

SENATE BYLAW 42

SENATE SECRETARY

(Effective: October 20, 1988; Revised: July 1, 1992 September 17, 2001)

Job Description

The Senate Secretary shall maintain all Senate records. These include, but are not limited to:

Minutes of the Senate Meetings are to be typed and submitted to the Senate President within seventy-two (72) hours;

Maintenance of the Senate attendance roll call;

Maintenance of the CSUN Board and Committee membership lists;

Correspondence that pertains to Senate Business;

Posting of all Senate agendas in compliance with Nevada Open Meeting Law.

The Senate Secretary shall perform any duties as assigned that pertain to Senate Business.

The Senate Secretary shall perform any duties assigned by the following CSUN Officials in order of priority :

The Senate President;

The Senate President Pro-Tempore;

The Senate Committee Chairs;

Senators.

Selection Supervision, and Removal

The Senate Secretary's supervisor shall be the Senate President. In the absence of the Senate President, the Senate President Pro-Tempore shall be supervisor;

The Senate Secretary shall be a CSUN member in good standing;

The Senate Secretary shall submit a schedule of office hours to the Senate President at the beginning of each semester for approval. The Senate President shall notify the Senate of those hours and post them in the CSUN office;

The Senate President shall select the Senate Secretary and submit the selection to the Senate for approval. Removal of the Senate Secretary requires a written letter of termination from the Senate President and may be overridden by a two-thirds (2/3's) vote of the Senate.

Remuneration

The Senate President shall recommend remuneration of the Senate Secretary to the Senate for approval;

Remuneration may include, but is not limited to:

Hourly wage

6 (six) credit course fee waiver

The Senate Secretary shall be paid from the CSUN 2702 General Account.