WHEREAS: There is a need for uniformity among all ASUSU officers, and
WHEREAS: The best way to ensure this is to make the Administrative Assistant a member of Executive Council, and to provide adequate compensation.
BE IT THEREFORE ENACTED: That the ASUSUEC adopt the changes described in the following pages.

Sponsored by:
Shelly Anderson, ASUSU President
Keri Jones, Administrative Assistant
Amendments to the Constitution

Article II, Section 2

Amend the Membership list by adding

T. Administrative Assistant (non-voting member)
Chapter V, Article A, 7. Amend this bill to read:

The Administrative Assistant will receive $300.00 a month for services provided to ASUSU.
I. Duties of the Administrative Assistant. The Administrative Assistant shall:

A. Compile an accurate record of the proceedings of Executive Council meetings and any other meetings as assigned by the President.

B. File all legislation.

C. Update the Legislation Status Report.

D. Administer other office-related duties as designed by the President.

E. Duties and Responsibilities

1. Programs Sponsored

A. Secretary Operations. This assignment is to prepare agendas and record minutes of all Executive Council meetings. This also includes preparation and distribution of Executive Council bills and resolutions.

B. Historian Functions. This involved maintaining historical information on the happenings of Utah State University for the given academic year.

C. Legislation Status Report. This record contains legislative items with their respective identification number, author name(s), content summary, and applicable dates. All legislation items must be registered on the status report before being presented to the Legislative Board, Programming Board, or Academic Senate.

2. Committee Assignments

A. The Administrative Assistant shall attend the following committee meetings:

1. Executive Council (non-voting member)
2. Legislative Board
3. President's Cabinet
ECB 98-17  ASUSU Administrative Assistant Changes

WHEREAS: There is a need for uniformity among all ASUSU officers, and
WHEREAS: The best way to ensure this is to make the Administrative Assistant an ex-officio member of Executive Council, and to provide adequate compensation.
BE IT THEREFORE ENACTED: That the ASUSUEC adopt the changes described in
the following pages.

Sponsored by:
Shelly Anderson, ASUSU President
Keri Jones, Administrative Assistant