

**SENATE BILL: S069-121284-020393-082395-101696-100897-12032003
01212004-05042005**

TITLE: Position of Director of Records

BE IT ENACTED by the Senate of the University that the following statute establishes and governs the position of Director of Records of the Association:

Section 1. Procedure for Appointment

- 1.1 The Director of Records of the Association shall be appointed as outlined in Section 1 of Senate Bill S034.
- 1.2 The President of the Association shall have the prerogative to leave this position vacant.
- 1.3 The term of office for the Director of Records of the Association shall expire on May 31st of the academic year in which the Director of Records of the Association was confirmed by the Senate according to Senate Bill S034.
- 1.4 Following the annual Association elections, the newly elected President of the Association may declare the position of Director of Records of the Association open for application and appointment of the position, consistent with the procedure for appointment as specified in this statute.

Section 2. Responsibilities

- 2.1 The Director of Records of the Association shall operate under the highest standards of honesty, integrity, commitment, confidentiality and general etiquette in all their interactions.
- 2.2 The Director of Records of the Association shall be responsible for carrying out responsibilities assigned by the Vice President of the Association. This shall include, but not be limited to, responsibility for the documents, files and records of the Association.
- 2.3 The Director of Records of the Association shall be required to work ten (10) office hours per week and be compensated according to Senate Bill S062.
- 2.4 The Director of Records of the Association shall serve as the direct assistant to the Vice President of the Association and assist him or her with their duties.
 - 2.4.1 The Director of Records of the Association shall preside over the Senate in the event of the Vice President of the Association's absence unless the Vice President of the Association has already chosen another designee to act in his or her place.
 - 2.4.2 The Director of Records of the Association shall take over for the Vice President of the Association in the event that the Vice President of the Association is no longer able to fulfill his job until a new Vice President of the Association shall be appointed by the President of the Association and confirmed by the Senate.
- 2.5 The Director of Records shall be responsible for preparing the Legislative Journal.
 - 2.5.1 The printing and distribution of the Legislative Journal shall be subject to review and approval by the out-going President of the Association, the out-going Vice President of the Association as well as with the newly elected

President of the Association and the newly elected Vice President of the Association, or designees, who shall be the final arbiter of the quality and acceptability for publication of the Legislative Journal.

- 2.6 The Director of Records of the Association shall be responsible for making records available to the public.
 - 2.6.1 The Director of Records of the Association shall be able to deny any request for records that he or she feel is unfit for the public to view. This request will automatically be appealed to the President of the Association. In the event that both the Director of Records of the Association and the President of the Association feel that the records are not to be viewed by the public the requesting individual may appeal to the Court.
 - 2.6.2 Documents and letters sent to the Senate or to any of its officers by another body of the University governance system, letters or documents sent from the university's and colleges, the President of the University or any other member of the administration, the Kansas Board of Regents, or the State of Kansas, with a specific request that such material not be made public, are not subject to this open records provision.
- 2.7 The Director of Records of the Association shall have a working knowledge of the Association's Constitution, Statutes and Bylaws.
- 2.8 The Director of Records of the Association shall serve as the historian of the Association and direct any questions to an appropriate member of the Association.
- 2.9 The Director of Records of the Association shall aid senators in writing legislation and direct senators to appropriate offices and people in the University who could help them research their legislation.
- 2.10 The Director of Record of the Association shall be responsible for maintaining "The Current Legislation of the Association" file in accordance with Senate Bill S023.
- 2.11 The Director of Record of the Association shall oversee the identification of each piece of legislation by number as provided by Senate Bill S023.
- 2.12 The Director of Records of the Association shall be responsible for codification of legislation pertaining to the Senate as according to Senate Bill S023.
- 2.13 The Director of Records of the Association shall be responsible for forwarding all legislation to the parties listed on the legislation.
- 2.14 The Director of Records of the Association shall have the authority to make formatting, grammatical, and language corrections in the statutes and bylaws when he or she makes impart no change to the intent of the legislation without the consent of the Senate. The Director of Records of the Association then must report the change(s) at the next scheduled Senate meeting.
- 2.15 The Director of Records of the Association shall serve as a member of the Operations Committee.
- 2.16 The Director of Records of the Association shall serve as a member of the President of the Association's cabinet if the President of the Association wished to enact a cabinet during his or her term.
- 2.17 The Director of Records of the Association shall at the end of his or her term, compile a comprehensive year end report.

- 2.18 The Director of Records of the Association shall be responsible for following all provisions of Article IV Section 1 of the Bylaws, Senate Bill S023 and Senate Bill S034 that apply to the Director of Records Position.

Section 3. Removal of the Director of Records of the Association

- 3.1 The Director of Records of the Association may be removed by the President of the Association for not fulfilling the above-stated responsibilities to the satisfaction of the President of the Association or Vice President of the Association. The Senate may remove the Director of Records of the Association for the grounds outlined in Section 4 of Senate Bill S034.
- 3.2 The President of the Association or Vice President of the Association shall have the authority to remove the Director of Records of the Association. Such removal shall occur only after the presentation of one (1) weeks advance written notice to the Director of Records of the Association. The Senate may remove the Director of Records of the Association by the procedure outlined in Section 5 of Senate Bill S034.