

POLICY NUMBER 9

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 to the ASG Vice-President of Internal Affairs.
- Clause III.** ASG member must remain in the ASG Office the entire time while serving their office hours.
- Clause IV.** 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 guests may use the phone to make an academic related or emergency call. Guest(s) are not allowed to be alone in the office.
- Clause V.** 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 VI.** The computers in the ASG Office may be used by ASG members for personal use. ASG members must adhere to all District policies related to appropriate computer and network use.
- Clause VII.** Any personal items stored must be kept neat and not create a disturbance to the ASG Office.
- Clause VIII.** ASG Members are only permitted in the ASG Offices during normal District operating hours. ASG Members are not permitted overnight or weekend use of the ASG Offices.

Approved 5/15/26