

## DUTIES FOR THE COLLEGE OF COMMUNICATION AND EDUCATION SENATOR

### I. NAME

This document shall be called Duties for the College of Communication and Education 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 Communication and Education 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 Communication and Education 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 within 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.
- J. Shall send some form of communication to the students of the College at least once per month.

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