ARTICLE I (Name)
Section 1. This document shall be called the ASUSF Senate By-laws.

ARTICLE II (Authority)
Section 1. These By-laws are established under the authority given in Article VI, Section 8 of the ASUSF Senate Constitution. These by-laws shall serve as governing documents for ASUSF Senate and shall further clarify items described in the ASUSF Senate Constitution by establishing the governing rules and authority of ASUSF Senate.

ARTICLE III (Purpose)
Section 1. The purpose of the By-laws is to aid in the interpretation and application of the ASUSF Senate Constitution. These By-laws shall establish the rules by which Senate is run, and define the authority of Senate as an ASUSF organization.

ARTICLE IV (Membership)
Section 1. Any Senator or executive board member may resign by submitting a letter in writing to the Vice President of Internal Affairs. The resignation will become effective immediately, or on the date stipulated by the Officer or Senator.

Section 2. Upon a majority vote of approval of the Senate, the President may make Temporary Appointments to fill any vacant office.

Section 3. Absences will be monitored on a point system. Each member of Senate will be allotted twelve (12) total absence points, according to the following stipulations:
   a. Tardiness to any meeting will be equivalent to one (1) point. A tardy is defined as arrival fifteen (15) minutes or less to any Senate meeting.
   i. Partial absences from Senate meetings, committee meetings, and retreats will be treated according to the following stipulations:
      ii. A partial absence from a committee meeting, defined as missing fifteen (15) minutes or more, will be equivalent to one (1) point.
iii. A partial absence from a Senate meeting, defined as missing fifteen (15) minutes or more, will be equivalent to two (2) points.
iv. A partial absence from part of a retreat or training, defined as missing one (1) hour or more, will be equivalent to two (2) points.
b. Absences from Senate meetings, committee meetings, pair meetings, and retreats will be treated according to the following stipulations:
v. Absence from a pair meeting will be equivalent to one (1) point.
vi. Absence from a committee meeting will be equivalent to two (2) points.
vi. Absence from a Senate meeting will be equivalent to three (3) points.
viii. Absence from a day of a retreat or training will be equivalent to five (5) points.

Section 4. All absence points will be documented on record without excused and unexcused absence distinctions. Senators who exceed the twelve (12) allotted absence points will be considered on probation, and will undergo a review of their performance on Senate. Executives who exceed the twelve (12) allotted points will receive a reduction in their stipends, according to the executive job descriptions.

ARTICLE V. (Duties of Officers)
Section 1. In addition to the outlined duties of executive officers as outlined Article VI of the ASUSF Senate Constitution, the executive board members must complete the requirements outlined in Addendums A.1 - A.6: “Executive Board Responsibilities”.
   a. Executive Board members shall work within the maximum of twenty-five (25) paid hours on campus allotment. Thus, the President cannot work on campus outside of Senate duties for more than thirteen (13) hours per week, and the Vice Presidents cannot work on campus outside of Senate duties for more than fifteen (15) hours per week.

Section 2. In addition to the powers listed in Article VI, Section 1 of the ASUSF Senate Constitution, the President shall have the power to:
   a. Issue Executive Orders, subject to the following stipulations:
      i. May issue Executive Orders that are under the powers granted to the Senate, in which case the order shall be in effect until the Senate rescinds or amends it.
      ii. Executive Orders may not be used to allocate funds or to express the opinion of the Senate.
      iii. No Executive Order may be issued that is contrary to the Constitution, by-laws, adopted policy of the Senate, Codes, or expressed intent of the Senate.
      iv. Senate must be notified of all Executive orders within seven (7) academic days.

Section 3. In addition to the outlined duties of Senators as outlined Article VI of the ASUSF Senate Constitution, all Senators must complete the requirements outlined in the Senator Codes.
Section 4. In addition to the powers listed in Article VI of the ASUSF Senate Constitution, Senate shall translate student consensus into policy by initiation and passage of legislation and/or management directives that are carried out by the Senate. Formal actions to be taken by the Senate include, but are not limited to:

a. Resolutions that address areas of student life.
b. Resolutions that takes stances on local, state, or national issues.
c. Referendums to be approved by ASUSF vote in elections.
d. Formation of committees and/or task forces that address specific issues of student life.
e. Written letters from the President or general Senate to University administration that address specific issues of student life.

Section 5. The Senate shall express their opinion to the administration, staff, faculty or any other group on campus; this can be achieved through actions that include, but are not limited to the invitation of University staff and/or administration to speak or answer questions about issues pertaining to student life, including:

a. Changes to university structure, departments, or centers
b. Updates about campus initiatives and/or projects
c. Existing and/or continuing student concerns

Section 6. The Senate shall serve on University committees, task forces, and/or board either by members of the Senate or Senate-appointed designees

Section 7. The Senate shall review and approve an ASUSF budget prior to the new fiscal year beginning on June 1st after the ASUSF Senate Finance Committee has reviewed it.

a. The Senate must approve any increases in the total amount of funded accounts and all unallocated miscellaneous expenses of the Associated Students exceeding $5,000.00.
b. The Finance Committee may approve unallocated miscellaneous expenses less than $5000.00 and Association accounts line item changes without the prior approval; however, the Senate must be notified of the expenditure within two (2) weeks.
c. The Senate shall have the power to recommend to the ASUSF Vice President of Business Administration, and other Executive Board members, the freezing of funds of any Association account until such time as the ASUSF account shows reason for releasing such funds, with consultation with the Assistant Vice Provost for Student Engagement.

Section 8. The Senate shall have the authority to override a Presidential veto by a two-thirds (2/3) majority vote of the Senate

ARTICLE VI (Nominations and Elections)
Section 1. Student Leadership and Engagement shall administer the elections regulations and ensure the fairness of elections and candidates' adherence to the election regulations.

ARTICLE VII (Meetings)
Section 1. Meetings of the Senate shall be open to the public. Meetings may only be closed upon the vote of two-thirds (2/3) of the Senate members attending.
   a. The presiding officer of Senate meetings shall be the ASUSF Vice President of Internal Affairs.
   b. The agenda of regular meetings of the Senate, which shall contain date, time, and place of meeting and all items to be considered at said meeting, shall be publicized at least two (2) business days in advance of the meeting date.

Section 2. As chair and presiding officer of the Senate meetings, the Vice President of Internal Affairs shall solicit agenda items according to the following timeline:
   a. All executive board members shall submit Executive Reports to the VPIA by Monday at 5:00pm.
   b. All executive board members shall submit any presentations or handouts to VPIA for preparation and printing by Monday at 5:00pm.
   c. The VPPR shall post all approved minutes (include executive reports and approved documents) to the Senate website by Wednesday at 5:00pm.
   d. The VPIA shall send out a preliminary agenda to the Executives and the Senate Advisor by Wednesday at 5:00pm, for final comment and review, due by Thursday at 12:00noon.
   e. The VPPR shall send a Senate blurb to SLE for inclusion in Monday’s Phoenix e-newsletter by Thursday at 12:00noon.
   f. The VPIA shall send out the complete Agenda (and documents) for Tuesday’s meeting to all of the Senators and Executives by Friday at 12:00noon.
   g. The VPPR shall post the agenda on Senate’s website and social media, as well as, email it to the student media organizations by Friday at 5:00pm.
   h. The VPPR shall post a printed copy of the agenda on the Senate desk by Friday at 5:00pm.

Section 3. As chair and presiding officer of the Executive Board meetings, the President shall solicit agenda items according to the following workflow timeline:
   a. The President shall send out a preliminary Executive Meeting agenda to the Executives and the Senate Advisor at 5:00pm three days prior to the meeting, for final comment and review due to the President the following day at 12:00noon.
   b. The President shall send the complete Executive Agenda by 5:00pm two days prior to the meeting.

Section 4. A majority of ASUSF’s currently elected, voting positions, whether or not quorum is present, may adjourn a meeting.
Section 5. Only emergency action items may be considered at an emergency meeting.
   a. A two-thirds (2/3) vote of those members attending shall be required to accept an
      item as an emergency action.
   b. The Senate may not take action on any item that has not been listed on an
      agenda publicly displayed for at least two (2) days prior to the meeting, with the
      exception of emergency legislation.

Section 6. Any action required or allowed of the Senate may be taken without a
meeting if all of the voting members of the Senate, individually or collectively,
consent in writing to that action. Such actions by written consent shall be filled with
the minutes of the proceedings of the Senate.

ARTICLE X (Committees)
Section 1. It shall be the duty of the Vision Committee to facilitate the dialogue between
student representatives on University committees at the University of San Francisco.
The President shall chair the Vision committee. The committee shall exist as an
administrative committee.

Section 2. It shall be the duty of the Food Committee to collaborate with campus dining
services at the University of San Francisco to advocate for student needs and
concerns around campus. A Senator shall chair the Food Committee. The
committee shall exist as an advisory committee.

Section 3. It shall be the duty of the Athletics Relations Committee to provide
representation for the student athlete community of the University of San Francisco.
A Senator shall chair the Athletics Relations Committee. The committee shall exist
as an advisory committee.

ARTICLE XI (Amendments)
Section 1. The By-laws may be amended upon two-thirds (2/3) approval of the voting
membership of the ASUSF Senate. Such power is limited in that the Senate may not
amend or adopt by-law provisions concerning increasing the term of a Senator or
changing the quorum for Senate meetings.

* Adopted by the ASUSF Senate on May 6, 2014.

Effective Dates:

2013/2014
Amended by Senate vote on May 6, 2014 (non-substantive changes for structure, wording, and
alignment with the Student Organization Constitution Guide under Student Leadership and
Engagement).
Addendum A.1
Executive Board Responsibilities:
ASUSF Senate President

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements (30% of Stipend)
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold twelve (12) office hours at the Senate desk
   a. Six (6) hours shall be held over at least three days of the week between the
      hours of 8:00am and 6:00pm
   b. The other six (6) shall be held over any weekday within the hours of 8:00am and
      9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate
   advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project
8. Meet at least once per semester with the Vice Provost for Student Life
9. Meet at least once per semester with the Dean of Students
10. Meet at least once per semester with the Provost
11. Meet at least once per semester with the University President

ARTICLE III (President Responsibilities) (30% of Stipend)
Section 1. Executive Board Support and Development (10% of Stipend)
1. In collaboration of the Senate Advisor, plan and facilitate the three (3) day Executive
   Role Preparation in August
2. In collaboration of the Senate Advisor, plan and facilitate the leadership
   development opportunities for the executive board
3. Facilitate check-ins with each member of the executive board at least once per semester
4. Chair Executive Board meetings weekly
5. Prepare agendas for Executive Board meetings weekly
   a. Send agendas and corresponding materials to Executive Board members prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
6. Invite administration, community members, and representatives to meetings weekly
7. Coordinate logistics for meetings with Events Management and Guest Services

Section 2. Events (10% of Stipend)
1. Coordinate a calendar of events for Senate in conjunction with the executive board
2. Host a Presidents' Round Table in the Fall semester
3. Give a State of the University address on the status of ASUSF at the Spring Summit
4. Speak at various campus events such as Orientation and various other banquets/events

Section 3. Board of Trustees (10% of Stipend)
1. Serve as the undergraduate student representative on the Board of Trustees to act as the representative voice of ASUSF
2. Serve as the undergraduate student representative on the University Life Committee of the Board of Trustees to act as the representative voice of ASUSF
3. Write and submit a report to the Board of Trustees for the September, December, and March, quarterly meetings.
   a. The reports shall be an overall summary of the activities, successes, and concerns of the ASUSF
   b. The reports shall be submitted to the Senate advisor, Assistant Vice Provost, and then on to the Vice Provost for Student Life for review; prior to being submitted to the Board of Trustees secretary
   c. The reports shall be submitted to the Vice Provost for Student Life for the University Life Committee meetings, taking place the day before the Board of Trustee meetings each quarter
4. Present the quarterly reports to Senate
5. Report back to Senate about the Board and Committee meetings after each quarter

ARTICLE IV (Committee Responsibilities) (10% of Stipend)
Section 1. University Committees (10% of Stipend)
1. Work with Student Life and SLE to outreach and recruit students to serve on University committees.
2. Review applications and make recommendations to Senate for appointments
3. Establish means to receive reports from student representatives at least once/semester

ARTICLE V (Time Commitment)
Section 1. Hours
1. Approximately twelve (12) hours a week in Office Hours
a. Approximately two (2) preparing for executive board meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with executive board members
b. Approximately three (3) on executive board support and development: Executive Role Preparation, check-ins, leadership development opportunities
c. Approximately two (2) on coordination and planning: Presidents’ Round Table, State of University Address, Board of Trustees Reports
d. Approximately five (5) on miscellaneous: additional meetings, impromptu duties

2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
   b. Approximately two (2) in weekly executive board meetings
   c. Approximately one (1) in weekly committee meetings
   d. Approximately one (1) in weekly advisor meetings
   e. Approximately one (1) in weekly Senate pair meetings

3. Approximately eight (8) hours a week in additional meetings
   a. Approximately three (3) in meetings with administration
   b. Approximately three (3) in meetings with students, clubs and organizations
   c. Approximately two (2) in meetings serving on University committees

4. Approximately three (3) hours a week at University events

Section 2. Seasonal Peaks
1. Seasonal increases of time commitment include, but are not limited to:
   a. Budget hearings, and deliberations
   b. Elections and appointment marketing, recruitment, and support
   c. Executive and Senator transitions
   d. Preparation and presentation of Board of Trustees reports
   e. Recruitment and selection for Senate and University Committees
   f. Substantial Senate or University initiatives
   g. University events: Involvement Fair, Orientation
Addendum A.2
Executive Board Responsibilities:
ASUSF Senate Vice President of Internal Affairs

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold ten (10) office hours at the Senate desk
   a. Three (5) hours shall be held over at least three days of the week between the hours of 8:00am and 6:00pm
   b. The other five (5) shall be held over any weekday within the hours of 8:00am and 9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSCLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project

ARTICLE III (VP of Internal Affairs Responsibilities) (30% of Stipend)
Section 1. Senate Meetings (10% of Stipend)
1. Assume the powers of President shall the President become unable to fulfill the duties
2. Chair Senate meetings weekly
3. Prepare agendas for Senate meetings weekly
   a. Send agendas and corresponding materials to Senate prior to meetings weekly with approval of the Senate advisor
   b. Post agendas at the Senate Desk weekly
   c. Make copies of agendas and corresponding materials for meetings weekly
4. Prepare resolutions and action items for Senate meetings weekly
   a. Format resolutions and other materials for meetings weekly
   b. Collaborate with Senators and the Senate Advisor to edit resolutions
5. Invite administration, community members, and representatives to meetings weekly
6. Coordinate logistics for meetings with Events Management and Guest Services
   a. Prepare agendas for Senate meetings weekly

Section 2. Senate Development (10% of Stipend)
1. Plan and facilitate ASUSF Senate Fall and Spring Retreats (5% each)
   a. Provide all Senate documents and materials to all members of Senate
   b. Coordinate logistics with Events Management and Guest Services

Section 3. Appointments and Transitions (10% of Stipend)
1. Order ASUSF Senate polo shirts during the summer to have them available by first Senate meeting in the Fall
2. Create table tents for each member of Senate with their name, position, and Robert’s Rules
3. Archive all Senate materials monthly on Jade and all Senator documents at the end of each semester on Jade
4. Develop transition timeline, process, and materials for all members of Senate
5. Distribute letters and other transitional materials from outgoing Senators to incoming Senators

ARTICLE IV (Committee Responsibilities) (10% of Stipend)
1. Chair the Internal Affairs Committee
2. Prepare agendas for Committee meetings weekly
   a. Send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
3. Serve as the spokesperson of the Internal Affairs Committee
4. Responsible for ensuring that the duties of the committee are fulfilled
5. Hold committee meetings at least once per week for one (1) hour
6. Have the Senate advisor sit in on at least one (1) meeting per semester.
7. Recommend any changes to the Internal Affairs Committee Code

ARTICLE V (Time Commitment)
Section 1. Hours
1. Approximately ten (10) hours a week in Office Hours
   a. Approximately two (2) preparing for committee meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with committee members
   b. Approximately two (2) on agenda preparation: speaker outreach, compiling and formatting supplemental materials and presentation, emailing Senate reminders
   c. Approximately one (1) on day-of meeting preparation: meeting setup, AV setup, arranging physical space, producing copies, meeting cleanup
d. Approximately three (3) on coordination and planning: appointments, committees, transitions, retreats, etc.

e. Approximately two (2) on miscellaneous: additional meetings, impromptu duties

2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
   b. Approximately two (2) in weekly executive board meetings
   c. Approximately one (1) in weekly committee meetings
   d. Approximately one (1) in weekly advisor meetings
   e. Approximately one (1) in weekly Senate pair meetings

Section 2. Seasonal Peaks
1. Seasonal increases of time commitment include, but are not limited to:
   a. Elections and appointment marketing, recruitment, and support
   b. Executive and Senator transitions
   c. Recruitment and selection for Senate Committees
   d. Substantial Senate or University initiatives
Executive Board Responsibilities:
ASUSF Senate Vice President of Business Administration

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold ten (10) office hours at the Senate desk
   a. Three (3) hours shall be held over at least three days of the week between the
      hours of 8:00am and 6:00pm
   b. The other five (5) shall be held over any weekday within the hours of 8:00am and
      9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSJLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate
   advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project
8. Serve on the Development Committee of the Board of Trustees

ARTICLE III (VP of Business Administration Responsibilities) (30% of Stipend)
Section 1. Senate Budget (10% of Stipend)
1. Serve as President Pro Tempore of the Senate, in the absence of both the President
   and the Vice President of Internal Affairs
2. Serve as the Business Manager of Senate
3. Meet all budget requirements for Senate, including: budget submissions, appeals,
   line item changes, and reimbursements
4. Provide an updated ASUSF budget to Senate weekly
5. Inform Senate of proposals weekly
6. Compile Quarterly Reports to be available to Senate

**Section 2. Policy and Processes Awareness (10% of Stipend)**
1. Learn fiscal policies and finance related processes of ASUSF and the University.
2. Responsible for any Finance related issues
3. Give presentations to clubs, organizations, and others on Finance related topics
4. Prepare Finance (Events) Informational Packet (in coordination with Peer Advising Team) to be distributed to all organizations by September 1st of each year

**Section 3. Organization Support (10% of Stipend)**
1. Check Finance Event Proposals on Orgsync at least 3 times a week
2. Check Line Item Change Request on Orgsync at least once a week
3. Facilitate meetings with organizations applying for funding to review budget and details of presentation
4. Write Award Letters and email to organizations awarded funding within 24 hours
5. Meet with any organization borrowing a loan from ASUSF to clarify the process and deadline dates
6. Maintain communication with Funded Accounts
   a. Send introduction letter by September 15th of each year
   b. Send reminders to ensure completion of Quarterly Reports
   c. Meet to review accomplishments, goals, and changes
7. Communicate with SLE to ensure that clubs and organizations are meeting requirements for ASUSF funding

**ARTICLE IV (Committee Responsibilities) (10% of Stipend)**
1. Chair the Finance Committee
2. Prepare agendas for Committee meetings weekly
   a. Send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
3. Serve as the spokesperson of the Finance Committee
4. Responsible for ensuring that the duties of the committee are fulfilled
5. Hold committee meetings at least once per week for one (1) hour
6. Have the Senate advisor sit in on at least one (1) meeting per semester.
7. Recommend any changes to the Finance Committee Code

**ARTICLE V (Time Commitment)**

**Section 1. Hours**
1. Approximately ten (10) hours a week in Office Hours
   a. Approximately two (2) preparing for committee meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with committee members
   b. Approximately three (3) on funding: reviewing funding proposals, line-item changes, meeting with organizations, following up on funding decisions
   c. Approximately three (3) on budgets: generating quarterly reports, answering budget questions, serving as point-of-contact for student finances
d. Approximately two (2) on miscellaneous: additional meetings, impromptu duties

2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
   b. Approximately two (2) in weekly executive board meetings
   c. Approximately one (1) in weekly committee meetings
   d. Approximately one (1) in weekly advisor meetings
   e. Approximately one (1) in weekly Senate pair meetings

Section 2. Seasonal Peaks
1. Seasonal increases of time commitment include, but are not limited to:
   a. Budget workshops, hearings, and deliberations
   b. Compiling Senate’s budget
   c. Executive transitions
   d. Substantial Senate or University initiatives
Addendum A.4
Executive Board Responsibilities:
ASUSF Senate Vice President of Public Relations

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold ten (10) office hours at the Senate desk
   a. Three (5) hours shall be held over at least three days of the week between the hours of 8:00am and 6:00pm
   b. The other five (5) shall be held over any weekday within the hours of 8:00am and 9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project

ARTICLE III (VP of Public Relations Responsibilities) (30% of Stipend)
Section 1. Marketing and Outreach (10% of Stipend)
1. Give presentations to clubs, organizations, and others on Public Relations related topics
2. Be trained in summer or August and serve as the Webmaster for the Senate website
   a. Update Senate meeting agendas, Senate meeting minutes, Board of Trustees reports, Presidential address, budgets, committee minutes, resolutions, etc.
3. Advertise and promote awareness of Senate meetings weekly
   a. Send the Senate meeting minutes and the following week’s agenda to all media organizations and Senate social media weekly
b. Secure media coverage for Senate meetings
c. Send a blurb to The Phoenix and update calendar listings
d. Place flip chart with meeting highlights outside of the meeting room

4. Maintain communication and collaboration with clubs and organizations
   a. Provide the VPIA with campus event information to be on the agenda weekly
   b. Collaborate with the VPIA to advertise vacancies and appointments
   c. Serve on University committees related to Public Relations

Section 2. Signature Events (20% of Stipend)
1. Plan and facilitate ASUSF Senate Fall and Spring Summit (5% each)
   a. Invite the leadership of clubs and organizations through collaboration with the Peer Advising Team
   b. Present a final plan to Senate as least one week prior to the event
   c. Coordinate logistics with Events Management and Guest Services
2. Plan and facilitate ASUSF Senate Fall and Spring Senate Week (5% each)
   a. Promote Senate, Senate’s initiatives, elections recruitment, and voting
   b. Coordinate logistics with Events Management and Guest Services
   c. Present a final plan to Senate as least one week prior to the event

ARTICLE IV (Committee Responsibilities) (10% of Stipend)
1. Chair the Public Relations Committee
2. Prepare agendas for Committee meetings weekly
   a. Send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
3. Serve as the spokesperson of the Public Relations Committee
4. Responsible for ensuring that the duties of the committee are fulfilled
5. Hold committee meetings at least once per week for one (1) hour
6. Have the Senate advisor sit in on at least one (1) meeting per semester.
7. Recommend any changes to the Public Relations Committee Code

ARTICLE V (Time Commitment)
Section 1. Hours
1. Approximately ten (10) hours a week in Office Hours
   a. Approximately two (2) preparing for committee meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with committee members
   b. Approximately two (2) on marketing: website, social media, Phoenix, media organizations
   c. Approximately four (4) on coordination and planning: Summit, Senate Week, collaboration with other Senate initiatives and events
   d. Approximately two (2) on miscellaneous: additional meetings, impromptu duties
2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
   b. Approximately two (2) in weekly executive board meetings
   c. Approximately one (1) in weekly committee meetings
d. Approximately one (1) in weekly advisor meetings  
e. Approximately one (1) in weekly Senate pair meetings

Section 2. Seasonal Peaks  
1. Seasonal increases of time commitment include, but are not limited to:  
   a. Executive transitions  
   b. Signature events: Senate Week, Summit  
   c. Substantial Senate or University initiatives  
   d. University events: Involvement Fair, Orientation
Addendum A.5
Executive Board Responsibilities:
ASUSF Senate Vice President of Mission

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold ten (10) office hours at the Senate desk
   a. Three (5) hours shall be held over at least three days of the week between the
      hours of 8:00am and 6:00pm
   b. The other five (5) shall be held over any weekday within the hours of 8:00am and
      9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project

ARTICLE III (VP of Mission Responsibilities) (30% of Stipend)
Section 1. Social Justice Initiatives (15% of Stipend)
1. Serve as the social justice voice within Senate
2. Give presentations to clubs, organizations, and others on Mission related topics
3. Maintain outreach to the USF community and act as a social justice advocate
   a. Foster ongoing dialogue among students, clubs and organizations, departments,
      and administration on social justice issues
4. Maintain communication and collaboration with departments connected to social
   justice topics and issues
   a. Meet at least once per semester with the Intercultural Center
b. Meet at least once per semester with the Gender and Sexualities Center

c. Meet at least once per semester with the McCarthy Center

d. Meet at least once per semester with University Ministry

5. Organize an Awareness / Advocacy campaign (5%)
   a. Coordinate logistics with Events Management and Guest Services
   b. Present a final plan to Senate as least one week prior to the event

Section 2. Community Action (15% of Stipend)

1. Establish a plan and timeline for Community Action for the year
2. Maintain communication with clubs and organizations regarding Community Action
3. Follow-up with clubs and organizations that did not complete the previous year’s Community Action requirement
4. Collaborate with SLE on the Student Leadership Awards
   1. Determine the awardee of the Outstanding Community Action Award
5. Organize Senate’s Community Action Project (5%)
   1. Coordinate logistics with Events Management and Guest Services
   2. Present a final plan to Senate as least one week prior to the event

ARTICLE IV (Committee Responsibilities) (10% of Stipend)

1. Chair the Mission Committee
2. Prepare agendas for Committee meetings weekly
   a. Send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
3. Serve as the spokesperson of the Mission Committee
4. Responsible for ensuring that the duties of the committee are fulfilled
5. Hold committee meetings at least once per week for one (1) hour
6. Have the Senate advisor sit in on at least one (1) meeting per semester
7. Recommend any changes to the Mission Committee Code

ARTICLE V (Time Commitment)

Section 1. Hours

1. Approximately ten (10) hours a week in Office Hours
   a. Approximately two (2) preparing for committee meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with committee members
   b. Approximately two (2) on Community Action: review proposals, organization outreach and support, community partner follow-up
   c. Approximately two (2) engaging in and promoting social justice dialogue: students, clubs and organizations, administrators
   d. Approximately two (2) on coordination and planning: Awareness / Advocacy campaign, Senate’s Community Action Project
   e. Approximately two (2) on miscellaneous: additional meetings, impromptu duties
2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
   b. Approximately two (2) in weekly executive board meetings
c. Approximately one (1) in weekly committee meetings  
d. Approximately one (1) in weekly advisor meetings  
e. Approximately one (1) in weekly Senate pair meetings

Section 2. Seasonal Peaks  
1. Seasonal increases of time commitment include, but are not limited to:  
   a. Community Action planning, review, follow-up  
   b. Executive transitions  
   c. Senate’s Community Action Project  
   d. Substantial Senate or University initiatives
Addendum A.6

Executive Board Responsibilities:
ASUSF Senate Vice President of Sustainability

ARTICLE I (Student Leadership and Engagement Requirements) (30% of Stipend)
Section 1. Funded Account Requirements
1. Attend Funded Account Orientation (10%)
2. Attend Student Leadership Conference (5%)
3. Attend Student Organization Advising and Registration (10%)
4. Attend Quarterly Budget Meetings (5%)

ARTICLE II (Senate Responsibilities) (30% of Stipend)
Section 1. Leadership Trainings (10% of Stipend)
1. Hold ten (10) office hours at the Senate desk
   a. Three (5) hours shall be held over at least three days of the week between the
      hours of 8:00am and 6:00pm
   b. The other five (5) shall be held over any weekday within the hours of 8:00am and
      9:00pm.
2. Attend the National Jesuit Student Leadership Conference (NJSCLC) in the summer
3. Prepare for the executive role over summer, starting at the end of May
4. Attend the three (3) day Executive Role Preparation in August
5. Attend the Fall and Spring training retreats for Senate
6. Submit a proposal to present at the Student Leadership Conference

Section 2. Executive Duties (20% of Stipend)
1. Attend executive board meetings weekly
   a. Prepare and present an Executive Report at executive board meetings weekly
2. Attend Senate meetings weekly
   a. Prepare and present an Executive Report at Senate meetings weekly
3. Attend meetings with the Senate advisor weekly
4. Maintain constant communication with the Senate, executive board, and Senate
   advisor
5. Facilitate Senate Pair communication and meetings weekly
6. Attend Fall and Spring Summit events
7. Participate in Senate’s Community Action project

ARTICLE III (VP of Sustainability Responsibilities) (30% of Stipend)
Section 1. Sustainability Initiatives (20% of Stipend)
1. Serve as the sustainability voice within Senate
2. Give presentations to clubs, organizations, and others on Sustainability related
   topics
3. Maintain outreach to the USF community and act as a sustainability advocate
   a. Foster ongoing dialogue among students, clubs and organizations, departments,
      and administration on issues of sustainability
4. Maintain communication and collaboration with departments connected to
   sustainability topics and issues
a. Meet at least once per semester with Bon Apetit
b. Meet at least once per semester with the Environment Safety Department
c. Meet at least once per semester with Events Management
d. Meet at least once per semester with Facilities
e. Meet at least once per semester with Public Safety

5. Organize a Sustainability initiative (5%)
   a. Coordinate logistics with Events Management and Guest Services
   b. Present a final plan to Senate as least one week prior to the event

6. Organize a Sustainability initiative geared to new students (5%)
   a. Coordinate logistics with Events Management and Guest Services
   b. Present a final plan to Senate as least one week prior to the event

Section 2. GIFT Budget (10% of Stipend)
1. Ensure appropriate and responsible allocation of the Green Initiative Fund for Tomorrow (GIFT)
2. Meet all budget requirements for GIFT, including: budget submissions, appeals, line item changes, and reimbursements
3. Develop ideas and plans for sustainability and environmental initiatives for the following year

ARTICLE IV (Committee Responsibilities) (10% of Stipend)
1. Chair the Sustainability Committee
2. Prepare agendas for Committee meetings weekly
   a. Send agendas and corresponding materials to committee members at least 48 hours prior to meetings weekly with approval of the Senate advisor
   b. Make copies of agendas and corresponding materials for meetings weekly
3. Serve as the spokesperson of the Sustainability Committee
4. Responsible for ensuring that the duties of the committee are fulfilled
5. Hold committee meetings at least once per week for one (1) hour
6. Have the Senate advisor sit in on at least one (1) meeting per semester
7. Recommend any changes to the Sustainability Committee Code

ARTICLE V (Time Commitment)
Section 1. Hours
1. Approximately ten (10) hours a week in Office Hours
   a. Approximately two (2) preparing for committee meetings: creating agenda, finalizing and sending minutes, preparing materials, following up with committee members
   b. Approximately two (2) on GIFT: budget, initiative planning
   c. Approximately two (2) engaging in and promoting sustainability dialogue: students, clubs and organizations, administrators
   d. Approximately two (2) on coordination and planning: Sustainability initiative, Sustainability initiative geared to new students
   e. Approximately two (2) on miscellaneous: additional meetings, impromptu duties
2. Approximately seven (7) hours a week in organization meetings
   a. Approximately two (2) in weekly Senate meetings
b. Approximately two (2) in weekly executive board meetings

c. Approximately one (1) in weekly committee meetings

d. Approximately one (1) in weekly advisor meetings

e. Approximately one (1) in weekly Senate pair meetings

Section 2. Seasonal Peaks

1. Seasonal increases of time commitment include, but are not limited to:
   a. Compiling the GIFT budget
   a. Executive transitions
   b. Substantial Senate or University initiatives
   c. Sustainability initiatives