ARTICLE I (Name)
Section 1. This document shall be known as the ASUSF Senate Senator Code.

ARTICLE II (Authority)
Section 1. This code is established under the authority given in Article VI, Section 8, of the ASUSF Senate Constitution. This code shall be in effect upon majority vote of the ASUSF Senate.

ARTICLE III (Purpose)
Section 1. The purpose ASUSF Senate is to represent and advocate on behalf of the undergraduate student population at the University of San Francisco. ASUSF Senators are directly responsible for carrying out this purpose, and therefore have certain responsibilities and expectations for their roles.

ARTICLE IV (Amendments)
Section 1. This code may be amended by a majority vote of the ASUSF Senate, upon written recommendation by the Internal Affairs Committee.

ARTICLE V (Senate Responsibilities)
Section 1. Leadership Trainings
   a. Prepare for the Senator role over summer, starting at the end of May
   b. Attend the Fall and Spring training retreats for Senate
   c. Complete transitions as outlined by the Vice President of Internal Affairs at the end of term as Senator in order to pass on projects and advice to incoming representative(s).

Section 2. Senator Duties
   a. Hold one (1) office hour at the Senate desk hours between the hours of 8:00am and 6:00pm
   b. Attend Senate meetings weekly
      i. Prepare and present a Senator Report at Senate meetings
   c. Serve on two Senate committees, or Chair one
d. Maintain constant communication with the Senate, executive board, and Senate advisor

e. Maintain Senate Pair communication and meetings weekly

f. Attend Fall and Spring Summit events

g. Participate in Senate’s Community Action project

h. Conduct one (1) hour of polling during elections

i. Actively reach out to and advocate for constituents.

j. Engage in at least one (1) project or initiative each semester on behalf of constituents, and submit a written evaluation of it.

k. Facilitate at least one (1) Open Forum discussion on behalf of constituents, and submit a written evaluation of it.

ARTICLE VI (Position Specific Responsibilities)

Section 1. The role of the College of Arts and Sciences Representatives is to serve as the voice of the undergraduate students in the College of Arts and Sciences through:

a. Maintain communication and collaboration with departments connected to your constituency
   i. Meet at least once per semester with the Dean and Assistant Deans
   ii. Meet at least once per semester with the Learning and Writing Center
   iii. Meet at least once per semester with the Center for Academic and Student Achievement

b. Attend at least three (3) College of Arts and Sciences events per semester to be accessible to constituents and to spread Senate initiatives

c. Serve as a Senate liaison to student organizations that represent or serve your constituency
   i. Meet at least once per semester
   ii. Attend the organization meeting at least once per semester
   iii. Invite to at least one Senate meeting per semester
   iv. Provide monthly updates

Section 2. The role of the School of Management Representatives is to serve as the voice of the undergraduate students in the School of Management through:

a. Maintain communication and collaboration with departments connected to your constituency
   i. Meet at least once per semester with the Dean and Assistant Deans
   ii. Meet at least once per semester with the Learning and Writing Center
   iii. Meet at least once per semester with the Center for Academic and Student Achievement

b. Attend at least three (3) School of Management events per semester to be accessible to constituents and to spread Senate initiatives

c. Serve as a Senate liaison to student organizations that represent or serve your constituency
   i. Meet at least once per semester
   ii. Attend the organization meeting at least once per semester
   iii. Invite to at least one Senate meeting per semester
   iv. Provide monthly updates
d. Attend Student Leadership Advisory Committee meetings

Section 3. The role of the School of Nursing and Health Professions Representatives is to serve as the voice of the undergraduate students in the School of Nursing and Health Professions through:

a. Maintain communication and collaboration with departments connected to your constituency
   i. Meet at least once per semester with the Dean and Assistant Deans
   ii. Meet at least once per semester with the Learning and Writing Center
   iii. Meet at least once per semester with the Center for Academic and Student Achievement

b. Attend at least three (3) School of Nursing and Health Professions events per semester to be accessible to constituents and to spread Senate initiatives

c. Serve as a Senate liaison to student organizations that represent or serve your constituency
   i. Meet at least once per semester
   ii. Attend the organization meeting at least once per semester
   iii. Invite to at least one Senate meeting per semester
   iv. Provide monthly updates

Section 4. The role of the Senior Class Representatives is to serve as the voice of the senior class undergraduate students:

a. Moderate the senior class Facebook page
b. Coordinate the Senior Party
c. Serve as Senate liaison to the Peer Advising Team
   i. Meet at least once per semester
   ii. Invite to at least one Senate meeting per semester
   iii. Provide monthly updates

Section 5. The role of the Junior Class Representatives is to serve as the voice of the junior class undergraduate students:

a. Moderate the junior class Facebook page
b. Co-Chair the Food Committee

Section 6. The role of the Sophomore Class Representatives is to serve as the voice of the sophomore class undergraduate students:

a. Moderate the sophomore class Facebook page
b. Co-Chair the Athletic-Relations Committee

Section 7. The role of the Freshman Class Representatives is to serve as the voice of the freshman class undergraduate students:

a. Moderate the freshman class Facebook page
b. Attend Admitted Student Open House / Admission Open House Events
c. Serve as Senate liaison to the Residence Hall Councils
   i. Meet at least once per semester
   ii. Invite to at least one Senate meeting per semester
iii. Provide monthly updates

Section 8. The role of the Off-Campus Representatives is to serve as the voice of the undergraduate students that live off-campus:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with Student Housing and Residential Education (Off Campus Housing)
      ii. Meet at least once per semester with Bon Apetit
      iii. Meet at least once per semester with Public Safety
   b. Serve as Senate liaison to
      i. Meet at least once per semester
      ii. Invite to at least one Senate meeting per semester
      iii. Provide monthly updates

Section 9. The role of the On-Campus Representatives is to serve as the voice of the undergraduate students that live on-campus:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with Student Housing and Residential Education (Residence Directors and Assistant Residence Directors)
      ii. Meet at least once per semester with Bon Apetit
      iii. Meet at least once per semester with Public Safety
   b. Serve as Senate liaison to the Residence Hall Association
      i. Meet at least once per semester
      ii. Invite to at least one Senate meeting per semester
      iii. Provide monthly updates

Section 10. The role of the International Student Representatives is to serve as the voice of the undergraduate international students:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with International Student and Scholar Services
      ii. Meet at least once per semester with the Cultural Centers
   b. Serve as a Senate liaison to the Culturally Focused Clubs Council
      i. Meet at least once per semester
      ii. Attend the organization meeting at least once per semester
      iii. Invite to at least one Senate meeting per semester
      iv. Provide monthly updates

Section 11. The role of the Student of Color Representatives is to serve as the voice of the undergraduate students of color:
   a. Maintain communication and collaboration with departments connected to your constituency
i. Meet at least once per semester with Diversity Engagement and Community Outreach
ii. Meet at least once per semester with the Cultural Centers
iii. Meet at least once per semester with the Multicultural Recruitment
b. Serve as a Senate liaison to the Culturally Focused Clubs Council
   i. Meet at least once per semester
   ii. Attend the organization meeting at least once per semester
   iii. Invite to at least one Senate meeting per semester
   iv. Provide monthly updates

Section 12. The role of the Non-traditional Age Representatives is to serve as the voice of the undergraduate students that are twenty-four (24) years and over:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with Center for Academic and Student Achievement

Section 13. The role of the Students with Disabilities Representatives is to serve as the voice of the undergraduate students with disabilities:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with Student Disability Services
      ii. Meet at least once per semester with the Cultural Centers
   b. Coordinate Disability Awareness Week

Section 14. The role of the LGBTQ Representatives is to serve as the voice of the undergraduate students in the LGBTQ community:
   a. Maintain communication and collaboration with departments connected to your constituency
      i. Meet at least once per semester with the Cultural Centers
   b. Serve as a Senate liaison to the Culturally Focused Clubs Council
      i. Meet at least once per semester
      ii. Attend the organization meeting at least once per semester
      iii. Invite to at least one Senate meeting per semester
      iv. Provide monthly updates

ARTICLE VII (Time Commitment)
Section 1. Hours
   a. Approximately one (1) hours a week in Office Hours
   b. Approximately four (4) hours a week in organization meetings
      i. Approximately two (2) in weekly Senate meetings
      ii. Approximately one (2) in weekly committee meetings

ARTICLE VIII (Limits of the Code)
Section 1. This code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and By-Laws of ASUSF Senate.

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

Effective Dates:

2010/2011
Amended by Senate vote on February 15, 2011.

2011/2012
Amended by Senate vote on May 1, 2012.

2013/2014
Amended by Senate vote on May 6, 2014 (adding clarifying responsibility information to each Senator position).