

## **Appendix F**

### **Responsibilities/Duties of Student Senators**

Responsibilities of all Senate members shall include:

- A. Attending Senate meetings and assigned committee meetings.
- B. Reviewing of and voting on proposed motions made during regular and special meetings.
- C. Service on at least one (1) Standing Committees and one (1) All-College Committee.
- D. Serving a minimum of two (2) office hour per week.
- E. Participating in Senate functions when necessary.
- F. Attending any agreed upon meetings and conferences. A Senator that does not attend, or cancels at the last moment, shall reimburse the Student Senate in full, unless a valid excuse can be presented to the Student Senate. A hold will be put on his/her record until full reimbursement is made.
- G. Any Senator that does not fulfill a full year commitment must reimburse the Student Senate the cost of a sweatshirt, shirt, or jacket, unless a valid excuse can be presented. A hold shall be put on his/her record until full reimbursement is made.

Besides these requirements, Senators must complete the management by objective process outlined above.