain the authority to cast all votes, as they deem fit and proper in accordance with the knowledge they have and the dictates of their conscience. Senators shall report to the Senate the subsequent proceedings of their respective College Council. If no College Council exists, the Senator shall attempt to develop one.

Section 204: Whenever a vacancy in the Senate shall occur, the appropriate College Council (if there is one) shall be notified and said council shall have the power to fill the vacancy in the manner it prescribes. Additionally, College Councils have the power to appoint or elect Associate Senators to represent that college. The Senate shall solicit representatives from colleges lacking a council.

Section 205: The Senate shall meet weekly during fall and spring semester except during the weeks of final examinations and University vacation periods. Special meetings shall be called by the President of ASCSU, the Speaker of the Senate, or upon majority vote of the members of the Senate. All weekly meetings of the full Senate shall be open.

Section 206: The Senate shall be presided over by the Speaker who shall be the duly elected ASCSU Vice President. The newly elected Senate during their first official meeting shall select a Speaker Pro Tempore and a Parliamentarian, and all three officers shall be inaugurated at this session. The Speaker Pro Tempore shall preside over the Senate in the absence of the Speaker. In the absence of both the Speaker and the Speaker Pro Tempore, the Parliamentarian shall preside over the Senate.

Section 207: 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 including the offices of Speaker, Speaker Pro Tempore, and Parliamentarian, and shall be approved at the first session of the Senate and shall be the first resolution of the Senate.

Section 208: A bill may be brought to the floor to remove the Speaker, Speaker Pro Tempore, or Parliamentarian. If the bill involves the Speaker, the Parliamentarian shall preside. Removal from office shall be by a two thirds vote of the present voting membership, excluding abstentions, of the ASCSU Senate.

Section 209: When a bill is to be returned to the Senate with the President's veto, the bill shall appear on the next regularly scheduled session of the Senate's agenda under old business with the word "vetoed" next to the bill number. The Senate may override the stated veto with a two-thirds vote of the present voting membership, excluding abstentions, of the ASCSU Senate. Any bills passed on the final session of Senate must be signed or vetoed by the President within one week of passage. This will allow sufficient time for Senate to call a special session to consider a veto override. Reconsideration of a bill may occur only in the session in which it is passed or defeated. All legislation pending before the Senate not acted upon prior to the inauguration of the next Senate is defeated.

Section 210: Members of ASCSU may call for a special bill to be brought to the floor of the Senate by presentation of the Speaker of the Senate of a petition containing the signatures of not less than 1% of the total membership. This bill shall not call for referendum or Constitutional amendment.

Section 211: Associate Senators shall be selected by their Senator and elected by their respective College Council. There shall be at least one and no more than two Associate Senators for each college Senator. Associate Senators must be a member of the college that they represent.

Section 212: The Vice President shall have the authority to excuse a Senator from a College Council meeting for the purpose of attending to other ASCSU business. The Vice President must inform the College Council of any Senators who are excused from a College Council meeting, and each Senator shall be responsible for ensuring that an Associate Senator attends the College Council meeting in their place. This shall not absolve a Senator from any responsibility to their constituents, or from seeking the advisement of their College Council on a regular basis, as required in Section 203.

Section 213: All members of the Cabinet shall sit as *ex officio* members of Senate. They shall be granted rights of debate, but shall hold no voting rights.

Article III: Executive

Section 300: The executive power of ASCSU shall be vested in the Executive, which shall consist of the President, Vice President, and the Cabinet of standing Directors.

Section 301: The President and Vice President shall be sworn in during the last session of the Senate, which precedes the term of office they are to serve. Actual term of office shall begin the first working day (Monday-Friday) in June, running through the last working day of May.

Section 302: The President of ASCSU shall be the Chief Executive of the Associated Students and shall be responsible for carrying out the duties and responsibilities of that office as determined by this Constitution. The President shall sign all bills enacted by the Senate or shall return them to the Senate with the President's veto within two regularly scheduled sessions of Senate of the passage of the bill. If the President does not sign or veto a bill enacted by the Senate within the previously stated time period, then the bill shall be considered vetoed. The President shall act as the official ASCSU representative to the Board of Governors of the Colorado State University System. The President shall act as liaison to the Colorado State faculty and administration, the state legislature, the governor's office, and the Congress of the United States. The President shall prepare an executive budget, which shall be submitted to the Senate for deliberation and apportionment, with no more than 10.5% allocated for salaries. The President shall negotiate and act as signatory for all contractual agreements relating to ASCSU. Throughout negotiations, the President will keep the Senate updated on progress and will receive input from the Senate. The President will present to the Senate, for the purpose of discussion, any contract that they sign. The President shall coordinate and supervise the work of the Executive.

Section 303: In the case of the President's inability to continue in office or temporary absences, the Vice President shall serve as President. The Vice President, acting as President, shall appoint a new Vice President who shall be ratified by the Senate. If both the President and the Vice President cannot fulfill their term, the Speaker Pro Tempore shall become President and shall appoint a new Vice President to be ratified by the Senate. If the President and Vice President cannot serve and there is no Speaker Pro Tempore, the Director of Finance shall become President and he shall appoint a Vice President to be ratified by the Senate. If the Vice President cannot serve, the President shall appoint a new Vice President to be ratified by Senate. An individual shall have the sole power to determine inability to serve, except in the case of negligence. In the event of temporary absences extending beyond five working days, the President or Vice President shall notify both Director of Finance and the Speaker of the Senate prior to departure and subsequent to return. Salary shall not be accrued during such absences. This does not apply to University vacation periods, illness, emergency, or absence due to normal carrying out of Executive duties.

Section 304: The Vice President shall deal primarily with University and intercollegiate affairs and shall assist the President in carrying out the duties of the Executive. The Vice President shall be responsible for maintaining the ASCSU office complex and coordinating ASCSU services. The Vice President shall sit as the Speaker of the Senate. The Vice President shall report to and be supervised by the President.

Section 305: The President shall appoint an Executive Cabinet including a Director of Finance who will oversee the financial workings of ASCSU and chair the Student Funding Board, one Controller who will oversee and maintain the ASCSU Executive budget and a Director of Marketing who will oversee all marketing and public relations efforts of ASCSU. The President, as they deem necessary, shall appoint Deputy Directors, Associate Directors, Assistant Directors, Executive Assistants, Coordinators and Special Assistants. Each Director shall be responsible for the Constitutionally assigned duties as well as other duties contained in their job descriptions and as may be assigned by the President. All Executive positions shall be ratified by the Senate, responsible to the President, and may be discharged by the President without the approval of the Senate.

Article IV: Judiciary

Section 400: The Judicial power of ASCSU shall be vested in the Supreme Court. This power shall include, but not be limited to, interpreting, upholding, and enforcing the ASCSU Constitution, the acts of the Senate and of all ASCSU administrative boards, and actions of students by virtue of all offices held under this Constitution

Section 401: The Court shall have, but not be limited to, the power to hear disputes between student organizations and recognized clubs, including the ASCSU governmental bodies.

Section 402: ASCSU Supreme Court Justices shall serve as members of the All University Hearing Board in accordance with Supreme Court bylaws, the Student Conduct Code, and the procedures of the Hearing Board.

Section 403: The ASCSU Supreme Court shall be comprised of seven (7) members of ASCSU, which include one (1) Chief Justice and six (6) Associate Justices. The ASCSU Supreme Court shall also be assisted by four (4) Student Advocates. Upon ASCSU Presidential nomination the Associate Justice(s) and Student Advocate(s) shall be approved with a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate. Associate Justices shall serve a two-year term beginning on the day of their approval until the same day two years later. Student Advocates shall serve a one-year term beginning on the day of their approval until the same day one year later. Upon vacancy, an applicant shall be nominated by the ASCSU President and approved with a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate to fill the position.

Section 404: The Chief Justice shall be nominated by the outgoing ASCSU President within the two weeks following the ASCSU elections and approved with a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate during the preceding academic year for which they will serve. The Chief Justice shall serve a one-year term beginning on June 1st of the year of their appointment until May 31st one year later. The Chief Justice shall be responsible for the supervision of court business.

Section 405: Appellate jurisdiction will be retained by the ASCSU Supreme Court when they are the original hearing body of a case. Members of the ASCSU Supreme Court that participate in the original case shall not be included in the appeals hearing.

Section 406: All decisions of the Court shall be binding on all affected parties, elected officials, and appointees. The Court shall actively pursue the compliance of its rulings by all parties. Failure of any party to comply with the Court's decisions shall result in the Court's request for initiation of formal impeachment proceedings by the Senate or other requests for removal from office. The Court shall work closely with the proper administrative officers of the University if necessary. There shall be open records of all internal sessions of the ASCSU Supreme Court.

Section 407: The Supreme Court shall determine its rules of procedure and bylaws on an annual basis and shall make such rules open to the public. These rules shall be completed and presented to the Senate. The Court shall legislate its own internal policy.

Section 408: All members of the Senate, the President, the Vice President, the Directors of the Executive, and all members of the judiciary shall, before entering their respective offices, take and subscribe to the following affirmation as administered by a Justice of the Supreme Court or the Speaker of the Senate: "I, state your name, do solemnly swear to defend and uphold the rules and regulations set forth by the Constitution of the Associated Students of Colorado State University and will rightfully perform the duties of my office to the best of my ability."

Section 409: The Supreme Court shall not accept a case with the same individual or organization representing both sides of a case (i.e., acting as both plaintiff and defendant). An organization may not file a case against itself, although an individual or individuals within an organization may file against the organization as a whole. In cases involving the branches of ASCSU, the Vice President, if he or she chooses to do so, may represent only one branch.

Article V: College Councils

Section 500: Each college of Colorado State University, including the Graduate School and Intra-University Program, should have a College Council or similar organization to represent the particular interests and concerns of students within each college. Each College Council shall consist of openly and democratically selected representatives who shall be full-time students within that college.

Section 501: College Council representatives shall be selected according to the provisions of the Constitution or bylaws of their respective College Councils, which shall conform to such general requirements as the Senate or the Elections Committee shall from time to time provide.

Section 502: For purposes of this article, the official College Council shall be the organizational entity with the authority to elect Senators to fill ASCSU vacancies within their colleges. While remaining independent in respect to programming, College Councils shall be considered units of ASCSU and shall be subject in all matters to the ASCSU constitutional, legislative and judicial oversight. ASCSU shall not interfere with the internal finances of College Councils other than ASCSU allocated funding per Student Funding Board rules. This Amendment will not preclude College Councils from applying for funding from ASCSU.

Article VI: Impeachments

Section 600: Impeachment hearings shall be initiated in Senate against a Senator upon the presentation to the Speaker of a petition of one of the following: (1) signatures of not less than 10% of the members of said Senator's college, (2) by three Senators, (3) by the President plus any two Senators, or (4) by a College Council's recommendation to the Speaker of the Senate. Upon fulfillment of any one of the above conditions, impeachment proceedings shall begin within one week. At that time the Senate shall select a committee to gather facts concerning the accusations. The committee shall inform said Senator of the impending negligence hearing and shall report their findings to the Senate. Negligence hearings may include presentations by said Senator and by the party(s) responsible for initiation of the action. A Senator shall immediately be removed from office upon a two-thirds majority vote of the Senate. Such Senator has appeal privileges to the Supreme Court, which may overrule the impeachment only on the finding of procedural errors and not on substantive grounds.

Section 601: Impeachment hearings shall be initiated in Senate against the President of the Executive upon the presentation to the Speaker of a petition of one of the following: (1) signatures of not less than 10% of all ASCSU members, (2) by three Senators. Impeachment hearings shall be initiated in Senate against the Vice President of the Executive upon the presentation to the Parliamentarian or Speaker Pro Tempore of a petition of one of the following: (1) signatures of not less than 10% of all ASCSU members, or (2) by three Senators. Upon fulfillment of any of the above conditions, impeachment proceedings shall begin within one week. At that time, the Senate shall select a committee to gather facts concerning the accusations. The committee shall inform said official of the impending negligence hearing and shall report their findings to the Senate. Negligence hearings may include presentations by the said official and by the party(s) responsible for the initiation of the action. An official shall be immediately removed from office upon a two-thirds majority vote of the Senate. Such official has appeal privileges to the Supreme Court, which may overrule the impeachment only on the finding of procedural errors and not on substantive grounds.

Section 602: In the event that there are grounds for impeachment of an ASCSU Supreme Court Associate Justice or Student Advocate, a petition containing the signatures of not less than 10% of all members of ASCSU, or by three (3) Senators, or by the Chief Justice will be presented to the President of ASCSU. In the event that there are grounds for impeachment of the ASCSU Supreme Court Chief Justice, a petition

containing the signatures of not less than 10% of all members of ASCSU, or by three (3) Senators, or by no less than 50% of the Associate Justices will be presented to the President of ASCSU. The President shall then form an Ad Hoc committee to investigate the complaint. The Ad Hoc committee has ten (10) business days after appointment to present their findings to the ASCSU Senate. A member shall be immediately removed from office upon a two-thirds majority vote of the Senate. This member shall have appeal privileges to a jury of six members of ASCSU to be randomly chosen by the ASCSU faculty advisor. This body shall be presided over by the President, the Speaker of the Senate, and one member of the Judiciary all of whom serve as *ex officio* members. This jury may overrule impeachment only on the finding of procedural errors and not on substantive grounds.

Section 603: Impeachment hearings shall be initiated in Senate against a member of the Student Funding Board upon presentation to the Speaker of a petition containing the signatures of not less than 5% of all members of ASCSU, by three Senators, or by the President plus any two Senators, or the Director of Finance plus any two Senators. Upon fulfillment of any one of the above conditions, impeachment proceedings shall begin within one week. At that time, the Senate shall select a committee to gather facts concerning the accusations. The committee shall inform said member of the impending negligence hearing and shall report their findings to the Senate. Negligence hearings may include presentations by the said member and by the party(s) responsible for the initiation of the action. A member shall be immediately removed from the Student Funding Board upon a two-thirds majority vote of the Senate. This member shall have appeal privileges to the Supreme Court, which may overrule the impeachment only on the finding of procedural errors and not on substantive grounds.

Section 604: No Senator or Associate Senator representing a college may be impeached without the approval of his/her respective College Council. The College Council as a whole can accept the approval of the President of the College Council as approval. This section shall not be interpreted as restricting the power of the Senate to finalize all impeachments.

Article VII: Elections and Referenda

Section 700: ASCSU shall conduct the general election of its President, Vice President, and Senators during the first three days of the third week after Spring Break. All elections shall be administered by the Executive Branch of ASCSU.

Section 701: The President and Vice President shall be elected on a single ticket. The President, Vice President, and all members of the Executive Cabinet shall serve their term of office in accordance with Section 301 of this Constitution.

Section 702: The number of Senators to be elected from each college shall be determined in accordance with Section 202 of this Constitution, using the average of the official enrollment count for the fall and spring semesters as provided by the Registrar's Office. Senators shall be elected individually, and shall take office in accordance with Section 202 of this Constitution.

Section 703: All candidates for the office of President or Vice President shall be members of ASCSU, with a minimum Colorado State University cumulative grade point average of 2.25. All candidates for the office of Senator shall be members of ASCSU, with a minimum Colorado State University cumulative grade point average of 2.00. Any student without a Colorado State University grade point average, such as a new student or a recent transfer student, need not meet the grade point average threshold. Every elected or appointed member of ASCSU must remain as a full-time student in good academic standing through the spring and fall semesters of his or her term of appointment.

Section 704: All ASCSU elections shall be organized and executed by the Elections Manager. The President shall select an impartial and unbiased member of ASCSU to serve as the Elections Manager. The Elections Manager shall not be eligible to hold a position in the Executive or Judicial branches the following school year. The President shall present this nominee to the Senate for ratification no later than the week immediately prior to Fall Break, and the candidate shall be ratified by a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate. If the President cannot find a willing Elections Manager by Fall Break, he or she must go before Senate to ask permission to extend the time period to winter break and/ or extend eligibility requirements. In doing so, the President must demonstrate by written record a thorough attempt to find a willing and eligible Elections Manager. Should the President not wish to nominate the Elections Manager, the task shall be handed down the chain of command as outlined in Section 303 of this Constitution. Whoever nominates the Elections Manager is ineligible to be an elected official the following school year. Should none of the individuals in the chain of command wish to select an Elections Manager, the Senate shall elect a member of Senate to be the nominating official of the Elections Manager. The Elections Manager, once ratified, shall be a member of the Executive Cabinet and shall serve as an ex-officio member of Senate. The Elections Manager shall not be eligible to run for any elected office.

Section 705: All ASCSU elections shall be overseen by the Elections Manager and the Elections Committee. The President and the Elections Manager shall select nine impartial and unbiased members of ASCSU to serve on the Elections Committee. The President shall present these nominees to the Senate for ratification no less than four weeks prior to Spring Break, and the candidates shall be ratified by a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate. Members of the Elections Committee shall not be eligible to run for any elected office.

Section 706: If the newly elected President and Vice President both resign from their positions prior to being sworn into office, the ticket with the next highest number of votes shall assume the positions of President and Vice President. In the event that one member of the newly elected ticket resigns prior to being sworn in, succession shall be determined by Section 303 of this Constitution. In this case, the Speaker Pro Tempore in office at the conclusion of the previous Senate's last meeting shall chair the first meeting of the newly elected Senate, and shall preside until a new Vice President has been ratified.

Section 707: Referenda shall not deal with any aspect of student fees.

Section 708: ASCSU shall conduct all elections and referenda in accordance with the ASCSU Referenda and Elections Code. The ASCSU Referenda and Elections Code shall govern all aspects of elections and referenda not explicitly covered by this Constitution, including the execution of an election, the operation of the Elections Committee, and the responsibilities of the Elections Manager and Elections Committee members. The ASCSU Referenda and Elections Code shall remain in effect at all times, and shall not require yearly re-adoption. The ASCSU Referenda and Elections Code may only be amended by a Senate bill specifically delineating all proposed amendments. The Senate may pass such a bill with a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate until six weeks prior to Spring Break. A two-thirds vote of the present voting membership, excluding abstentions, of the ASCSU Senate shall be required to pass such a bill beginning six weeks prior to Spring Break. A three-quarters vote of the present voting membership, excluding abstentions, of the ASCSU Senate shall be required to pass such a bill during the second week prior to Spring Break. No legislation related to elections shall be voted upon or brought to the Senate the week prior to Spring Break or during the election period. At the conclusion of the elections period such a bill may be passed by a majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate. A bill to amend the ASCSU Referenda and Elections Code shall take effect upon signature of the President.

Article VIII: Fiscal Management

Section 800: Final responsibility to the Board of Governors and authority for student fee policy shall be vested in the President, Student Fee Review Board, Student Funding Board, and Senate of ASCSU.

Section 801: ASCSU shall receive from assessed student fees a specified amount of money each year for the full or partial support of student activities that are permissible under this Constitution (the "ASCSU Fee"). Once approved by the Senate, the money designated for allocation to student organizations shall be neither allocated nor diminished except by an action of the Student Funding Board or the Senate in accordance with the ASCSU Constitution. The ASCSU Student Funding Board shall have responsibility and authority for allocating such funds in a viewpoint neutral manner, using the criteria set forth in Section 817."

Section 802: The Student Funding Board shall be comprised of the following: The Director of Finance, appointed by the President of ASCSU; one Executive representative, appointed by the President from within Cabinet; five ASCSU members drawn from the ranks of Senators, Associate Senators, Senate officers and four members who shall not hold other positions in ASCSU (at-large members) appointed by the Director of Finance with Senate approval. The Senate shall have appropriate time to question appointees prior to voting on approval.

Section 803: Members of the Student Funding Board shall sit for the duration of their appointed or elected time in office. New Senate members shall be appointed at the first meeting of the newly elected Senate and Executive members shall be approved upon appointment by the President.

Section 804: Upon a vacancy in the membership of a Senate member the Senate shall appoint a new member. Upon a vacancy in the membership of an Executive representative the President shall appoint a new member from the Cabinet.

Section 805: The at-large members shall be confirmed by the Senate with a plurality vote. Senate shall have the ability to call for impeachment any Student Funding Board member following the procedures set forth in Section 603.

Section 806: The Director of Finance shall chair the Student Funding Board. The Director of Finance shall vote only in the case of a tie. The Director of Finance shall have the responsibility of carrying out the decisions of the Student Funding Board and shall monitor all aspects of the President's budget. In the event that the Director of Finance is unable to chair the Student Funding Board another member of the Student Funding Board may chair in accordance with Student Funding Board bylaws. The Chair shall vote only in the event of a tie.

Section 807: The Student Funding Board shall have the power to set their own by-laws, rules of order, rules of procedure, and fiscal rules as they deem necessary, provided that all allocations of the ASCSU Fee shall be done in a viewpoint neutral manner. Senate must approve any fiscal rules passed by the Student Funding Board.

Section 808: The Student Funding Board may approve allocations up to \$10,000. If a specific request exceeds \$10,000, it must be ratified by the Senate through a bill following the Board's recommendation. Funding requests presented to Senate must be accompanied by an itemized budget. Any request brought forth in the form of a Bill to ratify Student Funding Board Allocations must be approved by the Senate in a viewpoint neutral manner.

Section 809: Any decision made by the Student Funding Board may be appealed to the Senate in the form of a bill in compliance with Senates bylaws. Appeals may be made only in the event that rules of procedure were not followed. The Student Funding Board shall be bound to implement Senate's decision.

Section 810: All data concerning student fee policy and expenditures shall be open for inspection at reasonable times by all members of ASCSU and by proper officials of the State of Colorado.

Section 811: The ASCSU Vice President shall chair the Student Fee Review Board. All additional members shall be appointed in accordance with the Student Fee Review Board bylaws.

Section 812: All members of the Student Fee Review Board shall be confirmed by a plurality vote. Senate shall have the ability to call for impeachment of any Student Fee Review Board member following the procedures set forth in Section 603.

Section 813: The Student Fee Review Board shall review and make recommendations as to all permanent student fees and increases thereto within inflation in a viewpoint neutral manner, using the criteria set forth in Section 817. The Student Fee Review Board may also recommend (i) new fees to be pledged as revenue to repay bond financing and, (ii) fee increases above inflation , fee decreases, and the elimination of fees to the ASCSU Senate.

Section 814: The Student Fee Review Board shall have the power to set their own bylaws, rules of order, rules or procedure, and fiscal rules as they deem necessary.

Section 815: Any recommendation brought forth in the form of a bill by the Student Fee Review Board must be approved in a viewpoint neutral manner by two consecutive, two-thirds votes of the present voting membership, excluding abstentions, of the ASCSU Senate in the affirmative. Senate can override the Presidential veto by a three-fourths vote of the present voting membership, excluding abstentions, of the ASCSU Senate.

Section 816: All student fee policy and expenditures shall comply with federal and state laws as well as University policy as set forth by the Board of Governors.

Section 817: Any recommendation made by the Student Fee Review Board may be appealed to the Senate in the form of a bill in compliance with Senate bylaws. Appeals may be made only in the event the appropriate guidelines were not followed. The Student Fee Review Board shall be bound to implement Senate's decision.

Section 818: Any Senate process pertaining to a recommendation regarding the imposition or allocation of student fees shall be handled in a viewpoint neutral manner by application of the following criteria:

1. The services and programs relation to the organization's purpose
2. The organization's ability to effectively use the student activity fee
3. The organization's adherence to its planned budget and accountability for its expenses throughout the past fiscal year
4. The ability of an organization to effectively deliver their services
5. The program's potential for direct student involvement
6. The effort and thought reflected by the budget request
7. The justification and the clarity of the budget presentation by the organization

8. The ability of an organization to generate revenue to support the organization's activity.
9. The activities and programs are open to all fee paying students.
10. The number of students involved in the organization's past activities.

Section 819: No branch of ASCSU may commit to distribute funds unless proper funding is available at the time of commitment.

Article IX: Amendments

Section 901: A special bill to amend this Constitution may be brought to the floor of the Senate in the form of a standard bill or by the presentation to the Speaker of the Senate of a petition containing the signatures of not less than 5% of the members of ASCSU. Amendment bills shall be publicized. All proposed amendments must specifically delineate the exact changes being proposed. Passage of this bill requires a two-thirds majority vote of the present voting membership, excluding abstentions, of the ASCSU Senate on two successive Senate sessions. The first vote shall take place no sooner than one week after the initial presentation of the bill. Upon the two successive two-thirds vote of Senate and Executive approval, this amendment shall become effective. A three-fourths majority of the present voting membership, excluding abstentions, of the ASCSU Senate is required to override a Presidential veto.

Section 902: This Constitution may be amended at any time by a majority vote in a referendum with no less than 10% of the members of ASCSU voting. Such an amendment shall be placed on a referendum by the Elections Manager upon receipt of a petition containing the signatures of not less than 10% of the members of ASCSU to that effect.

Article X: Ratification of this Constitution

Section 1000: Upon amendment, this Constitution shall be ratified by the majority vote of not less than 10% of the voting members of the Associated Students of Colorado State University by placement of the question "Do you vote to approve the Constitution of the Associated Students of Colorado State University?" at the end of the general election ballot.

Section 1001: All amendments to this Constitution made in accordance with Article IX, Section 901 must be approved prior to Spring Break for inclusion on the general election ballot.

Section 1002: Upon successful ratification by the student body, the Chief Justice of the ASCSU Supreme Court shall verify that Article X, Section 1003 is updated with the correct date of ratification, which shall be the date in which voting concludes in the general election, as defined in Article VII, Section 700.

Section 1003: This Constitution renders all previous constitutions null and void, and was ratified in the above prescribed manner on April 6, 2011.

Bill of Rights

Amendment I

Students at Colorado State University have the right to self-governance to include the right to recommend student fees and the right to participate in administration of those student fees; the right to fair, functional, accessible and productive representation by student government; the right to have their needs and concerns represented by ASCSU on any level; and the right to easily access student government representation and the right to lobby on the state level.

Amendment II

The right to quality education, academic excellence, challenging curricula, excellence in teaching, and current, updated technology; the right to evaluate faculty and classes; the right to competent advisors and advising programs leading to efficient progression toward degree requirements; and the right to participate in extracurricular activities and programs which are enriching, entertaining, diverse, and enhance academic development will not be denied students of Colorado State University.

Amendment III

Every Colorado State University student has the right to be recognized as a community, state, and national and an international citizen; the right to be treated with respect and professionalism by all administrators, faculty, staff and fellow students; the right to freedom from discrimination or harassment on the basis or race, ethnicity, gender, sexual orientation, religion, creed, political beliefs, national origin, age, or handicap.

Amendment IV

Colorado State University students may freely exercise their full rights as citizens without fear of University interference; the right to engage in discussion, to exchange thought and opinion, and to speak, write, or print freely; the right to join associations, to peaceful assembly and protest; the right to clearly stated rules, policies, regulations, and appeals processes; and the right to freedom from illegal searches and seizures.

Amendment V

The right to a safe and functional physical environment including all buildings, parking areas, bikeways, and walkways; and the right to special needs accessibility shall not be infringed.

Amendment VI

The right to clearly stated rules, policies, regulations, and appeals processes; and the right to fair and impartial treatment in instances of general and academic discipline and academic evaluation shall not be denied any student.

Amendment VII

Colorado State University students shall have the right to appeal decisions affecting students and students' rights, and the right to fair and impartial treatment in instances of general and academic discipline and academic evaluation.

Amendment VIII

All students have the right to quality lifestyle services to include housing, food services, health care, entertainment, and childcare.

Amendment IX

The right to privacy of student records will not be denied to any student.

Amendment X

All students of Colorado State University have a right to fully exercise freedom of speech and freedom of press, and should not be subject to prior restraint or any other censorship by any administrator, regent, or governing board of Colorado State University; nor should any student be subject to disciplinary action solely on

the basis of conduct that is speech or other communication that, when engaged in outside of campus, is protected from governmental restriction.

Referenda and Elections Code

Article I: Purpose and Scope

Article VII, Section 708 of the Constitution of the Associated Students of Colorado State University states that the ASCSU Referenda and Elections Code shall govern all aspects of elections and referenda, including the execution of the election, the operation of the Elections Committee, and the responsibilities of the Elections Manager and Elections Committee members. The purpose of the policies contained in this document is to ensure that elections and referenda are executed in compliance with the ASCSU Constitution and in a just and ethical manner. The policies set forth in this document apply to all elections, referenda, petitions, and campaigns as authorized by the ASCSU Constitution and apply to any member of ASCSU conducting and/or participating in any such election, referenda, petition or campaign.

Article II: Definitions

When referred to in the ASCSU Constitution, in this document, or in all other ASCSU documents, the following definitions apply:

- A. Associated Students of Colorado State University (ASCSU): As defined in Article I, Section 102 of the ASCSU Constitution, “Every student of Colorado State shall be a member of ASCSU and considered a full-time student for each semester that the student is enrolled with a minimum of six (6) credit hours and payment of full activity fees have been paid.”
- B. General Election: A selection, by vote, of the ASCSU President and Vice President, and Senators, held annually on the CSU campus during the first three days of the third week after spring break. The ASCSU Constitution authorizes only this election for these offices. Provisions for filling any vacancies that occur in these positions between General Elections are outlined in the ASCSU Constitution.
- C. Elections Period: The period of time starting with the beginning of the application period and ending at the conclusion of the voting period, as outlined in Article II, Section G.
- D. Application Period: The period of time in which applications for candidacy for elected office are available. Applications for candidacy shall be available in the ASCSU office no later than four weeks prior to Spring Break, and applications shall be due no later than 3:00PM on the Friday of the week prior to Spring Break.
- E. Orientation Period: The period of time, occurring the week immediately prior to Spring Break, during which candidate orientation sessions shall be conducted by the Elections Committee.
- F. Campaigning Period: The period of time during which candidates may campaign for election. This period shall begin on the Monday of the first week after Spring Break at 8:00AM, and conclude at the end of the Voting Period.
- G. Voting Period: The period of time during which votes may be cast for candidates eligible to run for elected office. In the General Election, this period shall begin at 8:00AM on the Monday of the third week after Spring Break, and conclude on Wednesday of that same week at no later than 4:00PM.
- H. Referendum: Any matter, other than an election, to be acted upon by a direct vote of all members of ASCSU.

- I. Petition: A formal document signed by members of ASCSU to bring an issue to referendum, to call for or oppose an amendment to the ASCSU Constitution, to call for the impeachment of an ASCSU officer, or to bring a special bill to the floor of the ASCSU Senate. Petitions calling an issue, referendum, or an ASCSU Constitutional amendment should be submitted to the ASCSU Elections Manager. Petitions calling for impeachment of an ASCSU officer, special Senate bill, or stating opposition to a Constitutional amendment passed by the Senate shall be submitted to the Speaker of the Senate. Each petition shall address only one issue.
- J. Petitioner: A member of ASCSU who circulates a petition for a signature among the members of ASCSU and is officially registered with the Elections Manager.
- K. Campaigning: Any political speech, meeting and/or appeal for a vote or votes.
 - 1. Passive Campaigning: Any campaign related use of Posters and Banners.
 - 2. Active Campaigning: Any campaigning not defined as passive.
- L. Posters: Any placard, wherever placed, on the Colorado State University campus.
- M. Banner: Any piece of cloth or paper bearing an emblem, motto, or slogan, which can be hung from or affixed to any building, or which could be freestanding.
- N. Handbill: Any campaign literature not attached to a physical structure and available for distribution to members of ASCSU.
- O. Official Polling Place: Any on-campus public computer lab that is supported by student fees, as well as any ASCSU office, and any computer location administered by ASCSU for the express purpose of voting. **The elections manager and committee may deem other venues polling places no less than one week prior to the first day of voting.**
- P. ASCSU Complex: The ASCSU Office, Senate Chambers only during ASCSU official business, and RamRide Office.
- Q. Fair Market Value: The price at which an otherwise donated or discounted good would be available to all other candidates on the open market.

Article III: Referenda

The term referenda shall include any and all issues on which a direct vote of ASCSU is taken. The issue may be either referred to the Associated Students of Colorado State University by the ASCSU Senate or initiated by petition of the required number of members of ASCSU. Referenda issues may deal with student opinion, questions of policy, or constitutional amendments. Referenda issues may not deal with any aspect of student fees. The results of all referenda have the same effect as legislation passed by the Senate and signed by the ASCSU President. The enactment of referenda issues not involving Constitutional amendments shall not supersede any provisions of the ASCSU Constitution.

Only members of ASCSU may vote on referenda questions or sign petitions calling for referenda. Unless specific provisions approved by the Board of Governors or Colorado State University exist to the contrary, or unless opposition to a constitutional amendment is raised, the signatures of ten percent of the total membership of ASCSU is required on a petition calling for a referendum. The exact title and wording appearing on a petition calling for a referendum or in the ASCSU Senate legislation mandating a referendum issue shall be placed on the ballot only after being approved for bias (Article VII, A) and

presentation is made to the ASCSU Senate. The ASCSU Elections Manager and the Elections Committee shall call a referendum within a reasonable time after receipt of a petition.

Article IV: Petitions

- A. The Petition Process: This process shall only be available after the ASCSU Senate has heard a referendum proposal. The policies and procedures of a petition are as follows:

Before any member of ASCSU signs a petition, an original draft of the petition must be submitted to the ASCSU Elections Manager. Each original draft shall contain a brief title, which correctly and fairly expresses the true intent and meaning of the proposed measure and the exact question or statement to be placed on the petition. A committee consisting of the Vice President of Student Affairs, the ASCSU Vice President, and the ASCSU Elections Manager shall review each proposed original draft and determine if the wording does in fact correctly and fairly express the true intent and meaning of the proposed measure and make corrections, additions, and/or deletions as necessary. The ASCSU Elections Manager, upon receipt of the approved draft, will type the title and exact wording onto an "ASCSU Petition Form" and will sign the "Received by" statement on the form and the time and date. Immediately upon receipt of the original draft of the petition, the ASCSU Elections Manager shall obtain the total membership of ASCSU from the CSU Registrar's Office. The ASCSU Elections Manager will then inform the petitioner of the necessary number of signatures required for the type of measure covered by their petition and will type this figure into the "ASCSU Petition Form" in the "Number of Signatures Needed" line. The ASCSU Elections Manager will keep the original completed form and one completed copy will be returned to the petitioner along with a copy of the "ASCSU Receipt of Petition" form. It is the responsibility of the petitioner to reproduce the necessary number of copies for signature of the "ASCSU Petition Form" and the other two forms. When the original draft is submitted and the "ASCSU Petition Forms" prepared, the petitioner must also supply in writing to the ASCSU Elections Manager the names and addresses of at least three and not more than five members of ASCSU who shall serve as representatives of the signers of the petition in all matters related to the petition.

The ASCSU Elections Manager & ASCSU Speaker of Senate shall not accept any petition that does not have attached thereto the required executed affidavit. Any person who is not a member of ASCSU and has not registered with the ASCSU Elections Manager shall circulate no petition.

Upon the collection of the required number of signatures, petitioners shall bind the executed "ASCSU Petition Forms" and signed "ASCSU Affidavit of Petitioner" into convenient volumes. These volumes shall be submitted to the appropriate ASCSU official, either the ASCSU Elections Manager or the Speaker of Senate, before the end of two calendar months from the date of the filing of the original draft. The ASCSU Elections Manager or the Speaker of the Senate must sign two "Receipt of Petition" forms in the presence of the petitioner, a notary public, and an additional witness who shall be members of ASCSU. The ASCSU officer shall attach one copy of the "ASCSU Receipt of Petition" form to the petition and the petitioner shall receive the second.

- B. Petition Protest Procedures:

All petitions which have attached thereto a signed "ASCSU Affidavit of Petitioner" shall be prima facie evidence of validity unless a protest in writing is filed by an ASCSU member with the Chief Justice of the ASCSU Supreme Court or with the CSU Vice President for Student Affairs if the petition involves students acting as agents of the CSU administration or the State Board of Agriculture within ten days after public notice that such petition has been filed, setting forth with particularity the

grounds of such protest. The Chief Justice or the CSU Vice President for Student Affairs or their designees shall forthwith mail a copy of the protest to the persons named as representatives of the signers of the petition at their stated addresses, together with a notice fixing a time and place for a hearing to occur, which shall be not less than five nor more than fifteen days after such notice is mailed unless mutual agreement is made for an extension of time. All hearings shall be held before the ASCSU Supreme Court unless the petition involves students acting as agents of the CSU administration or the State Board of Agriculture, in which case a hearing shall be held as directed by CSU's Vice President for Student Affairs.

All hearings shall be public, and both proponents and opponents of the petition may present oral or documentary evidence. A decision shall be rendered no later than ten days after the conclusion of the hearing. No vote by the members of ASCSU may be taken on any petition measure until a decision upholding the validity of a petition is made unless the petition is declared insufficient with respect to the number of valid signatures in which case the petition may be withdrawn by a majority of the signatory representatives of persons signing the petition, and, within ten days thereafter, may be re-filed as an original petition with additional names signed thereto.

All time requirements shall be negotiated between designated representatives of signatories, protestors, and the Supreme Court or CSU Vice President for Student Affairs if protest is made at a time involving campus holidays, breaks, interim, or summer session.

Article V: Elections Committee

- A. The Elections Manager and members of the Elections Committee shall be appointed according to the provisions set forth in the ASCSU Constitution.
- B. The Elections Manager shall serve as the chair of the Elections Committee. The committee shall elect a vice-chair from among its members at its first meeting.
- C. The Elections Committee shall meet no less than twice a week during the Campaigning Period. The Elections Manager is required to post a schedule of all regularly scheduled meetings of the committee no later than one week prior to Spring Break. All meetings of the Elections Committee shall be open to the public at all times.
- D. Quorum for meetings of the Elections Committee shall be five members. The member of the committee that is chairing the meeting shall not count towards quorum.
- E. Each member of the Elections Committee shall have a vote in all decisions placed before the committee, and each member shall retain the right to abstain from a vote. The member serving as chair shall not have a vote except in the case of a tie. All decisions made by the committee shall have a binding effect over all parties involved, and all members of the committee shall be empowered to actively seek the enforcement of decisions made by the committee.
- F. The Elections Manager and members of the Elections Committee may only be removed from their positions by the ASCSU President. In the event that the Elections Manager resigns or is removed from office, the vice-chair shall assume the role and duties of the Elections Manager. If no vice-chair has been selected, the ASCSU President must present a nominee for Elections Manager to the ASCSU Senate for majority-vote ratification at its next meeting. In the event that a member of the Elections Committee resigns or is removed from office, the ASCSU President must present a nominee to fill that position to the ASCSU Senate for majority-vote ratification at its next meeting.

- G. The Elections Committee shall abide by Robert's Rules of Order Newly Revised 10th Edition where appropriate or necessary. The Elections Committee may pass any additional rules of order at its first meeting by a majority vote, and any such rules will remain in effect for the duration of that General Election. The committee's adopted rules of order, and all other standing ASCSU documents shall overrule Robert's Rules of Order in the case of any conflict.
- H. All violation hearings performed by the Elections Committee shall be carried out as follows:
- a. The chair shall provide the defendant with all pertinent information about the violation, including the specific rule in question and the unedited text of the complaint. The plaintiff shall not be required to attend a violation hearing, and shall not be provided with any speaking time during the hearing unless a member of the Elections Committee yields to the plaintiff during discussion and debate.
 - b. The defendant shall have five minutes to speak on the issue. The Elections Committee shall have an unlimited amount of time to ask the defendant questions following the defendant's presentation.
 - c. The Elections Committee shall then have an unlimited amount of time for discussion and debate on the issue. Members of the committee may yield to the defendant to answer any questions that arise. During discussion and debate, the chair shall serve only as a facilitator and shall not participate in any discussion except to answer questions regarding rules and policies, and to provide information as to the violation itself.
 - d. The defendant will be presumed innocent until a preponderance of evidence indicates they are guilty of a violation of the ASCSU Constitution, ASCSU Referenda and Elections Code, or any other rules governing the ASCSU Elections.
 - e. Once the committee has finished discussion and debate, a secret ballot vote shall be taken as to whether the defendant is guilty or not guilty.
 - f. If the committee by majority vote finds that the defendant is guilty of the violation in question, the committee shall immediately enter discussion and debate on whether the violation was major or minor, and on the scale factor for the violation penalty, as per Article XI of this document.
- I. The Elections Manager shall appoint one member of the Elections Committee to each campaign running for President and Vice President to act as a liaison and primary point of contact between the campaign and the Elections Committee. The Elections Manager may assign responsibilities to campaign liaisons as necessary.
- J. Members of the Elections Committee that have not been appointed to work as liaisons with tickets running for President and Vice President shall equally share the responsibility of acting as liaisons between the Elections Committee and candidates running for Senator.
- K. Issues pertaining to elections, petitions, or referenda that are not addressed in either the ASCSU Constitution or the ASCSU Referenda and Elections Code shall be determined by the Elections Committee.

Article VI: Orientation

- A. The Elections Manager shall be in charge of holding no fewer than three Senator orientation sessions for all potential Senate candidates and two President/Vice President orientation sessions for all potential Presidential/Vice Presidential candidates. These sessions shall be held for the purpose of familiarizing each candidate with the ASCSU Referenda and Elections Code, and the process and timeline of the General Election. The Elections Manager has the option of holding orientation sessions with individual candidates or campaigns.
- B. The Elections Manager shall post a list of all certified candidates and campaigns at the conclusion of the Orientation Period, by no later than 5:00PM on the Friday immediately prior to Spring Break.

Article VII: Candidate Certification and Eligibility

- A. To be certified as a candidate eligible to run in the General Election, the following criteria must be met:
 - a. The candidate's application must have been received by the Elections Manager no later than 3:00PM on the Friday of the week prior to Spring Break.
 - b. The candidate must have attended an orientation session by 4:00PM on the Friday immediately prior to Spring Break.
 - c. The candidate must meet the eligibility requirements stated in Article VII, Section 703 of the ASCSU Constitution.
- B. Candidates meeting all of the above eligibility requirements shall be certified to run for elected office in the General Election and shall be eligible to take office if elected. Only those candidates that have met all three of the above requirements shall have their names included on the ballot in the General Election.
- C. Write-in candidates will be eligible to run for office if they have: filed a Declaration of Candidacy with the Elections Manager before the start of the voting period; attended a one-on-one election orientation session with the Elections Manager before the end of the voting period; met the eligibility requirements stated in Article VII, Section 703 of the ASCSU Constitution; and submitted all required campaign finance related materials to the Elections Manager by noon on the last day of voting. Presidential and Vice Presidential candidates must have 60 cumulative credits by the beginning of their term.
- D. In the event that there are not enough certified candidates running in the General Election to fill all the Senate seats available in a college, a non-certified write-in candidate is eligible to assume a Senate seat so long as he or she meets the eligibility requirements stated in Article VII, Section 703 of the ASCSU Constitution
- E. Members of the ASCSU Supreme Court shall have no participation in any election campaign while in service of their two year term.

Article VIII: Campaign Finance

- A. All candidates will be required to submit a detailed Donation and Expenditure report of all materials used for campaign purposes to the Elections Committee by 3:00PM on each Monday and Friday of the Campaigning Period. This report should include copies of all receipts and invoices. A final and complete report must be submitted no later than 3:00PM on the final day of the Voting Period. The

Elections Committee may request report submissions from a specific candidate or campaign at any time and/or on a more frequent basis.

- B. All campaign materials and shipping costs, including donated and discounted goods and services, must be reported and counted towards total expenses on the Donation and Expenditure Report.
- C. Any dollars spent by a campaign running for President and Vice President, or candidate running for Senator shall be utilized to benefit that particular campaign or candidate. Any campaign materials used to sponsor another campaign or candidate must be reported as a donation on the Donation and Expense report of the campaign benefiting from that sponsorship.
- D. The total amount spent on or by any campaign running for President and Vice President, whether personal, donated, contributed, or imposed, shall not exceed \$2000.
- E. The total amount spent on or by any candidate running for Senator, whether personal, donated, contributed, or imposed, shall not exceed \$200.
- F. All donated or discounted goods and services shall be recorded at their fair market value. The Elections Committee shall make determinations as to the fair market value of a good or service if it has been established that it was donated or discounted below fair market value.
- G. No campaign may distribute any form of coupons.
- H. Any candidate or campaign that exceeds a set spending limit shall be immediately expelled from the General Election.

Article IX: Campaigning

- A. Candidates running for any elected position in ASCSU must at all times abide by the ASCSU Code of Ethics. Failure to abide by the ASCSU Code of Ethics will be considered a major violation
- B. ASCSU Complex, the ASAP Office, all ASCSU property, the SLiCE Office, and all non-election ASCSU sponsored events shall be off limits for campaigning and campaign planning of any kind at all times. Official ASCSU sponsored events may be exempted from this rule by the Elections Committee.
- C. All campaign material of any kind must be approved by an Elections Committee member prior to use. Candidates and campaigns must provide copies and/or photos of all materials submitted for approval, and the Elections Committee shall retain submitted copies and photos for the duration of the election to prevent confusion as to the approval status of submitted materials. Failure to get campaign material approved will be considered a minor violation.
- D. All registered trademark University logos may not be used without following proper University guidelines. Failure to follow University guidelines, when using a registered trademark University logo, will be considered a major violation.
- E. The use of the ASCSU logo, or any ASCSU material (such as clothing, nametags, etc.) shall be prohibited from use in any campaigning and from inclusion in any campaign material. The purpose of this rule shall be to prevent confusion on the part of the student body as to whether a candidate is campaigning, or performing the duties of any office the candidate currently holds in ASCSU. The use of the ASCSU logo, or any ASCSU material (such as clothing, nametag, etc.) will be considered a major violation.

- F. Candidates and campaigns shall be prohibited from using items provided by student fee dollars in campaigning. Candidates and campaigns shall be prohibited from attaching campaign-related material to items provided by student fee dollars. Using student fees for campaigning will be considered a major violation.
- G. No campaign material may be posted on or attached in any way to a vehicle without the expressed permission of the owner. Posting campaign material on a vehicle without expressed permission of the owner will be considered a minor violation.
- H. No campaign material may be attached to Collegian distribution boxes, other newspaper or recycling bins, or any Transfort busses or depots. Attaching campaign materials to the aforementioned areas will be considered a minor violation.
- I. The appropriate parties must approve the placement of campaign material inside any campus building. Approval to place campaign materials within the Lory Student Center must be obtained from the Campus Activities Information Desk and be placed according to Lory Student Center Governing Board guidelines. Failure to follow University building guidelines will be considered a minor violation.
- J. Approval to campaign or to place campaign materials within the Residence Halls must be obtained from the Office of Housing and Residence Life. Campaign materials may only be posted on the doors of Residence Hall rooms only with the expressed permission of the residents occupying the room. Any mailings to residents of the Residence Halls must be done in accordance with the policies of the Residence Hall Association and the Office of Housing and Residence Life. Failure to follow the Office of Housing and Residence Life guidelines to place campaign materials will be considered a minor violation. Failure to follow Residence Hall Association and the Office of Housing and Residence Life guidelines to mail to Residence Hall rooms will result in an assessment of fair market value.
- K. Campaign materials may be posted in campus buildings only on recognized campus bulletin boards and kiosks. The stairwells of campus structures shall not be available for the posting of campaign materials. Failure to post campaign materials in campus building on recognized campus bulletin boards and kiosks will be considered a minor violation. Posting campaign materials in the stairwells of campus structures will be considered a minor violation.
- L. The use of paint for campaigning on any Colorado State University owned property is prohibited and will be considered a major violation.
- M. No campaign material may be taped to the ground, walkways, or parking areas. Taping campaign materials to the ground, walkways, or parking areas will be considered a minor violation.
- N. Candidates and campaigns shall be permitted to chalk only within the recognized free speech zone on the east plaza of the Lory Student Center. Chalking anywhere other than the permitted zone will be considered a minor violation.
- O. No campaign material, campaign supporter, or campaigning of any kind shall be permitted within 50 feet of any official polling place on the days of elections or referenda. No campaign material or campaigning of any kind shall be permitted within 25 feet of any official polling place administered by ASCSU on the east plaza of the Lory Student Center. Campaigning within the restricted zones during the days of elections and referenda will be considered a major violation.
- P. T-shirts, stickers, buttons, and all other campaign material must be covered when entering an official polling place. Candidates and campaigns shall be responsible for ensuring compliance with

this rule. The Elections Committee shall be responsible for periodically monitoring official polling places to verify compliance with this rule.

Q. Drug/Alcohol policy:

- a. No active campaigning may take place in an establishment that is denying entrance to the establishment to patrons under the age of 21.
- b. There shall be no exchange of alcohol in the attempt to influence a vote or votes.
- c. There shall be no encouraging alcohol consumption to those under the age of 21.
- d. Any emblem or logo from an establishment that produces, distributes, or serves alcoholic beverages that is included on any campaign material must be accompanied by an appropriate responsible drinking emblem or logo of equal or larger size.
- e. No illegal drug related activities may be involved in fundraising or campaigning.
- f. Failure to follow the Drug/Alcohol policies will be considered a major violation.

Article X: Voting

- A. Voting in all ASCSU elections shall be conducted on RamWeb. The Elections Manager shall work with all parties necessary to ensure that a secure and fair voting mechanism is implemented for the conducting of the General Election and any referenda questions.
- B. Each member of ASCSU may vote for one ticket running for President and Vice President. Each member of ASCSU may vote in the election of Senators, and shall have the same number of votes as the number of available Senate seats for the college of which their primary major is declared. Students enrolled in the Graduate School may vote only for Senators from the Graduate School, and not from their academic college.
- C. After each ballot is cast, the voting mechanism used to conduct an election must send a confirmation e-mail message to the eID e-mail address of the student whose eID was used to cast that ballot. The purpose of this confirmation e-mail message shall be to inform the student that a ballot has been cast in that student's name, and to provide the student with information that may be used to contact the Elections Manager in the event that a ballot was improperly cast using that student's eID.
- D. Any candidate or campaign found to have been involved in any way with the casting of a ballot in the General Election using any eID that is not the eID of the individual in question shall be immediately expelled from the General Election.
- E. Any candidate or campaign found to have been involved in any way with an attempt to tamper with any and all voting mechanisms shall be immediately expelled from the General Election.
- F. Any on-campus public computer lab that is supported by student fees, as well as any ASCSU office, the Morgan Library, and any computer location administered by ASCSU for the expressed purpose of voting, shall be considered an official polling place. The Elections Committee may specify other venues as official polling places, and the Elections Manager shall post a list of all specified polling places no later than 5:00PM on the Monday of the week immediately prior to the first day of voting.
- G. Candidates and campaigns shall not be allowed to establish any computer voting terminals.

- H. Candidates and campaigns will be immediately disqualified from the General Election if the Elections Committee determines that votes have been gained through hazing or duress to voters.
- I. In the event of a tie between two or more candidates listed on the ballot, certified write-in candidates, or non-certified write-in candidates, the tie shall be resolved, in the case of a Senator, by a vote of the relevant College Council, and, in the case of a Presidential/Vice-Presidential Ticket, by a vote of the ASCSU Senate.

Article XI: Penalties

- A. Failure to follow any rule contained in this document will result in penalties to be levied by the Elections Manager in concurrence with the Elections Committee. The Elections Committee shall have discretion in the assessment of penalties unless an explicit penalty is specified for the rule in question.
- B. Documentation of all penalties levied by the Elections Committee must be submitted in writing to the ASCSU Supreme Court and the ASCSU President within 24 hours of the ruling.
- C. All fines levied against candidates and campaigns by the Elections Committee shall be counted on that candidate or campaign's Donation and Expenditure report form. Candidates and campaigns shall be required to remit in monetary form any fine levied by the Elections Committee. Failure to remit fines within 4 business days to the Elections Manager will be a major violation. Such payment must be received no later than 5 p.m. on the 4th day. If a campaign chooses to appeal a penalty the fine will not be due until 4 days after the appeal has been settled by the Supreme Court.
- D. All fines collected by the Elections Committee shall be placed under the control of the ASCSU President for the purpose of boosting candidate morale at the conclusion of the voting period.
- E. Minor offenses shall count as \$5.00 toward the spending limit. Major offenses shall count as \$25.00 toward the spending limit. The Elections Committee shall have the ability to multiply the fine by a factor of 2, 3, or 4, depending on the degree of severity of the offense.
- F. Candidates or campaigns shall be suspended from campaigning at the discretion of the Elections Committee when candidates or campaigns have committed a serious infraction against these rules. Suspensions shall be no shorter than one 24-hour period, and no longer than one 72-hour period.
- G. Candidates or campaigns shall be expelled from the General Election if the candidate or campaign meets one or more of the following criteria: has been suspended more than twice in the General Election; has been found to be in violation of a rule that explicitly states expulsion as a penalty; or has been violating a major local, state, or federal law.
- H. Any candidate or campaign wishing to appeal a penalty must do so in writing and submit it within 24 hours of the ruling to the ASCSU Supreme Court and the ASCSU President. The Supreme Court shall retain the sole authority to overturn a ruling of the Elections Committee, however the Supreme Court shall not have the authority to modify in any way a fine or penalty assessed by the Elections Committee.

Article XII: Appeal of the General Election

- A. The results of the General Election shall be considered valid unless an 'ASCSU Elections Appeal Filing Form' is filed by an ASCSU member with the Chief Justice of the ASCSU Supreme Court within ten days

after the last day of voting. Any appeal must state exactly the grounds for such a protest as outlined by the 'ASCSU Elections Appeal Filing Form'. The Chief Justice or his/her designee shall forthwith mail a copy of the appeal to the persons named as representatives of the signers of the appeal at their stated addresses, together with a notice fixing a time and place for a hearing to occur, which shall be not less than five nor more than fifteen days after such notice is mailed unless mutual agreement is made for an extension of time. All hearings shall be held before the ASCSU Supreme Court.

- B. All hearings shall be public, and both appellants and respondents of the appeal may present oral or documentary evidence. A decision shall be rendered no later than ten days after the conclusion of the hearing.
- C. All time requirements shall be negotiated between designated representatives of signatories, protestors, and the Supreme Court if an appeal is made at a time involving campus holidays, breaks, interim, or summer session.

Bylaws of the Forty-First 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 six [6] Senate meetings per semester 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 shall 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. 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, 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 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. An excused absence may also occur when a Senator is absent and confirms an Associate Senator as his or her designee.
- C. 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.
- D. 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 Associate/Deputy Director of Marketing-Webmaster for posting by noon the following Monday.
- E. Guest speakers shall be submitted to the Speaker of the Senate by 5:00 p.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 5:00 p.m. on the 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. 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.
- F. 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.

- G. At least one author of a bill or resolution must be present for that legislation's first reading.
- H. 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.
- I. 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.
- J. 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.
- K. The second reading only requires the reading of the Bill or Resolution title unless more than one [1] Senator objects.
- L. Supplemental funding bills will come previously approved by the Student Funding Board (internal committee) and will still be allowed only one reading.
- M. 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.
- N. 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.
- O. 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.
- P. 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.
 - 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-Webmaster.
- 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, that 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.

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-First 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 twice 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.
- 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-First 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.

Senate Job Descriptions

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 semester. Research content and issues of each resolution and bill prior to 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 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, 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 Vice President prior to the beginning of the session for which the Senator will be absent. The Speaker must approve that the excuse is legitimate for a Senator to receive an excused absence. An excused absence shall also be when a Senator is absent and substitutes an Associate Senator in their place.
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 a minimum of six Senate meetings per semester.
4. Introduce Sponsor bills and resolutions. Research content and issues of each resolution and bill prior to 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

(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 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.
7. Shall maintain accurate name placards to be used by all Senators, Associate Senators, Directors, Associate 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.
9. Be responsible for the maintenance and continuation of traditions as practiced by the governing branches of ASCSU.
10. Maintain accurate copies of all ASCSU governing documents and update them as required by Senate legislation.
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. 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.

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 three 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.
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, Directors Reports, 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.

Basic Parliamentary Actions

To do this:	You say:	Interrupt?	Second?	Debate?	Amend?	Vote?
Register a complaint	“Point of personal privilege.”	Yes	No	No	No	<i>Must be recognized by chair</i>
Enforce rules	“Point of order.”	Yes	No	No	No	<i>Must be recognized by chair</i>
Request/provide information	“Point of information.”	Yes	No	No	No	<i>Must be recognized by chair</i>
Take vote again if uncertain	“Division!”	Yes	No	No	No	None
Take an action without debate	“I ask for unanimous consent to...”	No	No	No	No	No dissent
Take a break	“I move to recess for...”	No	Yes	No	Yes	Majority
Suspend rules	“I move to suspend the rules...”	No	Yes	No	No	2/3
Bring business before the assembly	“I move to adopt...”	No	Yes	Yes	Yes	Majority
Avoid the present motion completely	“I object to the consideration of the question.”	Yes	No	No	No	2/3
Limit or extend debate	“I move that debate be limited/extended to...”	No	Yes	Yes	Yes	2/3
Modify wording of a motion	“I move to amend the motion...”	No	Yes	Yes	Yes	Majority
Refer to a committee	“I move to commit this [bill] to [committee]...”	No	Yes	Yes	Yes	Majority
Overturn the chair’s ruling	“I move to appeal the decision of the chair.”	Yes	Yes	Yes/No	No	Majority
End debate	“I move for previous question.”	No	Yes	No	No	2/3
Set the motion aside temp. for more urgent business	“I move to lay the question on the table.”	No	Yes	No	No	Majority
Kill the main motion	“I move that the motion be postponed indefinitely.”	No	Yes	Yes	No	Majority

All of these actions can only be taken by individuals with rights of debate.

ASCSU Office Policies

Office Hours

8:30am - 5:00pm

Address

ASCSU
Lory Student Center 109
Fort Collins, CO 80523

Mailing Address

ASCSU
8033 Campus Delivery
Fort Collins, CO 80523

Phone: (970) 491 - 5931

Fax: (970) 491 - 3509

Administrative Assistant:

The Administrative Assistant is an instrumental part of ensuring ASCSU's success and should be treated with the utmost respect. This position exists to support you in any way you need in order to succeed. This individual always has the students best interest at heart, and will work to ensure students are at the table for every conversation necessary. The Administrative Assistant is available to assist you in setting up meetings, answering questions about University Policy, providing general advising assistance, is a great historical reference, and can assist with basically anything you might need. This position is the 'spine' of ASCSU given the year-to-year changeover in Administrations and student employees.

Open Office Area (Cluster Desks + Back Table):

The cluster desks in the center of the Office Complex and the table in the back of the office are designed for informal gathering space for ASCSU members. Please use the spaces for informal meetings, conversation, homework, office hours, etc. **Please cleanup after yourself!** Please help us convey a friendly, helpful, and productive atmosphere by keeping our office looking professional. Please be respectful of people's work needs by **keeping noise at a reasonably low level**. As we are representing more than our own interests while in this office, refrain from using vulgar language or inappropriate behavior. The Chief of Staff and Deputy Chief of Staff will be responsible maintaining the ASCSU Office Complex.

Drugs and Alcohol:

The State of Colorado law prohibits smoking inside public buildings. Please go outside the complex to smoke or chew tobacco. Drugs and alcohol are forbidden within the office and at ASCSU events. Furthermore, we expect all members to maintain a professional state of mind while representing ASCSU and the student body.

Keys and Locks

Keys will be available for checkout from the ASCSU Administrative Assistant. Those who can check out keys are only paid positions upon completing payroll paperwork. To ensure that keys are returned at the end of the academic year, \$50 will be withheld from one's final paycheck if not returned to the Administrative Assistant at said deadline. To help to ensure that the ASCSU Complex remains safe and secure, all **doors will be closed and locked at 5:30 p.m.** unless a member wishes to remain and work after hours. That member is then solely responsible for closing the office. Do not use the doors that lead into SLiCE after hours. If you forgot your keys, or are not issued keys, you may call the Lory Student Center Building Manager for access to the ASCSU Office Complex (7:00am-11:00pm, 7 days a week), 970-215-7112.

Individual Offices

Office space is assigned by the President and Vice President. Please be respectful of everyone's working environment, and get permission to use other members' space. You are encouraged to decorate your area to represent that for which your department is responsible.

Phones

All phone calls coming into the ASCSU Office Complex are routed through the Front Desk (491-5931). Whenever you give someone the ASCSU phone number, give them that number. All extensions in the office ring to the front desk automatically. All voicemail hits the front desk, and they will pass the message on to you electronically. You must have a code to make long distance calls, see the Front Desk for your department's long distance code. Never give out individual extension numbers, and the Front Desk employees will answer incoming calls. If there is no one available at the desk, **please answer the phone, "ASCSU, this is (Your Name)."**

To pick up a call at the front desk from a different phone in the office press #99.

To transfer a call press transfer, the #, transfer, rls.

Please direct all media calls (Collegian, Coloradoan, KCSU, Rocky Mountain News, etc.) to the President, Vice President, or Chief of Staff. **If you take a phone message, please sign and date it (and make sure it gets to the appropriate person ASAP!)**

When taking phone messages for other staff members, please do so electronically via e-mail to ensure the message is received by the other party.

Computers

Please **do not save personal information on the computers**. If you are on one of the main computers and are not doing official ASCSU business, and someone else needs the computer to work, you must surrender it immediately! Computers in cubicles and offices have been designated for departments, and you must get permission before using them. Please see the Administrative Assistant or Front Desk employees for login information and instructions.

The computers in the Center Clusters are unassigned, and free for any student to use. Login info can be obtained from the Front Desk.

Correct way to save ASCSU documents:

Go to My Computer, save under U: drive, find folder relating to department and for the year, and save there. This way the document is not just saved to the individual computer. No documents should be saved on other departments' or branches' accounts.

Copier/Copies

The Front Desk Employees and Administrative Assistant control the use of the ASCSU copier. To use our copier please see one of them for instructions and a copy code. You will be responsible for making your own copies. If the copier malfunctions, please do not fix it yourself. Please ask the Administrative Assistant or Front Desk employees to fix the problem. **No personal items or homework should be copied on the ASCSU copier! Copy codes will be distributed to individuals; please do not share your copy code.**

Printer

The printer should be used to print **only** ASCSU related material. **DO NOT** print homework or any personal items from the ASCSU printer. **Periodic audits of copy usage will be done by ASCSU Administration.** Printing can be tied back to individuals through the use of individual copy codes. It is in your best interest to not share your copy code, or use the copier/printer for personal use!

Office Supplies

Standard office supplies are provided to ASCSU members to enable them to complete their work. Please see the Administrative Assistant or Front Desk employees to obtain supplies. Use office supplies sparingly! Immediately return office equipment to their appropriate places after use.

Cleaning Supplies

The cleaning supplies are found in the cabinet located by the refrigerator. Please wipe down the table if you think it needs it. If you see something that needs to be fixed, tell either the Chief of Staff or the Administrative Assistant. Please keep our office looking great!

Refrigerator

Anyone can use the refrigerator next to the Chief of Staff/Kistler Room, but make sure to mark your food with your name and don't eat anything that doesn't have your name on it. Please throw away uneaten food and clean up as needed.

Mail Boxes

Leave messages and mail in the mailboxes outside each departments area. The center clusters in the center of the office are reserved for Senators and SFRB/SFB members.

Questions/Comments/Concerns

Our office conduct is based on ethics and responsibility. Hold yourself and your peers to a high standard by not having conversations that violate our office policies. Let the Chief of Staff know if there are continuing problems, so that he/she can deal with specific issues.

ASCSU Code of Ethics

Last updated February 20, 2002

Sec. 1-1 POLICY

It is hereby declared to be the policy of the Associated Students of Colorado State University that the proper operation of student government requires that officials and employees be independent, impartial and responsible only to the students of the university; that no officer, employee or member of any standing committee or board shall permit any interest, financial or otherwise, direct or indirect, or engagement in any business transaction or professional activity to conflict with the proper discharge of his or her duties in the public interest; that public office will not be used for personal gain; and that the Associated Students of Colorado State University at all times shall be maintained as a nonpartisan body. To implement such a policy, the Associated Students of Colorado State University deems it advisable to enact a Code of Ethics for all officials and employees, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the student body's public servants, but also as a basis for discipline for those who refuse to abide by its terms, the overriding interest being that officers and employees of the Associated Students of Colorado State University shall at all times strive to avoid even the appearance of impropriety.

Sec. 2-1 DEFINITIONS

The following words, terms, and phrases, when used in this article, shall have the meanings subscribed to them in this section, except where the context clearly indicates a different meaning:

"Employee" means any person employed by ASCSU, including those individuals on a part-time basis but shall not mean any independent contractor hired by ASCSU.

"Officer" or "official" means any appointed or elected member of ASCSU and any appointed member of a board, commission, or committee set up by ASCSU.

"Associated Students of Colorado State University (ASCSU)" means the judicial, legislative and executive bodies of the student body of Colorado State University consisting of the President, Vice President, Supreme Court, Cabinet and the Senate.

Sec. 3-1 STANDARDS OF CONDUCT – OFFICERS AND EMPLOYEES

No officer or employee of ASCSU shall:

- (A) Use their official position to solicit special privileges or exemptions for themselves or others that might reasonably tend to influence them in the discharge of their official duties, or grant in the discharge of their official duties any improper favor, service or thing of value;
- (B) Grant any special consideration, treatment or advantage to any student, individual, student organization or group beyond that which is normally available to every other student, individual, student organization or group.
- (C) Engage in any outside activities which will conflict with, or will be incompatible with their position as an officer of ASCSU, or the duties assigned to them in their employment with ASCSU.

(D)

- (1) No officer or employee of ASCSU, while acting in their capacity or in the course and scope of their employment, shall use the influence or prestige of their position or title as an employee or officer of ASCSU for or against any candidate for any elected office of ASCSU, but shall at all times maintain the nonpartisan policy of ASCSU.
- (2) No officer or employee of ASCSU shall be prohibited from participating in any political process solely in his or her individual capacity as a private citizen.

(E)

- (1) No officer or employee of ASCSU shall knowingly perform or refuse to perform any act to deliberately obstruct the execution of ASCSU policy, rules or regulations, or the achievement of official ASCSU programs.
- (2) No officer or employee of ASCSU shall use ASCSU supplies, equipment or facilities for any purpose other than the conduct of official ASCSU business, unless otherwise provided for by law, or ASCSU policy.
- (3) No officer or employee of ASCSU shall engage in any conduct prejudicial to the government of ASCSU or that reflects discredit upon the government of ASCSU.

Sec. 3-2 ADDITIONAL STANDARDS OF CONDUCT – SENATORS

In the event that any matter comes before the senate involving directly or indirectly the interest of a present student organization of any ASCSU senator or cabinet member or the interest of a student organization or entity who the senator has had membership in within the prior twelve (12) months, then that senator or cabinet member shall disclose the existence of such interest to the other members of the ASCSU senate and thereafter is encouraged to abstain from voting in the matter and refrain from attempting to influence the vote of any other senator.

No member of the ASCSU senate shall disclose to anyone other than another member of the ASCSU senate the substance, contents or subject discussed or deliberated upon during a closed or executive session of the ASCSU senate.

Sec. 4-1 SANCTIONS

- (A) Sanctions may be imposed in accordance with these rules upon members who are found to have violated the code. In determining the kind of sanction to be imposed, the following factors may be considered: the nature of the violation, prior violations by the same individual, the willfulness of the violation, and any other factors which bear upon the seriousness of the violation.
- (B) The following sanctions may be imposed singly or in combination at the conclusion of an investigation and/or hearing under these rules:
 - (1) Private Censure. A letter to the respondent, the respondents college council, and the complainant, indicating that the respondent has been found to have violated the Code of Ethics, that ASCSU

disapproves of such conduct, and that, if it is repeated in the future, it may be cause for more serious sanctions.

(2) Impeachment (pursuant to Article VI of ASCSU Constitution)

Sec. 5-1 INITIATION OF PROCEDURES

(A) Proceedings against an individual for an alleged violation of the Code of Ethics may be initiated by the following methods upon receiving a written complaint from any source indicating that a violation may have occurred.

(B)

(1) Senate Violations: Complaints pertaining to code of ethics violations committed by members of the Senate shall be presented to the ASCSU Vice President.

(2) Executive Violations: Complaints pertaining to code of ethics violations committed by members of the Cabinet shall be presented to the ASCSU President. If the violator is the ASCSU President or Vice President, complaints shall be presented to the Supreme Court.

(3) Judiciary: Complaints pertaining to code of ethics violations committed by members of the Judiciary branch shall be presented to the Chief Justice of the Supreme Court. In the event that the violator is the Supreme Court Chief Justice, complaints shall be presented to the ASCSU President.

(C) Upon delivery of a complaint, the recipient shall meet with the said violator and discuss why the action of the individual was not appropriate. The complaint recipient shall inform the said violator that future violations can be considered negligent and can be grounds for impeachment. The complaint recipient shall notify the individual who filed the complaint that a contact was made. All communications between the said party and the complaint recipient shall remain confidential. All other disciplinary procedures that are not outlined in the document shall follow the guidelines set forth by the ASCSU constitution and the regulations of Colorado State University.

ASCSU Impeachment Procedures

I. Impeachment Petition

A motion to impeach a member must be brought forth during a Senate meeting to the Speaker of the Senate. This motion must follow the regulations set forth by the Constitution, based on the position of the member to be impeached. If three (3) individuals bring an impeachment forward, only those three (3) individuals may present it. Under this circumstance, the plaintiffs shall consist of the three individuals who presented the impeachment motion. A petition or other motion for impeachment may include no more than one (1) initiator or author. The initiator or author must designate on the petition two (2) individuals who will be designated as plaintiffs. If a college council brings the impeachment forward, the plaintiffs shall be the College Council President and two (2) members of the respective College Council. The defendant shall be the individual whom the impeachment motion is pertaining to. Any motion for impeachment must include specific accusations of wrongdoing, and must be provided to the Speaker in written form at the time of the impeachment motion. Written documentation must also include the signatures of all members.

II. Committee Action

Senate shall choose a committee to investigate the allegations of wrongdoing at the time of the impeachment motion. No presenter, signatory, or initiator of the motion of impeachment may serve on the impeachment committee, nor may the Speaker of the Senate. The committee shall convene within one day following presentation of the motion of impeachment to determine the chair(s) of the committee. The ASCSU advisor shall also function as the advisor for the impeachment committee. One (1) member of the committee shall be designated as the committee liaison for both defendant and plaintiffs, working with all parties involved to ensure an adequate and shared understanding of procedures and constitutional interpretations. All communiqués from the committee liaison shall be presented to the committee, who shall retain authority to overrule the committee liaison's interpretations.

A. Notification

During the week following the presentation of the motion of impeachment, the committee chair (s) and the committee liaison shall notify the defendant by letter and make every reasonable effort to notify the defendant in person of the proceedings brought forward against them. If the defendant can be contacted in person, the committee liaison shall make every reasonable effort to communicate the accusations of wrongdoing as presented with the motion of impeachment.

B. Fact Finding

The committee shall meet within two weeks following the presentation of the motion of impeachment, but after the defendant has been notified, in order to determine a series of questions to be directed to both defendant and plaintiffs by the committee. Questions must be germane to the accusations of wrongdoing and or negligence as outlined on the impeachment motion. The committee may choose to present these questions during the course of the hearings, or may deliver the questions to all parties prior to the hearings in order to receive written responses prior to the hearings.

C. Questions

Within three weeks following the presentation of the motion of impeachment, but after the formulation of questions, the committee shall convene in order to hear arguments from all parties. These hearings shall be closed: The committee members and the committee advisor may attend all hearings, parties may attend for their respective hearings only, and witnesses may attend for their respective presentations only. All

plaintiffs shall be heard before the defendant's hearing. The plaintiffs may be heard as a group, in which case they shall have no more than thirty (30) minutes to present and as much time for the committee to question as is necessary and may call up to three (3) witnesses over the course of their presentation; or the plaintiffs may be heard separately, in which case they shall have no more than ten (10) minutes to present each and may call up to one (1) witness each over the course of their presentation. The defendant shall be allowed to give a presentation in the same manner as the plaintiff following the plaintiff's presentation.

D. Deliberation

The committee shall produce a detailed and comprehensive report that accurately represents the facts and testimonials of both the defendant and the plaintiff. The committee shall not vote as to whether the said official shall be removed from office. The committee must present its findings to the Senate no less than two weeks following the hearing.

E. Rise and Report

The committee shall rise and report to the senate no later than two weeks following the hearing. The impeachment committee shall inform both parties involved in the investigation of the date that the Senate hearing will take place. Both parties are encouraged to attend the meeting in the event that they may be questioned. Following the motion to rise and report, the Senate shall move into executive session and all nonvoting members excluding the speaker and the ASCSU advisor shall exit the senate chambers. The committee shall then give a presentation regarding their findings. The presentation shall not be limited in length. An unlimited question and answer period shall follow the presentation. The Senate may invite either party in to the Senate chambers to question them. Both parties shall not be in the chambers at coinciding times and the parties shall be exited from the room following the questions. The question and answer period shall end when a motion to move into deliberation is passed.

III. Senate Deliberation

Following the question and answer period the senate shall debate the motion to impeach the said official. A two-thirds vote is required for the removal of said official from office.

Executive Job Descriptions

Office of the President

JOB DESCRIPTION: Chief of Staff

PREREQUISITES:

- Previous experience in ASCSU is strongly desired.
- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President and the ASCSU Vice President.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 25 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 35 hours per week).
2. Attend weekly meetings with the ASCSU President and the ASCSU Vice President and a weekly meeting with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Act as an account signer for financial document approvals.
5. Assist the ASCSU President and ASCSU Vice-President with any tasks delegated by such.
6. Act as the direct supervisor of all Cabinet Directors/Coordinators/Liaisons per the organizational chart approved by the ASCSU President and Vice President. The Chief of Staff shall make recommendations on hiring and termination of all executive branch members under the reporting authority of the Chief of Staff.
7. Meet weekly with all Cabinet Directors/Coordinators/Liaisons, or on an as needed basis.
8. Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an efficient and timely fashion.
9. Conduct performance evaluations of Cabinet Directors/Coordinators twice per semester.
10. Act as the "first-level" of resolution for conflict and mediation issues except in cases where the ASCSU President must intervene.
11. Submit an electronic copy of your Weekly Directors Report including general report items, important dates, and other details of projects every Monday, and ensure conciseness and clarity in other Cabinet Directors Reports. Keep electronic copies of Weekly Directors Reports for historical storage purposes.
12. Be the primary staff member responsible for staff development and disciplinary action making recommendations to the ASCSU President and Vice President, as necessary.
13. Work with the Deputy Chief of Staff to recruit members to serve on external committees as an ASCSU or student-at-large representative.
14. Attend meetings for the ASCSU President and ASCSU Vice President if both are unable to attend as an ASCSU representative.
15. Serve as a member of one of the Faculty Council Subcommittees, to be assigned in collaboration with the ASCSU Director of Academics.
16. Attend the Council of Deans meetings as the representative of ASCSU, and ensure ASCSU is effectively represented in that forum.
17. Coordinate and plan regular ASCSU Town Hall discussions, to be held at the discretion of the ASCSU President and ASCSU Vice President.
18. Assist the ASCSU Deputy Chief of Staff in carrying out his/her job duties.
19. Other duties as assigned and/or required by the ASCSU President and the ASCSU Vice President.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU President and Vice-President twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.

6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc. Report to be due at the President's discretion TBD.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Chief of Staff

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 20 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand ASCSU throughout the year.
5. Act as the lead planner of the ASCSU Fall and Spring retreats, as well as any other professional training as required by the President and Vice President.
6. Devise a system for training/mentoring for all new members of ASCSU.
7. Hold training/mentoring sessions with newly appointed Senate and Cabinet members when necessary (when new members are appointed throughout the academic year), and hold training/mentoring sessions with all first year members of ASCSU.
8. Meet with Directors who report to Deputy Chief of Staff.
9. Ensure Cabinet Directors are fulfilling their job descriptions and act as a resource for members within ASCSU to ensure programs and projects are carried out in an efficient and timely fashion.
10. Submit an electronic copy of your Weekly Directors Report including general report items, important dates, and other project information every Monday, and ensure conciseness and clarity in other Weekly Directors Reports.
11. Assist the Deputy Director of Leadership Development-ProDev in coordinating professional development trainings.
12. Assist the ASCSU President and ASCSU Vice President to carry out their student-voted platform initiatives.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.

8. Attend each College Council meeting to the fullest extent possible, and/or be in constant communication with the President and Vice President of each College Council to ensure the working relationship between college councils and ASCSU is strong. Assist College Councils in their needs, bring concerns to ASCSU from them.
9. Work with the Director of Marketing to assist College Councils with publicity and outreach for their events.
10. Work with the ASCSU Chief of Staff and the Executive Assistant to recruit students to serve as representatives on external committees.
11. Attend meetings for the ASCSU President, Vice President and Chief of Staff if they are unable to attend.
12. Serve as a member of one of the Faculty Council subcommittees as assigned by the ASCSU Director of Academics.
13. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
14. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
15. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Executive Assistant to the President's Office

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the President's Office, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand ASCSU throughout the year.
5. Attend meetings for the ASCSU President and ASCSU Vice President as necessary.
6. Assist with grant writing, speech writing, and other documents if necessary.
7. Act as the ASCSU representative for Student Voice Surveys, including the point person for all contractors to ASCSU, College Councils, and all three branches for the surveying of students.
8. Assist in writing, reviewing and editing all correspondence from the ASCSU President's Office to other entities.
9. Accurately track and store all agendas, minutes, and accompanying documents from all ASCSU meetings, and distribute these weekly to the listserv to ensure transparency.
10. Be responsible for tracking all Executive Cabinet Director outreach, Weekly Directors Report submission, Cabinet and Senate attendance, and community service hour tracking for the Executive Branch.
11. Other duties as assigned and/or required.
12. Assist the Vice President in with any duties required in operating the Student Fee Review Board.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.

10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Press Secretary/Recruitment Officer

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 15 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. THIS IS AN ON-CALL POSITION, APPLICANTS MUST BE AVAILABLE 24 HOURS A DAY VIA PHONE.
3. Attend weekly meetings with the President and a weekly meeting with the President's Office, at a time TBD.
4. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
5. Act as the Chief Assistant to the ASCSU President. Duties include meeting with faculty and administrators on student related issues, etc.
6. Act as the chief representative to all media facets.
7. Regularly write professionally formatted and factually accurate press releases about ASCSU business and updates.
8. Ensure the weekly ASCSU guest column in the Collegian is filled, and follow up with past writers.
9. Foster a cohesive relationship between ASCSU, the student body, and the community by communicating with appropriate media outlets.
10. Assisting directors of all ASCSU departments and any member of the ASCSU Senate, and the ASCSU Supreme Court in writing press releases to increase awareness of student-related issues and events.
11. When necessary, and with the ASCSU President's approval, the Director of Public Relations and Special Assistant to the President will have the authority to coordinate and authorize the Executive branch's communications at all levels for the purpose of directing the organization's image.
12. Assisting directors of all ASCSU departments and any member of the ASCSU Senate, and the ASCSU Supreme Court in coordinating individual communication with all proper media outlets.
13. Responsible for using creative outreach methods, such as using social networking tools, to enhance the image of ASCSU.
14. Work with all branches of ASCSU to swiftly respond to all inaccuracies in the media regarding ASCSU and student-related issues.
15. Tracking all stories in the media that involve ASCSU and archiving those stories for future reference.
16. Act as the authority to coordinate and authorize the Executive branch's communication at all levels for the purpose of directing the organization's image.
17. Meet on a rotating basis with each Cabinet Director to discuss newsworthy areas on their departments.
18. Stay educated on all ASCSU business across all three branches.
19. Responsible for coordinating all recruitment efforts with the Executive Assistant to the President's Office.
20. Responsible for coordinating recruitment efforts during Ram Welcome with the Executive Assistant to the President's Office and the Director of Marketing.
21. Responsible for creating and maintaining a database of all open positions within ASCSU and posting all available positions on campus-wide job posting databases and all ASCSU marketing outlets.
22. Work to promote and expand ASCSU throughout the year.
23. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.

5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

Academics

JOB DESCRIPTION: Director of Academics

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 15 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff and a weekly meeting with Department of Academics at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Academics throughout the year.
5. Act as the ASCSU liaison to Faculty Council.
6. Coordinate the TestFile service on behalf of ASCSU in conjunction with the ASCSU Administrative Assistant.
7. Appoint students to fill seats on Faculty Council subcommittees in collaboration with the ASCSU President's Office.
8. Work the ASCSU Chief of Staff and the University Affairs Department to revamp the Student Course Survey system.
9. Coordinate the purchase of Blue Books for distribution for free to students. Work with the Department of Marketing to ensure advertisement sales are generated to fund the project.
10. Develop a working relationship with the Chair of Faculty Council, the Provost and EVP, TILT, and the Vice-Provosts to collaborate on academic and curricular issues.
11. Work with Senate members to address student concerns and university issues through ASCSU legislation regarding academics.
12. Keep the ASCSU Senate and the President's Office informed about proposals at Faculty Council and in the Administration that could impact students.
13. Work with the appropriate ASCSU Senate committee to collect student opinion about academic issues.
14. Work with the Administration and Faculty to encourage the use of Electronic Textbooks.
15. Work with Faculty Council and the Bookstore to encourage faculty to submit textbook orders in a timely manner.
16. Work with Faculty Council to educate Faculty members on 'green' practices around printing on campus.
17. Work with the Council of Deans, UTFAB, and Faculty Council to create open printing across campus.
18. Organize, evaluate, and distribute a completed electronic Student Course Survey booklet.
19. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

JOB DESCRIPTION: Deputy Director of Academics

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Meet regularly with the Director of Academics and a weekly meeting with Department of Academics at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Academics throughout the year.
5. Assist in the coordination of the TestFile service on behalf of ASCSU in conjunction with the ASCSU Administrative Assistant.
6. Attend Faculty Council meetings regularly.
7. Work with Senate members to address student concerns and university issues through ASCSU legislation regarding academics.
8. Work with the appropriate ASCSU Senate committee to collect student opinion about academic issues.
9. Work with the Administration and Faculty to encourage the use of Electronic Textbooks.
10. Work with Faculty Council and the Bookstore to encourage faculty to submit textbook orders in a timely manner.
11. Work with Faculty Council to educate Faculty members on 'green' practices around printing on campus.
12. Work with the Council of Deans, UTFAB, and Faculty Council to create open printing across campus.
13. Organize, evaluate, and distribute a completed electronic Student Course Survey booklet.
14. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11, 2011.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

- ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Assistant Director of Academics

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.

- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Academics and a weekly meeting with the Marketing department, at a time TBD.
3. Work to promote and expand the Academics Department throughout the year.
4. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Community Development

JOB DESCRIPTION: Director of Community Development

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 17 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Department of Community Development and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Community Development throughout the year.
5. Facilitate the Ram Leadership Team.
6. Work to promote Greek Life philanthropy events, representation of Greek Life students, etc.
7. Coordinate all Community Service events for ASCSU, including but not limited to CSUnity, CSU Serves, Neighborhood Welcome, RamRide volunteer promotion, etc.
8. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Community Development – Ram Leadership Team

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff, and the Director of Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year director's reports.
5. Work to promote and expand the Department of Community Affairs throughout the year.
6. Coordinate the facilitation, membership and operation of the Ram Leadership Team.
7. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Community Development – Community Service

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff, and the Director of Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year director's reports.
5. Work to promote and expand the Department of Community Affairs throughout the year.
6. Coordinate all Community Service activities for ASCSU, including but not limited to CSUnity, CSU Serves, Neighborhood Welcome, RamRide volunteer promotion, etc.
7. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.

4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Community Development - Greek Life Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff, and the Director of Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year directors reports
5. Work to promote and expand the Department of Community Development throughout the year.
6. Work to build a lasting relationship between ASCSU and the Greek Life Office, IFC, NPHC, MGC.
7. Work to promote Greek Life events with ASCSU's Marketing Department.
8. Work with the Deputy Director of Student Services – Programming to effectively include Greek Life students in all ASCSU programming and events.
9. Work to bridge the gap between Greek Life Organizations and ASCSU's Finance Department to assist with grant processes on campus.
10. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.

9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Community Development – Outreach Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff, and the Director of Community Development

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Community Development and a weekly meeting with the Department of Community Development, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year director's reports.
5. Work to promote and expand the Department of Community Development throughout the year.
6. Coordinate all outreach efforts for ASCSU, in conjunction with various events put on by Cabinet departments.
7. Put on regular events, a minimum of one Outreach event per month, involving the students of CSU in what ASCSU is doing.
8. Solicit feedback and input in current ASCSU business from the student body.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Diversity

JOB DESCRIPTION: Director of Diversity

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 15 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff and a weekly meeting with the Department of Diversity, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Diversity throughout the year.
5. Work with SLiCE in assisting the development and operations of RamLink
6. Hold weekly department meetings with departmental liaisons and make sure they are adhering to their job descriptions; collect which student org events they go to and put into your Director's report.
7. Work with ASCSU Vice President to maintain relationships with cultural centers and resource offices on campus, attend monthly meetings at these offices with their staff.
8. Coordinate and facilitate communication and events through the cultural centers and ASCSU at Cabinet, Senate, and other key committees and meetings.
9. Sit on planning committees for retreats awareness days and celebrations.
10. Serve on at least one committee or assist in the coordination of an event or program with each of the advocacy offices a minimum of one time each academic year.
11. Oversee the Co-Chairing of the Diversity Advocate Council (DAC).
12. Work to provide diversity training, as well as social justice training to branches of ASCSU.
13. Work with Senate members to address student concerns and university issues through legislation.
14. Work on student initiatives and increasing student voices from minority populations within ASCSU and at CSU.
15. Actively seek non-traditional students, international students, and diverse students to aid in their programming as well as seek their involvement in ASCSU.
16. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Assistant Director of Diversity

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Diversity

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Diversity and a weekly meeting with the Diversity Department, at a time TBD.
3. Work to promote and expand the Diversity Department throughout the year.
4. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

Elections

JOB DESCRIPTION: Elections Manager

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 6-12 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 8 hours per week).
2. Attend weekly meetings with the ASCSU President.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Propose any necessary changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the Senate at least 7 weeks prior to Spring Break.
5. Assist in the selection of the Elections Committee.
6. Train the Elections Committee.
7. Hold orientation sessions for potential Senator candidates, as well as for potential Presidential/Vice Presidential candidates, for the purpose of familiarizing them with the elections process and the ASCSU Referenda and Elections Code.
8. Chair meetings of the Elections Committee.
9. Work with candidates in the ASCSU elections to ensure compliance with all rules and regulations.
10. Propose changes to the ASCSU Referenda and Elections Code in the form of a bill presented to the ASCSU Senate after the conclusion of ASCSU elections.
11. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Finance

JOB DESCRIPTION: Director of Finance

PREREQUISITES:

- Previous experience in ASCSU is preferred.
- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 17 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Chief of Staff.
3. Attend the weekly ASCSU senate internal affairs committee once a month and advise the committee on departmental activities
4. Meet weekly with ASCSU President and Vice President
5. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
6. Work to promote and expand the Finance department throughout the year.
7. Work with the University Affairs Department to create and publish a "Student Fee Accountability Report" as described by the ASCSU President.
8. Submit SFB balance reports weekly to Chief of Staff and hold a department twice a month meeting with the ASCSU Controller.
9. Chair the Student Funding Board and ensure that Section Eight ASCSU Constitutional requirements are met.
10. Advise student organizations through orientations and workshops concerning the ASCSU funding process and requirements. Ensure that funding guidelines are followed by ASCSU funded organizations, in coordination with the SLiCE Office.
11. Assist student organizations in finding co-sponsorships and alternative funding methods. Help student organizations through other grant processes on campus.
12. Oversee and train the Student Funding Board liaisons to student organizations. Make sure that liaisons are well-versed in matters of viewpoint neutrality and that they have made contact with the student organizations.
13. Work with the ASCSU President & Vice-President to identify key areas necessary for addressing concerns of funding for student organizations and the fiscal resources available to them.
14. Lead efforts towards advancement and development through fundraising, promotions, and alumni initiatives.
15. Transfer funds from ASCSU Senate General to student organizations as directed by Funding Board and/or the ASCSU Senate.
16. Prepare with the ASCSU President, Vice-President, and Controller, the budget for ASCSU.
17. Work with the ASCSU President-Elect and Vice President-Elect to prepare the ASCSU budget proposal for Student Fee Review Board (SFRB), Student Funding Board (SFB), and the ASCSU Senate.
18. Ensure that appropriate funding reviews and subsequent revisions take place among the ASCSU funded organizations.
19. Oversee the Student Organizations Resource Room account and budget.
20. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.

8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Controller

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Finance.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 12 hours per week).
2. Attend weekly meetings with the Director of Finance.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Finance Department throughout the year.
5. Work with the Director of Finance and the Department of University Affairs to create and publish a “Student Fee Accountability Report” to be distributed to campus.
6. Submit ASCSU balance reports weekly to the President.
7. Serve as controller of ASCSU funds of the executive, legislative, and judicial branch. Keep true and accurate records of the three branches as well as any additional ASCSU-related fees. Reconcile these accounts with the Student Organizations Office (SLiCE) at least once a month.
8. Prepare and maintain individual departmental budgets reviewing them monthly to ensure frugal spending. Meet with directors of each department monthly to assist in their budgeting process and keep them abreast of their spending.
9. Work with the ASCSU President, Vice President, and the Director of Finance to prepare for the annual budget process.
10. Work with the ASCSU President-Elect and Vice President- Elect to prepare the ASCSU budget proposal for the Student Fee Review Board (SFRB) and the ASCSU Senate.
11. Assist ASCSU staff members with purchasing duties of office equip and supplies.
12. Administer the ASCSU executive payroll.
13. Handle all financial document requests (IMO’s, AFE’s, Journal Entries, PO’s, Procurement Card [P-Card]), account reconciliation, and bookkeeping needs.
14. Maintain an effective working relationship with the Student Organizations Office (SLiCE).
15. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.

10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Assistant Director of Finance

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Finance.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 4 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Finance.
3. Work to promote and expand the Finance Department throughout the year.
4. Assist the Controller in tracking ASCSU expenditures in coordination with the SLiCE Office.
5. Assist the Director of Finance with the Student Funding Board (SFB), communicating with student groups regarding SFB, etc.
6. Assist various Student Organizations with navigating grant processes on campus.
7. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Be knowledgeable of CSU Graphic Standards.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Governmental Affairs

JOB DESCRIPTION: Director of Governmental Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 22 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Governmental Affairs throughout the year.
5. In conjunction with the ASCSU President, hire and work with a legislative liaison and Colorado State University-Pueblo, and coordinate lobbying efforts at the state capitol.
6. Travel throughout the state as needed. This includes but is not limited to regular travel to the State Capitol in Denver.
7. Manage time efficiently to be able to handle absences from academic pursuits and maintain at least the minimum GPA.
8. Track Legislative Statehouse Bills on a daily basis.
9. Assist the senate committee chairs to ensure that the campus is notified of legislative matters pertaining to them on the local level.
10. Be available to work longer hours prior to any local, state, or national election.
11. Attend the weekly Senate External Affairs committee.
12. Work with the ASCSU Senate External Affairs committee to ensure that the campus is notified of legislative matters pertaining to them.
13. Work with members of Senate to address student concerns and university issues through legislation.
14. Work with the ASCSU Director of Marketing and ASCSU Chief of Staff to ensure that students are informed about issues pertaining to Higher Education at the local, state, and national level.
15. Organize and recruit responsible and professional students from the student body at large to assist in lobbying efforts at the capitol if necessary.
16. Develop an understanding of Colorado State University's legislative effort in order to educate the students on their happenings.
17. Develop a working relationship with the Colorado State University's lobbyist, State Legislators and the Colorado Congressional delegation.
18. Work with other student governments throughout the state to advocate for legislation and ballot initiatives that benefit higher education.
19. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.

10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Governmental Affairs- Community Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 12 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Act as student representative to the Fort Collins City Council, attending their weekly meetings.
7. Each academic semester, meet with every city council member, mayor, and the city manager to build city relations between the Colorado State University community and the Fort Collins community.
8. Coordinate all organizational interaction with local politics in the City of Fort Collins and the County of Larimer County.
9. Lobby on behalf of students to change, amend or eliminate city ordinances that are disadvantageous to students.
10. Hold community relations efforts (i.e. working with the Neighborhood Services Office, City Council, Community Liaison Coordinator, staging community forums, etc.)
11. Assist the Director of Off Campus Life in planning the Neighborhood Welcome.
12. Work to forge an alliance with Fort Collins landlords and property managers and housing associations to better relationships between students and their neighbors.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Governmental Affairs – Legislative 1

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Governmental Affairs.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 12 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Continue to explore advancing students' rights within the University.
7. Work with the Department of University Affairs to publish the "Student Fee Accountability Report."
8. Coordinate ASCSU Day at the Capitol.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Governmental Affairs – Legislative 2 (Spring Only)

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Governmental Affairs.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 12 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).

2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Assist the Director with their end-of-semester and end-of-year directors reports
5. Work to promote and expand the Department of Governmental Affairs throughout the year.
6. Work with the Department of Governmental Affairs and the Department of Marketing to create awareness within the student body regarding the current state of Colorado Higher Education.
7. Meet with various student organizations, informing them of current states of Higher Education, tuition, fees, legislation, etc to keep students informed of any changes that directly affect them.
8. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Assistant Director of Governmental Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Governmental Affairs

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Governmental Affairs and a weekly meeting with the Governmental Affairs department, at a time TBD.
3. Work to promote and expand the Governmental Affairs Department throughout the year.
4. Other duties as assigned and/or required by the ASCSU President, ASCSU Vice President and the Chief of Staff.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.

5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
 6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
 7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
 8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
 9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
 10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.
 - ASCSU and Colorado State University are equal opportunity employers.
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Marketing

JOB DESCRIPTION: Director of Marketing

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 17 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the Marketing department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Marketing Department throughout the year.
5. Coordinate, direct and offer assistance to the ASCSU Deputy Directors of Marketing and Assistant Directors of Marketing in order to properly market and promote the activities and programs of all ASCSU functions.
6. Work directly with the ASCSU President, Vice President, Chief of Staff, and other Department Directors as necessary to market ASCSU to incoming students at Preview, Showcase Colorado State, Ram Welcome and Next Step, etc.
7. Ensure timely posting of events on Today @CSU, as well as other internal marketing mechanisms.
8. Work during the summer to produce a promotional packet to be distributed in residence halls to students and Resident Assistants at the beginning of the Fall and Spring semesters.
9. Develop and improve upon the ASCSU brochure, ASCSU Web site, display board and a twice a month publication (to inform on internal or external issues, programs, legislation, etc.) with the assistance of the Chief of Staff.
10. Coordinate with Orientation+Transition Prgrams/Admissions to bring prospective students through the ASCSU complex.
11. Oversee, produce, and delegate tasks to Deputy, Associate and Assistant Directors in regards to ASCSU advertising including the ASCSU insert in the Rocky Mountain Collegian and all marketing publications for ASCSU events and projects.
12. Work as a liaison with Transfort marketing.
13. Coordinate and assist in the implementation of ASCSU Days on the Plaza as directed by the President.
14. Market all open ASCSU positions by utilizing such resources as the ASCSU Marquee, Student FYI, the ASCSU Website, etc. as requested by Department Directors, the Supreme Court Chief Justice, Vice President, and other ASCSU members.
15. Coordinate the 'Club Clips' program.
16. Coordinate the ASCSU senior class gift.
17. Other duties as assigned and/or required.
18. Be knowledgeable of CSU graphics standards.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.

10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Marketing – Graphic Design/ Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Marketing.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Marketing Department throughout the year.
5. Must be proficient in Photoshop, InDesign and Illustrator (Adobe Creative Suite).
6. Responsible for working with marketing department to create promotional print material such as newspaper ads, poster, fliers etc.
7. Responsible for designing promotional material for all three branches of ASCSU.
8. Responsible for designing public relation campaigns and recruitment material, in conjunction with the Press Secretary/Recruitment Officer.
9. Help the Director of Marketing perform the duties of his/her job in the fulfillment of programs and obligations by the Department of Marketing, as needed.
10. Other duties as assigned and/or required.
11. Be knowledgeable of CSU graphics standards.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Marketing – Webmaster/Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Marketing.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Marketing Department throughout the year.
5. Help the Director of Marketing perform the duties of his/her job in the fulfillment of programs and obligations by the Department of Marketing, as needed.
6. Maintain and improve the overall functionality and aesthetic of the ASCSU Website working in collaboration with the Lory Student Center Webmaster.
7. Knowledgeable in design and publication software.
8. Keep the ASCSU website updated weekly, or as needed, on ASCSU internal or external issues, programs, legislation, and volunteer opportunities.
9. Work with the ASCSU Elections Manager to ensure timely updating of Election related material on the ASCSU website.
10. Meet weekly with the ASCSU Chief of Staff and the ASCSU Speaker Pro Tempore to ensure that the ASCSU Website is continually updated, with the submitting of Director Reports, Senate Agenda, meeting minutes, Senate legislation, other updated documents, as well as other concerns that need to be addressed.
11. Other duties as assigned and/or required.
12. Be knowledgeable of CSU graphics standards.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Marketing – Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Marketing.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Marketing Department throughout the year.
5. Help the Director of Marketing perform the duties of his/her job in the fulfillment of programs and obligations by the Department of Marketing, as needed.
6. Be knowledgeable of CSU Graphic Standards.
7. As assigned by the Director of Marketing, assist in coordinating marketing efforts for ASCSU.
8. Act as the point person for marketing efforts as needed for various student organizations, SFB funded organizations, etc.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Assistant Director of Marketing

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of Marketing.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Marketing and a weekly meeting with the Marketing department, at a time TBD.
3. Work to promote and expand the Marketing Department throughout the year.
4. Other duties as assigned and/or required.
5. Be knowledgeable of CSU graphics standards.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.

2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

RamRide

JOB DESCRIPTION: Director of RamRide

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President and the Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 23 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week, excluding nightly operations).
2. Attend weekly meetings with the Chief of Staff and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the RamRide Department throughout the year.
5. Serve as a liaison for all alcohol related committees on campus or within the Fort Collins community.
6. Continue designing development and implementation of a strategic plan to obtain funding (grants), food donors, volunteers, preparing risk, etc. which will begin during the summer.
7. Actively seek greater sponsorship avenues.
8. Work over the summer to organize and set up all contracts and secure food donors for the year.
9. Work with the Director of Marketing and the ASCSU President's Office to solicit interest for involvement during summer preview sessions and Ram Welcome.
10. Work with the ASCSU Director of Marketing to expand RamRide's image, and raise awareness of the program and its services.
11. Oversee the coordination of the Positive Impact service in order to staff and enhance University programming at "HOME" football games, as serve as the Director in Charge (DIC) as needed.
12. Create a sustainable operation plan for the new RamRide Return service, and ensure efficient operation.
13. Ensure that the operations office is ready for nightly operations including paper work, food and beverages, volunteer registration, group registration, and ensure that all other supplies are working and accounted for.
14. Responsible for training all RamRide Staff.
15. Provide CSU students and non-CSU students with information about the operations of RamRide and its volunteering opportunities as required.
16. Schedule twice a month meetings with the Controller to establish and maintain an effective and manageable budget for the Department of RamRide.
17. Responsible for the training of the executive, legislative and judicial branches on RamRide volunteer sign-ups.
18. Build and continue relationships with various University departments such as, but not including, Parking Services, CSUPD, Lory Student Center, Telecommunications, IT, etc.
19. Work as the Director in Charge (DIC) of nightly operations a minimum of three times a month or as needed throughout the fall and spring semesters.
20. Actively work with ASCSU Director of Marketing, and Assistant Director of Volunteers to recruit utilizing key leadership entities. (SDPS Offices, Residence Hall Association, Greek Life, SLiCE)
21. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.

8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Nightly Operations

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Help the Director of RamRide perform the duties of his/her job in the coordination of said services (assisting with brochure, Director’s report, recruiting volunteers, etc.).
7. Work as the Director of nightly operations a minimum of three times a month or as needed throughout the fall and spring semester.
8. Assist with the training of the executive, legislative and judicial branches on RamRide volunteering sign-ups.
9. Organize all vehicles and keys as required by the Director of RamRide.
10. Communicate with CSU’s Transportation Services Motorpool department regarding vehicle agreements, weekly car checking/charges/return, and key pickup/return.
11. Maintain phones and GPS as deemed necessary by the Director of RamRide.
12. Maintain all RamRide property, including but not limited to GPS units, cellular devices, car clipboards, operations office computers, etc.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.

11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Marketing and Education

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Coordinate marketing for the RamRide program in conjunction with the Department of Marketing.
7. Ensure students at CSU are aware of the RamRide service, how to utilize it, and how to volunteer.
8. Assist the Deputy Director of RamRide – Volunteers and Staffing in marketing for program volunteers.
9. Work with the Sustainability/Health Coordinator to market safety to students on campus.
10. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Risk Management + Loss Prevention

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Coordinate all paperwork activities for the Department of RamRide.
7. Regularly audit paperwork processes and policies to ensure policies are being followed.
8. Organize and file all records and paperwork as deemed necessary by the Director of RamRide.
9. Maintain and update volunteer database and record all volunteer information to ensure proper insurance, University, and departmental procedures are being followed.
10. Work with the Director of RamRide and the RamRide Department to minimize any loss to departmental property.
11. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Sponsorships and Donations/Endowment

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 16 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Solicit local businesses for food and beverage donations for volunteers for at least 90% of nightly operations

throughout the year.

7. Solicit companies for sponsorships, including but not limited to energy drink companies, car companies, etc.
8. Attempt to solicit donations of other items as deemed necessary by the Director of RamRide.
9. Work with the Office of Presidential Gifts and the Advancement/Development Office for CSU to solicit large-scale donations to the RamRide program endowment fund.
10. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Volunteers and Staffing

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Help the Director of RamRide perform the duties of his/her job in the coordination of said services (assisting with brochure, Director's report, recruiting volunteers, etc.).
7. Work as the Director of nightly operations a minimum of three times a month or as needed throughout the fall and spring semester.
8. Assist with the training of the executive, legislative and judicial branches on RamRide volunteering sign-ups.
9. Work with the ASCSU Controller to transfer funds to various registered student organizations for groups that have volunteered during a night of operations as per RamRide policies.
10. Keep detailed physical and electronic records of individual sign ups, group sign ups, back-up signup sheets, and signup marketing procedures as deemed necessary by the Director of RamRide.
11. Communicate with interested students regarding how to sign up to volunteer, volunteer procedures, payment procedures, group signup agreements, and any other process dictated by the Director of Operations.
12. Send confirmation emails and ensure sufficient volunteers for each RamRide operating evening.
13. Actively work with ASCSU Director of Marketing to recruit within registered student organizations for volunteers and

staff positions.

14. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Expansion/Gala

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 6 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 8 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Work with the Director of RamRide to expand the RamRide program to ensure long-term sustainability.
7. Work with the Director of RamRide to solicit bids for an electronic dispatch system.
8. Formulate a plan to create a yearly RamRide Gala event, involving local businesses, the University, Police Agencies in Northern Colorado, Nonprofits in Fort Collins, Alumni and former staff/student volunteers to solicit long-term funding for the program.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.

6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of RamRide – Positive Impact

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. This position acts as the Positive Impact Coordinator for Fall semester, and as a RamRide Deputy Director for Spring Semester.
2. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
3. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
4. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
5. Work to promote and expand the Department of RamRide throughout the year.
6. Help the Director of RamRide to write an end-of-semester and end-of-year report.
7. Coordinate the Positive Impact service in order to staff and enhance University programming at home football games, as serve as the Director in Charge (DIC).
8. Assist in the branding of Positive Impact as RamRide to increase student visibility and recognizable image.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

JOB DESCRIPTION: Deputy Director of RamRide – RamRide Return

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the Department of RamRide, at a time TBD.
3. Be ASCSU and RamRide Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of RamRide throughout the year.
5. Help the Director of RamRide to write an end-of-semester and end-of-year report.
6. Help the Director of RamRide perform the duties of his/her job in the coordination of said services.
7. Work as the Director of nightly operations a minimum of three times a month or as needed throughout the fall and spring semester.
8. Coordinate, plan, manage, and supervise the RamRide Return service.
9. Ensure effective communication between Nightly Operations and RamRide Return to ensure coordination between the two services.
10. Work with the Deputy Director of RamRide – Volunteers and Staffing to ensure the RamRide Return service has sufficient volunteers/employees to staff mornings of operations.
11. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

JOB DESCRIPTION: Assistant Director of RamRide

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.

- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of RamRide and a weekly meeting with the RamRide Department, at a time TBD.
3. Act as an Assistant to the Director in Charge for at minimum three nights of operation each month, or as assigned by the Director of RamRide.
4. Work to promote and expand the RamRide Department throughout the year.
5. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Student Services

JOB DESCRIPTION: Director of Student Services

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 20 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 30 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff and a weekly meeting with the Department of Student Services at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Student Services throughout the year.
5. Oversee Ram Road Trips, Homecoming Steering Committee, Forever Green Committee.
6. Coordinate Grill the Buffs.
7. Coordinate the formation of the Traditions Council.
8. Coordinate the effective representation of Athletics Students in ASCSU.
9. Work with the Director of Marketing to market programming events.
10. Coordinate and assist organizations and departments outside of ASCSU in putting on programs on campus, including but not limited to concerts, speakers, events, festivals, fairs, etc.
11. Facilitate and coordinate a committee of at least 4 Ram Leaders, 2 Cabinet members, and 2 Senators to plan I-Ball.
12. Execute programs, or co-programs with other bodies at the University, to enhance the CSU student experience.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Student Services – Athletics Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the

term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly department meetings with the Director of Student Services and weekly meetings with the Department of Student Services
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand Department of Student Services throughout the year.
5. Help the Director of Student Services perform the duties of his/her job in the coordination of any student event (i.e., For-Ever-Green, Ram Road Trips, Grill the Buffs, Athletic event promotions, etc.).
6. Execute the Student Coach Mixer in coordination with Athletics during the Spring semester.
7. Work to build a relationship between ASCSU and Athletics through active representation and advocacy.
8. Work with the Director of Marketing to market Athletics events to the student body, and assist in trying to increase turnout to home games for all sports.
9. Assist the Director of Student Services in any way to allow the Department of Student Services to achieve its goals.
10. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Student Services – RAIV Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly department meetings with the Department of Student Services.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Student Services Department throughout the year.
5. Work with advocacy offices, cultural centers, resource offices, and other campus entities to improve communication and knowledge of interpersonal violence, how to support survivors, what each office does, and how to work to build a

survivor supportive community in conjunction with SDPS Liaisons.

6. Assist offices on campus in pursuits of addressing interpersonal violence.
7. Work towards increasing resources for offices that address interpersonal violence on campus.
8. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Student Services- Programming

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Student Services.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 15 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the Department of Student Services at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand Department of Student Services throughout the year.
5. Work with the Director of Student Services and the Deputy Chief of Staff to carry out programming related student voted platform initiatives. Work with various organizations and departments outside of ASCSU to put on programs and events.
6. Put on at least one program a month that creates awareness, education, or advocacy around ASCSU, Colorado State University, or a department within ASCSU.
7. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.

5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of Student Services – Program Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Student Services.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 15 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 25 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the Department of Student Services at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand Department of Student Services throughout the year.
5. Work with the Director of Student Services and the Deputy Director of Student Services – Programming to carry out programming related student voted platform initiatives. Work with various organizations and departments outside of ASCSU to put on programs and events.
6. Coordinate all programming efforts with the Deputy Director of Student Services – Programming.
7. Assist the Department of Student Services with any programming needed within any of the sub departments, as needed and required by the Director of Student Services. s
8. Put on at least one program a month that creates awareness, education, or advocacy around ASCSU, Colorado State University, or a department within ASCSU.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.

9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

ASCSU and Colorado State University are equal opportunity employers.

JOB DESCRIPTION: Deputy Director of Student Services – Traditions Council

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Student Services.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the department, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Student Services throughout the year.
5. Help the Director of Student Services perform the duties of his/her job in the coordination of any student event (i.e., For-Ever-Green, Ram Road Trips, Grill the Buffs, Athletic event promotions, etc.).
6. Work with the Deputy Director of Student Services – Athletics Affairs, Orientation and Transition Programs, Housing and Dining, and Campus Recreation to create a ‘Traditions Council’ to work towards educating incoming freshmen on traditions within Colorado State.
7. Work with the Knights of the Green and Gold, as well as any other traditions-centered student organizations on campus to effectively execute these traditions throughout the year.
8. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Assistant Director of Student Services

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of Student Services

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of Student Services and a weekly meeting with the Student Services Department, at a time TBD.
3. Work to promote and expand the Student Services Department throughout the year.
4. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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Sustainability and Health

JOB DESCRIPTION: Sustainability + Health Coordinator

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 12 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 18 hours per week).
2. Attend weekly meetings with the Chief of Staff.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the Department of Sustainability and Health throughout the year.
5. Work with the Campus Bicycle Advisory Committee, Sustainability, Energy + Environmental Advisory Committee, RamCycle RA Program, and the Rocky Mountain Sustainable living Fair.
6. Coordinate all sustainability and 'green' efforts for ASCSU.
7. Work with various sustainability committees across campus to ensure sustainable practices are being upheld to University standards.
8. Work with the CSU Health Network to market health-related information and advocacy to students
9. Assist the Deputy Director of RamRide – Marketing and Education to increase awareness of responsible drinking.
10. Work to market alternative forms of transportation to students.
11. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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University Affairs

JOB DESCRIPTION: Director of University Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Deputy Chief of Staff

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 14 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 20 hours per week).
2. Attend weekly meetings with the Deputy Chief of Staff and a weekly meeting with the Department of University Affairs, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the University Affairs Department throughout the year.
5. Coordinate the design and creation of a 'Student Fee Accountability Report' to be sent out to all students.
6. Coordinate the selection and placement of representatives to sit on various committees across the University that require student representation, both from ASCSU as well as at-large.
7. Work with the ASCSU Vice President and the Speaker Pro Tempore to increase retention of Senators.
8. Formulate a committee with the ASCSU Vice President and Presidents of each College Council to look at Senator retention, recruitment and accountability.
9. Work with the CSU President's Office to market and ensure students are knowledgeable about tuition and student fee changes anticipated for the next fiscal year.
10. Work with the Student Fee Review Board to assist with writing the Long Bill and educating students on what the effects of the Long Bill are on the student fee package.
11. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
12. Act as the chief representative of students to the University by serving on committees, task forces, boards, search committees, and other organized input processes as necessary.
13. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012. Attend the ASCSU Executive Cabinet Leadership Retreat on August 11.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of University Affairs – University Committees

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of University Affairs.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 10 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the Department of University Affairs, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the University Affairs Department throughout the year.
5. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
6. Serve on as many boards/committees across campus as reasonably possible to effectively represent students at all levels of the University.
7. Work with College Councils to ensure clear communication between all branches of ASCSU and their College, as well as between College Councils.
8. Assist the Director of University Affairs in carrying out his/her job duties.
9. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of University Affairs – Graduate Student Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of University Affairs.

POSITION-SPECIFIC JOB DUTIES:

1. Graduate Student is preferred for this position.

2. Keep at least 8 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 10 hours per week).
3. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the Department of University Affairs, at a time TBD.
4. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
5. Work to promote and expand the University Affairs Department throughout the year.
6. Be in constant communication with the Graduate Student Council regarding activities of ASCSU, and vice versa.
7. Ensure Graduate Students are effectively represented at all levels of ASCSU, in all three branches.
8. Work to fill all Graduate Student spots on committees across the University in conjunction with the Director of University Affairs.
9. Assist the Graduate Student Council to recruit members to serve on multiple committees across campus, including Faculty Council Subcommittees.
10. Work in conjunction with the Graduate Student Council, the Vice-Provost for Graduate Affairs and the Director of the CSU Health Network toward finding affordable health insurance options for Graduate Students.
11. Work with the Graduate Student Council and Housing/Dining Services to lobby for Graduate Students to be able to obtain the faculty/staff meal plan rate in CSU dining halls.
12. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service volunteering throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Deputy Director of University Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff, Deputy Chief of Staff and the Director of University Affairs.

POSITION-SPECIFIC JOB DUTIES:

1. Contribute a minimum of 10 hours throughout the workweek. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 15 hours per week).
2. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the Department of University Affairs, at a time TBD.
3. Be ASCSU Procurement Card (P-Card) trained through the SLiCE Office.
4. Work to promote and expand the University Affairs Department throughout the year.

5. Serve on a Faculty Council subcommittee to be assigned by the Director of Academics, in conjunction with the Chief of Staff.
6. Serve on as many boards/committees across campus as reasonably possible to effectively represent students at all levels of the University.
7. Work with College Councils to ensure clear communication between all branches of ASCSU and their College, as well as between College Councils.
8. Assist the Director of University Affairs in carrying out his/her job duties.
9. Coordinate all activities with the Deputy Director of University Affairs – University Committees
10. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall Retreat on August 12-14, 2011, and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:30pm on Wednesday evenings.
3. Complete a minimum of 8 hours of community service throughout each semester and submit your hours for verification by the Chief of Staff.
4. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
5. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.
6. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
7. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
8. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
9. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
10. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
11. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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JOB DESCRIPTION: Assistant Director of University Affairs

PREREQUISITES:

- Applicants shall be members of ASCSU at the time of appointment.
- Applicants shall currently have a cumulative GPA of no less than 2.00, and maintain that minimum throughout the term of employment.

ACCOUNTABLE TO: The Students of Colorado State University via the ASCSU President, ASCSU Vice President, Chief of Staff and the Director of RamRide.

POSITION-SPECIFIC JOB DUTIES:

1. Keep at least 4 regularly posted office hours throughout the work week. Work as many extra hours as needed to fulfill job duties (contributing to a maximum total amount of 6 hours per week).
2. Attend weekly meetings with the Director of University Affairs and a weekly meeting with the University Affairs Department, at a time TBD.
3. Assist the Director of University Affairs in carrying out his/her job duties.
4. Work to promote and expand the University Affairs Department throughout the year.
5. Other duties as assigned and/or required.

GENERAL ORGANIZATIONAL JOB DUTIES:

1. Attend the ASCSU Fall retreat on August 12 – 14, 2011 and the ASCSU Spring Retreat on January 20, 2012.
2. Attend the weekly ASCSU Executive Cabinet meetings held at 5:00pm on Wednesday evenings.
3. Attend/participate in one event put on by a CSU-affiliated organization per semester and submit attendance for verification by the Chief of Staff.
4. Complete a performance-evaluation with the ASCSU Chief of Staff twice per academic year, to be scheduled during regular office hours. Evaluations are to be held in the last four weeks of the fall semester, and in the last six weeks of the spring semester.

5. Write an end-of-semester Directors Report that encompasses all work completed during your time in your position including but not limited to weekly directors reports, program planning and post-event reports, budgeting/financial information, important documents and e-mails, etc.
6. Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of your department and the organization.
7. Present a professional image of ASCSU and serve the needs of the students of Colorado State University.
8. Act in compliance with the ASCSU Constitution. Be responsible and representative of the needs and viewpoints of all the students at Colorado State University. Perform duties in an honest, sincere and responsible manner.
9. Be available to assist and support ASCSU and the students of Colorado State University above and beyond the duties as described herein.
10. Follow all Colorado State University policies, including but not limited to the student code of conduct and the ASCSU Code of Ethics.

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About This Book

The 2011-2012 ASCSU Green Book was compiled and edited by Speaker Pro Tempore Andy Shank, as a duty traditionally assigned to that office in prior years.

The content itself was largely furnished from earlier editions of the Green Book (in particular, the previous 2010-2011 edition compiled by Jordan Von Bokern), and from contributions by members of the three branches of ASCSU. The descriptions of the executive departments and their programs were largely provided by the directorship of the respective departments.

This Green Book is intended as a resource particularly for the benefit of participants and observers of the ASCSU Senate, but it is meant also as a general resource of ASCSU documents and information. Note that this document may be updated as is deemed appropriate throughout the 2011-2012 academic year.

2011-2012 ASCSU Green Book, first edition, published 02 September 2011.