

## POLICY NUMBER 15

### ASSOCIATED STUDENT GOVERNMENT OFFICE POLICY

This policy applies to both the ASG Office and ASG Executive Office.

- Clause I.** ASG members are required to spend two (2) hours per week in the ASG Office; one (1) hour outside the office on campus speaking with students.
- Clause II.** Any permanent change to office hours must be submitted in writing and signed by the ASG member. The submitted request must include an explanation as to the reason for the change. The submitted request will be given to the ASG Vice-President. The Policies and Procedures Committee will review the request with the member. The Policies and Procedures Committee shall approve or disapprove the request.
- Clause III.** ASG member must remain in the ASG Office the entire time while serving their office hours.
- Clause IV.** ASG member must get the key for the ASG Office from the Office of Student Affairs (OSA) Staff Assistant and return it immediately after unlocking the door. ASG members are not allowed to keep the key. ASG members must lock the office door upon completion of their shift.
- Clause V.** Three (3) guests are allowed in the ASG Office. The ASG member(s) serving office hours are responsible for any guest in ASG Office. ASG members not serving office hours may invite guest into the ASG Office, however the on duty ASG member's guest(s) have priority over all other guest(s). Guest(s) are not allowed to use the ASG's computers or printers. Students and guest may use the phone to make an academic related or emergency call. Guest(s) are not allowed to be alone in the office.
- Clause VI.** ASG members are responsible for keeping the office clean. All food and drinks must be cleaned up, and the desks wiped down before leaving.
- Clause VII.** The computers in the ASG Office may be used by ASG members for personal use. ASG members cannot visit adult websites while using ASG computers.
- Clause VIII.** ASG members may store personal items in the ASG Office for a period not to exceed 48 hours. Any personal items stored must be kept neat and not create a disturbance to the ASG Office.
- Clause IX.** Should a situation arise that an ASG member need to disregard anything within this policy the ASG member must:
- a. The ASG member must call/speak to either the Director of Student Affairs, OSA Staff Assistant, ASG President, or ASG Vice-President to notify of the situation. Note: The ASG member is not requesting permission, only notifying the person they called.
  - b. The ASG member decision to disregard this policy will then be referred to the Policies and Procedures Committee. The Policies and Procedures

Committee will then decide if the ASG member's action was done in good faith.

- c. If the Policies and Procedures Committee decides that the action was not done in good faith, the ASG Vice-President shall start disciplinary actions in accordance with the Article VIII of the ASG Bylaws.

Approved 5 December 2007