# Section 2. Council: Senators Duties

1. **Senator, Social Activities:** Shall attend campus and club activities and help coordinate resources and equipment for those events to ensure that all social activities on campus are carried out properly. Shall be responsible to supervise any purchases and distribution of monies for services rendered that are purchased with ASO funds. Shall be responsible for ordering supplies and keeping record and inventory of those supplies.
2. **Senator, Publications:** Shall oversee the publication of the ASO Newsletter (resources for its publication shall be derived from advertisement and ASO reserves as needed). Shall act as a liaison between the ASO and the school newspaper staff.
3. **Senator, Recruitment:** Shall be in charge of the recruitment of members to the ASO membership by establishing and maintaining contacts with students through means of publication, classroom visitation, etc. Shall also be in charge of putting out an ASO table (along with pamphlets and flyers) for any and all open campus activities that Students will be attending. Has the power to appoint a replacement if he/she cannot attend.
4. **Senator, Fundraising:** Shall organize and supervise all fund raising activities and assist committees and clubs who request assistance from the ASO in fundraising endeavors. Shall develop new and innovative means to raise funds working alongside the Marketing Senator to sell items that will also promote the ASO such as T-shirts, Sweats, cups, pens, etc.
5. **Senator, Marketing:** Shall conduct and coordinate promotion, marketing, and advertising for the ASO on and off campus including fliers, posters, pamphlets, banners, etc. Shall also coordinate all research for student discounts at local businesses for students who have paid their ASO fee and have the ASO current semester sticker on the reverse side of their student ID. Shall create benefits list.
6. **Senator, Political Affairs:** Shall be responsible for keeping abreast of all political issues that affect the student body and all students throughout California and disseminate such information to the student body. Shall also meet with political representatives from the local to state governments to advocate for the needs of the students. Shall coordinate political rallies and workshops on campus.
7. **Senator Community Relations:** Shall be the liaison between the ASO and the surrounding community. Shall organize and coordinate all ASO community related activities and functions that take place off-campus. Shall also be as a sitting ASO representative in the Sylmar Neighborhood council meetings
8. **Senator, Educational Services:** Shall coordinate and organize educational workshops, new student orientations, and information regarding tutoring programs. Shall encourage the students to excel in their studies. Shall closely monitor professors and their teaching styles to ensure that all students are receiving the best education possible that is communicated clearly. Shall serve as the ASO representative on the Curriculum Committee addressing the needs of students including classes being offered.
9. **Senator, Health:** Shall coordinate and organize all functions related to health awareness issues by working with the Student Health Services program coordinator. Shall promote preventative health care including exercise, proper dieting, positive mental health, and preventing substance abuse and shall promote HFAC gym membership discount for ASO members. Shall act as the ASO representative on the Student Health Services Committee.
10. **Senator, Security Services:** Shall act as the liaison between the ASO and the campus security office gathering monthly reports from the Sheriff's office. Shall inform campus security of all upcoming campus events as well as inform students of any security threats and tests happening on campus and address the security needs of the students such as proper lighting, security doing regular rounds on campus, theft prevention, and violence prevention. Shall also serve as the Sergeant of Arms for the Council meetings.
11. **Senator, Technology:** Shall be responsible maintaining ASO computers, software and hardware including the printers and other equipment. Shall also assist the Executive Board in the maintenance of all ASO web pages on the www.lamission.edu/aso website.
12. **Historian:**Shall keep records of all ASO activities and ASO newsletters. Shall create a photo album and year book, which both must be created by the end of May.
13. **Senator, Athletics:** Shall act as a liaison between the Athletic Department and the ASO. Shall attend athletic events to promote the ASO and also to serve the needs of students involved in the Athletic department advocating on their behalf to ensure they have all the equipment and resources they need. Shall help to promote all upcoming athletic events around the campus and raise school pride in our Athletic programs.
14. **Senator, Administration:** Shall assist the Executive Administrator as needed. Shall assist members of the ASO with letters, emails, etc. as needed. Shall be present to take minutes in the Finance meetings and ICC meetings or delegate the responsibility with approval of the Vice-President to another person. In any case that the Executive Administrator is absent and/or unavailable during ASO meetings, the Senator of Administration shall assume duties of the Executive Administrator.
15. **Senator, Accessibility**: Shall be responsible for observing and reporting of any issues on campus related to accessibility for students with disabilities.

## Section 3. Further job duties:

1. A Senator must volunteer a minimum of 5 hours on campus per semester participating in student orientations/campus tours, campus activities, etc. Those hours must be reported to the Executive Administrator who will document them in the ASO Ledger.
2. All Senators must participate in any event or activity that is sponsored by the ASO in which their office is directly related to it. Though a Senator can have assistance from student volunteers to assist him/her, the main responsibility falls upon that Senator to ensure their duties are fulfilled.
3. All Senators are to regularly submit articles to Publications for the ASO newsletter.

## Section 4. Vacancies:

1. All vacancies on the ASO Council shall be filled by Executive Board vote. Approvals by three of the five Executive Board members are required for the appointment. The appointment is then subject to confirmation by a two-thirds (2/3) vote of the Council.
2. In the event an Executive Board position other than the President is vacant, then the President is responsible for bringing before the council a candidate for confirmation by the next consecutive ASO meeting. This matter cannot be tabled. The candidate must be confirmed pursuant to subsection A of this section.
3. Should the office of ASO President become vacant for any reason, the Vice President shall become President, assuming not only the duties and powers of the office but also the title.
4. In the event that both the office of the ASO President and Vice President become vacant, the Treasurer will assume all the powers and duties of the ASO President for a period of time not to exceed twelve (12) school days (Mon-Sat). He/she shall then appoint an interim Vice-President. During that time, a special election before the ASO council shall be held by roll call for the office of President and Vice President.
5. Any ASO Council member wishing to resign shall deliver a letter of resignation to each ASO Executive Board member. Resignation will take effect immediately and cannot be retracted. Though all are required to submit a letter of resignation, a verbal resignation will be accepted in urgent situations. All resignations must be confirmed with a majority vote of the Council to accept the resignation and the results included in the meeting minutes.