**JOB DESCRIPTION – SENATOR**

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

**PURPOSE**

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

1. Facilitating communication between students, faculty, administration, the Fort Collins community and other students.

2. Educating others on ASCSU services.

3. Promoting awareness of ASCSU.

4. Motivating and involving others on issues pertinent to students’ quality of education.

5. Searching for new areas of student involvement.

6. Maintaining student control of student life.

**RESPONSIBILITIES**

1. Maintain at least three regular, accessible, and posted office hours per week for the

betterment of ASCSU and representation of their college.

2. Spend one hour a week participating in the Senator Outreach Program.

3. Serve on at least two committees.

A. One internal senate committee (e.g.—Student Funding Board, Internal Affairs, University Issues or External Affairs)

B. One external committee (e.g.— Student Fee Review Board, Parking Services

Committee, etc.)

4. Senators are recommended to author and introduce one or more bill and/or resolution per year. Research content and issues of each resolution and bill prior to each Senate meeting.

5. Act in compliance with the ASCSU Constitution.

6. Be responsive and representative of CSU student needs.

7. Attend a workshop/organizational meeting at the beginning of each semester organized by the elected officers and/or ASCSU advisor.

8. Attend ASCSU Fall and Spring transition retreats.

**COLLEGE COUNCILS**

1. Attend respective College Council meetings and present oral reports of ASCSU matters to the Council.

2. If no College Council exists, Senators are encouraged to establish one.

3. These council meeting dates and places will be given to the Speaker of the Senate by the third week of said term.

**RESIGNATION**

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

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

**ABSENTEEISM**

1. An unexcused absence shall be when a Senator is not present at a session in its entirety (including both the beginning and ending attendance roll call), not to include a special session. Unexcused absences may be appealed to the Senate.

2. An excused absence shall be when a Senator gives a written explanation for the absence to the Speaker Pro Tempore prior to the beginning of the session for which the Senator will be absent. The Speaker Pro Tempore must approve that the excuse is legitimate for a Senator to receive an excused absence.

3. A Senator may be removed after having six (6) total absences in one semester.

4. After four (4) unexcused absences in a semester a Senator will be considered to have resigned in absentia.

**IMPEACHMENT**

(see section 700 of the ASCSU Constitution)