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You can find the full ASPSU ELSA Terms and Conditions [here](#) for more information.

President

\$2,900 per term (student aid, please see terms and conditions above for more info)

The President's role is that of the executive leader. They serve to make sure that ASPSU maintains retention and strong internal correspondence while working on projects they might have as their personal goals. They create the goals that the entire ASPSU student government shall act upon and support by the second senate meeting in fall term. The President works to promote and enrich the student's experience of Portland State University. The President's role is broadly any action which supports the students of Portland State University as a legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to advocate for programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees.

Responsibilities:

- Act as the official representative of the student body, both within the University and the larger community.
- Initiate and foster connections between students and administration.
- Assume responsibility for the proper functioning of all governance processes of ASPSU and must establish policies and procedures in accordance with this Constitution.
- Establish and publish their goals and objectives by the first fall meeting of the Student Senate.
- Center their goals, objectives, and initiatives around the best interests of the students.
- Review and submit updated ELSA policies to Senate for approval.
- Create or update ELSA standards for different positions through the process and timeline outlined by the ELSA committee.
- Coordinate ELSA process and timeline with SALP advisor.
- Coordinate with Committee Chairs, Senate Speaker, Chief of Staff, and Coordinators to ensure all officers are fulfilling ELSA requirements.
- Read and respond to ASPSU related emails within 48 business hours.

Board/Nomination/Hiring Duties

- Must appoint officers to the Operations Committee within two weeks of taking office.
- The President along with the Operations Board and Judicial Review Board shall outline a division of responsibility by November 30th or the last senate meeting in fall (whichever comes first) subject to the approval by the senate.
- Appoint officers for the Coordinator roles, Executive Staff Director, and Committee Chair.
- Establish a written agreement, subject to approval by the Student Senate, for each appointed position prior to hiring for the position, which clearly outlines its duties and responsibilities.
- Create Ad hoc committees as deemed necessary.
- Responsible for coordinating outreach to the students of Portland State University.
- Recruitment of students necessary to carry out the purposes of ASPSU.
- Form an Elections Board composed of Operations Board and judicial review board members as agreed upon, as specified by the Constitution, and must establish the necessary guidelines and procedures for ensuring fair elections with the widest possible participation by members

within the Association, and must carry out elections as specified by the Constitution, or delegate these responsibilities to a member of the Operations Board to the Elections Board.

- The office of the President of ASPSU may be held, as long as the requirements set forth in this Constitution are satisfied, for a maximum of two academic years.

Expectation of time: (20 hours per week)

- Facilitate weekly Operation's Board meetings.
- Attend weekly senate meetings.
- Outreach to students across campus in all capacities.
- Understanding of Robert's Rules of Order.
- Track, evaluate, and maintain budget.
- Implementation and/or delegation of initiatives/projects that fulfill that year's goals/objectives.
- Formation of Ad-hoc committees and/or delegation of the creation of their governance
- Review of governance structures within ASPSU.
- Creation of goals and strategic plans for initiatives/projects.
- Nomination/Hiring of relevant positions.

Vice President

\$2,500 per term (student aid, please see terms and conditions above for more info)

The Vice President's role is to make sure that ASPSU maintains retention and strong internal correspondence while working on projects they might have as their personal goals. The vice president works hard to promote and enrich the student's experience of Portland State University. The Vice President's role is any action which supports the students of Portland State University as a legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and programs and services not otherwise offered; and provide for student representation on University committees and to provide a process for students to participate fully in the allocation of student fees.

Duties and Responsibilities:

- Responsible for monitoring the actions, proposals, policies, and procedures of all local, state, and other governing bodies that may affect the members of the Association.
- Responsible for monitoring the administrative and academic responsibilities and procedures of the University for their impact on individual members of the Association and on the activities of the ASPSU organization.
- Assume all duties pertaining to the office of ASPSU President if the President is unable to perform those duties.
- Assisting, training and developing the ASPSU leadership.
- Act as liaison between the administration as a whole and ASPSU.
- Responsible for coordinating efforts of the ASPSU government along with the President.
- Responsible for supporting the president as needed in fulfilling their duties.
- Together with the President act as the official representative of the student body, both within the University and the larger community.
- Together with the President assume responsibility for the proper functioning of all governance processes of ASPSU and must establish policies and procedures in accordance with this Constitution.
- Together with the President establish and publish their goals and objectives by the first fall meeting of the Student Senate.
- Work with the President to complete quarterly reports for the Student Fee Committee (SFC).
- Ensure the student body has an understanding of current ASPSU actions and initiatives.
- Center their goals, objectives, and initiatives around the best interests of the students.
- Reads and responds to ASPSU relate emails within 48 business hours.

Expectation of Time: (20 hours per week)

- Attend weekly Operations Board meetings.
- Attend weekly senate meetings.
- Training, creation, facilitation, attendance and participation.
- Support and monitoring of the implementation of goals as outlined by the president
- Outreach to students across campus in all capacities.
- Research including the understanding of Robert's Rules of Order, budget maintenance, and any necessary preparations for meetings.
- Implementation and/or delegation of campaigns.
- Review of governance structures within ASPSU.
- Creation of goals and strategic plans for initiatives/projects.

Senate Speaker

\$2,100 per term (student aid, please see terms and conditions above for more info)

This position is a Senate-elected representative who facilitates Senate meetings, creates senate agenda, meets termly with senate members, helps onboard new senators, takes minutes in committee meetings, and is responsible for attendance at every meeting. The Senate Speaker also sits on the Operations Board as a voting member and will represent the senate as a whole in LCore. The Senate Speaker will be elected by a simple majority vote of the newly elected senate, in the first senate meeting before Summer break.

Duties & Responsibilities

- Facilitate the weekly Senate Meetings.
- Coordinates and implements check-ins with all Senate members termly.
- Acts as HR representative to any member of ASPSU.
- Assists with creating onboarding materials and onboarding for new ASPSU Senators.
- Assists in placing ASPSU Senators on their Committees.
- Act as a voting senate representative on LCore and Operations Board.
- Create and distribute Senate agenda with help of Leadership Core.
- Ensure smooth operation and communication between senate committees, Operations Board and LCore.
- Ensure that all Senators understand their job descriptions and adhere to them throughout the year.
- Strategize around current power structures to reach Senate goals.
- Facilitate conflict resolution when problems arise with Senators, in collaboration with the Executive Staff Officer.
- The Senate Speaker is able to delegate responsibility to members of the Operations Board when needed.

Expectation of Time (20 hours per week)

- Attend weekly committee meetings including: Student Life, Student Advocacy, Operations Board, and LCore.
- Attend and facilitate weekly senate meetings.
- Respond to all ASPSU related emails within 48 hours.
- Research including the understanding of Robert's Rules of Order, budget maintenance, and any necessary preparations for meetings.
- Review of governance structures within ASPSU.

Connections & Contacts

- ASPSU Vice President
- SALP Advisor
- Senators
- Committee Chairs

Executive Staff Director (Chief of Staff)

\$1700 per term(student aid, please see terms and conditions above for more info)

This role is a President-appointed Leadership Core and Operations Board member who acts as the official ASPSU office administrator, deals with HR-related issues, and coordinates with the President and Vice President to ensure all members understand and perform their job duties and descriptions. This position has a variety of responsibilities regarding the day-to-day processes and planning of ASPSU.

Duties & Responsibilities

- General office management.
- Fill out RTSM requests for ASPSU.
- Order office supplies, promotional materials, uniforms, etc.
- Assist in any other reservations needed for ASPSU activities.
- Assists the President in drafting the ASPSU Budget.
- Assist in presenting the ASPSU budget to the Senate and the SFC.
- Assist in creating next year's budget scenarios for ASPSU.
- Assist in preparing ASPSU Year-End Balance Proposal.
- Monitor and track ASPSU expenditures.
- Update the President on the status of the budget every month or as needed.
- Sit on ASPSU President-delegated Committees.
- Facilitates the ASPSU Hiring Committee meetings.
- Ensure that all ASPSU members understand their job descriptions and adhere to them throughout the year.
- Coordinate with branch heads to ensure all ASPSU officers are fulfilling ELSA requirements.
- Collects Senator documentation of attendance and participation in All University Committees every month.
- Ensuring that all members of ASPSU are following the community agreements and other Senate policies.
- Assists the Vice President with onboarding and training.
- Chair the Hiring Committee.
- Strategize around current power structures to reach ASPSU goals.
- Facilitate conflict resolution when problems arise with staff.
- Complete tasks delegated by the President or Vice President.
- Coordinates and implements check-ins with all Senate members monthly.
- Acts as HR representative to any member of ASPSU.
- Assists with creating onboarding materials and onboarding for new ASPSU Senators.

Expectation of Time (20 hours per week)

- Attend weekly/biweekly meetings including: Operations Board, Lcore, Hiring, Coordinator, and Senate.
- Collection of Senator Attendance documents, and coordination with AUC Chairs to ensure Senator attendance.
- Respond to all ASPSU related emails within 48 Hours.

Connections & Contacts

- ASPSU President
- ASPSU Vice President
- SALP Advisor

Campus Coordinator

\$1,700 per term (student aid, please see terms and conditions above for more info)

This role is a President appointed member of the operations board who acts as the external and internal connector between campuses locally and statewide.

Duties & Responsibilities

- Connection between external campuses and internal student groups
- Sit on ASPSU delegate meetings.
- Assists with onboarding and Senate training.
- Assists in placing ASPSU Senators on their AUC Committees.
- Assists in placing Senators on their Liaison and College Department placements.
- Support ASPSU with the planning of their events and programs.
- Assumes responsibility for meeting minutes when the Chief of Staff is unable to.
- Coordinate with local college campuses.
- Coordinate with statewide Universities.
- Assist Committee Chairs in coordinating ASPSU actions with Fee-Funded Areas.
- Assists the JRB with constitutional and Bylaw changes throughout the year.
- Support ASPSU with the planning of their events and programs.
- Strategize around current power structures to reach ASPSU goals.
- Assists in the annual University Lobby Day with the Government Relations Department and attends all related Lobby Day events.
- Prepare ASPSU yearly legislative priorities in coordination with PSU Government Relations.

Expectation of Time (11-19 hours per week)

- Attend all meetings including Operations Board, and Senate.
- Respond to all ASPSU related emails within 48 hours.

Connections & Contacts

- ASPSU Vice President
- SALP Advisor
- Government Relations
- Local Colleges Student Government
- Public University Student Government

Communications & Publicity Coordinator

\$900 per term (student aid, please see terms and conditions above for more info)

This role will have the main responsibility of maintaining ASPSU communications with the PSU community inside and outside the campus. The Communications Coordinator will also be responsible for how much spending is needed for ASPSU publicity material. This role will be responsible for the publicity of all ASPSU members' initiatives. This position is essential for the function of all communications of ASPSU.

Duties & Responsibilities

- Keep up with all social media production for ASPSU.
- Consistently posts student group and resource center events on ASPSU social media to promote student engagement.
- Consistently posts ASPSU events on ASPSU social media to promote student attendance.
- In charge of all ASPSU promotional materials.
- Creates the internal and external newsletters, with help from Operations Board.
 - These focus on more external promotion and more internal clarity and celebration.
- Updates and creates connect pages for ASPSU.
- Assists the Operations Coordinator with the updating of ASPSU leaders on internal and external websites.
- Support ASPSU with the promotion of their events, programs and initiatives
- Create and design all ASPSU logos, business cards, flyers, buttons, banners, posters, t-shirts
- Manage all social media
- Review and reply to askaspsu@pdx.edu emails.
- Create campus wide emails through EMMA (for the press releases, hiring, etc.).
- Design flyers for hiring.
- Help to word press releases.
- Work on all aspects of advertising for the elections.
- Put in spending requests for flyers or other communications material.

Expectation of Time (11-19 hours per week)

- Attend weekly meetings including: Operations Board, and Senate.
- Respond to all ASPSU related emails within 48 hours.
- Creating flyers, logos and newsletters

Connections & Contacts

- ASPSU Vice President
- SALP Advisor
- SALP Marketing Coordinator
- SALP Accountants
- University Communications

Student Advocacy Committee Chair

\$1,700 per term (student aid, please see terms and conditions above for more info)

This role is one of two president-appointed facilitators of the two ASPSU committees (Student Advocacy, and Student Life). These members act as the representatives of their committees on the Operations Board.

Duties & Responsibilities

- Represents SAC on Operations Board.
- Facilitates their committee meetings.
- Distributes the agenda for their Committee meeting.
- Ensure committee minutes are performed and stored properly
- Helps coordinate advisory needs of FFAs.
- Cultivating relationships with Senators and other ASPSU members
- Working collaboratively in Operations Board to accomplish organization goals
- Assist Campus Coordinator with preparing ASPSU yearly legislative priorities in coordination with PSU Government Relations.
- Organizing committee Google Drive folder
- Communicating with LCORE about general concerns
- Representing ASPSU on campus committees where relevant
- Create committee-relevant programming and initiatives
- Deliver a weekly report to the Senate about committee activities

Expectation of Time (11-19 hours per week)

- Attend weekly meetings including Student Advocacy Committee, Operations Board, and Senate.
- Respond to all ASPSU related emails within 48 hours.
- Training, attendance and participation

Connections & Contacts

- ASPSU Vice President
- SALP Advisor
- Vice Provost of Student Success
- Basic Needs Hub
- Senate Speaker
- Smith Memorial Student Union
- Rec Clubs Council
- Campus Rec
- Student Community and Engagement Center
- Student Activities and Leadership Programs
- Leadership Fellows
- Student Sustainability Center

Student Life Committee Chair

\$1,700 per term (student aid, please see terms and conditions above for more info)

This role is one of two president-appointed facilitators of the two ASPSU committees (Student Advocacy, and Student Life). These members act as the representatives of their committees on the Operations Board.

Duties & Responsibilities

- Represents SLC on Operations Board.
- Facilitates their committee meetings.
- Distributes the agenda for their Committee meeting.
- Ensure committee minutes are performed and given to the Judicial Review Board to be stored properly.
- Helps coordinate advisory needs of FFAs.
- Cultivating relationships with Senators and other ASPSU members
- Working collaboratively in Operations Board to accomplish organization goals
- Connecting to campus and community stakeholders
- Organizing committee Google Drive folder
- Communicating with LCORE about general concerns
- Representing ASPSU on campus committees where relevant
- Create committee-relevant programming and initiatives
- Deliver a weekly report to the Senate about committee activities.

Expectation of Time (11-19 hours per week)

- Attend weekly meetings including Student Life Committee, Operations Board, and Senate.
- Respond to all ASPSU related emails within 48 hours.
- Training, attendance and participation

Connections & Contacts

- ASPSU Vice President
- SALP Advisor
- Basic Needs Hub
- Dean of Student Life
- Vice Provost of Student Affairs
- ASPSU Children's Center
- Helen Gordon Child Development Center
- Services for Students with Children
- Cultural Resource Centers
- DREAMer's Center
- Women's Resource Center
- Queer Resource Center
- Veterans Resource Center
- Student Legal Services

ASPSU Senator (10)

\$600 per term (student aid, please see terms and conditions above for more info)

The senate consists of 10 members whose function is to facilitate formal communication between students, student organizations, faculty and PSU administration. Senators advocate and represent the interests of the student body at large in senate meetings, training, action and event planning, as well as impacting the proposal of the student fee allocation through oversight over the final proposals. The senate represents the members devoted to creating a strong, effective and efficient student government is an essential asset to ASPSU. Senators are required to participate in one ASPSU committee and the actions, events and training those committees create.

Duties and Responsibilities:

- Facilitate formal communication between students, student organizations, faculty and PSU administration.
- Deliver a minimum of two reports a term, on involvement with an All University Committee, to the larger Senate.
- Advocate and represent the interests of the student body at large in senate meetings.
- Approving the student fee allocation proposal, as well as the ASPSU budget proposal.
- Duties and responsibilities as delegated to them by the Operations Board.
- Engage communication with active student groups and interests on campus to bring them or their needs to ASPSU.
- Take written minutes when responsible in Senate Committees.
- Leadership and maintenance of a professional ASPSU government.
- Participation in one ASPSU committee.
- Participation in one All University Committee assigned by the Operations Board.
- Implementation and improvement of university policies to better serve the needs of students.
- In depth understanding of ASPSU governing documents and the Roberts Rules.
- Properly fill out and maintain documents pertaining to their roles in events, and campaigns
- Draft resolutions with direct impact on the student body, or university policies.
- Participate in legislative trips to the capital to lobby for better student representation by policy makers, when the opportunity arises.
- Read and respond to ASPSU related slack and email communication within 48 hours.

Expectation of Time: (10-15 hours per week)

- Participation in one senate committee with a varying 2-6 hour commitment in each week.
 - This includes committee advisory board meetings as requested by FFAs
- Participation in one All University Committee with a varying 2-6 hour commitment in each month.
- Participation in weekly senate meetings.
- Participation, facilitation and implementation of events, actions, campaigns and training.
- Development of connections between ASPSU and the larger student body
- Development of connections between ASPSU and the administrators
- Activities or responsibilities delegated by the ASPSU President or Committee Chair
- Senators are expected to be engaged and assist in recruitment, ASPSU tabling, and outreach initiatives.

Student Fee Committee Chair

\$2,500 per term (student aid, please see terms and conditions above for more info)

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending the Student Incidental Fee (SIF) and the Student Building Fee (SBF) to ASPSU and the University President.

Responsibilities:

- Serves as Chair to the Student Fee Committee.
- Serves as student fee representative to the University Administration.
- Responsible for assuring overall operations of the Student Fee Committee, including processing budget requests, processing reserve requests, and implementing student fee guidelines.
- Reports to the Senate during Senate meetings.
- Coordinate with OSA on issues related to student fees when relevant and assign or coordinate student fee committee member attendance or testimony in matters relevant to student fee autonomy.
- Perform and supervise liaison assignments.
- Meets with liaison areas twice each quarter, and maintains regular correspondence via email.
- Coordinate onboarding meetings and materials for SFC Members.
- Attend annual SALP coordinator training session.
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines.
- Assure communication of important SFC information to the student body.
- Help SFC Advisors coordinate budget school.
- Provide quarterly reports on liaison areas each quarter.
- Review the transition documents of the previous year's SFC and determine if there are any lingering concerns that will need to be addressed by the SFC. Depending on the results of the review, the Chair might establish working groups of three members each responsible for providing extra attention to a particular budget or policy.
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond to all ASPSU related Slack and emails within 48 hours.

Expectation of Time: (20 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Operations Board Meetings: Attendance and participation
- Advisory Board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation of agendas, branch reports, annual reports, compilation of public documents, review of minutes, timesheet maintenance, providing documents from and to programs
- Outreach: Increasing awareness of the student fee and how students interact with it
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documents.

Student Fee Committee Vice Chair

\$2,100 per term(student aid, please see terms and conditions above for more info)

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending Student Fee allocations to ASPSU and the University President.

Responsibilities:

- Serves as a representative on the Student Fee Committee and the ASPSU Student Senate
- Responsible for allocating the student fee each year along with the committee.
- Serves as a student fee representative to the University Administration in the absence of the Chair.
- Meet with liaison areas no less than twice each quarter, and maintain regular correspondence via email.
- Creation and maintenance of minutes/meeting records.
- Attend SFC training sessions as scheduled.
- Sit on at least one All University Committee and attend meetings as assigned.
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines.
- Provide reports on liaison areas in the first four weeks of Fall quarter.
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond to ASPSU related Slack and email communication within 48 hours.

Expectation of Time: (11-19 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Advisory Board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours/outreach: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation and maintenance of minutes/meeting records, assisting Chair with other administrative duties, review of minutes, timesheet maintenance, providing documents from and to programs
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documentation

Student Fee Committee Member (7)

\$1,700 per term(student aid, please see terms and conditions above for more info)

The Associated Students of Portland State University is legislatively mandated student organization whose purpose is to provide a formal means of communication between students, student organizations, faculty and the University administration; to advocate for students and provide for student representation on University committees; to provide programs and services not otherwise offered; and to provide a process for students to participate fully in the allocation of student fees. The Student Fee Committee is a recognized body of ASPSU responsible for recommending Student Fee allocations to ASPSU and the University President.

Duties and Responsibilities:

- Serves as a representative on the Student Fee Committee and the ASPSU Student Senate
- Responsible for allocating the student fee each year
- Serves as a student fee representative to the University Administration
- Meets with liaison areas no less than once each quarter, and maintains regular correspondence via email.
- Attend SFC training sessions as scheduled
- Fulfill eligibility requirements and job duties listed in the SFC Guidelines
- Provide reports on liaison areas in the first four weeks of Fall quarter
- Potentially serves as a member of an SFC working group and program advisory boards.
- Read and respond ASPSU relate emails within 48 business hours

Expectation of Time (11-19 hours per week)

- SFC Meetings: Attendance and participation
- Senate Meetings: Attendance and participation
- Advisory Board Meetings: Attendance and participation
- Leadership Meetings: Attendance and participation
- Trainings: Creation, presentation, attendance and participation
- Office Hours/outreach: Physical presence to provide access to information for the student body and interested parties
- Admin: Creation and maintenance of minutes/meeting records when the Vice Chair is not present for the meeting or is acting as Chair, assisting Chair with other administrative duties, review of minutes, timesheet maintenance, providing documents from and to programs
- Program Meetings: Liaison responsibilities of communication and assistance for program managers
- Research: preparation for meetings in the form of review of past, current, and proposed documentation

Judicial Review Board Chair

\$900 per term (student aid, please see terms and conditions above for more info)

The Judicial Review Board shall consist of five (5) Justices, appointed by the President; elected by the Senate. The Chief Justice (JRB Chair) shall be elected from and by the voting members of the Judicial Review Board subject to approval by the Senate. Justices of the Judicial Review Board including the Chief Justice may hold office, as long as the requirements set forth in this Constitution are satisfied, for a maximum of four (4) years subject to annual approval of the Senate during Spring Quarter. Justices wishing to continue in office shall submit a letter of intent to the Senate at the beginning of Spring Quarter. The Senate shall review and confirm Justices who have submitted letters of intent by the second meeting of Spring Quarter; confirmation requires no action, removal requires a two-thirds (2/3) majority vote. The term of office for Justices who do not submit a letter of intent shall end on May 31st of that Spring Quarter.

Duties and Responsibilities:

- Rule on all questions of interpretation of this Constitution and all bylaws, guidelines, policies, procedures and rules subsidiary to it.
- Rule on appeals submitted by members of the Association.
- Responsible for overseeing all ASPSU elections.
 - The JRB Vice Chair acts as the Chair of the Elections Committee.
- Preside over the Judicial Review Board.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Hear allegations of misconduct by ASPSU Officers as grounds for impeachment or removal from leadership.
- Write articles of impeachment and forward them to the Senate or relevant administration for trial.
- Determine if vacancies in elected or appointed positions exist, and declare all vacancies as specified in this Constitution.
- Write opinions on all rulings. Dissenting Justices shall write at least one dissenting opinion.
- Issue resolutions indicating the nature of the decision and any proposed solution.
- Responsible for revising the Election Rules, subject to the approval of the Senate.
- Responsible for advertising and recruiting candidates for the election.
- Read and respond to ASPSU-related emails within forty-eight (48) business hours.

Expectation of Time: (10 hours per week)

- Preside over Judicial Review Board meetings.
- Attend senate meetings or delegate the task to the Judicial Review Board.
- Training, facilitation, participation and attendance of training.
- Review, bylaws and governing documents of ASPSU.
- Ensure all Branches maintain and follow OPML.
- Verify the integrity of the laws, and ensure that ASPSU acts in accordance.
- Hold ASPSU members accountable to breaches in contract.
- Issue official resolutions regarding disputes between ASPSU members, student groups or administration.
- Review attention requests submitted by students.
- Research policy, law, precedents and institutional governance.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Institute elections as described in the ASPSU Constitution.

Judicial Review Board Vice Chair

\$600 per term (student aid, please see terms and conditions above for more info)

The Judicial Review Board Vice Chair assists the JRB Chief Justice in duties. The Vice Chair shall be elected by the voting members of the JRB at the end of Fall term, and will hold office during Winter and Spring term only. The Judicial Review Board shall consist of five (5) Justices, appointed by the President; and a non-voting Senate Liaison, elected by the Senate. The Chief Justice shall be elected from and by the voting members of the Judicial Review Board subject to approval by the Senate. Justices of the Judicial Review Board including the Chief Justice may hold office, as long as the requirements set forth in this Constitution are satisfied, for a maximum of four (4) years subject to annual approval of the Senate during Spring Quarter. Justices wishing to continue in office shall submit a letter of intent to the Senate at the beginning of Spring Quarter. The Senate shall review and confirm Justices who have submitted letters of intent by the second meeting of Spring Quarter; confirmation requires no action, removal requires a two-thirds (2/3) majority vote. The term of office for Justices who do not submit a letter of intent shall end on May 31st of that Spring Quarter.

Duties and Responsibilities:

- Rule on all questions of interpretation of this Constitution and all bylaws, guidelines, policies, procedures and rules subsidiary to it.
- Rule on appeals submitted by members of the Association.
- Assist in reinforcing Robert's Rules and parliamentary procedure during Senate meetings
 - Helping to reduce organizational/individual biases during ASPSU meetings.
- Responsible for overseeing all ASPSU elections.
 - The JRB Vice Chair acts as the Chair of the Elections Committee.
- Hear allegations of misconduct by ASPSU members or any student group or student officers as grounds for impeachment or removal from leadership.
 - Issue resolutions indicating the nature of the decision and any proposed solutions.
- Determine if vacancies in elected or appointed positions exist, and declare all vacancies as specified in this Constitution.
- Write opinions on all rulings. Dissenting Justices shall write at least one dissenting opinion.
- Responsible for revising the Election Rules, subject to the approval of the Senate.
- The Operations Board, in collaboration with the Judicial Review Board, shall be responsible for advertising and recruiting candidates for the election.
- Read and respond to ASPSU-related Slack and email communication within forty-eight (48) business hours.

Expectation of Time (10 hours per week)

- Attend & provide both presence and energy in Judicial Review Board meetings.
- Training, facilitation, participation and attendance at trainings.
- Review, bylaws and governing documents of ASPSU.
- Verify the integrity of the laws and ensure ASPSU acts in accordance.
- Hold ASPSU members accountable to breaches in contract.
- Issue official resolutions regarding disputes between ASPSU members, student groups or administration.
- Review attention requests submitted by students.
- Research policy, law, precedents and institutional governance.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Institute elections as described in the ASPSU Constitution.

Judicial Review Board Members

\$600 per term (student aid, please see terms and conditions above for more info)

The Judicial Review Board Members are the ethical pillars of ASPSU, who review, examine, and annually revise the ASPSU constitution. The Judicial Review Board shall consist of five (5) Justices, appointed by the President; elected by the Senate. The Chief Justice shall be elected from and by the voting members of the Judicial Review Board subject to approval by the Senate. Justices of the Judicial Review Board including the Chief Justice may hold office, as long as the requirements set forth in this Constitution are satisfied, for a maximum of four (4) years subject to annual approval of the Senate during Spring Quarter. Justices wishing to continue in office shall submit a letter of intent to the Senate at the beginning of Spring Quarter. The Senate shall review and confirm Justices who have submitted letters of intent by the second meeting of Spring Quarter; confirmation requires no action, removal requires a two-thirds (2/3) majority vote. The term of office for Justices who do not submit a letter of intent shall end on May 31st of that Spring Quarter.

Duties and Responsibilities:

- Rule on all questions of interpretation of this Constitution and all bylaws, guidelines, policies, procedures and rules subsidiary to it.
- Rule on appeals submitted by members of the Association.
- Assist in reinforcing Robert's Rules and parliamentary procedure during Senate meetings
 - Helping to reduce organizational/individual biases during ASPSU meetings.
- Hear allegations of misconduct by ASPSU members or any student group or student officers as grounds for impeachment or removal from leadership.
 - Issue resolutions indicating the nature of the decision and any proposed solutions.
- Determine if vacancies in elected or appointed positions exist, and declare all vacancies as specified in this Constitution.
- Write opinions on all rulings. Dissenting Justices shall write at least one dissenting opinion.
- Responsible for revising the Election Rules, subject to the approval of the Senate.
- The Operations Board, in collaboration with the Judicial Review Board, shall be responsible for advertising and recruiting candidates for the election.
- Read and respond to ASPSU-related Slack and email communication within forty-eight (48) business hours.

Expectation of Time (10 hours per week)

- Attend & provide both presence and energy in Judicial Review Board meetings.
- Training, facilitation, participation and attendance at trainings.
- Review, bylaws and governing documents of ASPSU.
- Verify the integrity of the laws and ensure ASPSU acts in accordance.
- Hold ASPSU members accountable to breaches in contract.
- Issue official resolutions regarding disputes between ASPSU members, student groups or administration.
- Review attention requests submitted by students.
- Research policy, law, precedents and institutional governance.
- Maintain institutional knowledge and understanding of ASPSU governance.
- Institute elections as described in the ASPSU Constitution.