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## Senator Code of Conduct

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1. **Represent the ASB Senate at all times.** Senators are expected to represent Student LIFE, students, and EvCC at all times. Keeping in mind that you are always a representative of leadership at EvCC. Senators are expected to uphold the Student Code of Conduct and Student Rights and Responsibilities.
2. **Personal conduct in Student LIFE should be professional at all times.** Students should always feel comfortable and welcomed coming into the office for help, information, or to be in Student LIFE. Senators are also expected to respect the office hours of Student LIFE advisors and Student Leaders, keeping conversations to a minimum and acknowledging that the Student LIFE is a place of work.
3. **Computers in Student LIFE are to be used for club business or Student Leader positions.** Senators are allowed to use the computers in Student LIFE for Senate business only. They are not to be used for homework, watching videos, etc.
4. **Senate Meetings.** Senators are expected to attend and actively participate in ASB Senate meetings. In addition, senators are expected to:
  - a. Read proposals, previous senate meeting minutes, and anything in the Canvas module for the upcoming meeting.
  - b. Adhere to the Leave of Absence, tardiness policies, and procedures outlined in the ASB Constitution.
  - c. Read and understand the contents of the Associated Students Constitution and by-laws, the Student Rights and Responsibilities, the ASB Financial Code, Student Technology Enhancement Fee (E-Tech) Financial Code and the Services and Activities (S&A) Fees Budget & Green Fee Financial Code.
  - d. Use electronic devices for Senate meeting business only. Exceptions may be made at the discretion of a Student LIFE Advisor for emergency situations only.
5. **ASB Snack & Chat.** Senators are expected to work at least one Snack & Chat for the quarter. Senators are to maintain a level of professional at all Snack & Chats, avoiding the use of personal electronic devices, keeping conversations with friends to a minimum as well as distractions, and should keep a positive attitude when speaking about Student LIFE, Senate and EvCC. Only two senators are allowed at the table at any given time, regardless of whether they are on the clock.

*I understand that if I do not uphold my commitment to as a Student Leader, as outlined in these expectations, my employment may be terminated.*

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Signature

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Date