



The Assembly Officers work as a unit to provide leadership for the Senators through one-on-one interaction and caucus discussions. They represent the Assembly (Senators) in SGA and Academic Senate Executive Committee meetings. They serve as a liaison between the senators and the executive branch. It is their role to provide ongoing direction to the senators on their individual plans to achieve goals and work within the Association.

Assembly Officers are paid for 14 hours, as opposed to the 8 hours general senators are paid, in recognition of their additional tasks. Their hourly break down per week is as follows:

- One (1) hour for Academic Senate or SGA Executive Committee meetings.
- One (1) hour for Assembly Officer meetings.
- Three (4) hours for Academic Senate or SGA meetings.
- Four (5) hours in office hours; to take care of respective officer duties, work on constituent issues, and/or outreach to senators.
- Two (2) hours on committees other than those of the SGA or Academic Senate/SGA event work/attendance.
- One (1) hour in contact with their respective constituencies.

The President of the Assembly shall have the following authority, powers, and responsibilities:

- To abide by and support the SGA Constitution.
- To serve as the custodian of the SGA Constitution.
- To preside at all Assembly and caucus meetings.
- To set the agendas for all Assembly and caucus meetings.
- To direct the maintenance of order and decorum in all Assembly meetings.
- To rule on all parliamentary and constitutional inquiries.
- To nominate and, with the advice and consent of the Assembly, appoint a Parliamentarian to advise the Speaker on matters of parliamentary procedures, at the option of the President of the Assembly.
- To serve as a co-chairperson of the SGA Executive Committee.
- To serve as the chief spokesperson for the Assembly.
- To delegate assignments to the Vice President of the Assembly, the Secretary of the Assembly, and other senators.
- To serve as a member of an SGA Internal Committee.
- To designate all chairpersons for internal and ad hoc legislative committees, unless the committee memberships are otherwise provided for in the Constitution or the Bylaws.
- To appoint all members to internal and ad hoc legislative committees, unless the committee memberships are otherwise provided for in the Constitution or the Bylaws.
- To order the creation or abolition of ad hoc legislative committees.
- To monitor the assignments deferred to the internal and ad hoc committees and facilitate all deliberations.
- To attend and give a report at all Assembly meetings.
- To serve as a member of the Academic Senate Executive Committee.
- To perform other duties as assigned by the Assembly or the Bylaws.

The Vice President of the Assembly shall have the following authority, powers, and responsibilities:

- To abide by and support the SGA Constitution.
- To advise the President of the Assembly on matters pertaining to Assembly legislation.
- To serve as Acting President in the absence of the President of the Assembly.
- To generally assist the President with the administration of the Assembly.
- To advise the President on committee appointments, the designation of chairpersons, and other legislative personnel matters.
- To serve as a member of the SGA Executive Committee.
- To serve as a member of the SGA Membership & Recognition Committee.
- To write the general template constituent email for the discussion of SGA business.
- To monitor the correspondence from the Senators to their assigned constituencies and/or registered student organizations.
- To provide instruction to Senators on the process for electronically communicating with their assigned constituencies and/or registered student organizations.
- To oversee the Redbird of the Month and RSO of the Month nomination and selection process.
- To collaborate with the Secretary of the Assembly on the creation and maintenance of a personnel file for each Senator.
- To serve as a member of the Academic Senate Executive Committee.
- To attend and give a report at all Assembly meetings.
- To perform other duties as assigned by the Assembly or the Bylaws.

The Secretary of the Assembly shall have the following authority, powers, and responsibilities:

- To abide by and support the SGA Constitution.
- To advise the President of the Assembly on matters pertaining to Assembly legislation.
- To generally assist the President with the administration of Assembly matters.
- To notify all pertinent parties of regular and special Assembly and caucus meetings
- To serve as the secretary of the SGA Executive Committee.
- To serve as a member of the SGA Policies & Procedures Committee.
- To grant reprieves from attendance requirements to Assembly senators.
- To monitor the attendance and participation of all SGA members for all SGA meetings, activities, and operations.
- To collaborate with the Secretary on the creation and maintenance of a personnel file for each Senator.
- To be cause to be kept all SGA legislative action files.
- To process and forward all SGA legislation to the Student Body President for consideration.
- To organize and make available all Assembly legislation for public viewing and easy access.
- To serve as manager of the Assembly office.
- To submit a recommendation for the memberships of the internal committees to the Speaker for review and appointment.
- To serve as a member of the Academic Senate Executive Committee.
- To attend and give a report at all Assembly meetings.
- To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.

The SGA Parliamentarian is not an Assembly Officer, but serves in a support role to the President of the Assembly and the Secretary of the Assembly during meetings of the Student Government Association. As such, the following job description is provided:

The Parliamentarian shall have the following authority, powers, and responsibilities:

- To abide by and support the SGA Constitution.
- To advise the President of the Assembly on matters pertaining to parliamentary procedure in Assembly meetings.
- To assist the President of the Assembly and the Secretary of the Assembly by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- To provide the Association with training on simple parliamentary procedures; how to state a motion, rules of debate, quorums.
- To perform other duties as assigned by the President of the Assembly, the Assembly, or the Bylaws.