



Article XIV

Employees

Section 1: Employees of the Senate

I. Recording Secretary

A. Duties

1. To write the notes and minutes for Senate Sessions following Bylaw 3.4.1.
2. To write minutes for all Senate Committees that will be available upon request.

B. Hiring Process

1. The Executive council shall work with Career services to fill the position at any time that it is vacant.

C. Compensation

1. Hourly pay shall follow DSU Human Resources Policy.

D. Event of Vacancy

1. In event of the vacancy of the position the Administrative Assistant shall take over all duties relating to Senate sessions until the position can be filled.