

ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAII AT MĀNOA
2465 Campus Road, Campus Center 211A
Honolulu HI 96822

SENATE REVISION 03-20
RELATING TO THE DUTIES OF THE SECRETARY

SECTION I.

PURPOSE

To increase the period of submission of minutes and codified measures by the Secretary from four (4) to five (5) business days and clarify the time of fifth business day.

SECTION II.

Rule 9 Duties of the Secretary

9-1 The Secretary shall assume and discharge the following duties:

- (a) Record General Senate and Executive Committee meeting minutes
- (b) File all standing committee meeting minutes
- (c) Take attendance and announce the number of members present at General Senate and Executive Committee meetings
- (d) Call roll when required for a vote and announce the results of said vote
- (e) Maintain records of Senate attendance
- (f) Work with the ASUH Advisors to perform a GPA check of each Senator after each semester and an academic credit check of each Senator on or around the drop and withdrawal deadline of each semester to ensure compliance with Article III, Section A and Article IV, Section A of the ASUH Constitution
- (g) Codify measures into their final form, sign measures, forward measures to the President for signature, and submit measures to the ASUH office staff by the closing of the fifth (5th) business day following the passage of the measure by the Senate ~~within 4 business days of the measure being passed by the Senate~~ to be uploaded to the ASUH website
- (h) Codify and submit all Executive Committee and General Senate meeting minutes to the ASUH office staff by the closing of the fifth (5th) business day following the approval of meeting minutes by the Senate ~~within 4 business days after the meeting minutes have been approved~~ to be uploaded to the ASUH website

(~~Strikethrough~~ indicates the removal of text, underlined indicates the addition of text.)

INTRODUCERS: Kacie Manabe, Senator-At-Large, Chairperson of the Committee on Internal Affairs
ROLL CALL VOTE TO APPROVE SENATE RESOLUTION 02-20 WITH AMENDMENTS

Aye(s): Vice President Chun, Interim Secretary Dela Cruz, Treasurer Pacanuayan, SALs Manabe, Senators Armstrong-Patterson, Aspacio, Baguio, Balico, Friedman, Juliano, Salameh, Su, Transfiguracion [13]

Naye(s): [0]

Abstention(s): [0]

APPROVED AND ADOPTED BY THE 107th SENATE ON THE 20th DAY OF JUNE 2019



Jannah Lyn Dela Cruz
Interim Secretary, 107th Senate



Landon Li
President, 107th Senate