ARTICLE I. ELECTED OFFICERS

The officers shall be President, Vice-President, Secretary and Staff Senate Proxy, each to be elected at the May meeting in accordance with Article IV for a one-year term, to assume office on August 1. The President shall (1) serve as presiding officer, (2) execute any document authorized by ASC, (3) collect, or have collected, and disburse the funds authorized by ASC, and (4) maintain records of these activities and transactions. The Vice-President shall preside in the absence of the President and serve as Program Chair. If the President is unable to serve in that capacity, the Vice-President shall assume the position of President. The Secretary shall (1) keep the records and minutes of the ASC meetings. The Staff Senate Proxy shall represent ASC at the Staff Senate meetings in the absence of both the President and Vice-President. In case of a resignation of the Vice-President, Secretary, or Staff Senate Proxy, the President shall appoint a new officer with the approval of the ASC in accordance with Article IV. Elected officers should become familiar with the Staff Senate Constitution, Bylaws and Rules of Order.

ARTICLE II. COMMITTEES

Executive Committee

The elected officers shall constitute the Executive Committee for ASC and shall report to the membership at each regular meeting any matters under discussion. The President and/or Vice-President shall represent the ASC at the meetings of the Staff Senate. In the absence of both the President and Vice President, the Staff Senate Proxy will represent ASC at Staff Senate meetings.

Nominating Committee

The President shall appoint a Nominating Committee in April to present a slate of officers at the May meeting.

Other Committees

The President may appoint other committees as desired.

ARTICLE III. MEETINGS

Meetings will normally be held monthly, the format to be determined by the Executive Committee.

ARTICLE IV. VOTING

Voting of officers, changes of policy, or other matters requiring voting of the membership, shall be by simple majority of the members in attendance.