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Section 1—Duties & Responsibilities of Members of the Senate

Senator

A. Maintain a minimum 2.0 GPA and 12 credit hours.
D. Attend the ASISU Retreat before the Fall semester.
E. Wear orange and black or Bengal gear every Wednesday.
F. Publicize and promote resources and services that ASISU offers to students.
G. Attend all Senate meetings.
H. Attend all Caucus meetings.
I. Attend all assigned ASISU committee meetings.
J. Attend all assigned university-level committee meetings.
K. Serve one (1) office hour per week.
L. Conduct at least ten (10) field hours each month.
M. Participate in the ROAR Report once a year.
N. Participate in the Instagram Takeover Tuesday once a year.
O. Contact assigned clubs one time during the first 30 days of each semester and one time at least one week prior to the date incentive points are due.
P. Contact assigned line item account at least one (1) time per month and report to the ASISU Finance Committee one (1) time per semester (Finance Committee members only).
Q. Perform one (1) ASISU sanctioned service project per year.
R. Attend one (1) ASISU sanctioned event per semester on an outreach campus.
S. Complete monthly checklists and return them to the Secretary.
T. Attend the ASISU End-of-the-Year Banquet.
U. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
V. Help serve in the appointment and training of the next year’s respective Senator.
Senate Pro-Tempore

A. Maintain a minimum 2.0 GPA and 12 credit hours.
D. Attend the ASISU Retreat before the Fall semester.
E. Schedule a tour with an Ambassador at the beginning of the academic year for all ASISU officers.
F. Wear orange and black or Bengal gear every Wednesday.
G. Publicize and promote resources and services that ASISU offers to students.
H. Attend all Senate meetings.
I. Conduct Senate meetings that the ASISU Vice President cannot attend.
J. Preside over all Caucus meetings.
K. Attend all assigned ASISU committee meetings.
L. Attend all assigned university-level committee meetings.
M. Serve two office hours per week.
N. Orient Senators and instruct them on their specific duties, such as office hours and committee participation.
P. Be an advocate for senators when they have questions or concerns regarding senator responsibilities and procedures.
Q. Make committee assignments for Committee Chairs.
R. Guide the vision of the Senate.
S. Complete monthly checklists, along with any committee assignments, and return it to the Secretary.
T. Attend the End-of-the-Year Banquet.
U. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Chair of the Finance Committee

A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
B. Meet at least twice a month with committee members.
C. Report the committee’s progress when called by the chair during the weekly Senate meeting.
D. Ensure financial integrity and use of funds are in alignment with the ASISU mission statement and governing documents.
E. Work with the Director of Finance in the creation of the budget book.
F. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

Chair of the Rules & Appointments Committee

A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
B. Meet at least twice a month with committee members.
C. Report the committee’s progress when called by the chair during the weekly Senate meeting.
D. Review all Presidential appointments and report to the Senate.
E. Release all bills and resolutions to the Senate after ensuring compliance with all governing documents.
F. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.

Chair of the Student Involvement Committee

A. Outline related yearly goals each with a specific timeline and share them with the Senate Pro-Tempore.
B. Meet at least twice a month with committee members.
C. Report the committee’s progress when called by the chair during the weekly Senate meeting.
D. Plan and attend academic and student-led activities through the promotion of ASISU.
E. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Section 2—Duties & Responsibilities of Members of the Executive Cabinet

President

A. Maintain a minimum 3.0 GPA and 3 credit hours.
B. Oversee the organization of ASISU.
D. Plan the ASISU Retreat before the Fall semester.
E. Attend the ASISU Retreat before the Fall semester.
F. Enforce the ASISU Bylaws and Constitution.
G. Wear orange and black or Bengal gear every Wednesday.
H. Publicize and promote resources and services that ASISU offers to students.
I. Attend and report to the Executive Cabinet and Senate on the President’s Fall Address.
J. Serve at least ten (10) office hours per week.
K. Attend Leadership Council meetings once a month.
L. Attend university level committee meetings as deemed necessary.
M. Preside over all President Cabinet Meetings each week.
N. Meet with the ASISU Advisor once a month.
O. Attend Finance Committee meetings.
P. Attend Senate meetings and present a report to the Senate during the “President's Report.”
Q. Maintain good relations with the student body, administration, and community.
R. Ensure that ASISU money is properly used.
S. Complete the monthly checklist and return it to the Secretary. The President’s checklist will be kept on file in case of any discrepancies, complaints, or inquiries.
T. Review all checklists for all Vice Presidents, Executive Cabinet members, and Elections Commissioner members with the Secretary.
U. Attend State Board of Education meetings.
V. Plan the End-of-the-Year Banquet.
W. Attend the End-of-the-Year Banquet.
X. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Y. Help serve in the appointment and training of the next year’s Student Body President.
Vice President

A. Maintain a minimum 3.0 GPA and 6 credit hours.
B. Wear orange and black or Bengal gear every Wednesday.
C. Plan the ASISU Retreat before the Fall semester.
D. Attend the ASISU Retreat before the Fall semester.
F. Hold at least five (5) office hours per week.
G. Preside over all Senate meetings using Parliamentary Procedure.
H. Attend President’s Cabinet meetings each week.
I. Attend Finance Committee meetings each week.
J. Enforce the ASISU Bylaws and Constitution.
K. Attend university-level committee meetings as requested.
L. Publicize and promote resources and services that ASISU offers to students.
M. Complete a monthly checklist and return it to the Secretary.
N. Review checklists for the Senators and Senate Pro-Tempore with the Secretary.
O. Plan the End-of-the-Year Banquet.
P. Attend the End-of-the-Year Banquet.
Q. Help serve in the appointment and training of the next year’s Vice President of Idaho Falls.
R. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Idaho Falls Vice President

A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Idaho Falls campus.
B. Attend the ASISU Retreat before the Fall semester.
C. Wear orange and black or Bengal gear every Wednesday.
D. Attend weekly Idaho Falls ASISU meetings.
E. Attend at least one (1) Idaho Falls Student Activities Board meeting a month.
F. Attend President's Cabinet meetings each week.
G. Attend Finance Committee meetings each week.
H. Attend one (1) Senate meeting each month.
I. Hold at least three (3) office hours per week on the Idaho Falls Campus.
J. Publicize and promote resources and services that ASISU offers to students.
K. Assist others in creating new student organizations and clubs on the Idaho Falls Campus.
L. Help current student organizations and clubs with events or promotions.
M. Publicize and promote resources and services that ASISU offers to students.
N. Speak with students on an individual basis in order to gain a clear understanding of students' needs and requests on the Idaho Falls campus.
O. Complete the monthly checklist and return it to the Secretary.
P. Attend the End-of-the-Year Banquet.
Q. Help serve in the appointment and training of the next year's Vice President of Idaho Falls.
R. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Meridian Vice President

A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Meridian campus.
B. Attend the ASISU Retreat before the Fall semester.
C. Wear orange and black or Bengal gear every Wednesday.
D. Attend weekly Meridian ASISU meetings.
E. Attend at least one (1) Meridian Student Activities Board meeting a month.
F. Attend President’s Cabinet meetings each week.
G. Attend Finance Committee meetings each week.
H. Attend one (1) Senate meeting each month.
I. Hold at least three (3) office hours per week on the Meridian Campus.
J. Publicize and promote resources and services that ASISU offers to students.
K. Assist others in creating new student organizations and clubs on the Meridian Campus.
L. Help current student organizations and clubs with events or promotions.
M. Publicize and promote resources and services that ASISU offers to students.
N. Speak with students on an individual basis in order to gain a clear understanding of students’ needs and requests on the Meridian campus.
O. Complete the monthly checklist and return it to the Secretary.
P. Attend the End-of-the-Year Banquet.
Q. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
R. Help serve in the appointment and training of the next year’s Vice President of Meridian.
Twin Falls Vice President

A. Maintain a minimum 3.0 GPA and 8 credit hours with at least one (1) course on the Twin Falls campus.
B. Attend the ASISU Retreat before the Fall semester.
C. Wear orange and black or Bengal gear every Wednesday.
D. Attend weekly Twin Falls ASISU meetings.
E. Attend at least one (1) Twin Falls Student Activities Board meeting a month.
F. Attend President’s Cabinet meetings each week.
G. Attend Finance Committee meetings each week.
H. Attend one (1) Senate meeting each month.
I. Hold at least three (3) office hours per week on the Twin Falls Campus.
J. Publicize and promote resources and services that ASISU offers to students.
K. Assist others in creating new student organizations and clubs on the Twin Falls Campus.
L. Help current student organizations and clubs with events or promotions.
M. Publicize and promote resources and services that ASISU offers to students.
N. Speak with students on an individual basis in order to gain a clear understanding of students’ needs and requests on the Twin Falls campus.
O. Complete the monthly checklist and return it to the Secretary.
P. Attend the End-of-the-Year Banquet.
Q. To exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
R. Help serve in the appointment and training of the next year’s Vice President of Twin Falls.
**Director of Finance**

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Chair all ASISU Finance Committee meetings (including the annual budget process).
G. Complete the creation of ASISU's Budget Book and Club Funding Budget.
H. Attend weekly Senate meetings.
I. Serve at least three (3) office hours each week to conduct ASISU financial business.
J. Publicize and promote resources and services that ASISU offers to students.
K. Notify student organizations and clubs of financial Bylaw amendments.
L. Oversee and assist student organizations and clubs with financial matters.
M. Work with the Financial Technician to update the sub account budgets when funds are used by the Senate or Executive Cabinet.
N. Present monthly financial budget reports to the Senate.
O. Complete monthly checklists and return, along with committee checklists, to the Secretary.
P. Delegate financial committee needs to Finance Committee members as deemed necessary.
Q. Attend the ASISU End-of-the-Year Banquet.
R. Be responsible for other financial matters assigned by the President, Senate Finance Committee, or the Senate.
S. Exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.
T. Help serve in the appointment and training of the next year's Director of Finance.
Director of Public Relations

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Work up to 15 hours per week.
G. Publicize and promote resources and services that ASISU offers to students.
H. Post regularly on all social media (Facebook, Instagram, LinkedIn, and Twitter) accounts using graphics, photos, videos, and reels.
I. Meet once a month with the ASISU’s Student Involvement Committee.
J. Attend the administration’s marketing committee meetings.
K. Attend and livestream the weekly ASISU Senate Meetings.
L. Develop a strategic marketing plan that tracks likes/interactions.
M. Enforce our ASISU logo on all line item swag.
N. Highlight an active club each month on social media.
O. Work with the Bengal newspaper on all publications relating to our ASISU column
P. Send out monthly newsletters of ASISU’s progress to all students.
Q. Work with the Elections Commission to publicize the ASISU Election.
R. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
S. Be responsible for other financial matters assigned by the President, Senate Finance Committee, or the Senate.
T. Exercise all other responsibilities defined within the Constitution, Bylaws, and Election Code.
U. Help serve in the appointment and training of next year’s Director of Public Relations.
Director of Governmental Affairs

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Hold two office hours each week.
G. Complete monthly checklists and return to the Secretary.
H. Publicize and promote resources and services that ASISU offers to students.
I. Enforce the ASISU Bylaws and Constitution.
J. Help advance university and state government relations.
K. Lobby the State Legislative about any legislation regarding higher education.
L. Attend all Associated Students Meetings for Idaho’s Student Government.
M. Undergo constitutional review on any action taken by any and all members, groups and bodies of ASISU.
N. Preside over the removal and replacement of any elected representative of ASISU who failed to perform their specified duties within a reasonable time period and maintain a neutral viewpoint perspective.
O. Hold yearly Constitutional Conventions during the Fall semester.
P. Attend the End-of-the-Year Banquet.
Q. Help serve in the appointment and training of the next year’s Director of Governmental Affairs.
R. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Director of Sustainability:

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Hold two office hours each week.
G. Complete monthly checklists and return to the Secretary.
H. Publicize and promote resources and services that ASISU offers to students.
I. Help execute student-led projects.
J. Develop and implement a Bengal Sustainability Statement to encourage sustainable and ecofriendly activity on campus following approval of the Senate.
K. Work the ASISU-funded newspaper, ASISU-funded radio, and Office of Marketing and Communications to publicize current events and activities.
L. Partner with the Sustainability Club to help assist with Executive decisions.
M. Collaborate with students and staff and encourage the university President’s public commitment to an agreement or pledge.
N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
O. Help serve in the appointment of and training for next year’s Director of Sustainability.
**Director of Student Organizational Affairs**

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Hold two office hours each week.
G. Complete monthly checklists and return to the Secretary.
H. Publicize and promote resources and services that ASISU offers to students.
I. Work closely with student organizations to provide funding support for events via the Benny’s Funding Form.
J. Oversee Club Funding Workshops.
K. Speak with a representative of the Student Leadership and Engagement Center.
L. Advocate for club needs and interests.
M. Monitor club incentive points.
N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
O. Help serve in the appointment and training of the next year's Director of Student Organizational Affairs.
Secretary

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Plan and attend the ASISU Retreat before the Fall Semester.
D. Wear orange and black or Bengal gear every Wednesday.
E. Attend weekly President’s Cabinet meetings.
F. Work with the President and Vice President to address student and ASISU representative needs.
G. Send out official meeting minutes and agendas on Fridays.
H. Create and review officer checklists once a month.
I. Take and track attendance of all officers.
J. Manage the office by replying to emails, answering phone calls, and other related office duties.
K. Update all official ASISU documents.
L. Aid during the election campaign.
M. Communicate directly with the advisor.
N. Assist ASISU with purchases such as gear, name tags and swag.
O. Plan and attend the End of the Year Banquet.
P. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
Q. Help serve in the appointment and training of the next year’s respective Secretary.
Section 3—Duties & Responsibilities of Member of the Elections Commission

Elections Commissioner

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall semester.
C. Serve at least one (1) office hour per week.
D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
E. Enforce the Election Code.
F. Wear orange and black or Bengal gear every Wednesday.
G. Attend President’s Cabinet meetings.
H. Attend all Elections Commission meetings.
I. Publicize and promote resources and services that ASISU offers to students.
J. Complete a monthly checklist and return it to the Secretary.
K. Review checklists for the Elections Commission with the Secretary.
L. Complete the duties listed in the Elections Commission Timeline.
M. Attend the ASISU End-of-the-Year Banquet.
N. Exercise all other responsibilities defined within the Constitution, Bylaws, Rule Books, and Election Code.
O. Help serve in the appointment and training of the next year’s Elections Commissioner.
Deputy Elections Commissioner

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall semester.
C. Serve at least one (1) office hour per month.
D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
E. Enforce the Election Code.
F. Wear orange and black or Bengal gear every Wednesday.
G. Attend all Elections Commission meetings.
H. Attend all activities in relation to the Elections Commission.
I. Act as a primary liaison between all candidates and the Commission.
J. Complete a monthly checklist and return to the Secretary.
K. Attend the ASISU End-of-the-Year Banquet.
L. Assist the other members of the Commission when necessary.
M. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
N. Help serve in the appointment and training of the next year’s Deputy Elections Commissioner.
Publicity Elections Commissioner

A. Maintain a minimum 2.0 GPA and 12 credit hours.
B. Attend the ASISU Retreat before the Fall semester.
C. Serve at least one (1) office hour per month.
D. Read and understand the ASISU Constitution, Bylaws, and Election Code.
E. Enforce the Election Code.
F. Wear orange and black or Bengal gear every Wednesday.
G. Attend all Elections Commission meetings.
H. Attend all activities in relation to the Elections Commission
I. Provide extensive publicity of the election during the candidate filing period.
J. Create the Voters’ Guide, detailing the parties’ and candidates’ issues and stances.
K. Advertise the election’s candidates and/or party.
L. Act as a primary liaison between all candidates and the Commission.
M. Complete a monthly checklist and return to the Secretary.
N. Attend the ASISU End-of-the-Year Banquet.
O. Assist the other members of the Commission when necessary.
P. Carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.
Q. Help serve in the appointment and training of the next year’s Publicity Elections Commissioner.