



ASI Student Government Senate/Office Norms

- **Be mindful of food waste:** Please throw away food boxes in hallway trash bins instead of inside the office to keep our space fresh.
- **Avoid Distractions:** Please do not use SG Senate meetings as a time to do homework, if you need to text or call, step out of the meeting quietly
- **Utilize campus resources:** If you have major tasks that require a quieter or specialized workspace, consider other campus resources. Our office is a shared workspace first and foremost.
- **Stay engaged:** If you're listening to music with headphones, keep one ear open or the volume low to ensure you remain approachable and attentive to visitors.
- **Represent with professionalism:** As student leaders, we represent ASI—let's keep our language and conversations appropriate.
- **Secure the space:** When leaving, please close the door and windows to maintain office security.
- **Keep food organized:** Label any food stored in the fridge and let Director of Operations know to prevent accidental disposal.
- **Be considerate of noise levels:** Our neighbors can hear us, so let's keep conversations at a respectful volume.
- **Create a welcoming space:** A quick “hi” and “bye” when entering or leaving helps maintain a friendly and inclusive environment.
- **Foster inclusivity:** Be conscious of conversation topics and language to ensure everyone feels comfortable and included.
- **Respect shared supplies and space:** Clean up after yourself and be mindful of the resources you use.
- **Sustainability matters:** Recycling is a must—let's all do our part! ♻️



- **Be mindful of shared spaces:** If you'd like to play music, check with others in the office first.
- **Teamwork makes the dream work:** Helping out when possible ensures everything runs smoothly.
- **Stay organized:** A shared to-do list on the whiteboard can help everyone stay informed and accountable for their responsibilities.
- **Communicate openly:** If you need help or have concerns, don't hesitate to ask. We're a team!
- **Mindful eating:** Please avoid messy foods or large portions during meetings.
- **Food & drinks in meetings/senate meetings:** Small snacks like granola bars and drinks like coffee, tea or water are welcome.
- **Senate meetings:** Address the Chair and use placards for speaking order.