

## ARTICLE II: DUTIES OF OFFICERS

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### Section 2: Vice President

It will be the duty of the Vice President to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as assistant to the President in all duties of the President.
- C. **If a full-time, tenure-track faculty member, a**Assume the duties of the President during any temporary absence of the President.\*
- D. Perform such other duties as may be assigned by the President.
- E. Assist with the assignment of faculty to College and Senate committees.
- F. Serve as a Senate representative on selected College committees. (When possible, this will include the Curriculum Committee.)

\* In the case that the **neither the Vice President, nor the Executive Secretary is not a full-time, tenure-track faculty member, the Senate will conduct a special election to select a full-time, tenure-track faculty member from the current members of the Senate who will assume the duties of the President during any temporary absence of the President.**

### Section 3: Executive Secretary

It will be the duty of the Executive Secretary to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as assistant to the President in all duties of the President.
- C. **If a full-time, tenure-track faculty member, a**Assume the duties of the President during any temporary absence of both the President and Vice President.\*
- D. Perform such other duties as may be assigned by the President.
- E. Assist with the assignment of faculty to College and Senate committees.
- F. Assist with proofreading minutes prior to dissemination to the Senate.

\* In the case that **neither the Vice President, nor the Executive Secretary is a full-time, tenure-track faculty member, the Senate will conduct a special election to select a full-time, tenure-track faculty member from the current members of the Senate who will assume the duties of the President during any temporary absence of the President.**

### Section 4: Past President

It will be the duty of the Past President to:

- A. Serve as a member of the Senate Executive Committee.
- B. Advise the Senate President in matters of the office of the President.
- C. The Past President will advise the Senate and its officers on any matter affecting the duties and responsibilities of the Senate.
- D. Perform other duties as assigned by the Senate President.

### **Section 5: President-elect**

- A. The President-elect is a Senator or past Senator who is elected to become president. The President-elect will serve on the Senate Executive Committee.
- B. If the President-elect is not a seated Senator, then they will attend Senate meetings but they will not have a vote.
- C. The President-elect will prepare for office by attending, at minimum,
  - 1. one State Academic Senate Plenary during the year prior to assuming the Presidency, preferably the spring Plenary.
  - 2. one Area B meeting during the year prior to assuming the Presidency.
  - 3. the State Academic Senate Leadership Institute within three years prior to taking office.various Council meetings whenever possible.