

ATTENDANCE AND OFFICE HOURS POLICY FOR ELECTED REPRESENTATIVES

I. NAME

This document shall be called the Attendance and Office Hours Policy for Elected Representatives.

II. PURPOSE

This policy will ensure maximum representation from the Elected Representatives of the Associated Students. It shall apply to and be binding upon all elected student directors, officers, commissioners and senators (each individually an "Officer" and collectively the "Officers" or a Senator and collectively the "Senators").

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students (AS) Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a majority vote of the AS BOD.

V. DEFINITIONS

- A. "Regular meetings" are those published in the Resolutions for Date and Time and are generally held during the academic year.
- B. "Special meetings" are those held in addition to the regular meetings and are generally scheduled ahead of time.
- C. "Emergency meetings" are held anytime when time is of the essence. These may be at any time during the year and may be held at any time upon not less than 24 hours notice.
- D. "Scheduled trainings" are training dates provided to representatives during their orientation, to be held prior to the beginning of each semester.
- E. "Attendance for training and meetings" is defined as the representative's arrival within the first fifteen (15) minutes of the meeting and presence for at least 75% of the meeting.
- F. "Attendance for office hours" is defined as representatives being available for the full number of office hours required of them each week by reason of their office.
- G. "Absences with cause or excuse" for scheduled trainings and orientations and regular or special meetings shall be defined as a representative's absence due to personal or family illness, emergency, or Associated Students related business requiring a representative to be unavailable, at jury or witness duty, military service, internships (unit bearing or not unit bearing). Other causes not listed must go to the Board of Directors for approval by a majority vote.

VI. GUIDELINES

- A. Representatives must attend all scheduled trainings.
- B. Representatives must attend all regular and special meetings of the AS board, committee, council or Student Academic Senate of which they are a member.
- C. In addition to the time required for AS board, committee, council or Student Academic Senate meetings, representatives must maintain the following attendance for office hours during the academic year during which time they are accessible to the general student body.
 - 1. Commissioners and Senators: Five office hours per week.
 - 2. Executives and Directors: Five office hours per week and five flex hours per week.

- The flex hours recognize and accommodate time required for the University committees the executives and directors are often asked to sit on by campus administration. Flex hours are meant to be used for regularly scheduled University committee meetings, not for AS meetings. Flex hours and office hours must still equal a minimum of 10 hours per week.
3. For purposes hereof, "week" shall mean that five day period from Monday through Friday in which the University is in session. Should a week consist of less than five days due to the University's academic schedule, a representative's attendance for office hours shall be decreased by a percentage, the numerator of which shall be the number of days of that week the University is in session and the denominator of which is five.
 - D. With exception to the AS President or to a special or emergency meeting of the AS Board of Directors there will be no scheduled regular or special meetings or trainings or required attendance for office hours required of any representatives after the last day of Spring semester instruction until scheduled training begins prior to the immediately following Fall semester, as follows:
 1. Executives and Directors begin three weeks prior to the first day of the Fall semester.
 2. Commissioners and Senators begin two weeks prior to the first day of the Fall semester.
 - E. The AS President will have no scheduled regular or special meetings or trainings or required attendance for office hours in the month of June.

VII. ABSENCES

- A. All representatives are required to put in the time to meet the requirements laid out in their duties.
- B. It shall be the responsibility of each representative to notify the chair, or staff assigned to the board, committee, council or Student Academic Senate on which they serve in advance or immediately following their absence from a regular or special meeting.
 1. Any absence without notification will be deemed to be unexcused after 24 hours from adjournment of the meeting.
- C. It shall be the responsibility of each representative to notify the Government Affairs Office in advance of or immediately following their absence from office hours.
 1. Missed attendance for office hours will need to be rescheduled as soon as possible after the missed time.
- D. Any Officer planning an absence of a week or more during the regular academic term needs to notify the Executive Vice President (EVP) at least a week in advance and must make a good faith effort to make sure that all of their responsibilities are met. A Senator must notify the Director of University Affairs for the same circumstances.
 1. In the case that it is the EVP that is planning an absence of a week or more, they will need to notify the President.
- E. Three (3) absences without cause or excuse from regular and/or special meetings, scheduled trainings, and attendance for office or flex hours shall result in possible dismissal being reviewed by the student executives of the BOD along with the Executive Director.
 1. Written notice will be sent to each representative following their second absence without cause or excuse, warning them that they may be removed from office on the occurrence of their next absence without cause or excuse.
- F. Any absences which affect the fulfillment of the representative's duties shall be dealt with first at the executive level, then at the appropriate standing committee, Student Academic Senate or BOD levels.

Revisions Approved BOD: 12/6/17

Revisions Approved BOD: 12/5/19

Revisions Approved BOD: 4/30/21

Revisions Approved BOD: 10/20/21

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