Article I

Responsibilities of Officers

Section A. Duties of the President:

1. Preside over all meetings. Vote only in the case of a tie.
2. Authorized to call special meetings.
3. Authorized to appoint students to committees requiring or requesting a student representative.
4. Act as the official spokesperson for the WWCC ASG.
5. Attend the majority of the WWCC Board of Trustees meetings.
6. Assure that all members of ASG are carrying out their responsibilities. Follow up on any member who is not.
7. Keep advisors informed and assure that appropriate college policies and procedures are followed in all ASG endeavors.

Section B. Duties of the Vice President:

1. Assume the duties of the President in the absence of that person.
2. Advise the President on parliamentary procedure and on the questions of constitutionality.
3. Assist the President in any duties deemed necessary by the President.
4. Serve as the chairperson of the Senators and chair their weekly meetings.
5. Solicit the formation of clubs. Review the charters of potential clubs and check on the clubs attendance at the weekly official ASG meetings.
6. Responsible for the upkeep and maintenance of the ASG computer.
7. Be the contact for the “What’s Up Western” initiative for advertising on campus.

Section C. Duties of the Secretary:

1. Act as the presiding officer of the ASG meeting in the absence of the President and the Vice President.
2. Prepare and distribute a typed agenda at the beginning of each meeting.
3. Responsible for the contents of the weekly meeting agenda. Also responsible to assure that a typed agenda is ready for every meeting.
4. Take roll at each meeting.
5. Be responsible for all correspondence of the ASG.
6. Send copies of the minutes to the Secretary for the Board of Trustees, the President, the Vice President for Student Services, the Vice President for Student Learning, the Vice President for Administrations, Dean of Students, Dean of Academics and the ASG Advisors.

7. Maintain a file of all ASG minutes and correspondence.

Section D. Duties of the Treasurer:

1. Prepare an annual budget for ASG prior to October 15 each year.
2. Execute upon arrival of the WWCC ASG, all monetary transactions of the WWCC ASG.
3. Submit to WWCC ASG, on a monthly basis, a written financial report.
4. Maintain a complete record of monetary transactions of the WWCC ASG.
5. Be familiar with all the college policies as they relate to ASG expenditures.

Section E. Misconduct:

1. All officers must carry out their individual duties as described above. In addition, they must:
2. Attend all ASG weekly meetings unless excused by the President and/or the Advisor.
3. Attend and participate in organization, set up and clean up for a majority of ASG events.
4. Obey all guidelines in the ASG Constitution and By Laws as well as all college policies and procedures.

Section F. Grades:

1. All ASG Officers must maintain a 2.50 grade point average and complete a minimum of 12 credit hours each semester in order to remain in ASG.