

Bill B-#-19
The University of Alabama
24th Senate 2019-2020

Authors: Vice President for Financial Affairs Hunter Scott, Vice President for External Affairs Brooks Payne, Senator Cade Boseck

Sponsors: Senator Daniel Perkins, Senator Anna Beth Payne, Senator Ellen Walton, Senator Sam Rickert, Senator Ford Mozingo, Senator Jillian Fields, Speaker Kathryn Hayes, Secretary Leslie Young

Endorsements: President Harrison Adams; Justin Cename, Attorney General; Alex Sample, Executive Secretary; Allison Bailey, Vice President for Academic Affairs; Demarcus Joiner, Vice President for Diversity, Equity, and Inclusion

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 hours earned in the Student Government Association serves as a way to log progress and attendance for each member.
- B. SGA officers or members who receive a salary must maintain their required hours in order to receive their salary.
- C. The SGA website will contain the monthly hours of each individual in all branches.
- D. Clarification on SGA elected and appointed member's requirements will alleviate current and future confusion.

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

Chapter 200.3 Office Hours

Chapter 200.3.1 The following shall each serve a minimum of **12** office hours per **academic** 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 **4** weeks of original assignment are then subject to penalization.

Chapter 200.3.2 **The following shall each serve a minimum of 5 office hours per week:** All executive appointments that serve on the Executive Council shall each serve a minimum of **6** office hours per **academic** week. This includes but is not limited to Attorney General, Treasurer, **Legislative Secretary**, Director of

Engagement, Director of Communication, Chief Administrative Officer, **Press Secretary, Chief Administrative Officer, Chief Implementation Officer, Chief Legislative Officer, Executive Advisor to the President, Deputy Chief of Staff, Director of Programming and Advancement, Director of IT & Webmaster**, 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 4 weeks of the original assignment are then subject to penalization.

Chapter 200.3.3 Office hours must be held in the SGA office or be official SGA business.

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 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 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 two office hours per week for every academic week.

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.

Section 3. Copies:

Copies of this bill shall be sent to Harrison Adams, SGA President; Hunter Scott, SGA Vice President for Financial Affairs; Stephanie Shamblin, SGA Advisor; *The Crimson White*; and others as may be deemed necessary at a later date.