



**Bill B-05-21**  
**The University of Alabama**  
**26<sup>th</sup> Senate 2021-2022**

**Authors:** Colin Marcum, Executive Secretary

**Sponsors:** Senator Hope Rider, Senator CJ Pearson, Senator Charlie Crouse, Senator John Richardson, Senator Sarah Beth Corona, Senator Andrew Bregman, Senator Charlie Crouse

**Endorsements:** Jillian Fields; President, Sam Rickert; Executive Vice President, Jack Steinmetz; Vice President for Student Affairs, Madeline Martin; Vice President for External Affairs, Amanda Allen; Vice President for Academic Affairs, Lauren Gilonske; Vice President for Diversity, Equity, and Inclusion, Sullivan Irvine; Vice President for Financial Affairs; Nathan Yamaguchi; Chief of Staff

**A BILL TO AMEND THE CODE OF LAWS TO INCLUDE CHAPTER 200.3.3  
WITHIN CHAPTERS 302, 405, 500, 907, AND 1200 AS WELL AS THE  
ADDITION OF A FIFTY PERCENT REQUIREMENT FOR A MEMBER'S  
MONTHLY HOURS TO BE OBTAINED WITHIN THE SGA OFFICE**

*Be it enacted by the Senate of the Student Government Association assembled.*

**Section 1. Findings:**

- A. Per the SGA Code of Laws, office hours must be achieved through physical in office attendance, SGA approved events, or community service participation.
- B. In order to better exemplify the SGA motto of “Students Serving Students” members must be present within the SGA office and available to the student body.

## Section 2. Legislation: **changes in red**

### **Chapter 200 General Procedures for Executive Officers**

#### Chapter 200.1 The Executive Council

Chapter 200.1.1 The Executive Council shall consist of all elected officers and the Chief of Staff.

Chapter 200.1.2 The Executive Council shall enforce the SGA Constitution, legislation of the Senate, and decisions of the Student Judicial Board.

Chapter 200.1.3 The Executive Council shall select the committee chairs for all executive committees and submit these selections to the Senate.

Chapter 200.1.4 The Executive Council shall nominate any replacements that need to be made of SGA executive officers and submit these nominations to the Senate.

Chapter 200.1.5 The Executive Council shall delegate duties to any officer in accordance with that officer's legally defined responsibilities.

Chapter 200.1.6 The Executive Council shall meet regularly with a 3/4 quorum.

Chapter 200.1.7 The Executive Council shall propose legislation to the Student Senate with the support of three-fourths of the Council's membership.

#### Chapter 200.2 Vacancies

Chapter 200.2.1 The Executive Council shall nominate a qualified candidate to fill any vacant office, as per the SGA Constitution, Articles III and IV.

Chapter 200.2.2 Any Executive Council vacancy occurring during an academic year shall be filled within two full weeks, Monday through Sunday, of that vacancy.

#### Chapter 200.3 Office Hours

Chapter 200.3.1 The following shall each serve a minimum of 12 office hours per week: President, Executive Vice President, Vice Presidents, Chief of Staff, and Executive Secretary. Office hours not made during a week may be completed during the preceding week in addition to regularly assigned hours. Office hours that are not completed within 2 weeks of original assignment are then subject to penalization.

Chapter 200.3.2 The following shall each serve a minimum of 6 office hours per week: All executive appointments that serve on the Executive Council shall each serve a minimum of 6 office hours per week. This includes but is not limited to Attorney General, Treasurer, Legislative Secretary, Director of Engagement, Director of Communication, Chief Administrative Officer, and Administrative Assistants. Office hours not made during a week may be completed during the preceding week in addition to regular assigned hours. Office hours that are not completed within 2 weeks of original assignment are then subject to penalization.

Chapter 200.3.3 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

**Chapter 200.3.3.1 Fifty Percent of a members monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.**

Chapter 200.3.4 Office hours will be kept on public record, and will be maintained regularly on the SGA website, by the Executive Secretary.

Chapter 200.3.5 No salary shall be authorized for an officer who has not met his or her minimum office hours.

Chapter 200.4 Salaries

Chapter 200.4.1 Any SGA officer who receives a salary or other type of funding from the SGA must have specific duties defined by either the SGA Constitution or the Code of Laws.

## **Chapter 302 Duties of Senators**

Chapter 302.1 Senators shall address all concerns of the student body of the University of Alabama.

Chapter 302.2 Senators shall make themselves accessible and accountable to their constituents.

### Chapter 302.3 Attendance

Chapter 302.3.1 A Senator who must be absent from a Senate meeting for any reason must notify the Secretary of the Senate, in writing, at least twenty-four hours prior to the convening of the next Senate meeting.

Chapter 302.3.2 If the reason for the Senator's absence is due to their being present at an event representing the University of Alabama or the Student Government Association in an official capacity (e.g., conferences, awards banquets) shall be deemed an excused absence.

Chapter 302.3.3 If the reason for the Senator's absence is any other reason, it shall be deemed an unexcused absence. The Secretary of the Senate shall hold the authority to determine whether an absence is excused or unexcused.

Chapter 302.3.4 A Senator shall resign if any conflict causes him or her to be unable to attend regular business meetings of the Senate.

### Chapter 302.4 Office Hours

Chapter 302.4.1 Each Senator is obligated to perform three office hours per week for every academic week in which the Senate has convened.

Chapter 302.4.2 The Speaker of the Senate and the Secretary of the Senate shall be obligated to perform three office hours per week for every academic week in which the Senate has convened.

Chapter 302.4.3 Senators may contribute time spent as any committee meeting, including the meetings of the Financial Affairs Committee, towards the fulfillment of office hours, so long as the time spent in those meetings has been documented.

Chapter 302.4.4 After every four weeks in which the Senate has met, the Secretary of the Senate shall tally the total number of hours completed by each Senator performed during that month.

Chapter 302.4.5 If the average number of office hours is less than three hours per week for Senators or three hours for the officers stated in Chapter 302.4, then the offending Senator shall accrue one unexcused absence.

Chapter 302.4.6 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

Chapter 302.4.6.1 Fifty Percent of a member's monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.

## **Chapter 405 Attendance and Office Hour Requirements**

### **Chapter 405.1 Attendance**

Chapter 405.1.1 All justices and clerks shall make a good faith effort to attend all meetings and events required of them as members of the Judicial Board.

Chapter 405.1.2 If a member of the Judicial Board must be absent from a required meeting or event due to their officially representing the University of Alabama in some other capacity, then the absent member shall notify the Chief Justice of said absences at least twenty-four hours before the absence occurs, detailing the nature of the other engagement. Such an absence shall count as one demerit point.

Chapter 405.1.3 Any justice or clerk who fails to notify the Chief Justice of an absence which falls under the auspices of Chapter 405.1.2 or is absent for another reason shall accrue two demerit points.

### **Chapter 405.2 Office Hours**

Chapter 405.2.1 The Chief Justice shall be required to complete an average of three office hours per week in the SGA office.

Chapter 405.2.2 The Associate Justices shall be required to complete an average of two office hours per week in the SGA office.

Chapter 405.2.3 The Judicial Board clerks shall be required to complete an average of one office hour per week in the SGA office.

Chapter 405.2.4 The Chief Justice is hereby authorized to collect statistical data to ensure compliance with Chapters 405.2.2 and 405.2.3, whichever pertains to the particular officeholder.

Chapter 405.2.5 The Judicial Board clerks are hereby authorized to collect statistical data to ensure compliance by the Chief Justice with respect to Chapter 405.2.1.

Chapter 405.2.6 The statistical basis for determining the average number of office hours per week completed by members of the Judicial Board shall be four consecutive weeks in the fall and spring semesters, excluding weeks which fall in the months of December and May.

Chapter 405.2.7 Failure for any member of the Judicial Board to fulfill the office hour requirements specified in Chapter 405.2 shall accrue one demerit point.

Chapter 405.2.8 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

Chapter 405.2.8.1 Fifty Percent of a member's monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.

## **Chapter 500 Establishment of an Executive Cabinet**

Chapter 500.1 The executive cabinet shall serve as the administrative division of the executive branch. The cabinet shall aide all executive officers in completing the duties outlined in the SGA Constitution.

Chapter 500.2 For the purposes of this act, the following words shall have the following definitions:

Chapter 500.2.1 Executive Council: The Executive Council is the elected officers of the student government constitutionally charged with the exercising of the executive powers and functions of the SGA. The Executive Council is composed of the elected offices of President, Executive Vice President, Executive Secretary, Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for Financial Affairs, and Vice President for External Affairs. The Executive Council also includes an appointed Chief of Staff.

Chapter 500.2.2 Executive Cabinet: the administrative division of the Executive branch of the SGA. The Executive Cabinet consists of all persons appointed by members of the Executive Council to assist them in the performance of the various responsibilities assigned to them.

Chapter 500.2.3 Department: All appointees of a particular member of the Executive Council.

Chapter 500.2.4 Department Head: The chief executive officer of a Department.

Chapter 500.2.5 Office: One of several subdivisions of a Department charged with the duty of working on items of specific interest to the Department. Offices are clearinghouses of action and information for the student body on behalf of a member of the Executive Council.

Chapter 500.2.6 Director: The chief executive officer of an office that reports to a member of the Executive Council.

Chapter 500.2.7 Deputy Director: The primary assistant to the director of an office. The deputy director shall assist the director in the administration of the

office in terms of personnel, fiscal matters, or any other issue relative to the day-to-day functioning of the office. Deputy directors report specifically to the director of their respective office.

Chapter 500.2.8 Assistant Director: Potentially one of several officials appointed to do work on behalf of a specific task or function of an office.

Chapter 500.2.9 Office Personnel: All other workforce members of an office besides the director, the deputy director, and assistant directors appointed to serve specific functions of an office.

Chapter 500.2.10 Committee: A special group of individuals appointed by a member of the

Executive Council to investigate and report on some matter and take action when given the express consent the Executive Council member that created the committee.

Chapter 500.2.11 Office Hours: Each member in a cabinet of a member of the Executive Council or Executive Cabinet is obligated to perform three office hours per week for every academic week.

Chapter 500.2.12 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

Chapter 500.2.12.1 Fifty Percent of a members monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.

## **Chapter 907 Standing Rules of First Year Council**

### **Chapter 907.1 Absences**



Chapter 907.1.1 A council member who must be absent from a meeting of First Year Council shall send a proxy in his or her place.

Chapter 907.1.1.1 The proxy must live in the same dormitory as the absent council member and must stay for the duration of the meeting.

Chapter 907.1.1.2 Any absence with a proxy shall count as one half-point.

Chapter 907.1.1.3 Any absence without a proxy shall count as two full points.

## Chapter 907.2 Proxy Voting

Chapter 907.2.1 Proxy votes will be allowed for meetings of First Year Council, but not for committee meetings.

Chapter 907.2.2 Proxies are not allowed to introduce amendments to legislation.

## Chapter 907.3 Procedure for Violations.

Chapter 907.3.1 If a First Year Councilor moves out of the dormitory he or she is representing, removal from office is automatic. This includes Councilors holding “At Large” seats that move from a location that qualifies for “At Large” representation to one that does not qualify for “At Large” representation.

Chapter 907.3.2 In addition to the reasons listed in Article IX, Section 1 of the SGA Constitution a First Year Councilor shall be subject to removal from office for incurring 3 absences.

## Chapter 907.4 Office Hours.

Chapter 907.4.1 Each First Year Councilor is obligated to perform two office hours per week for every academic week in which the First Year Council has convened.

Chapter 907.4.2 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and

Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

Chapter 907.4.2.1 Fifty Percent of a member's monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.

## **Chapter 1200 Lobby Board**

Chapter 1200.1 Lobby Board shall be organized by one (1) or more officials in the SGA External Affairs Cabinet, hereafter to be referred to as the Director(s) of Lobby Affairs.

Chapter 1200.2 Lobby Board shall be a non-partisan group of The University of Alabama students and have the following goals:

Chapter 1200.2.1 Advocate for higher education and funding thereof alongside the Director(s) of Higher Education Day;

Chapter 1200.2.2 Ensure that The University of Alabama student body is politically involved and informed and knows how to have an impact on all levels of government.

Chapter 1200.3 Members of Lobby Board shall be selected through a process managed by the Director(s) of Governmental Relations.

Chapter 1200.4 Members of Lobby Board shall have the following duties:

Chapter 1200.4.1 Establish and remain in constant contact with one (1) or more members of the Alabama State Legislature via email, phone conversation, and in-person meetings as well as conducting Senate writing campaigns;

Chapter 1200.4.1.1 Lobby Board members are expected to utilize a strong base of knowledge of higher education funding in communication with elected officials to advocate for equitable funding for The University of Alabama system from the state legislature.

Chapter 1200.4.2 Work to promote civic involvement and awareness on campus as defined by the SGA President and SGA Vice President for External Affairs;

Chapter 1200.4.3 Ensure that The University of Alabama students are fully aware of opportunities to fulfill their civic duties and have an impact at every level of government.

Chapter 1200.4.4 Each Lobby Board member is obligated to perform one office hour per week for every academic week in which the Lobby Board has convened.

Chapter 1200.4.5 Office hours must be held in the SGA office, be official SGA business not limited to but including activities approved by the President and Executive Council, or be community service performed in Tuscaloosa or surrounding areas.

Chapter 1200.4.5.1 Fifty Percent of a member's monthly office hours must be obtained through physical in-office attendance unless otherwise approved by the Executive Secretary.

### Section 3. Copies:

Copies of this bill shall be sent to: Jillian Fields, SGA President; Sam Rickert, SGA Executive Vice President; Matthew Curl, SGA Chief Justice; Madeline Martin, SGA Vice President for External Affairs; Marcella Martinez, SGA Lobby Board Director; Garrett Mayo, SGA Lobby Board Director; Kennedy Carter, SGA Safe Center Director; Will Bradley, SGA First Year Council Director; Darius Thomas, SGA Speaker of the Senate; Katy Beth Crowe, Attorney General; Angel Narvaez-Lugo, The University of Alabama Student Government Advisor; and others as may be deemed necessary at a later date.