ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
PRESIDENT
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students President

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the President of the Associated Students of Sonoma State University. The President is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES · The President shall be the chief executive officer of AS and shall, subject to the control of the AS Senate, have general supervision, direction and control of AS. The President shall have the general power and duties of management usually vested in the office of president of a corporation, together with such other powers and duties as may be prescribed by the AS Senate and the bylaws

1. Representing the members and the AS itself to all persons and organizations within and outside the University
2. Executing all action items approved by the AS Senate unless otherwise stated or directed
3. Performing other duties as assigned by the AS Senate
4. Advocating the student perspective on issues that affect the quality of student life, including but not limited to the quality of education, student rights, student life, and campus issues
5. Serving as a voting member of the AS Senate
6. Serving as the official voice/vote, to the California State Student Association (CSSA)
7. Appointing all appointed executive officers, appointed officers, and directors subject to approval by the AS Senate
8. Appointing students to Board and Committee positions in the University’s shared governance structure
9. Serving as liaison to the Sonoma State University President
10. Supervising and delegating the day to day management duties of the corporation to the AS Executive Director

11. Serving as the Chair of the AS Personnel Committee with the following duties and responsibilities:
   a. Serving as the administrative officer of the AS Personnel Committee
   b. Calling and conducting meetings of the AS Personnel Committee.

12. Serving as a member of the AS Interim Executive Board

13. Serving as a member of the following committees either in person or by designee:
   a. Fee Advisory Committee
   b. Campus Re-Engineering Committee
   c. Sonoma State Enterprises Board of Directors
   d. President’s Budget Advisory Committee

14. Attend and actively participate in scheduled meetings of the AS Senate

15. Attend the mandatory fall and spring student government retreat

16. Attend any training and professional development sessions scheduled during the fall and spring semester

17. Shall actively be involved in the programs, services and events of the Associated Students

V. QUALIFICATIONS

1. All persons seeking to become or remain the President must be a member of AS.

2. Each person seeking to become or remain the President must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The President shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
EXECUTIVE VICE-PRESIDENT
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students
      Executive Vice-President

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III,
      Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the Executive Vice-President of
      the Associated Students of Sonoma State University. The Executive Vice-President is
      accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES - The Executive Vice-President shall be the serve as the
    Corporate Secretary and, together with such other powers and duties as may be prescribed by
    the AS Senate and the bylaws

1. Serving as AS President in the temporary absence of the AS President
2. Advocating the student perspective on all issues that affect the quality of student life, with
   a primary focus on academic affairs and the quality of education
3. Serving as the liaison to the Sonoma State University Provost
4. Acting as Corporate Secretary, and maintaining all official corporate books and records
5. Performing other duties as assigned by the AS Senate
6. Serving as a voting member of the AS Senate
7. Appointing students to Board and Committee positions in the University’s shared
   governance structure
8. Serving as a member of the AS Interim Executive Board
9. Serving as a member of the AS Personnel Committee
10. Serving as a member of the Academic Senate and as Liaison to the Academic Senate
    Executive Board.
11. Serving as an ex-officio of all Student Advisory Councils
12. Serving as the liaison to the Sonoma State University Dean’s Council
13. Attend and actively participate in scheduled meetings of the AS Senate

Officer Duties Code Official Copy: ____________________________
Page 17             Executive Vice-President Anthony Gallino, AS Corporate Secretary  date
14. Attend the mandatory fall and spring student government retreat

15. Attend any training and professional development sessions scheduled during the fall and spring semester

16. Shall actively be involved in the programs, services and events of the Associated Students

V. QUALIFICATIONS

1. All persons seeking to become or remain the Executive Vice-President must be a member of AS.

2. Each person seeking to become or remain the Executive Vice-President must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Executive Vice-President shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
VICE-PRESIDENT OF FINANCE
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students
      Vice-President of Finance

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III,
      Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the Vice-President of Finance of
      the Associated Students of Sonoma State University. The Vice-President of Finance is
      accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES - The Vice-President of Finance shall be the serve as the
    Chief Financial Officer and, together with such other powers and duties as may be prescribed by
    the AS Senate and the bylaws

    1. Keeping and maintaining accurate accounts of the properties and business transactions of
       the Corporation, including liabilities, receipts, disbursements, gains, losses, capital,
       retained earnings and other matters customarily included in financial statements

    2. Acting as liaison to the Chief Financial Officer of the University, and providing the
       University, upon request with financial records concerning the Corporation

    3. Providing the AS President and AS Senate, upon request, with an accurate accounting of
       all Corporate financial transactions and the financial condition of the Corporation

    4. Reporting recommendations of the AS Finance Committee to the AS Senate, and making
       budget proposals and recommendations to the AS Senate

    5. Performing other duties as assigned by the AS Senate

    6. Serving as a voting member of the AS Senate

    7. Appointing students to Board and Committee positions in the University’s shared
       governance structure.

    8. Serving as a member of the AS Personnel Committee

    9. Serving as a member of the AS Interim Executive Board

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Executive Vice-President Anthony Gallino, AS Corporate Secretary  
Executive Vice-President Anthony Gallino, AS Corporate Secretary  

10. Serving as a member of the following committees either in person or by designee:
   a. President's Budget Advisory Committee
   b. Campus Re-Engineering Committee
   c. Fee Advisory Committee
   d. Sonoma State Enterprises Board of Directors

11. Attend and actively participate in scheduled meetings of the AS Senate

12. Attend the mandatory fall and spring student government retreat

13. Attend any training and professional development sessions scheduled during the fall and spring semester

14. Shall actively be involved in the programs, services and events of the Associated Students

V. QUALIFICATIONS

1. All persons seeking to become or remain the Vice-President of Finance must be a member of AS.

2. Each person seeking to become or remain the Vice-President of Finance must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Vice-President of Finance shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.

[Signature]

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Executive Vice-President Anthony Gallino, AS Corporate Secretary  date
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
SCHOOL SENATORS
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students School Senators

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the School Senators of the Associated Students of Sonoma State University. School Senators are accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES
   1. Serve/represent the best interests of the constituents from their respective academic school(s) and/or the student body of SSU
   2. Serve as a voting member of the AS Senate
   3. Convene a student advisory council for the constituents of their respective academic school, and actively attend appropriate meetings of their respective constituency
   4. Serve on one University Committee and either, triple number of outreach hours designated below or serve on a second University Committee
   5. Represent and advocate the interests of student organizations to the AS Senate
   6. Attend and actively participate in scheduled meetings of the AS Senate
   7. Attend the mandatory fall and winter student government retreat
   8. Attend any training and professional development sessions scheduled during the fall and spring semesters
   9. Shall actively be involved in the programs, services and events of the Associated Students
   10. Shall keep regular office hours during the academic year
   11. Shall spend three (3) hours per month on AS outreach in addition to required office hours
   12. Perform other duties as assigned by the AS Senate

[Signature]

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Executive Vice-President Anthony Gallina, AS Corporate Secretary date
V. QUALIFICATIONS

1. All persons seeking to become or remain a School Senator must be a member of AS.

2. Each person seeking to become or remain a School Senators must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The School Senators shall be elected by an absolute majority vote of the members of their school voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
COMMUNITY AFFAIRS SENATOR
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students
      Government Affairs, Community Affairs Senator

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III,
      Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the Community Affairs Senator
      of the Associated Students of Sonoma State University. The Senator is accountable to
      these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES · The AS Community Affairs Senator will advocate on
    behalf of the students of Sonoma State University to the Rohnert Park/Cotati community. Additionally the Community Affairs Senator will work to build collaborative town and gown relationships between the SSU campus community and the surrounding community.

   1. Serve/represent the best interests of students of SSU
   2. Advocate and serve as the student voice to the surrounding Rohnert Park/Cotati
      Community
   3. Serve as a voting member of the AS Senate.
   4. Convene the Community Affairs Council
   5. Serve on one University Committee and either, triple number of outreach hours designated or
      serve on a second University Committee
   6. Attend city council meetings for the Rohnert Park/Cotati area, serving as a liaison
      between the students of SSU and the surrounding community.
   7. Develop relationships on behalf of the students of SSU with the surrounding Rohnert
      Park/Cotati Community and within the campus community
   8. Develop and promote activities that recognize the work of SSU and its students within the
      surrounding community and work that takes place in the community back to SSU
   9. Attend and actively participate in scheduled meetings of the AS Senate
   10. Attend the mandatory fall and spring student government retreat
11. Attend any training and professional development sessions scheduled during the fall and spring semester

12. Shall actively be involved in the programs, services and events of the Associated Students,

13. Shall keep regular office hours during the academic year

14. Shall spend three (3) hours per month on student outreach in addition to the three required officer hours

15. Perform other duties as assigned by the AS Senate

V. QUALIFICATIONS

1. All persons seeking to become or remain a Senator must be a member of AS.

2. Each person seeking to become or remain a Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Community Affairs Senators shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY  
DIVERSITY SENATOR  
DUTIES AND RESPONSIBILITIES

I. NAME
1. This document shall be called the duties and responsibilities for the Associated Students Diversity Senator

II. AUTHORITY
1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
1. This code shall identify the duties and responsibilities of the Diversity Senator of the Associated Students of Sonoma State University. The Senator is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES – The Diversity Senator will promote cultural awareness and involvement, advocating for issues of diversity, inclusion and social justice, while also supporting multicultural competence and skill development within the student academic experience.

1. Serve/represent the best interests of students of SSU
2. Shall serve as a voting member of the AS Senate.
3. Convene the Diversity Affairs Council
4. Serve on one University Committee and either, triple number of outreach hours designated or serve on a second University Committee
5. Attend and actively participate in scheduled meetings of the AS Senate
6. Attend the mandatory fall and spring student government retreat
7. Attend any training and professional development sessions scheduled during the fall and spring semester
8. Advocate for students in the area of diversity, social justice and inclusion
9. Develop and promote activities, programs, events and services that educate students on topics related to diversity
10. Develop relationship and collaborations with the Multi-Cultural Center
11. Shall be the liaison to the University Director of Diversity & Inclusive Excellence
12. Shall actively be involved in the programs, services and events of the Associated Students,
13. Shall keep regular office hours during the academic year
14. Shall spend three (3) hours per month on student outreach in addition to the three required officer hours

15. Perform other duties as assigned by the AS Senate

V. QUALIFICATIONS
   1. All persons seeking to become or remain the Diversity Senator must be a member of AS.

   2. Each person seeking to become or remain the Diversity Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

   3. The Diversity Senator shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
INVolVEMENT SENATOR
DUTIES AND RESPONSIBILITIES

I. NAME
1. This document shall be called the duties and responsibilities for the Associated Students Involvement Senator

II. AUTHORITY
1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
1. This code shall identify the duties and responsibilities of the Involvement Senator of the Associated Students of Sonoma State University. The Senator is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES - The AS Involvement Senator shall represent the interest of students involved in student organizations and promote opportunities for involvement to students at Sonoma State University.

1. Serve/represent the best interests of students of SSU
2. Shall serve as a voting member of the AS Senate.
3. Serve on one University Committee and either, triple number of outreach hours designated or serve on a second University Committee
4. Chair the Tradition Coalition, recruit prospective candidates and report activities of the Tradition Coalition to the AS Senate.
5. Represent and advocate the interests of student organizations to the AS Senate
6. Coordinate opportunities for students to learn of involvement opportunities on campus
7. Attend and actively participate in scheduled meetings of the AS Senate
8. Attend the mandatory fall and spring student government retreat
9. Attend any training and professional development sessions scheduled during the fall and spring semester
10. Shall be the liaison to the Center for Student Leadership, Involvement and Service and the Campus Life Advisor
11. Shall actively be involved in the programs, services and events of the Associated Students
12. Shall keep regular office hours during the academic year
13. Shall spend three (3) hours per month on student outreach in addition to the three required officer hours

14. Perform other duties as assigned by the AS Senate

V. QUALIFICATIONS
1. All persons seeking to become or remain the Involvement Senator must be a member of AS.

2. Each person seeking to become or remain the Involvement Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Involvement Senator shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
STUDENT SERVICES SENATOR
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students Student Services Senator

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the Student Services Senator of the Associated Students of Sonoma State University. The Senator is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES - The AS Student Services Senator shall work to ensure that students of Sonoma State University are provided with adequate programs and services to enhance their college experience.

   1. Shall serve/represent the best interests of students of SSU
   2. Shall serve as a voting member of the AS Senate.
   3. Serve on one University Committee and either, triple number of outreach hours designated below, or serve on a second University Committee
   4. Promote awareness regarding available student services and technology resources to students of SSU
   5. Shall work with the Vice-President of Student Affairs & Enrollment Management and the Chief Information Officer in the areas of student services and technology
   6. Advocate for students in the areas of student services and technology
   7. Attend and actively participate in scheduled meetings of the AS Senate
   8. Attend the mandatory fall and spring student government retreat
   9. Attend any training and professional development sessions scheduled during the fall and spring semester
   10. Shall actively be involved in the programs, services and events of the Associated Students
   11. Shall keep regular office hours during the academic year

Officer Duties Code Official Copy: ___________________________ Executive Vice-President Anthony Gallino, AS Corporate Secretary ___________________________
12. Shall spend three (3) hours per month on student outreach in addition to the three required officer hours

13. Perform other duties as assigned by the AS Senate

V. QUALIFICATIONS
1. All persons seeking to become or remain the Student Services Senator must be a member of AS.

2. Each person seeking to become or remain the Student Services Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Student Services Senator shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
SUSTAINABILITY SENATOR
DUTIES AND RESPONSIBILITIES

I. NAME
   1. This document shall be called the duties and responsibilities for the Associated Students
      Sustainability Senator

II. AUTHORITY
   1. This code is established under the authority of the AS Senate, as stated in Article III,
      Section 5 of the Associated Students Bylaws.

III. PURPOSE
   1. This code shall identify the duties and responsibilities of the Sustainability Senator of the
      Associated Students of Sonoma State University. The Senator is accountable to these
      duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES · The AS Senator for Sustainability shall promote
    awareness of sustainability to students, while also advocating students’ perspective on
    sustainability issues at Sonoma State University.

   1. Shall serve/represent the best interests of student body of SSU
   2. Shall serve as a voting member of the AS Senate.
   3. Serve on one University Committee and either, triple number of outreach hours designated below
      or serve on a second University Committee
   4. Advocate for students in the area of sustainability and environmental affairs
   5. Convene the Sustainability and Environmental Affairs Council
   6. Attend and actively participate in scheduled meetings of the AS Senate
   7. Attend the mandatory fall and spring student government retreat
   8. Attend any training and professional development sessions scheduled during the fall and
      spring semester
   9. Shall be the contact person to the University Sustainability Director
   10. Shall actively be involved in the programs, services and events of the Associated Students
   11. Shall keep regular office hours during the academic year
   12. Shall spend three (3) hours per month on student outreach in addition to the three
       required officer hours
   13. Perform other duties as assigned by the AS Senate
V. QUALIFICATIONS

1. All persons seeking to become or remain the Sustainability Senator must be a member of AS.

2. Each person seeking to become or remain the Sustainability Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Sustainability Senator shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.
ASSOCIATED STUDENTS OF SONOMA STATE UNIVERSITY
UNDECLARED SENATOR
DUTIES AND RESPONSIBILITIES

I. NAME
    1. This document shall be called the duties and responsibilities for the Associated Students Undeclared Senator

II. AUTHORITY
    1. This code is established under the authority of the AS Senate, as stated in Article III, Section 5 of the Associated Students Bylaws.

III. PURPOSE
    1. This code shall identify the duties and responsibilities of the Undeclared Senator of the Associated Students of Sonoma State University. The Senator is accountable to these duties and responsibilities and those listed in the AS bylaws.

IV. DUTIES & RESPONSIBILITIES - The AS Undeclared Senator will advocate for the undeclared students of Sonoma State University

   1. Shall serve/represent the best interests of the student body of SSU
   2. Shall serve as a voting member of the AS Senate.
   3. Serve on one University Committee and either, triple number of outreach hours designated below or serve on a second University Committee
   4. Advocate for undeclared students to the university
   5. Provide information and resources to help undeclared students choose their academic course of study
   6. Attend and actively participate in scheduled meetings of the AS Senate
   7. Attend the mandatory fall and spring student government retreat
   8. Attend any training and professional development sessions scheduled during the fall and spring semester
   9. Shall be the liaison to the Academic, Career and EOP Office
   10. Shall actively be involved in the programs, services and events of the Associated Students
   11. Shall keep regular office hours during the academic year
   12. Shall spend three (3) hours per month on student outreach in addition to the three required officer hours
   13. Perform other duties as assigned by the AS Senate
V. QUALIFICATIONS

1. All persons seeking to become or remain the Undeclared Senator must be a member of AS.

2. Each person seeking to become or remain the Undeclared Senator must comply with academic requirements established by the Trustees and the University President. Under extraordinary circumstances, the University President in his/her discretion may make an exception to these requirements.

3. The Undeclared Senator shall be elected by absolute majority vote of the members voting at the duly held Annual Spring Election conducted in accordance with these Bylaws and the Sonoma State Elections Code.