ASSOCIATED STUDENT GOVERNMENT (ASG) OFFICE RULES

Purpose:
The purpose of the ASG office is to be used as an office for ASG Officers, Senators and Saint Quad members. Use of the ASG office should be restricted to academic and ASG purposes only. Behavior should be professional. Any activity that interrupts this purpose is prohibited.

Equipment:
- Priority use of all equipment in ASG Office is to be given to ASG purposes.
- The use of the computers and printer are restricted to academic and ASG purposes by only ASG Officers and Senators. Club Officers and/or members may not use the ASG computers or printer. The Office of Student Activities is responsible to create and change the password of the computers whenever necessary. If an ASG Officer or Senator feels that their password has been lost or stolen, please notify the ASG President and/or Office of Student Activities.
- Music and videos are not to be played on the computers with the exception of academic, ASG purposes or with the use of headphones.
- Storage in desk drawers is available for ASG Officers.
- Storage in the cabinet is available for Senators.
- The use of the white board and bulletin boards is for ASG purposes, information for students and committee chairs use only.
- ASG mailbox is emptied by only ASG Secretary (if the position is vacant, then only ASG President can distribute mail).
- ICC mailbox is emptied by only ICC Secretary (if the position is vacant, then only ICC chair can distribute mail).
- Lights must be on at all times during business hours.

Personal Conduct:
- The content and volume of conversations is to be restricted to what is reasonable in an office setting.
- Using the ASG office as a lounge or a social area is restricted to appropriate purpose, content, and behavior.
- All trash is to be thrown out or recycled. Recycling is available therefore recycle as much as possible.
- Cell phone use is prohibited during ASG approved meetings in the ASG Office.
- Food is allowed inside the office however, must be cleaned up right after.
- ASG Officers and Senators must keep their desk clean at all times.
- Roughhousing, horseplay, bulling and teasing are prohibited.
- The content of one’s conversation shall be limited to acceptable words used in a business setting.

Enforcement and Consequences:
- ASG Officers and Senators reserve the right to ask anyone to leave as result of violating these rules.
- Refusal to leave upon request will result in contact of the proper authorities. If a person is asked to leave three times in one semester, the individual will lose the privilege to use the ASG Office for that semester.
- Enforcement will be by the Offices of Student Activities and Vice President of Student Services.

Rules revised 04/14/14
Adopted 04/23/14
Note: ASG Office Rules can be changed or developed whenever necessary.