



Gonzaga Student Body Association
Senate
2015-2016

Bill: SRG021602

Sponsor: Sarah Turner, Senior Senator

Co-Sponsor(s): Hunter Harrison, Sophomore Senator; Israel Musonda, Returning Adult Senator; Nicholas Ramos, Junior Senator

Title: Chief of Staff New By-Laws

Purpose: This resolution outlines the job description and details of the position of Chief of Staff. These altered by-laws reflect the evolving needs and changes undertaken by GSBA.

Text:

Section 1: The Chief of Staff shall be directly responsible to the President to manage the GSBA offices, to organize all retreats including the all GSBA September retreat, mid-year retreat, and spring transition retreat at the direction of the President and the GSBA Advisor.

Section 2: The Chief of Staff shall serve as the primary administrative support to the GSBA office and provide for the needs of the executive branch.

Section 3: The Chief of Staff shall enforce all staff office hours.

Section 4: The Chief of Staff shall oversee the acquisition of all GSBA office supplies.

Section 5: The Chief of Staff shall oversee and coordinate training of members added to GSBA (in any capacity) in the middle of the year.

Section 6: The Chief of Staff shall schedule and keep the master attendance record for all Cabinet meetings.

Section 7: The Chief of Staff shall coordinate the application process and interviews for any new and vacant GSBA positions and spring appointments.

Section 8: The Chief of Staff shall be the primary liaison for the Elections Commissioners to the Executive Branch and assist them in planning the Fall and Spring Elections as necessary.

Section 9: The Chief of Staff shall maintain twelve (12) office hours a week.

Section 10: The Chief of Staff shall place all work orders to be done in the GSBA offices.

Section 11: The Chief of Staff shall put together and distribute the GSBA Who's Who to the Gonzaga Community.

Section 12: The Chief of Staff shall be the main coordinator of inter-office communication, creating a weekly calendar of all University and GSBA events to be sent out once a week to all GSBA members.

Section 13: The Chief of Staff shall coordinate GSBA social activities.

Section 14: The Chief of Staff shall serve as a member of the Cabinet to support the work of all GSBA officers. The Chief of Staff shall attend and maintain minutes for Cabinet and President's Council meetings and shall attend Senate meetings, as necessary providing support and assistance when necessary to any and all members.

Section 15: The Chief of Staff shall also execute any other duties that the GSBA President deems necessary.

Speaker of the Senate

Parliamentarian

President

Position	Senator:	Vote	Date: 2.07.16
Senior	Noelle Ruane	y	y
Senior	Rachel Larson		
Senior	Sarah Turner	y	y
Senior	Megan Carroll	y	y
Junior	Sandy Barakat	y	y
Junior	Nicolas Ramos	y	y
Junior	Jenelle Sisco	y	n
Junior	Anthony Bernicchi	y	y
Sophomore	Christian Astran	y	y
Sophomore	Lauren Weiser	y	y
Sophomore	Brandon Panfil	y	y
Sophomore	Hunter Harrison	y	y
Freshman	Emilee Philips	y	y
Freshman	Connor Hayes	y	y
Freshman	Cole Milburn Kenworthy	y	n
Freshman	Anya Hauptmann	y	y
On-Campus	Allison Drescher	y	n
On-Campus			
On-Campus	Morgan Lancaster	y	y
Off-Campus	Emily Nichols	y	y
Off-Campus	Renee Wahlman	y	y
Off-Campus	Amelia Evans	y	y
Returning Adult/Transfer/ Veteran	Israel Musonda	y	n
International	Jose Phillips		
Total			