



Senate Bill
students serving students

SB 22-23:04 Senator Office Hours Act

Date: November 9, 2022

Author: Sen. Manning, Sen. Pearson, Sen. Spaccarelli

Sponsor(s):

BE IT ENACTED BY THE SENATE HERE ASSEMBLED
THAT:

Section 1: Amendment of Articles

- A. Chapter 404 of the ASuop Bylaws shall be added to read as follows:

Chapter 404 – Senator Responsibilities

404.1 Senate Reports

- (i) Senators shall submit reports to the Vice President every fourth Senate meeting, beginning with the fourth Senate meeting of the Semester.
- (ii) Reports shall include a summary of what the Senator has done for their constituents since the last report, and what they plan to do by the next report.

404.2 One-on-One Meetings with the Vice President

- (i) Senators shall have a one-on-one meeting with the Vice President at least once a month to discuss what they are doing for their constituents.

404.3 Outreach to Constituents

- (i) Senators must meet all three of the following requirements each semester:
 - (1) Office Hours

- a) Senators should hold at least four (4) office hours per month during the semester.
- b) Office hours are defined as a period of time in which a Senator is available to any of their constituents, and should be held at regular times every month, which should be published on the ASuop website, calendar, and social media.
 - a. Office hours shall be held in the ASuop office unless otherwise approved by the Vice President.
 - i. School specific Senators are encouraged to find a location on campus where they are most available to their constituents.
 - b. These schedules are to be updated by the appropriate Executive branch officers, per Chapter 501.
 - i. Schedules shall be sent to the Office of the Vice President no later than 5 business days prior to the start of the upcoming month.

- c) Senators may hold office hours in an alternative location on campus, instead of their normal location, at least once a month, so that they are more accessible to their constituents.
 - a. Senators holding their office hours outside of the ASuop Office, must inform the Vice President of the new time and location of their office hours at least three (3) business days prior to their office hours, otherwise they shall be considered absent.

(2) Senate Event

- a) Senators should hold at least one event per Semester for their constituents.
- b) Events may be held jointly with other senators.
- c) Events and all event-related details must be approved by the Vice President at least one month in advance of the event.

(3) Registered Student Organizations

- a) To better engage with a wider audience of constituents, Senators will attend meetings of at least two (2) registered student organizations per month. They must obtain written verification of their attendance from one of the officers of the registered student organization who was in attendance.
- b) Senators are encouraged to visit registered student organizations that they are not a member of and have

not previously visited more than three times during that semester.

404.4 Enforcement

- (i) It shall be the responsibility of the Vice President to ensure that all Senators are fulfilling the responsibilities defined in this chapter.
 - (1) If a Senator does not uphold their responsibilities, the Vice President and ASuop Advisors/Supervisors shall work in conjunction with the Ethics Committee to formulate an appropriate disciplinary course of action, as well as a contingency plan for when a member of Ethics is the one violating the code.

Appendix A

Chapter 404 – Senator Responsibilities

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404.3 Outreach to Constituents

- (i) Senators must meet all three of the following requirements each semester:
 - (1) Office Hours
 - a) Senators should hold at least ~~two (2)~~ ~~office hours per week~~ four (4) office hours per month during the semester.
 - b) Office hours are defined as a period of time in which a Senator is available to any of their constituents, and should be held at regular times every ~~week~~ month, which should be published on the ASuop website, calendar, and social media.
 - a. Office hours shall be held in the ASuop

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contingency plan for when a member of Ethics is the one violating the code.

Respectfully Submitted,

Bailey Pearson

Bailey Pearson, Senator for the SIS

11/19/2022

Date

Approved _____ by the Rules Committee

By a vote of : 3 - 0 - 0

Bailey Pearson

Bailey Pearson, Senator for the SIS

_____ by the ASuop Senate

By a vote of : _____ - _____ - _____

Brooke Tran, Vice President of ASuop

Date

RECEIVED BY THE OFFICE OF THE PRESIDENT



Signed,

Angel Zhong, President of ASuop



Senate Bill
students serving students

Date