

# **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 Club Officers. Use of the ASG offices should be restricted to academic and ASG purposes only. Behavior should be professional. Any activity that interrupts this purpose is prohibited.

## **Equipment:**

- The use of the computers is restricted to academic and ASG uses by ASG members.
- Priority use is to be given to ASG purposes.
- Music and video is not to be played on the computers with the exception of academic, ASG purposes or with the use of headphones.
- The printer is for ASG purposes only.
- Printer paper may be available but ASG is not responsible for supplying paper except for ASG reasons when Liz, Carolyn, or the ASG president gives permission.
- The use of the white board and bulletin boards is for ASG officers and committee chairs use only.
- Storage in the cabinets and desk drawers are for ASG senators, officers, and clubs only.
- The landline phone is to be used by ASG members only.
- Phone calls are to be limited to two minutes.

## **Personal Conduct:**

- The content and volume of conversation is to be restricted to what is reasonable in office setting.
- Using the ASG office as a lounge or a social area is prohibited.
- All trash is to be thrown out or recycled
- Recycling is available therefore recycle as much as possible.
- Cell phone use is prohibited.
- Roughhousing and horseplay are prohibited.

## **Enforcement and Consequences:**

- ASG senators and officers reserve the right to ask anyone to leave as result of violating these rules.
- Violation of the rules will result in being told to leave the room.
- Repeated violations of the rules will result in loss of the privilege to use the room.
- Enforcement will be by the Offices' of Student Activities and Vice-President of Student Services.