

Appendix D

Responsibilities of Elected Candidates

Oath of Office

Pursuant to the Standing Rules, all elected candidates must take the Oath of Office. The elections committee will be administering a swearing-in after the certification of election results. Any member who cannot attend said date is required to schedule a time with the Elections Committee or the RUSA Executive Board to complete the Oath.

Meetings

Pursuant to the RUSA Constitution and Standing Rules, Candidates are responsible, if elected, to attend all RUSA meetings. These include general meetings which which are held Thursdays at the Student Activities Center at 7:30 PM and committee meetings, as well as any mandatory events approved consistent with the Assembly rules and procedures.

Senators are required to attend monthly meetings of the University Senate. Meetings of the Senate shall ordinarily convene on Friday afternoons. The schedule of Senate meetings for the next year are available on the Senate website (senate.rutgers.edu) and upon request from the Elections Committee. Meetings of Senate committees will ordinarily be scheduled during the mornings of Senate Fridays. All who accept election to the University Senate are expected to arrange a schedule that does not conflict with Senate committee, caucus and general body meetings, starting with the last Friday (for example April 27, 2018 during the Spring 2018 semester) of the Spring semester.

Standing Rules and Constitution

All elected members must uphold and abide by the RUSA Standing Rules and Constitution and the attendance policies therein. All newly elected officials must adhere to the RUSA Code of Ethics as set forth by the Standing Rules.

Office Hours

Candidates for President, Vice President and Treasurer will be required to complete five (5) office hours per academic week during the fall and spring semesters; three (3) fixed by the Chief of Staff and two (2) at their own discretion. The office hours will be conducted in the RUSA office.

Candidates for ALL executive board positions (see definition above) will be required to complete three (3) office hours per academic week during the fall and spring semesters; at least half of them must be during business hours. The office hours will be conducted in the RUSA

office. They will also need to meet with an advisor on a regular basis. Candidates for every other position will be required to complete one (1) office hour per academic week during the fall and spring semester.

Summer Responsibilities

Office Hours

Candidates must complete office hour requirements for the twelve (12) total weeks. The President, Vice President, and Treasurer must complete fifteen (15) hours a week at the Student Activities Center. At least seven (7) of these hours must be completed from 9:00AM to 5:00PM during business days (Monday-Friday). Candidates for ALL executive board positions (see definition above) will be required to complete 10 hours a month during summer break at the discretion of the Chair of the Assembly.

This is a non-negotiable requirement and if not completed will result in immediate recommendation for impeachment by the Internal Affairs Committee. Housing may be available but is not guaranteed over the summer and is a case-by-case basis and will need to be brought to Lori Smith's attention as soon as possible.

Executive Board Trainings

Every candidate that plans to run for an executive board position must be willing and able, if elected, to attend a June Retreat. There will also be a Student Affairs Training required for the executive board during August, to be determined by the incoming executive board officers.

PLEASE BE ADVISED THAT THESE ARE THE MINIMUM REQUIREMENTS AND THAT MORE TIME COMMITMENT MAY BE REQUIRED TO BE SUCCESSFUL. MORE INFORMATION CAN BE FOUND BY CONTACTING THE ELECTIONS COMMITTEE.