I. Qualifications:
   A. Be a Student in Good Standing as defined in by-law 405.01;
   B. Cannot hold a Senate or Judicial Board position once installed as Vice-President;
   C. Must be duly elected by the Student Body.

II. The Vice-President of the Student Body shall be the President of the Senate.
   A. The President of the Senate shall preside over all regular and special Senate meetings.
   B. The President of the Senate shall have no vote, unless the Senate vote is equally divided.
   C. The President of the Senate shall serve as a liaison between the members of the Senate and the Executive Board of Student Government.
   D. The President of the Senate shall provide Senators with accurate and timely information, including by-laws, when applicable.
   E. The President of the Senate shall work with the four standing legislative committees, in the following capacities:
      1. To assign the Senators to one of the four standing legislative committees, in whatever way is deemed necessary;
      2. To work with the Elections Committee to coordinate all Student Government elections;
      3. To provide guidance and support to the Parliamentarian.
   F. The Vice-President will attend all Executive Committee meetings with the allowance of three absences per academic year.
G. Review the entire Student Government Constitution and by-laws at least once each year with an ad-hoc committee chaired by the Parliamentarian and including one Senator from each college in order to recommend any changes.

H. Review Student Government’s representation structure once each year with an ad-hoc committee chaired by Parliamentarian and including one Senator from each college in order to recommend any necessary changes;

I. Review any postponed by-laws or by-law amendments;
   1. Any proposed by-law or by-law amendment that is to be brought before the Senate shall be postponed for one week in order to allow the Vice President to review them for conflicts with the Student Constitution or existing by-laws.

III. The Vice-President of the Student Body shall act on behalf of the President of the Student Body in his or her absence, including attending meetings of the University Administrative Council.

IV. The Vice-President of the Student Body shall establish and maintain three office hours, to be completed in the Student Organizations office. This time shall be used to conduct all Student Government business deemed necessary. These hours shall be documented by the Vice-President and verified by the Student Organizations Secretary.