

SENATE BILL: S087-082395-050599-05072003-01212004-05042005-03052008

TITLE: Position of Executive Assistant to the President & Legislative Director

BE IT ENACTED by the Senate of Wichita State University that the following statute establishes and governs the duties of the position of Executive Assistant to the President and Legislative Director of the Association:

Section 1. Procedure and Appointment

- 1.1 The Legislative Director 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 open.

Section 2. Responsibilities

- 2.1 The Legislative Director of the Association shall operate with the highest standards of honesty, integrity, commitment, confidentiality, and general etiquette in all interactions of office.
- 2.2 The Legislative Director of the Association shall be responsible for carrying out responsibilities as assigned by the President of the Association. These responsibilities shall include, but are not limited to the following:
 - 2.2.1 The Legislative Director of the Association shall be required to work ten (10) office hours per week and attend other standing committee meetings at least once a month;
 - 2.2.2 Substituting for the President of the Association in situations when the President of the Association is not able to be present, including Student's Advisory Committee to the Board of Regents, and Kansas Board of Regents meetings.
 - 2.2.3 The Legislative Director of the Association shall make all attempts to attend all Board of Regents meetings and assist with and student legislative initiatives.
 - 2.2.4 Conducting research projects as directed by the President of the Association.
 - 2.2.5 The Legislative Director of the Association shall report at least bi-weekly to the Senate regarding the status of the relevant issues in the legislature during the legislative session, and report bi-monthly on them outside the legislative session.
 - 2.2.6 The Legislative Director of the Association shall make all attempts to increase knowledge of participation in the governmental processes.

Section 3. Grounds for Removal

- 3.1 The Legislative Director 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. The Senate may remove the Legislative Director of the Association for the

grounds outlined in Section 4 of the Senate Bill S034.

Section 4. Removal Procedure

- 4.1 The President of the Association shall have the authority to remove the Legislative Director of the Association. Such removal shall occur only after the presentation of two (2) weeks prior written notice to the Legislative Director of the Association.

Section 5. Annual Appointment Option

- 5.1 Following the annual Association election, the newly elected President of the Association may declare the position of Legislative Director of the Association to be open for application and appointment of the position, consistent with the procedure for appointment as specified in this statute.