

# POLICY CONCERNING EXECUTIVE SENATE

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## PURPOSE

The following policy has been established with the intention of providing continuity of ASI policies and procedures throughout the Executive Senate's Funded/Funding Councils, Programs and Commissions. Members of the Executive Senate shall inform their Funded/Funding Councils of these guidelines to ensure compliance.

The purpose of the Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils and Programs, as well as training on ASI financial policies procedures, and leadership. This is to ensure ASI is kept informed about the opinions of other student leaders regarding issues, finances, and activities of the Funded/Funding Councils, Programs, and Commissions. The policy also ensure the Funded/Funding Councils, programs, and the students they represent are aware of the activities of ASI. Executive Senate should also be a resource for the Funded/Funding Councils, Programs, and Commissions assisting them in their activities, and a means to encourage cooperation and collaboration among the Funded/Funding Councils, Programs, and Commissions.

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## WHO SHOULD KNOW THIS POLICY

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
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## DEFINITIONS

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For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Executive Senate</b>	Meeting of the leadership of all student-run councils and programs that ASI funds intended to provide a line of communication between the leadership of the ASI and the programs and councils.
<b>Funded/Funding Councils</b>	Any student organization or council receiving funds from ASI.

## STANDARDS

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### 1. EXECUTIVE SENATE COMPOSITION

The purpose of the Executive Senate is to provide a line of communication between the leadership of the ASI and the programs and councils. The Executive Senate should also be a resource for programs and councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the groups.

The ASI Vice President will chair the Executive Senate and the ASI Board Vice Chair/Treasurer will serve as the vice chair. Executive Senate shall meet once a month beginning in September and ending in May.

The ASI Executive Senate is composed of the leadership of all student-run councils and programs funding by ASI (Funded/Funding Councils) including all Inter-Club Councils (ICCs), the Inter-Fraternity Council (IFC), Mesa Cooperativa, Multicultural Greek Council (MGC), National Panhellenic Council (NPHC), Panhellenic, Black Student Union (BSU), and the Resident Student Association (RSA). ASI programs including ASI Productions (ASIP), Titan Tusk Force (TTF), Association for Inter-Cultural Awareness (AICA), and Street Team shall comprise the Executive Senate along with the Funded/Funding Councils.

The Chief Governmental Officer, Chief Campus Relations Officer, and Chief Communications Officer shall report to the Executive Senate at minimum twice per semester. Additionally, a director from the ASI Board of Directors (BOD) and an elected member from Titan Student Centers Board of Trustees (TSCBOT) shall also report to Executive Senate at minimum twice per semester.

### 2. EXECUTIVE SENATE REQUIREMENTS

#### *a. Attendance for Executive Senate Meetings*

The Financial Officer or designated representative of each Funded/Funding Council or Program must attend each Executive Senate meeting. The Executive Senate representative must be the same person, semesterly, at every Executive Senate meeting. However, it is the responsibility of the Chair of the Funded/Funding Council or Program to ensure that a representative attends every Executive Senate meeting on the Funded/Funding Council or Program's behalf. Each organization is allowed three (3) unexcused absences per academic year. In the event that a representative is able to attend without due cause, the Executive Senate may permit an excused absence through a roll call vote.

Upon a Funded/Funding Council, Program or Commission's first unexcused absence from Executive Senate meetings, the Chair of the Funded/Funding Council or Program shall be issued a warning letter from the ASI Executive Vice President informing them that they are in violation of ASI Policy and are required to submit any required reports.

Upon a Funded/Funding Council or Program's second unexcused absence, The Chair, Financial Officer, and Advisor of said Council or Program will be required to meet with the ASI Vice President to explain their situation and be notified of the possible consequences if a third absence occurs.

Upon a Funded/Funding Council or Program's third unexcused absence, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

Notice of a Funded/Funding Council or Program's unexcused absence shall be reported to the ASI Board of Directors, by the Vice President, at the next Board of Directors meeting.

*b. Budget Reports*

The Financial Officer or designated representative of each Funded/Funding Council or Program shall update a form with their organization's allocations and expenses to date and submit it to the ASI Board Vice Chair/Treasurer.

*c. Reports to the ASI Board of Directors*

Each Funded/Funding Council or Program shall be required to give a written and verbal report on all its activities to the ASI Board of Directors twice per semester as a funding requirement. This report may be given by the Funded/Funding Council or Program's Chair or a designated representative. The report need not be given by the same person every time; however, it is the responsibility of the Funded/Funding Council or Program's Chair to ensure that someone attends the Board of Directors meeting to give the report on the dates required. The ASI Board of Directors Chair shall issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester.

Regarding the written and verbal reports, each Funded/Funding Council or Program's representative should be prepared to answer any questions the ASI Board of Directors poses, including questions about its business, budget, and expenditures to that point. Should the representative be unable to answer one or more questions, they shall be responsible for ensuring that the requested information is provided (via telephone or email) to the Chair of the ASI Board of Directors and the ASI Vice President prior to the next week's Board of Directors meeting.

*d. Attendance for Reports to the ASI Board of Directors*

If no representative of a Funded/Funding Council or Program is able to attend a meeting of the ASI Board of Directors to give a scheduled report, it is the responsibility of the Chair of the Funded/Funding Council or Program to contact the ASI Vice President and ASI Board of Directors Chair prior to the meeting to reschedule the report for the next Board of Directors meeting.

If a Funded/Funding Council or Program fails to appear and give such a report, without having contacted the Vice President and ASI Board of Directors Chair to reschedule the report, the following action shall be taken:

The report shall be rescheduled for the following Board of Directors meeting. The ASI Vice President shall issue a warning letter to the Chair of the Funded/Funding Council or Program informing them that they are in violation of ASI Policy. The Chair, Financial Officer, and Advisor of said Council or Program shall meet with the ASI Vice President to explain their situation and be notified of the action that will be taken upon a second absence.

If a Funded/Funding Council or Program fails to appear and give its rescheduled report, the ASI Board of Directors Vice Chair/Treasurer will freeze the remaining budget of council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and ASI Board of Directors.

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**DATE APPROVED: 11/28/2017**