

Senate Handbook
2022 – 2023



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Introduction

This guide was created with the intention of simplifying the many rules, regulations, and processes of the ASuop Senate, specifically for Senators to use as a reference in carrying out their daily tasks. The purpose of this handbook is to create a more comprehensive guide of Senator responsibilities and jurisdiction to use hand-in-hand with the ASuop Bylaws and Constitution – *not* as a replacement. In addition, this guide should make the complexities of the Legislative Branch accessible to any party that is interested. This document is organized as follows:

STRUCTURE OF THE SENATE

What is the Senate and how do I get involved?

SENATOR DUTIES & POWERS

So you know exactly what is expected of each member of the Senate.

COMMITTEES

Descriptions and duties of each of the Senate's four (4) Standing Committees .

LEGISLATION

Everything you could ever want to know about the Senate's legislative instruments.

SENATE PROTOCOLS

All of the intricacies and words you'll see and hear during a typical Senate meeting.

SENATE FINANCES

What financial requests get processed within Senate?

CONTACT INFORMATION

Because you know you want to get in touch with us!

I hope you find this document useful. If any questions arise pertaining to the contents of this guide, or if you would like more information about the Senate, please don't hesitate to contact me.

Brooke Hân Trần (she/her/hers)

Vice President | 2022 – 2023

Associated Students of the University of the Pacific

Structure of the Senate

Overview of ASuop

Associated Students of the University of the Pacific, better known as *ASuop*, is University of the Pacific's student government. All students who pay the annual \$137 ASuop fee are considered "ASuop members." Any students employed by ASuop and receive pay from the ASuop budget are considered "ASuop officers."

Modeled after the U.S. government, below are general breakdowns of the structure of ASuop:

Executive Branch

President

Vice President

Office of the President/Cabinet

Chief of Staff

Director of Arts & Entertainment (A&E)

Director of Strategic Marketing (SM)

Director of Communications

Director of Diversity, Equity, & Inclusion (D.E.I.)

Director of Finance

Office of the Vice President

Clerk

Judicial Branch

Chief Justice of the Supreme Court

Associate Justices of the Supreme Court

Legislative Branch

President Pro Tempore

Senators

Overview of Senate

Establishment

The Senate has been established in accordance with the Constitution of the Associated Students of the University of the Pacific. As the legislative branch of the ASuop, it shall enact legislation to be carried out by the executive branch.

Clerk

The Clerk is a presidentially nominated officer. They work within the Office of the Vice President and report directly to the Vice President. They are responsible for organizing ASuop documents, taking minutes at official meetings (i.e. Senate), regularly collaborating with the Director of Communications to maintain a public record of ASuop's operations through the ASuop website, and completing other administrative tasks as assigned by the Vice President.

The Chair of the Senate

The Vice President shall be the chair of the Senate, and while the Senate is in session, the Vice President shall be referred to as the *President of the Senate*.

President Pro-Tempore of the Senate

The President Pro-Tempore of the Senate shall be elected to their position by a plurality of the seated Senate. In the absence of the Vice President, the President Pro Tempore of the Senate shall chair the Senate. In the absence of the President Pro Tempore, the Senate shall elect a chair with a simple majority of the members present. This Chair shall serve until they are relieved by either the President Pro Tempore of the Vice President.

Responsibilities

- The President Pro-Tempore is a member of the Cabinet and meetings in order to provide Senate updates; they are the liaison between Senate and Cabinet.
- The President Pro Tempore is also responsible for informing the Senate of any changes made by the President to the Cabinet within 14 days of the change.

How many seats are there?

There should be a total of 14 Senators. There are six (6) Senator-at-Large positions. For each school, there are eight (8) school-specific Senator positions:

School of International Studies
College of the Pacific
Conservatory of Music
Eberhardt School of Business

School of Engineering and Computer Science
Benerd College
Thomas J. Long School of Pharmacy
Graduate School

How and when are Senators elected?

Orientation for all elected ASuop positions is held around February of Spring semester. The Elections Coordinator, Elections Committee, and ASuop Advisor will work to advertise the timeline of elections.

Each position is won based on plurality of votes. The Senator-at-Large positions are filled by the top six (6) candidates with the most votes.

Duties and Powers of the Senate

Senator Responsibilities

Senator Hours

For the 2022 – 2023 academic year, the Director of Finance has budgeted Senators to work approximately 5 hours per week. This amount may fluctuate depending on length of Senate meetings, constituent events, committee meetings, and general ASuop events and training. Large discrepancies in working hours should be discussed with the Vice President and Director of Finance.

Senate Reports

Beginning with the fourth Senate meeting of the semester, Senators shall submit reports to the Vice President (asuopvp@pacific.edu) *prior* to every fourth Senate meeting. Reports include a summary of what the Senator has done for their constituents since the last report, what they plan to do by the next report, and any other prompts developed during one-on-one meetings and/or by the Vice President.

For 2022 – 2023, the *approximate* due dates for reports are:

9/26/2022	3/6/2023
10/24/2022	4/3/2023
11/21/2022 (or 11/28/2022)	5/1/2023
1/30/2023	

One-on-One Meetings with the Vice President

At least once a month, Senators shall have a one-on-one meeting with the Vice President to discuss what they are doing for their constituents, including but not limited to what they learned from RSO outreach, conversations held with constituents, events they wish to implement, etc. This will also be a chance to review Senate Reports.

Outreach to Constituents

Senators must meet all three of the following requirements each semester:

I. Office Hours

- Senators should hold at least two (2) office hours per week during the semester generally during business hours (Monday - Friday, 8:00 am - 5:00 pm).
- Office hours are defined as a period of time in which a Senator is available to any of their constituents, and should be held at regular times every week, which should be published on the ASuop website, calendar, and social media.

- Office hours shall be held in the ASuop office unless otherwise approved by the Vice President. School specific Senators are encouraged to find a location on campus where they are most available to their constituents. Senators may hold office hours in an alternative location on campus, instead of their normal location, at least once a month, so that they are more accessible to their constituents.
 - Senators holding their office hours outside of the ASuop Office, must inform the Vice President of the new time and location of their office hours at least three (3) business days prior to their office hours, otherwise they shall be considered absent.

II. Senate Events

- Senators should hold at least one event per Semester for their constituents.
- Events and all event-related details must be approved by the Vice President at least one month in advance of the event.

III. Registered Student Organizations

- To better engage with a wider audience of constituents, Senators will attend meetings of at least two (2) registered student organizations (RSOs) per month. They must obtain written* verification of their attendance from one of the officers of the RSO who was in attendance.
 - Verification shall be turned in or emailed to the Vice President no later than the first day of the following month. For example, the deadline to turn in October's verification of attendance is November 1st by 5:00pm.
- Senators should visit RSO's that they are not a member of and have not previously visited more than three times during that semester to expand their outreach.

*This year, Senators will utilize this online form to verify their attendance instead:
<https://forms.gle/PQvkdhXGNzuEzHnm9> (sign in with your Pacific email)

Accountability and Enforcement

It is the responsibility of the Vice President to ensure that all Senators are fulfilling the responsibilities defined in this chapter.

However, if a Senator does not uphold their responsibilities, the Vice President and ASuop Advisor shall work in conjunction with the Ethics Committee to formulate an appropriate disciplinary course of action, as well as a contingency plan for when a member of Ethics is the one violating the code.

Senate Committees

General Guidelines

- All standing Senate committees will develop their own bylaws in accordance with this Chapter. The current standing committees: Finance, Rules, Senate Ethics, and Senate Selection.
- All Senate committees shall also have an appointed committee chair, who should be approved by a majority of the seated Senate. Senators shall only chair one committee at a time.
- Ad Hoc committees can be formed, as per *Robert's Rules of Order Newly Revised*.
- Committees should aim to have at least three (3) members to provide a diversity of voices and opinions.

Standing Committees

The Finance Committee shall have jurisdiction over all matters that concern the allocation, apportionment, and budgeting of ASuop funds to internal and external departments and to RSOs.

- This committee meets more frequently towards the beginning and end of semesters when RSOs tend to request fund approvals. They will be in close contact with the Director of Finance.

The Rules Committee shall have jurisdiction over the creation of any additions or alterations to these Bylaws, the editing of all legislation before it goes before the Senate, and the final interpreters of all internal policies of the Senate.

- This Committee shall be responsible for reviewing all legislation and official acts of the President to ensure they are consistent with the Constitution and Bylaws.
- In the event that legislation or acts of the President do not align with the Constitution or the Bylaws, it shall be returned to the author for appropriate revisions, and the Rules Committee and the Supervisor/Advisor will collaborate with the author to make the needed revisions.
- The Rules Committee Chair will also serve as a parliamentarian, and will be responsible for advising the President on any discrepancies or issues arising from the Constitution or Bylaws.
- Additionally, in regards to Maintenance of the Amendments to the Bylaws, this committee, in conjunction with the Clerk, shall have the responsibility of incorporating all amendments made to the Bylaws.
 - The Rules Committee and the ASuop Clerk shall be responsible for incorporating approved amendments arising from Executive Orders, Judicial Proclamations, and/or Senate Bills within ten (10) business days with reasonable accommodations for University holidays or breaks.

The Senate Selection Committee shall have jurisdiction over all interviews and searches related to filling vacancies within the Senate.

The Senate Ethics Committee shall have jurisdiction over all issues related to conduct and ethics within all three branches of ASuop. All charges of impeachment must originate within this committee.

- If it becomes necessary, the Ethics Committee shall appoint a representative from within the Ethics Committee to represent ASuop in a Supreme Court case.
- Should a member of the Senate Ethics Committee be the subject of an inquiry, then they shall be dismissed from all proceedings. If this Senator is the Chair of the committee, then an acting-Chair shall be elected from the committee.

Process for Reporting Alleged Violations

All members of ASuop have the right to report any alleged violation of the Code of Ethics to the Senate Ethics Committee. Additionally, any member who alleges, or has been accused of, a violation of this code has a right to request the status of their case.

- a. Turnaround time of one (1) week of the complaint being filed with the Chair of the Committee to determine whether or not to hear the complaint
- b. If there needs to be a case, it will follow the Constitution. Evidence may be requested.
- c. Breach of code = full report of the incident, including their recommended sanction to the Senate, within two (2) weeks of their decision.
- d. The Senate shall vote on whether to approve or deny the recommendation of the Senate Ethics Committee at the next regular meeting after the report has been distributed.
- e. The Senate reserves the right to impeach ASuop Officers.

Ad hoc Committees

This year, Senators have created the following ad hoc committees.

- I. Sustainability Committee
- II. Stockton Outreach Committee
- III. Commuter Committee

2022 – 2023 Committee Breakdowns

Committee	Chair	Members
Finance	Victoria Martinez	Hasina Torres Miah Hussein Woodiane Daher Faizah Muthana
Rules	Bailey Pearson	Lorenzo Spaccarelli Cynia Manning
Senate Selection	Emily Padilla	Ibrahim (IB) Tahir Marissa Gandolfo-Gillaspy
Ethics	Zibby Madill	Audrie Chan

		Hasina Torres
Sustainability	Marissa Gandolfo-Gillaspy	Faizah Muthana Lorenzo Spaccarelli
Commuter	Woodiane Daher	Victoria Martinez Emily Padilla
Stockton Outreach	Cynia Manning	Emily Padilla Victoria Martinez Woodiane Daher

Chairing a Committee

Senate Legislation (and other Definitions)

The A, B, C(lassifications)'s of Legislation

Articles of Impeachment (AI)

- An Article of Impeachment is defined as a piece of legislation submitted by the Ethics Committee which proposes to remove an ASuop Officer from their position on the grounds of misconduct.
- Articles of Impeachment can originate from the Ethics Committee, and does not need to be reviewed by the Rules Committee.

Constitutional Amendment (CA)

- A Constitutional Amendment is defined as a piece of legislation which includes edits or changes to the constitution.
- Constitutional Amendments must follow protocol mentioned in the Constitution Article VIII Section 1.
- A Constitutional Amendment can originate from any Senator and must be reviewed by the Rules Committee.

Finance Budget Appropriation Request (FBAR)

- An FBAR is defined as a piece of legislation that is both authored and proposed by the Finance Committee of allocating ASuop funding to specified sources.
- An FBAR can originate from the chair of the Finance Committee, and does not need to be reviewed by the Rules Committee.

Internal Budget Reallocation (IBR)

- As needed, the annual budget can be revised by the Department of Finance and presented to the President for approval. If approved by the President, then the budget shall be submitted to the Senate. This legislation shall require two (2) readings before approval by majority of the Senate.
- A memo explaining the most significant changes, as well as the impact on ASuop's reserved funds, including but not limited to, the General Reserves, should be included to allow for easier reference.

Presidential Nomination (PN)

- A Presidential Nomination is defined as a piece of legislation submitted by the President, which nominates a student to fill a position in the Executive Branch.
- A Presidential Nomination shall originate from the President, it does not need to be reviewed by the Rules Committee.

Senate Advisory Opinion Request (SAOR)

- A Senate Advisory Opinion Request is defined as a piece of legislation describing potential situations and requesting an opinion from the Supreme Court on how such a situation might be ruled if it was brought before the Court.
- A Senate Advisory Opinion Request can originate from any Senator and does not need to be reviewed by the Rules Committee.

Senate Bill (SB)

- A Senate Bill is defined as a piece of legislation, which describes, in exact language, changes which amend existing laws, enact new laws, or repeal old laws.
- A Senate Bill can originate from any Senator and must be reviewed by the Rules Committee.

Senate Resolution (SR)

- A Senate Resolution is defined as a piece of legislation that describes the general sentiment of ASuop, an idea to be proposed, or other intentions of the Senate that are not to be enacted into law.
- A Senate Resolution can originate from any Senator and must be reviewed by the Rules Committee.

Senate Selection Committee Recommendations (SSCR)

- A Senate Selection Committee Recommendation is defined as a piece of legislation which nominates students to fill currently-unfilled Senate seats.
- A Senate Selection Committee Recommendation can originate from the chair of the Senate Selection Committee, and does not need to be reviewed by the Rules Committee.

Other Definitions

Closed Session

- A closed session is a part of a Senate meeting where confidential and sensitive information is to be discussed. Only members of the Senate and Advisor(s) may attend a closed session, and it shall not be recorded. Closed sessions must end as soon as all confidential and sensitive information has been discussed to ensure transparency.

Constitutional Amendment (CA)

- A proposed amendment to the ASuop Constitution that may be brought to the floor by a Senator or the President (pursuant to Art. XIII, §1, sub-sections A&B of the ASuop Constitution). This requires a two-thirds (2/3) majority of the Senate to pass.

Majority

- A majority is defined as 50% plus 1 (i.e. a majority of 10 would be 6, not 5).

How should legislation be formatted?

Format of Legislation

- All legislation must follow ASuop Branding Guidelines, which are maintained by the Department of Strategic Marketing.
- All legislation must contain the name(s), of the author(s), the name(s) of any sponsor(s), and the date that the legislation was submitted. Legislation must contain the name of the author, the name(s) of any sponsor(s), and the date that the legislation was submitted.
 - All legislation requires the sponsorship of at least one other Senator.

Sponsorship of Legislation

- Sponsorship of any legislation is limited to ASuop Officers and Registered Student Organizations (RSOs), and **all legislation** requires the sponsorship of at least one other Senator.
- An RSO's President will be responsible for communicating the RSO's intent to sponsor any legislation to the Senate.

Legislative Process

Depending on the type of legislation, a different process must be followed:

- I. Legislation sent to Rules Committee
 - The legislation must first be submitted to the Senate Rules Committee, which shall determine whether the legislation has adhered to all the guidelines set forth in this Chapter.
 - If approved, the Rules Committee Chairperson will send the approved legislation to the Office of the Vice President, who will schedule a first reading for the legislation at the next available Senate meeting. From there, the Senate shall either refer the legislation to a committee or vote.

- II. Legislation authored by a Committee
 - The legislation must originate in the committee specified in 402.1.i. If the legislation is approved by the specified committee, the chairperson of the committee shall send the legislation to the Vice President. From there, the Senate shall vote on the legislation.
 - Should any amendments be made to the specified committee Appropriation Request, that either one (1) change the funding of any line item by more than 20% or two (2) adds or deletes any line item, they shall be referred back to the Finance Committee for reconsideration. Upon reconsideration, the legislation will be sent back to the Vice President and voted on at the next regular meeting. Amendments that do not meet these criteria may be made on the Senate floor, if approved by the Senate in a majority vote.

- III. Senate Advisory Opinion Request
 - A Senator will author a Senate Advisory Opinion Request and acquire the signatures of two Senator Sponsors.
 - The author will deliver the request to the Chief Justice of the Supreme Court.
 - The Supreme Court will offer their advisory opinion to the Senate and deliver it to the author(s) and the Vice President in a timely manner.

- IV. Presidential Nomination

- The President shall deliver their nomination(s) to the Vice President, who will schedule a hearing for the nominee at the next available Senate meeting, or the President can call a Special Senate Meeting.
- The Senate shall decide how long and to what extent they would like to examine the nominee; however, the Senate must vote on the nominee within two (2) weeks of their hearing.

Senate Protocols

Senate Meetings

Senate Meeting Protocol

- (i) Regular meetings of the Senate shall be held weekly during the academic semesters in which the ASuop Fee is assessed, excluding holidays and school vacations.
- (ii) Any regular meeting of the Senate may be canceled by a two-thirds (2/3) vote of the seated Senate.
- (iii) Special meetings of the Senate may be called, with at least four (4) days notice, by the ASuop President, or by a petition of the majority of the seated Senate. The petition must be presented to the Vice President at least four (4) days in advance of the desired meeting date. Notices sent to Senate emails shall constitute official notification.

401.2 Parliamentary Procedure

- (i) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ASuop in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the ASuop may adopt.

401.3 Senate Decorum

- (i) During Senate meetings, a certain level of decorum (respectful etiquette/behavior) shall be expected of all members. The Chair of the meeting shall be responsible for maintaining decorum during meetings of the Senate.
- (ii) In an effort to preserve decorum, the following are prohibited during meetings of the Senate:
 - (1) The use of electronics, such as laptops, cell phones, or tablets, during the business of the Senate for purposes that are not pertinent to the discussion at hand.
 - (2) Speaking without being recognized by the Chair.
 - (3) Being in a state of intoxication while at a Senate meeting.
 - (4) Discussing matters that may be on the agenda, but are not pertinent to the specific item that is currently being discussed.
 - (5) Defaming, impugning, or attacking the reputation or character of another Senator in a general session.
 - (6) Discussing matters that are not pertinent to the agenda.

401.4 Public Access to Senate Meetings

- (i) Meetings of the Senate shall be open to all ASuop members, unless a closed session is in progress. Closed sessions may only be called to discuss information of a sensitive or private nature, and shall adjourn once said business has been concluded.
- (ii) All ASuop members shall be guaranteed the right to address the Senate, so long as they follow these procedures:
 - (1) Any individual recognized by the Chair shall rise and state their name.
 - (2) The remarks expressed to the Senate shall be relevant to the business at hand, unless the comments are being delivered at a time designated for general public comment.
 - (3) Any individual may have up to five (5) minutes to speak; however, the Chair maintains the discretion to end public comment if it is irrelevant.
 - (4) Any member of the gallery may be removed for disorderly conduct at the discretion of the Chair.
 - (5) ASuop shall make the Senate's weekly agenda and its contents available for the public access no later than three (3) days in advance of the meeting.
 - a) The Office of the Vice President is responsible for making the Senate's agenda and its contents available on the UOP Website Senate page
 - a. The Senate's agenda and its contents refers to items listed in subsection
 - i. The document itself, the records of any additions or amendments made, any and all legislation discussed, and the minutes of the Senate meeting
 - ii. Items shall remain public unless a majority of the seated Senate vote to keep certain items, certain parts of items, or all items confidential.

401.5 Minutes and Recording Senate Meetings

- (i) Minutes shall be prepared for all Senate meetings by the Vice President, and shall be sent to Senate emails four (4) days after the meeting so that they may be approved by the following meeting.
 - (1) Minutes shall only include the procedural business of the Senate, including, but not limited to, all votes, motions, topics of discussion, and general discussion.
 - (2) Minutes shall be uploaded to the ASuop website within seven (7) days following their approval at the next Senate meeting.

401.6 Attendance

- (i) Attendance at a meeting is defined as the physical presence of a Senator for a minimum of 75% of the meeting.
- (ii) Absences from the Senate shall be qualified as excused or unexcused.
 - (1) Excused absences shall be limited to the following:
 - a) Absences due to participation in a University recognized program in which attendance is required.
 - b) Absences due to illness of the Senator and/or illness requiring the member's assistance for care or death of an individual(s) close to the Senator.
 - c) Absences due to responsibilities directly connected with the member's constituents.
 - d) Absences due to an accident involving a Senator or property of the Senator, an individual close to the Senator, and/or appearance in court as a litigant, witness, or member of the jury under an official order.
 - e) Absences due to religious holidays, rites, or ceremonies of the member's religious faith.
 - (2) Requests for excused absences should be submitted in writing to the Vice President's Office.
 - (3) An absence shall be considered unexcused if the Senator in question does not satisfy the requirements in Chapter 401.06 (ii) (1).
 - (4) The classification of an absence as excused or unexcused shall be determined by the Vice President; however, their decision may be appealed, and put before the Senate for a vote by the Senator in question.
 - (5) If a Senator has three (3) excused or unexcused absences during their tenure, then they shall meet with the Vice President, who will determine whether the Senator ought to be referred to the Ethics Committee. The Senator will go through this process for every single absence beyond the third absence.

401.7 Voting

- (i) Each Senator is entitled to cast a vote on all matters brought to the Senate floor.
- (ii) The vote shall be a roll call vote or by a voicing of the yeas and nays.
 - (1) Any Senator may request that a roll call vote be taken. All roll call votes shall be recorded in the minutes, and shall specify the vote of each individual Senator for the record.
- (iii) The Chair of the meeting may only vote to break a tie.
 - (1) When the Chair of the meeting does not cast a vote, no mention shall be made in the minutes.

401.8 Agenda Setting

- (i) The agenda for each meeting shall be prepared by the ASuop Vice President and shall be made available through Senate emails no later than four (4) days in advance of the meeting.
 - (1) Additions to the agenda may be made at the previous meeting of the Senate by a majority vote.
 - (2) The Vice President may make additions to the agenda until the agenda is approved, as long as those changes do not pertain to the allocation of ASuop funds.

Senate Finances

The Finance Committee will work in conjunction with the Director of Finance and Deputy Director of Finance to manage requests for funding.

General ASuop funding opportunities can be found on the ASuop website:

<https://www.pacificasuop.com/funding>

Monthly Themes for Senate Meetings

Below are the proposed 2022 – 2023 Monthly Themes for Senate meetings. This is a non-exhaustive list of Senator interests. Rather, these themes will guide constituent conversation, influence selection of guest speakers, and provide structure and intentionality behind Senate initiatives while leaving flexibility for any timely issues that may arise.

September 2022

Food, Dining, and Meal Plan

October 2022

Pacific Votes! and Pacific's Politics

November 2022

San Joaquin County Community Building & First-Generation Students

December 2022

UOP Professional and Personal Resources (Care managers, career services)

January 2023

UOP Academic Resources (Library Stacks, tutoring, supplemental instructors (SIs), advising)

February 2023

Campus History and Alumni Relations

March 2023

People First, Campus Forward: Policing, Public Safety, and New CPO (HR)

April 2023

Intersectionality: Racial & Environmental

May 2023

Social Issues: Healthcare, Gender Equity, Title IX

Event Planning

More specific details and requirements will be discussed. In general, events may be held jointly with other Senators, but Senators should consider collaborating with other ASuop departments.

- To maintain ASuop branding standards and cohesion, Senators should request marketing support through our Strategic Marketing Department.
 - Work orders (photographer/videographer requests for events; fliers and other marketing materials & prints) should be submitted at least 10 business days prior to the project deadline: <https://teampacific.wufoo.com/forms/z16f7fn401uag61/>
 - The director may be reached at asuopstrategicmarketing@pacific.edu
- Our Arts & Entertainment department can also provide logistical event planning support. Please contact the Director of A&E (asuopae@pacific.edu) for assistance in connecting with a programmer.
- To have folks review your events for accessibility and/or community partnerships, reach out to the Director of D.E.I. (asuopdei@pacific.edu) for support.

Statement of Social and Environmental Responsibility

- ASuop, as a student government at a liberal arts institution, is committed to implementing and developing environmentally and socially responsible practices throughout its operations. Sustainability, defined as human activities that do not deplete or degrade natural resources, will be integrated into all ASuop branches and student-focused activities.
- Any student or department hosting an event on behalf of ASuop should consider sustainability in their planning and work with Sustaining Pacific/Green Team to minimize any negative effects on the environment.
- When working with any third-party vendors or organizations, ASuop officers should prioritize collaboration with those vendors or organizations that are similarly aligned with our sustainability goals, within financial constraints.

Professionalism and Other Standards

ASuop Transparency and Relation with the Rest of the Student Body

- 300.1** In order to fulfill ASuop's obligation to be open and transparent with the students it was created to serve, the following standards must be followed:
- (i) The Office of the President must maintain an archive of all official documents, including but not limited to the following:
 - (1) Constitutional amendments, memoranda, appointment and confirmation letters, disciplinary documentation (so long as it is not privileged information), and Senate, Committee, and Executive Reports.
 - (2) The Senate's agenda and its contents, which includes the document itself, the record of any additions or amendments made, any and all legislation discussed, and the minutes of the Senate meeting.
 - a) Items, parts of items, or all items in section 2 (above) may be made confidential by a Senate motion passed by a majority of the seated Senate.

Office Etiquette/Behavior in the Office

- All ASuop Officers are expected to be punctual, prepared, engaged, responsible, honest, and polite.
- ASuop Officers are permitted to bring other students with them into the office, so long as they do not disrupt the work of others within the office.

Email Communication

- As defined by the expectations set by the ASuop President and Vice President, ASuop Officers are expected to frequently check their email for any internal communication. Appointments, events, meetings, and tasks may be assigned via email.
 - Responses should be sent out within 2 business days.
 - If officers need more time for whatever reason, they should confirm that they received the communication and give an update of when they will be able to provide a proper response.
- ASuop Officers are responsible for all work given to them through email, so long as it was communicated to them within a reasonable time frame.

University Policies

- All ASuop Officers must maintain, at minimum, a 2.5 cumulative and term Grade Point Average (GPA). Failure to fulfill this requirement may result in immediate termination or impeachment.

- All ASuop Officers must be in good judicial standing with the University (Student Conduct). Failure to maintain a good judicial standing may result in immediate suspension, termination, or impeachment.

Leadership Contact Information

Brooke Tran

ASuop President of the Senate
ASuop Student Body Vice President
Office: DUC, 2nd floor
asuopvp@pacific.edu

Lorenzo Spaccarelli

President Pro Tempore
l_spaccarelli@u.pacific.edu

Student Senate Information

Senators-at-Large

Woody Daher
Marissa Gandolfo-Gillaspy

Miah Hussein
Zibby Madill

Cynia Manning
Victoria Martinez

College specific

School of International Studies

Bailey Pearson

College of the Pacific

Lorenzo Spaccarelli

Conservatory of Music

Hasina Torres

Eberhardt School of Business

Faizah Muthana

School of Engineering and Computer Science

Ibrahim Tahir

Benerd College

Emily Padilla

Thomas J. Long School of Pharmacy

Audrie Chan

Graduate School

Vacant

Thanks for reading!

Follow us on Instagram @pacificasuop and visit our website <https://www.pacificasuop.com>.