ASMSU 2023-B-06
ASMSU Retreats and Trainings Amendment

Sponsor: Jacob Zink
Co-Sponsors: Calvin Servheen
             Elizabeth Berry
             Sophia Burchfield

Vote Necessary: A majority

Sections: [01-8]
           [01-11]

Intent: [To reassign the duty of scheduling and coordinating ASMSU retreats and training]

Section 1-8 Senate Speaker
A. Duties
1. The Senate Speaker shall:
   i. Preside over all Senate personnel matters, including senator vacancies;
   ii. Ensure that all senators fulfill their duties as outlined in the Bylaws;
   iii. Ensure the general fairness of Senate;
   iv. Provide legislative assistance to senators;
   v. Serve as the primary spokesperson for the Senate outside ASMSU;
   vi. Coordinate efforts to maintain the Senate website;
   vii. Update the Senate Handbook over the summer for the upcoming session;
   viii. Conduct a mandatory orientation session for all new senators before the first Senate meeting of the fall semester;
   ix. Schedule and coordinate ASMSU retreats and trainings;
   x. Appoint Senate liaisons to all ASMSU programs;
   xi. Hold a minimum of 7 office hours during regular business hours and outside of meetings;
   xii. Convene and chair the Senate meetings in fairness and good faith, maintain order, and enforcing decorum;
   xiii. Chair the Senate Judiciary Committee;
   xiv. Establish the agenda for each Senate meeting;
   xv. Integrate bills passed by Senate into the Bylaws;
   xvi. Distribute resolutions passed by Senate to appropriate recipients;
   xvii. Maintain an archive of all Senate documents, including bills, resolutions, minutes, and senator contact information that may be accessed by all members of ASMSU;
   xviii. Notify all Senators of meetings and other relevant information;
xviii. Update the ASMSU website to include the most current revisions of the Constitution and Bylaws, most current agendas, and all meeting minutes;
xix. Serve as a member of the Administrative Council;
xx. Prepare and deliver a weekly report to the Senate;
xxi. Meet with each senator to discuss responsibilities and evaluate performance as needed;
xxii. Conduct goal-setting sessions with senators during Senate orientation and continually as needed; and,
xxiii. Chair the Budget Oversight Committee.

Section 1-11 ASMSU Secretary

B. Duties

1. The ASMSU Secretary shall:
   i. Prepare and distribute meeting agendas for Senate, Administrative Council, and Supreme Court at the discretion of the Senate Speaker, President, and Chief Justice, respectively;
   ii. Record and distribute minutes from meetings of the Senate, the Administrative Council, and the Supreme Court; and,
   iii. Schedule and coordinate ASMSU retreats and trainings.

ABSENT

Lerum
Musar
Wendt
Matthews
Delker