



Associated Student Government

Executive Committee Standing Rules

2021-2022

The Executive Committee of the University of Arkansas Associated Student Government

- **Code & Constitution**
 - The Executive Committee will conduct itself in such a manner that is adherent to both the Code and Constitution of the Associated Student Government.
- **Composition**
 - As per the Code and Constitution, the Executive Committee shall be comprised of the President, Vice President, Treasurer, Secretary, and the Chair of Senate.
 - The ASG Chief of Staff, ASG Chief Justice, and ASG Membership Development Coordinator will be considered ex-officio, non-voting members of the Committee.
 - In the event of a tie vote, the vote of the ASG President shall serve as the decisive vote on the matter.
- **Meetings**
 - The Executive Committee will convene in Arkansas Union A640 at 4:00pm each Friday during the Fall Semester.
 - Attendance:
 - All members of the Executive Committee, as previously defined within this document, shall attend every regularly scheduled meeting.
 - The Associated Student Government's Primary Advisor shall also attend all regularly scheduled meetings as ex-officio, non-voting member of the Executive Committee.
 - All staff members of OSA and any members of the Executive Cabinet maintain an open invitation to attend the regularly scheduled meetings of the ASG Executive Committee as guests.
 - Any guests not wishing to speak (excluding announcements to be made at the conclusion of the meeting) may attend any regular meetings of the ASG Executive Committee given that the guest provides 2 hour written notice to the ASG President and their attendance is approved by the Executive Committee.
 - Any guests wishing to be allotted a period to address the committee are welcome to attend any regular meetings of the ASG Executive Committee but must submit any agenda items to the ASG Chief of Staff.
 - Meeting Decorum:

- Members of the Executive Committee shall be permitted to use their cell phone and/or laptop during the meeting if it is for ASG business.
 - All members of the Executive Committee shall be prepared to speak cogently about all their personal agenda item submissions. Failure to do so consistently may limit inclusion of items on the final agenda.
 - If a member of the Executive Committee must arrive late or leave a meeting early, they shall notify the ASG President via email, phone, or person within 30 minutes of the meeting being called to order
- Absence
 - Any member of the Executive Committee who is unable to attend a regularly scheduled meeting must inform the ASG President by 12 pm on the Friday before the meeting in question. He/she should submit a written version of his/her report at this time.
 - If a member of the Executive Committee is unable to attend the regularly scheduled meeting due to a recurring class conflict, they must inform the ASG President of this conflict at the beginning of the semester.
 - Any member of the Executive Committee who is unable to attend a regularly scheduled meeting must schedule a one-on-one meeting with the ASG President within one week of the absence in order to review the agenda/minutes of the meeting.
- **Office Policies**
 - Members of the ASG Executive Committee will maintain daily utilization of their ASG email account.
 - Members of the ASG Executive Committee will maintain an updated calendar on Outlook at all times.
 - Members of the ASG Executive Committee will maintain an updated version of their office hours posted on their door.
 - Printing in the ASG/OSA office is limited to ASG-related material.
- **Chartwells VIP Cards**
 - Members of the ASG Executive Committee must sign the card(s) out every time it is used.
 - The card(s) may only be checked out for no more than 2 hours at a time without prior discussion.
 - Any ASG Agent wishing to check-out the VIP card must first consult with a member of the Executive Committee to receive approval.
 - The card(s) are not for personal use
 - The appropriate usage of the card(s) is at the discretion of the ASG Executive Committee.