# Sponsor: Secretary of the Assembly Smith

# Co-Sponsors: President Walsh

# *Amendment Legislative Bylaws Updating the Attendance Policy*

WHEREAS, the Student Government Association is the official student governing body for Illinois State University;

WHEREAS, our bylaws should accurately reflect the procedures followed by the Student Government Association;

THEREFORE, BE IT RESOLVED; Article 6 Section 2 of the Legislative Bylaws be amended to read,

“Section 2. Absence Policy

A. If any legislative branch member accumulates three (3) unexcused absences during one full administrative term, they are automatically removed from their position following the third unexcused absence regardless of the reason. Unexcused absences may not be made up.

B. Excused absences will be limited to three (3) per one full administrative term. Following the third excused absence, all subsequent absences will be considered unexcused. Excused absences may be made up through projects approved by the Executive Committee.

C. If a Legislative Branch Member is unable to attend/participate in a mandatory event for one of the following reasons, they shall be marked as “not present;” and the absence will not be recorded as either excused or unexcused: Illinois State University courses scheduled to meet at the time of the event, personal or medical emergencies such as but not limited to deaths and/or hospitalization, out of town travel, and work in the case where the schedule has been set at the time the mandatory event was announced.

D. If a Legislative Branch Member is found to be untruthful about an absence being considered “not present”, they will receive 2 unexcused absences.

E. A person may make up one half (1/2) of the total number of allowed excused absences with projects deemed appropriate by the Executive Committee, but this must be done before the Legislative Branch Member is notified of removal.

F. The Officers of the Assembly are required to attend all Assembly Meetings, Academic Senate Meetings, Emergency Meetings, SGA Caucuses, SGA Committee Meetings, Academic Senate Internal Meetings, and SGA Executive Committee Meetings.

G. Senators are required to attend all Assembly Meetings, Academic Senate Meetings, Emergency Meetings, SGA Caucuses, SGA Committee Meetings, and Academic Senate Internal Meetings.

H. In the Fall and Spring semester following a Student Government Association election, the following absences will be given one (1) absence for missing Wednesday night meetings, unless in the case of a member only missing Internal Committee or only Senate Meetings where the member will only be given a (1/2) absence.

I. If a Legislative Branch Member is more than a half hour late to a Mandatory Event without notice, they will be given a half (1/2) absence.

J. All absences are to be considered conditionally unexcused. For an excused absence to be granted, the Legislative Branch Member must contact the Secretary of the Assembly to notify them with a reason for absence.

K. In the event of a personal or medical emergency, the Legislative Branch Member must present their case to the Secretary of the Assembly within forty-eight (48) hours of the absences if they are seeking a status change for the absence in question.

L. The Secretary of the Assembly is required to contact the Legislative Branch Member in violation of the absence policy within forty-eight (48) hours after the second unexcused absence by telephone or email to notify them that they are one (1) absence away from removal.

M. Any Legislative Branch Member removed for attendance policy violations by the Secretary of the Assembly on behalf of the SGA Executive Committee will have the chance to appeal before the full Assembly. The Assembly then has the chance to question both members of the SGA Executive Committee and the Legislative Branch Member in question. After questions, both sides shall have the chance to present their final statements. The Legislative Branch Member must then receive a two-thirds (2/3) majority affirmation of the Assembly Senators present and voting to retain his/her office.

N. One roll call will be taken during Assembly meetings, and it will take place after calling the meeting to order. Missing the roll call will result in one (1) absence, unless previously discussed with the Secretary of the Assembly.

O. Attendance is also required at any event designated as mandatory by the Executive Committee with a minimum of two (2) weeks’ notice or through any legislation passed by the SGA Assembly.

i. Events can only be deemed mandatory by the Executive Director or the Executive Committee. Anyone wishing to request that an event be deemed mandatory must bring the event details to the Executive Committee by 5:00 p.m. on Monday. The Executive Committee will review the request and inform the event planner of its status.

ii. Legislative Branch Members must be given two (2) weeks’ notice for an event to be deemed mandatory, unless approved through legislation.

iii. Missing a mandatory event will result in one (1) absence.

P. The Fall Retreat is a mandatory event, and will count for one (1) absence for every day missed.

Q. In the case of Office Hours, for every hour missed without notifying the Secretary of the Assembly, a quarter (1/4) unexcused absence will be given.

R. In the case of Constituent Contact, for every hour missed, or not eligible for constituent contact, a quarter (1/4) unexcused absence will be given.

S. The Executive Committee reserves the right to grant expectations to the absence policy by consensus.”

Adopted by the Assembly of the Student Government Association on the \_\_ day of Month, Year.

We hereunto set our hands in affirmation of the adoption of this resolution by the Assembly of the Student Government Association:

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Patrick Walsh, Student Body President Alex Duffy, President of the Assembly

I hereunto set my hand in witness and certification of the adoption of this resolution by the Assembly of the Student Government Association:

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Zoe Smith, Secretary of the Assembly Vote: \_\_\_Y \_\_\_ A \_\_\_ N