



Bill B-17-22
The University of Alabama
27th Senate
2022-2023

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Sponsors: Senator Tyler Tannehill, Senator Elizabeth Prophet, Senator Karina Collins

A BILL TO REVISE OFFICE HOURS IN THE SGA CODE OF LAWS

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

Section 1. Findings:

- A. Keeping a record of consistent office hours for each Senator can encourage the student body to schedule meeting times in the future.
- B. Clarification of SGA elected and appointed members' requirements concerning office hours will alleviate future confusion.
- C. The SGA website will contain an up-to-date calendar with all one-hour blocks for Senators and it will be updated as things are subject to change

Section 2. Legislation:

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 at 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 302.4.6.2 One office hour completed in the SGA Office is required to be conducted at a set time and day every week. Exceptions will be made for all undergraduate and graduate Senators at the discretion of the Executive Secretary.

Chapter 302.4.6.3 A schedule of the aforementioned set office hour requirement will be maintained on the SGA website for public viewing and will be updated on a monthly basis per extenuating circumstances(death, illness, prior mandatory commitments)