

Appendix L

# **The University of Kansas**

Student Senate

Office Policy Manual

Last Revised July, 2008

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**UNIVERSITY OF KANSAS**  
**STUDENT SENATE**  
**Policy Manual**  
**Revised July, 2008**

**As approved by the Student Executive Committee**

**ARTICLE I. FOREWORD**

- 1.1 This Policy Manual has been established for the members and the Executive Staff of the University of Kansas Student Senate. This manual shall not replace or override Student Senate Rules and Regulations but shall exist as a supplementary manual to aid in the clarification of office policy. This manual is empowered by the authority of the Student Executive Committee, as stated in Student Senate Rules and Regulations Article V, Sections 5.1.4 and 5.1.4.5.
- 1.2 Each member of the Student Senate and its Executive Staff are to be held accountable to the expectations herein established. The Policy Manual shall be distributed to each member of the Senate body and the Executive Staff at the time they take their respective offices. The Policy Manual will be available upon request and additional copies in the Student Senate Office.
- 1.3 In the case of the Executive Staff, the Policy Manual and aforementioned document shall be used in addition to the standard student appointment packet and student contract form which specifies that “students appointed to positions at the University of Kansas are subject to all provisions of the laws of Kansas and of the regulations, minutes and resolutions of the Board of Regents and of the University of Kansas.”
- 1.4 The members of the Student Senate shall include, but not necessarily be limited to Student Senators and standing committee chairs.
- 1.5 The Executive Staff shall include, the Student Body President, Student Body Vice President, Student Senate Chief of Staff, Student Senate Treasurer, Student Senate Assistant Treasurer, Outreach Director, Executive Secretary, Transportation Coordinator, Center for Community Outreach Co-Directors, Government Relations Director, and the Student Senate Development Director.

**ARTICLE II. GENERAL OFFICE POLICY**

Section 1. APPLIANCE

- 2.1 The following policies of Article I shall apply to both the members of the Student Senate and the Student Senate Executive Staff.

Section 2. OFFICE PROTOCOL

- 2.2.1 The function of the Student Senate Office is to act as a work place for members of the Student Senate and the Executive Staff.
- 2.2.2 The Student Senate Office is to be used primarily for Student Senate related work with all other matters being secondary.
- 2.2.3 In the absence of the Staff Secretary, members of Student Senate shall politely and professionally offer their services to all people who enter the Student Senate office, assisting them as thoroughly as possible.

- 2.2.4 Any person found in violation of these policies as stated in Section 2 by the Executive Staff or the Staff Secretary will be asked to cease such activity. Should said behavior continue, the person(s) will be asked to leave the office, and will be subject to disciplinary action found acceptable by the Student Senate Executive Committee.

Section 3. OFFICE SUPPLIES & RESOURCES

- 2.3.1 Telephones, computers, copying machine and fax machine are available for use by Student Senate and other registered student organizations for Student Senate or organizational business.
- 2.3.2 Personal use of telephones, computers, copying machine and fax machine are permitted as long as they do not interfere with normal business operations in the Student Senate Office and are kept to a minimum.
- 2.3.3 Responsible Purchasing: Any corporation, organization, or group using Student Campus Fees for the purpose of purchasing paper products as per purchasing contracts of the State of Kansas, may not be able to purchase paper marketed for the purpose of copier and printer use at a content of less than thirty percent (30%) post consumer recycled. This includes organizations, corporations, or groups that receive funding raised through Student Campus fees that cannot differentiate whether their purchases is from Student Campus Fees or another funding source.
- 2.3.4 Energy Consumption: The Student Senate Staff Secretary shall shut down all computers, printers, copiers and other electronic appliances and turn off the office lights when he or she leaves the Student Senate office for the day, excluding days of scheduled meetings of the Student Senate or its Standing Committees. If any electronic appliance is in use by a Student Senator or a member of a Student Senate funded group, he or she shall be responsible for shutting down the appliances in use upon completion of whatever task in which they are engaged.
- 2.3.4.1 On days of scheduled meetings of the Student Senate, the Student Senate Executive Secretary shall be responsible for shutting down all electronic appliances and lights in the Student Senate office once the Senate adjourns.
- 2.3.4.2 On days of scheduled meetings of the Standing Committees of the Student Senate, the Secretary of the last Standing Committee to adjourn shall be responsible for shutting down all electronic appliances and lights in the Student Senate office.
- 2.3.4.3 All Student Senate Executive Staff members shall be responsible for turning off the lights and electronic appliances in their offices before leaving each day.

Section 4. OFFICE CAMPAIGN POLICY

- 2.4.1 No campaigning shall be allowed within the Student Senate Office.
- A. Campaigning shall include speeches, e-mail messages, discussions, recruiting, and flyer, button, or poster distribution.
- 2.4.2 Campaign activities should not keep executive staff members from fulfilling their duties to the best of their abilities.

Section 5. THE STUDENT SENATE LIST SERV

- 2.5.1 The Student Body Vice President shall oversee all maintenance of the Student Senate listserv.

- 2.5.2 Purposes.
- A. The SENATE-L listserv shall exist to transmit information regarding Senate meetings, office hours, legislation and Senator opportunities. This listserv shall also serve as a vehicle for discussion on Student Senate related issues.
- 2.5.3 Guidelines.
- A. Messages that do not address the purpose of the mailing list are prohibited. The list administrator should be contacted to determine the appropriate content for any mailing list.
- B. Messages regarding university, local, state or national campaigns are prohibited.
- C. Personal attacks on subscribers (i.e., flames) are strictly prohibited. Such conduct will not be tolerated and can result in a loss of privileges. Excessive or unnecessary profanity is also prohibited and should always be avoided in any correspondence with another individual. One warning shall be issued before privileges are revoked.
- D. Commercial postings and advertisements are not allowed. No individual is to use the mailing list in order to SPAM, or provide unsolicited, inappropriate, bulk e-mail to the subscribers.
- 2.5.4 Disciplinary Action. The Student Body Vice President reserves the right to unsubscribe any person who is deemed unfit to interact on the list (if their presence on the list is not healthy for the support of open discussion.) If there has been an offensive remark made by some subscriber, the list administrator may remove the offender without warning. Any appeals can be made through writing or in person to the Student Senate Chief of Staff person, to be heard by the Student Executive Committee.

## ARTICLE III. EXECUTIVE STAFF OFFICE HOUR POLICIES

### Section 1. APPLIANCE

- 3.1.1 The following policies of Article IV shall apply only to Executive Staff Members.
- 3.1.2 All policies as stated in Article I of the Policy Manual shall apply to Article IV of the Policy Manual.

### Section 2. ATTENDANCE

- 3.2.1 Regular attendance during all scheduled hours of work, reporting for work on time, and continuing to work to the end of the work period are expected of every Executive.
- 3.2.2 The Staff Secretary shall be responsible for monitoring the attendance of Executive Staff office hours and informing the Student Senate Chief of Staff of any attendance problems.

### Section 3. WORK ROUTINE.

- 3.3.1 Hours of work.
- A. Executives shall be responsible for setting their own respective office hours. Hours are to be given in writing to the Staff Secretary at the beginning of each semester of their term.

- B. Executives shall be held accountable for maintaining these specific office hours.
- C. These hours may be modified at any time through the Executive's term, provided that the Staff Secretary is notified one (1) week in advance.
- D. Office hours must be posted on the individual's office door.

#### ARTICLE IV. DISCIPLINARY ACTION

Failure to comply with any Policy Manual may result in the following procedures:

- 5.1 Formal written warning by the Student Body President, Student Body Vice President, the Student Senate Chief of Staff, or the Student Executive Committee, shall be made to the individual in question.
- 5.2 Said individual and the sponsoring Executive will meet within one week of the formal complaint at which time both parties will review the expectations agreed upon at the beginning of the term. Upon the completion of this review, said individual is required to sign a statement that clarifies the expectations, and the potential consequences of noncompliance.
- 5.3 Additional failures to comply with aspects of the Policy Manual may result in the removal of the individual in violation of the Policy Manual. This removal may come from the Student Body President or the Student Executive Committee.
- 5.4 Failure to comply with aspects of the Policy Manual by the Student Body president or the Student Body Vice President may result in the execution of Article IV, Section 11 as stated in the Student Senate Rules and Regulations.

#### ARTICLE V. POLICY MANUAL REVISION AND APPROVAL

##### Section 1. REVISION

- 5.1.1 The Policy Manual shall be revised as necessary by the Student Senate Executive Committee.
- 5.1.2 Revisions shall be made by a majority vote of the Student Senate Executive Committee.

##### Section 2. APPROVAL

- 5.2.1 The Student Executive Committee shall have the power to approve the Policy Manual.
- 5.2.2 Approval of the Policy Manual shall be made by a majority vote of the Student Senate Executive Committee.