

## DUTIES FOR THE COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES SENATOR

### I. NAME

This document shall be called Duties for the College of Behavioral and Social Sciences Senator.

### II. AUTHORITY

These duties shall be established by the authority given in Article IX, Section 2. of the Restated Bylaws of Associated Students (AS) of California State University, Chico (CSUC).

### III. PURPOSE

The purpose of these duties is to define the role and responsibilities of the College of Behavioral and Social Sciences Senator.

### IV. DATE OF EFFECTIVENESS

These duties shall be effective beginning the 2014-15 elected officer term, upon approval of the Government Affairs Committee (GAC) and the Board of Directors (BOD).

### V. AMENDMENTS

These duties may be amended by the College of Behavioral and Social Sciences Senator, with the Director of University Affairs, or the AS President, with the approval of the GAC and the BOD.

### VI. TERM OF OFFICE AND ATTENDANCE

A. Term of office shall be consistent with elected representatives as outlined in Article VIII, Section 4. of the Restated Bylaws of Associated Students of California State University, Chico.

B. Attendance shall be governed by the Attendance Policy for Elected Representatives.

### VII. DUTIES AND RESPONSIBILITIES

A. Shall be a voting member of the Student Academic Senate (SAS).

B. Shall actively participate in existing college council structures, and/or chair a council of representatives with the College, at minimum once per month.

C. Shall act as a representative of any and all students served by their College.

D. Shall be responsible for attending or relaying information regarding program changes, suspensions, discontinuations, and any other proposal put forth by their respective colleges at appropriate bodies, including, but not limited to, the SAS.

E. Shall be appointed as a representative on, at minimum, one University committee to which they will be appointed by the end of the add/drop period of the semester.

F. Shall keep five (5) office hours per week during their term of office, two (2) of which may be held within the College itself.

G. Shall meet with the Dean of the College or designee, at minimum, once per month.

H. Shall serve as a member of the Student Learning Fee Committee of the College.

I. Shall attend the Fall welcome reception of the College if one is in place.

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- J. Shall be responsible for maintaining, and participating with, the College of Behavioral and Social Sciences Student Government (BSSSG), as established in Fall 2019.
- K. Shall be the chair of the College of Behavioral and Social Sciences Student Council (BSS Student Council), and will attempt, to the best of their ability, to hold BSS Student Council meetings at a minimum of two (2) times a month.
- L. Shall oversee, and ensure the Council, Committees, and Subcommittees belonging to the BSSSG are fulfilling their duties and expectations to align with the standards specified by the BSSSG Bylaws.
- M. Shall be responsible for relaying information to the students served by their college regarding academics, student clubs and organizations, career opportunities, etc., that is specifically related to their college.
- N. Shall be responsible for gathering information and staying up to date on program changes, suspensions, discontinuations, and any other proposal put forth by their college, which may include, but is not limited to, attendance or reading of the minutes from the Educational Policies and Procedures Committee (EPPC).

Approved GAC: 2/24/14

Approved BOD: 2/24/14

Revisions Approved GAC: 9/11/17

Revisions Approved BOD: 10/4/17

Revisions Approved GAC: 10/7/20

Revisions Approved BOD: 10/28/20

Summer 2021