President

DUTIES AND RESPONSIBILITIES

1. Oversee the organization of ASISU.
3. Ensure that ASISU money is properly used.
4. Report to Senate during the “President’s Report.”
5. Attend the ISU President’s cabinet meetings.
6. Attend State Board of Education meetings.
7. Meet weekly with the ASISU General Manager.
8. Hold Cabinet Meetings once a week or when needed.
10. Attend Government Relations Board meetings.
11. Attend Committee meetings as requested, or send a student representative.
12. Wear Bengal pride gear and name badge every Wednesday.
13. Serve at least four (4) office hours weekly.
14. Represent student interests to the best of your ability.
15. Attend a transition meeting with the outgoing ASISU President between the time of being elected and the end of the semester in progress.
17. Attend the ASISU End-of-the-Year Banquet.
18. Plan the Student Senate Training Retreat.
19. Attend the Student Senate Training Retreat.
20. Plan and manage the ISU Ambush.
21. Attend the State of the University Address.
22. Enforce the ASISU Bylaws and Constitution.
23. Maintain a 3.0 GPA.
24. Carry at least three (3) credit hours.
25. Maintain good relations between the administration, community, and student body.
26. Organize student leadership workshops as needed.
27. Review checklists for the Vice President, Outreach Vice President, Finance Officer, and Elections Commissioner and submit any scholarship deductions to the ASISU Administrative Assistant.
28. Complete a monthly checklist and review. The President’s checklist will be kept on file in case of any discrepancies, complaints, or inquiries.
**Vice President**

**DUTIES AND RESPONSIBILITIES**

1. Oversee the Senate of ASISU.
2. Wear orange and black or Bengal gear every Wednesday.
3. Attend all Senate meetings.
5. Attend Committee meetings as requested.
6. Hold at least three (3) office hours per week.
7. Attend President’s Cabinet meetings weekly.
8. Attend Finance Committee meetings weekly.
9. Plan the Student Senate Training Retreat.
10. Attend the Student Senate Training Retreat.
11. Attend a transition meeting with the outgoing ASISU Vice President between the time of being elected and the end of the semester in progress.
12. Plan the End-of-the-Year Banquet.
13. Attend the End-of-the-Year Banquet.
14. Maintain a minimum 3.0 GPA and 6 credit hours.
15. Review checklists for the Senators and Senate Pro-Tempore and submit any scholarship deductions to the ASISU Administrative Assistant.
16. Complete monthly checklist and return it to the President.
Outreach Campus Vice President

DUTIES AND RESPONSIBILITIES

1. Publicize, promote and make more accessible all the programs that ASISU offers to students.
2. Wear orange and black or Bengal gear every Wednesday.
3. Assist others in creating new Student Organizations on their campus.
4. Assist current Student Organizations with events or promotions.
5. Talk with students on an individual basis in order to gain a clear understanding of students’ needs and requests on campus.
6. Attend weekly outreach campus ASISU meetings.
7. Attend at least one Outreach Campus Student Activities Board meeting a month.
8. Attend President’s Cabinet meetings weekly.
9. Attend Finance Committee meetings weekly.
10. Attend one (1) Senate meeting monthly.
11. Hold at least three (3) office hours per week on their campus.
12. Attend a transition meeting with the outgoing ASISU Outreach Campus President between the time of election and the end of the semester in progress.
13. Attend the Student Senate Training Retreat.
15. Maintain a minimum 3.0 GPA and 8 credit hours, with at least one course on their outreach campus.
16. Maintain contact with ASISU officers, senators, and others involved with student government.
17. Complete monthly checklist and return it to the President.
Finance Officer

DUTIES & RESPONSIBILITIES:

2. Wear orange and black or Bengal gear every Wednesday.
3. Attend all ASISU Finance Committee meetings (including the line item and supplemental hearings).
4. Attend weekly President’s Cabinet meeting.
5. Serve at least three (3) office hours weekly to conduct ASISU financial business.
6. Assign all financial requests (line item, supplemental, emergency funding and reallocation) to a committee member and assign a date as to when a report shall be made to the committee as a whole if not specified in the Bylaws.
7. Shall keep a record of all points that student organizations have turned in to be applied to the Finance Committee Point System and consider points for supplement and emergency funding.
8. Notify student organizations of financial Bylaw amendments.
9. Attend the Student Senate Training Retreat.
10. Attend the ASISU End-of-the-Year Banquet.
11. Maintain a minimum 2.0 GPA and 12 credit hours.
12. Complete monthly checklist and return, along with committee checklists, to the President.
14. Attend a transition meeting with the outgoing ASISU Finance Officer between the time of being appointed and the beginning of the next semester.
Elections Commissioner

DUTIES AND RESPONSIBILITIES

1. Read and understand the ASISU Bylaws, Election Code, and Constitution.
3. Attend President’s Cabinet meetings.
4. Attend all Elections Commission meetings.
5. Serve at least one (1) office hour weekly.
6. Maintain a minimum 2.0 GPA and 12 credit hours.
7. Attend the Student Senate Training Retreat.
8. Attend the ASISU End-of-the-Year Banquet.
10. Complete monthly checklist and return, along with committee checklists, to the President.
11. Complete tasks listed:
   A. Elections Commissioner is selected; begins interviews and selects Elections Commission members
   B. Members should familiarize themselves with the ASISU Bylaws, Election Code, and Constitution
   C. Have at least one (1) meeting per month
   D. Meet with ASISU Senate to approve election timeline
   E. Present rules and regulations to the ASISU Senate
   F. Set dates and times for informational meetings and reserve rooms
   G. Create election packets (include rules and regulations)
   H. Allow candidates to pick up packets
   I. Have Elections Commission begin process of applications as per the Bylaws
   J. Create advertising campaign and begin advertising in the Bengal, bulletin boards, electronic bulletin boards, etc.
   K. Schedule rooms for candidate debates
   L. Hold informational meeting
   M. Hold mandatory meeting and have candidates proof names
   N. Process candidate information
   O. Begin patrolling for active campaign violations
   P. Conduct election
   Q. Post the election results on ASISU doors, Student Affairs’ door, The Bengal Newspaper door, and PSUB information desk
   R. Assess fines and return deposits
   S. Present election results to the ASISU Senate for approval
Elections Commission Members

DUTIES AND RESPONSIBILITIES

1. Read and understand the ASISU Bylaws, Election Code, and Constitution.
3. Attend all Elections Commission meetings.
4. Serve one (1) office hour monthly.
5. Attend all scheduled meetings and activities in relation to the Elections Commission.
6. Maintain a minimum 2.0 GPA and 12 credit hours.
7. Attend the ASISU End-of-the-Year Banquet.
8. Complete monthly checklist and return to the Elections Commissioner.
9. Complete all duties as stated in the Election Code:

Election Code
Article II-Elections Commission
Section 6-Duties of the Deputy Elections Commissioner

A. To assist the Commissioner, to be responsible to him/her, and to aid in all Commissioner duties.
B. To assume the duties of the Commissioner in the event of the resignation, removal, temporary or permanent disability of the Commissioner to perform his/her duties, until such time as a replacement is selected.
C. To act as the primary liaison between all candidates and the Commission.
D. To conduct, or delegate the conduction of, the Candidates’ Meeting.
E. To maintain a file of all Commission records, papers, forms, reports or statements filed by each candidate, party, or group.
F. To tabulate votes in all ASISU elections.
G. To assist other members of the Commission when necessary.
H. To carry out such other functions and duties as required under the ASISU Constitution, Election Code, and Bylaws.

Section 7-Duties of the Publicity Coordinator

A. To assist the Commissioner and to be responsible to him/her.
B. To provide extensive publicity of the candidate filing period and election, in such a manner to ensure that all elements of the university community will receive equal notice.
C. To provide for the creation of the Voters’ Guide.
D. To tabulate votes in all ASISU elections.
E. To assist other members of the Commission when necessary.
F. To carry out other functions and duties as required by the ASISU Constitution, Election Code, and Bylaws.
Senate Pro-Tempore

DUTIES & RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Senate Rule Book, Constitution, and Parliamentary Procedure.
2. Uphold the ASISU Mission statement, Bylaws, and Constitution.
3. Attend all Senate meetings.
4. Conduct Senate meetings that the ASISU Vice President cannot attend.
5. Attend and conduct all Caucus meetings.
6. Attend all Cabinet meetings.
7. Serve two (2) office hours in the ASISU Office each week conducting ASISU business.
8. Make club and committee assignments for senators.
9. Be an advocate for senators when they have questions or concerns regarding senator responsibilities and procedures.
10. Contact assigned clubs at least one (1) time per month.
11. Meet with assigned clubs at least two (2) times in person.
12. Attend the ASISU retreat.
13. Attend the Senate In-Service.
15. Maintain a minimum 2.0 GPA and 12 credit hours.
16. Complete monthly checklist and return it to the Vice President.
Senator

DUTIES & RESPONSIBILITIES:

1. Read and understand the ASISU Bylaws, Senate Rule Book, Constitution, and Parliamentary Procedure.
2. Uphold the ASISU Mission statement, Bylaws, and Constitution.
3. Introduce oneself at the beginning of the semester to all on campus classes.
4. Attend all Senate meetings.
5. Attend all Caucus meetings.
6. Attend all assigned ASISU committee meetings.
7. Attend all assigned university committee meetings.
8. Wear orange and black or Bengal gear every Wednesday.
9. Serve one (1) office hour in the ASISU Office each week conducting ASISU business.
10. Conduct at least two (2) field hours each month.
11. Participate in ASISU Speaks once per semester.
12. Contact assigned clubs one (1) time during the first 30 days of each semester and one (1) time at least one week prior to the date incentive points are due.
13. Contact assigned line item account at least one (1) time per month and report to the ASISU Finance Committee once during fall and spring semesters (Finance Committee members only).
14. Perform one (1) ASISU sanctioned service project per semester.
15. Attend one (1) ASISU sanctioned event per semester on an outreach campus.
16. Volunteer at the ASISU Ambush.
17. Attend the Student Senate Training Retreat.
18. Attend the ASISU End-of-the-Year Banquet.
19. Maintain a minimum 2.0 GPA and 12 credit hours.
20. Complete monthly checklist and return it to the Vice President.
Supreme Court Chief Justice

DUTIES AND RESPONSIBILITIES

1. Read and understand the ASISU Bylaws, Constitution, Senate Rule Book, and Election Code.
2. Wear orange and black or Bengal gear every Wednesday.
3. Oversee the duties of the Supreme Court Justices.
4. Chair meetings twice a semester (ie: Sept, Nov, Feb, Apr).
5. Maintain a minimum 2.0 GPA and 12 credit hours.
6. Reserves the right to interpret the Constitution.
7. Act as a moderator if an issue is brought and try to resolve the issues before presenting it before the Justices.
8. May decide cases under the authority of the court in the best interest of the student body.
9. Maintain View Point Neutral perspective.
10. Keep all cases confidential.
11. Attend the End-of-the-Year Banquet.
12. Review checklists for the Supreme Court Justices and submit any scholarship deductions to the ASISU Administrative Assistant.
13. Complete monthly checklist and review. The Chief Justice’s checklist will be kept on file in case of any discrepancies, complaints, or inquiries.
Supreme Court Justice

DUTIES AND RESPONSIBILITIES

1. Read and understand the ASISU Bylaws, Constitution, Election Code, and Senate Rule Book.
2. Wear orange and black or Bengal gear every Wednesday.
3. Attend meetings twice a semester (i.e. Sept, Nov, Feb, Apr).
4. Maintain a minimum 2.0 GPA and 12 credit hours.
5. Reserves the right to interpret the Constitution.
6. May overturn legislation in the best interest of the student body.
7. Attend the End-of-the-Year Banquet.
8. Complete monthly checklist and return it to the Chief Justice.