

ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
CHAIR OF THE SENATE
DUTIES AND RESPONSIBILITIES

I. NAME

1. This document shall be called the duties and responsibilities for the Associated Students Chair of the Senate

II. AUTHORITY

1. This code is established under the authority of the AS Senate, as stated in Article 3, Section 5 of the Associated Students Bylaws

III. PURPOSE

1. This code shall identify the duties and responsibilities of the Chair of the Senate of the Associated Students of Sonoma State University. The Chair of the Senate is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES AND RESPONSIBILITIES

1. Serve/represent the best interests of the student body of Sonoma State University.
2. Serve as the Chair of the AS Senate. The Chair shall only vote to make or break a tie.
3. Call special and emergency meetings of the AS Senate.
4. Serve as the Chair of the Interim Executive Board. The Chair shall only vote to make or break a tie.
5. Serve on one University Committee and either, triple number of outreach hours designated below or serve on a second University Committee.
6. Shall serve as a resource and peer mentor for the senators.
7. Shall issue advisory opinions, as requested in writing or in open session of the AS Senate, concerning the law, AS Bylaws and Codes, Legislation as it pertains to the actions of the AS Senate
8. Shall make their advisory opinions available to the officers and staff of the Associated Students and to any regularly enrolled student of Sonoma State University.
9. Shall be responsible to immediately forward any officer, who has eclipsed the allowed number of absences, to Internal Affairs Board for consideration of removal.
10. Shall initiate and maintain an AS Legislative Calendar, noting dates for first draft submittal, final draft submittal and post approval action steps.
11. Shall distribute the updated AS Legislative Calendar weekly.
12. Shall meet with the author of any legislation prior to their first draft being placed on the Senate agenda to review the legislation for format, sourced materials, spelling and grammar.
13. Shall create ad hoc committees to create an action plan for lobbying and following through on each piece of approved legislation.
14. Shall issue an AS Legislative Checklist that sets guidelines to write legislation.
15. Shall be the representative on an AS Programs Group, will be responsible to set up meetings.
16. Serving as the chair and chief administrative officer of the AS Internal Affairs Board



17. Appointing students to Board and Committee positions in the University's shared governance structure
18. Attend the mandatory fall and winter student government retreat.
19. Attend any training and professional development sessions scheduled during the fall and spring semesters.
20. Shall actively be involved in the programs, services and events of the Associated Students.
21. Shall keep three (3) office hours per week during the academic year.
22. Shall spend three (3) hours per month on AS outreach in addition to required office hours.
23. Perform other duties as assigned by the AS Senate.

