

ASSOCIATED STUDENTS OF THE UNIVERSITY OF HAWAI'I AT MĀNOA
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SENATE REVISION 06-20

RELATING TO PART VI: ATTENDANCE AND AWARDS FOR SERVICE

SECTION I.

PURPOSE

This rule revision reorganizes all rules and clarifies language of some in Part VI: *Attendance and Awards for Service*. This revision also proposes to revise the current rules and add new rules that pertain to the following: Workshop Attendance, Satisfactory Ratings, submitting Ratings, Awards for Service Appeals (process, review and deadlines), Attendance Log deadline, Awards for Service Memorandums, and pro-rating awards.

SECTION II.

PART VI: ATTENDANCE AND AWARDS FOR SERVICE

Rule 19 *Attendance and Awards for Service*

19-1 Regarding Attendance at Senate and Executive Committee Meetings

(a) General Senate and Executive Committee Meetings

(a) (1) In order for an absence, late arrival or early departure from a Senate or Executive Committee meeting to be excused, a member must notify the Secretary in writing of a planned absence, late arrival or early departure at least one hour prior to the start of said meeting. The President, or in the temporary absence of the President, the Vice-President, and Secretary shall excuse the absence, late arrival or early departure.

(b) (2) If the absence, late arrival, or early departure is not justified following (a), in order to be excused a member must justify the absence, late arrival or early departure in writing to the Secretary. The Executive Committee will determine whether the absence, late arrival or early departure is excused or unexcused via a majority voice vote upon presentation of the written excuse.

(c) (3) If an absence, late arrival or early departure as justified following (b) is deemed unexcused, the member may appeal the decision to the Senate, who may excuse the absence, late arrival or early departure with a two-thirds vote. This appeal must be made at the Senate meeting following the Executive Committee meeting during which the absence, late arrival or early departure was deemed unexcused.

(d) (4) A member arriving after their name has been called but before the entire roll has been called may inform the Senate of their arrival before the number of members present is announced. Any member who does not inform the Senate of their arrival before the number of members present is announced shall be considered late.

(e) (5) A member leaving before Open Forum shall be considered departing early.

19-2 ~~Regarding Attendance at Standing Committee Meetings~~

(b) Standing Committee Meetings

- (a) (1) In order for an absence, late arrival or early departure from a Standing Committee meeting to be excused a member must notify the Chair or Vice-Chair in writing at least one hour prior to the start of the Standing Committee meeting. The Chair and Vice-Chair shall excuse the absence, late arrival or early departure.
- (b) (2) If the absence, late arrival, or early departure is not justified following (a), in order to be excused a member must justify the absence, late arrival or early departure in writing to the Chair or Vice-Chair. The Standing Committee will determine whether the absence, late arrival or early departure is excused or unexcused via a majority voice vote upon presentation of the written excuse.
- (c) (3) If an absence, late arrival or early departure as justified following (b) is deemed unexcused, the member may appeal the decision to the Executive Committee, who may excuse the absence, late arrival or early departure with a two-thirds vote.
- (d) (4) A member arriving after their name has been called but before the entire roll has been called may inform the Standing Committee of their arrival before the number of members present is announced. Any member who does not inform the Standing Committee of their arrival before the number of members present is announced shall be considered late.
- (e) (5) A member leaving before Open Forum shall be considered departing early

19-3 ~~Regarding Attendance at ASUH Workshops~~

- (a) (1) Senators must attend all workshops that include, but are not limited to, leadership development, Chairperson and Vice-Chairperson workshops, and legislative planning.
- (b) (2) In order for an absence, late arrival or early departure from a workshop to be excused, a member must notify the Vice President or workshop host (who is designated by the Vice President) in writing at least one hour prior to the start of the workshop. The Vice President and/or designated host shall excuse the absence, late arrival or early departure.
- (c) (3) If the absence, late arrival, or early departure is not justified following (b)-(2), in order to be excused, a member must justify the absence, late arrival or early departure in writing to the Vice President and/or designated host. The Vice President and/or designated host will determine whether the absence, late arrival or early departure is excused or unexcused upon presentation of the written excuse.
- (d) (4) If an absence, late arrival or early departure as justified following (c)-(3) is deemed unexcused, the member may appeal the decision to the Executive Committee, who may excuse the absence, late arrival or early departure with a two-thirds vote.
- (e) (5) A member arriving after their name has been called but before the entire roll has been called may inform the Vice President and/or designated host of their arrival before the number of members present is announced. Any member who does not inform the Vice President and/or designated host of their arrival before the number of members present is announced shall be considered late.

(d) Regarding Meeting and Workshop Absences, Late Arrivals and Early Departures

- (a) (1) Any combination of three unexcused late arrivals and/or unexcused early departures shall count towards one unexcused absence.
- (b) (2) Any combination of three excused late arrivals and/or excused early departures shall count towards one excused absence.
- (c) (3) Four excused absences shall count towards the equivalent of one unexcused absence.
- (d) (4) After the third unexcused absence, a member may be subject to disciplinary action by the Executive Committee.
- (e) (5) A member's absence, late arrival or early departure at a meeting not announced in writing whose notice was not posted on an ASUH board at least two business days in advance or a workshop not announced in writing at least one week in advance cannot be counted towards attendance or performance for the purposes of determining eligibility for awards for service.
- (f) (6) Ad hoc committee meeting shall not count towards attendance.

19-2 Regarding On-Leave Status

- (a) Senators must notify the Executive Committee if they wish to leave for the summer and the duration of the “on-leave” status shall be no longer than the UH-Mānoa summer period (from the end of finals to the first day of instruction).
- (b) Senators may apply for “on-leave” status for no longer than one month per semester if they feel they cannot make meetings due to other issues.

Rule 20 Awards for Service

19-420-1 Regarding Awards for Service Eligibility

- (a) In order for a Senate member to receive his/her award for service, the amount of unexcused absences that the Senate member has accumulated must not exceed 25% of the total number of meetings and workshops for Senate bodies of which he/she is a member. This shall be the total combined number of meetings and workshops held by the Senate and both Standing Committees of which said member is a voting member, Chairperson or Vice-Chairperson. An attendance log will be maintained in the ASUH Office to be filled out by either the Committee Chairperson or Vice-Chairperson after each Standing Committee Meeting, and by either the Vice President or their designated host after each workshop, and shall be a sufficient means of determining attendance. The log sheet for each Standing Committee shall only be accessible to the corresponding Chairperson and Vice-Chairperson of each Committee. Senate Members may be awarded an Award for Service each calendar month to compensate for his/her/their time dedicated to serving on ASUH. In order to be eligible for an Award for Service, the Senate Member must:
 - (1) For the purpose of counting attendance: Complete and submit a Rating Sheet
 - i) One unexcused absentee shall be assigned a value of one. If the Senate member is a Chairperson or Vice Chairperson of a Committee, he/she/they must submit ratings of the President, Vice President, Treasurer, Secretary, Chairperson and Vice Chairperson of the Committees the Senate Member is appointed to AND

- the members of the Committee that he/she/they is a Chairperson or Vice Chairperson of.
- ii) One excused absence shall count as one-quarter of one unexcused absence. If the Senate member is neither a Chairperson or Vice Chairperson of a Committee, he/she/they must submit ratings of the President, Vice President, Treasurer, Secretary, Chairpersons and Vice Chairpersons of the Committees the Senate Member is appointed to.
 - iii) One unexcused tardy shall count as one-third of an unexcused absence.
 - iv) One excused tardy shall count as one-twelfth of an unexcused absence.
 - v) One unexcused early departure shall count as one-third of an unexcused absence.
 - vi) One excused early departure shall count as one-twelfth of an unexcused absence.
- (2) If an ASUH member is serving on an ad-hoc committee, they may exercise the option to substitute ad-hoc attendance for any accumulated Committee attendance for the month. Attend 75% of the total meetings and workshops of the calendar month.
- i) The total meetings and workshops include meetings held by the Senate, Executive Committee, Standing Committees of which the Senate Member is a voting member, Chairperson, and or Vice-Chairperson of, and workshops held by the Vice President or their designated host.
 - ii) Meetings and workshops counted towards attendance are outlined in Senate Rule 19 Attendance and Senate Rule XX Meetings.
- (3) Meet "Satisfactory" rating
- i) The rating of a Senate Member is determined by the ratings provided by the Senate from the month's Rating Sheets. It is the average of the ratings provided of the Senate Member.
 - ii) "Satisfactory" rating is 70% or more of the highest rating possible.
- (b) A Chairperson's or Vice-Chairperson's award for service shall be denied if his or her Standing Committee rates him or her unsatisfactory. An Award for Service of a Senate member may be forfeited if:
- (1) The Senate Member fails to submit a rate sheet by the end of each calendar month.
 - (2) The Senate Member submits a rate sheet earlier than the fifth to the last day of the month, unless written permission is given by the Treasurer.
 - (3) The Senate Member fails to attend 75% of meetings and workshops per month.
 - (4) The Senate Member does not meet "satisfactory" rating.
 - (5) The Senate Member is a Chairperson or Vice Chairperson and meeting attendance was not submitted by the end of each calendar month.
 - (6) The Senate Member is a Chairperson or Vice Chairperson and the meeting minutes was not submitted within five (5) business days of each meeting of their Committee.
- (c) A committee member's award for service shall be denied if all Standing Committees of which they are neither a Chairperson nor Vice-Chairperson rate him or her unsatisfactory. An appeal is a form of a pardon. A Senate Member may appeal decisions regarding

his/her/their Award for Service for any reason they see fit, notwithstanding a Senate Member's violation of Rule 20-1(a). This includes decisions such as but not limited to: changed, denied, or forfeited awards.

- (1) Appeals must be written and signed by the appealing Senate Member.
 - i) Appeals must be submitted within 90 days of the date on the Awards for Service Memorandum.
- (2) Appeals must be submitted to and heard by the Executive Committee during its scheduled meetings.
 - i) A decision may only be appealed once to the Executive Committee.
 - ii) A majority roll call vote is required in order to uphold or overturn any decision regarding Awards for Service.
 - iii) The Awards for Service memorandums and Senate attendance records must be available to the Executive Committee when hearing an appeal.
- (3) Appeals that have been heard by but denied in the Executive Committee may be submitted to and heard by the Senate during its scheduled meetings.
 - i) A decision may only be appealed once to the Senate.
 - ii) A two-thirds roll call vote of the Senate is required to overturn the decision of the Executive Committee.
 - iii) The Awards for Service memorandums and Senate attendance records must be available to the Senate when hearing an appeal.
- (4) See Rule 20-2(c)(2)(v).
- (d) ~~An Executive Officer's award for service will be denied if a majority of Standing Committees rate him or her unsatisfactory.~~
- (e) ~~If a member holds more than one title, their entire award for service will be denied if according to the above they should be denied their award for service for any of the above titles.~~
- (f) ~~Decisions pertaining to the denial of awards for service may be appealed to the Executive Committee during its scheduled meetings. A decision may only be appealed once to the Executive Committee, and a majority vote is required in order to uphold or overturn any decision regarding awards for service.~~
- (g) ~~If a denial is upheld in the Executive Committee, the member may appeal the decision in the Senate. A decision may only be appealed once to the Senate, and a two-thirds vote of the Senate is required to overturn the Executive Committee's decision.~~
- (h) ~~A "Satisfactory" rating shall be determined using a rating sheet, created by the Vice President and approved by the Executive Committee, that will ask the following questions of the appropriate rating member as outlined in Senate Rule 18-4(a-g):~~

~~For a Committee Member Rating the President:~~

- 1) ~~Effectively chaired Senate meetings~~
- 2) ~~Maintained contact with Chartered Student Organizations~~
- 3) ~~Ensured all measures and issues were handled quickly and effectively.~~

~~For a Committee Member Rating the Vice-President:~~

- 1) Effectively carried out the available duties of the President in the President's absence or executed executive duties as directed by the President.
- 2) Has served ex-officio on all standing committees and has overseen their activities.
- 3) Oversaw leadership development in the Senate.

~~For a Committee Member Rating the Treasurer:~~

- 1) Ensured ASUH accounts were managed correctly.
- 2) Prepared a timely operating budget and ensured the Senate stayed within its budget allocation
- 3) Promptly submitted awards for processing.

~~For a Committee Member Rating the Secretary:~~

- 1) Recorded accurate minutes of Senate meetings and submitted them in a timely manner.
- 2) Kept correct track of attendance and voting results.
- 3) Prompt and accurate codification of measures.

~~For a Committee Chair or Vice-Chair Rating the Committee Members:~~

- 1) The committee member has completed his or her appointed duties in a timely manner.
- 2) The committee member has participated in discussion or has worked in other projects.
- 3) The committee member was reasonably available.

~~For a Committee Member and Vice-President Rating the Committee Chair:~~

- 1) Held sufficient meetings to handle all business referred to their committee.
- 2) Submitted Standing Committee Reports and reported the committee's actions at Senate meetings.
- 3) Ensured that meetings were well-planned.

~~For a Committee Member and Vice-President Rating the Committee Vice-Chair:~~

- 1) Effectively carried out the duties of the Chairperson in the Chairperson's absence.
- 2) Ensured committee minutes were typed accurately and submitted in a timely manner.
- 3) Took attendance and recorded votes at meetings.

~~Each question shall be rated on a scale of 1 to 5, with 5 being strongly agree, 4 being agree, 3 being somewhat agree, 2 being somewhat disagree, and 1 being disagree. With each question worth 5 "points", there are 15 points possible for each rating period.~~

~~An individual's scores during a rating period shall be averaged and considered an individual's rating as to whether or not his or her performance was satisfactory. An average total of 10.5 points shall be considered the satisfactory rating necessary to receive an award for service.~~

~~Under direction of the Vice-President, the Operations Manager, with the assistance of the Office Staff, shall compile the ratings and submit a copy to the Treasurer and the rated member as a means to provide performance feedback.~~

Failure by an individual to submit rate sheets by a set deadline will result in that individual's award for service being denied for that rating period.

- (f) Senators must notify the Executive Committee if they wish to leave for the summer and the duration of the "on-leave" status shall be no longer than the UH-Mānoa summer period (from the end of finals to the first day of instruction). Senators may apply for "on-leave" status for no longer than one month per semester if they feel they cannot make meetings due to other issues. While "on-leave," they will not receive an award for service and will not be counted towards quorum for meetings. On-leave status would not be a penalty, it would be leave without pay and not considered a dereliction of duty.
- (g) To appropriately grant awards for service in accordance with the Senate Budget, awards must be pro-rated for the months of May and August. The current Senate will be compensated for the days that they serve, up until the last General Senate meeting. The incoming Senate will be compensated starting from their first General Senate meeting. The entire incoming Senate will be compensated for the interim period between the end of the spring semester and the beginning of summer session. Once summer session begins, Senate members requesting "on-leave" status will officially be "on-leave." In August, the Senate that was present over the summer will be compensated for the days that they served, up until the first day of instruction. Senate members that are not "on-leave" will be compensated for the interim period between the summer session and the beginning of the fall semester. The Senate members that were "on-leave" for the summer will be compensated for the days that they serve, starting on the first day of instruction. Awards shall also be pro-rated accordingly for the months that Senate members are elected in Special Elections or officially leave the Senate.
- (h) Failure to attend 75% of meetings and workshops per month, submit rate sheets no earlier than the 25th and no later than the last day of the month will result in forfeiture of award for service for that month.
 - (1) The only exception is that in the month of May, the Outgoing Senate members must turn in their rate sheets by the 15th of May.
 - (2) Rate sheets may also be turned in before the 25th of each month if the Treasurer gives written permission.
- (i) Chairs who fail to submit attendance logs or Vice-Chairs who fail to submit committee minutes within five working days of each meeting shall lose their awards for service.
- (j) By the 15th day of the month, awards for service will be "en route" in Kuali Financial Systems. The Office Staff and Operations Manager are responsible for producing the award for service summary sheet by the 7th day of the month. The treasurer is then responsible for writing a memorandum, with the president approving payment of the awards for the previous month following Rule 18 of the ASUH senate. The memorandum will be posted on the senate bulletin board in ASUH office by the staff. The treasurer is then responsible for completing and submitting the appropriate documentation on Kuali Financial Systems and submitting the documents.

- (ii) The Operations Manager must review the documents and submit appropriate fiscal documents to the University's Fiscal Office within five working days of the document's date.

20-2 Regarding Awards for Service Procedures

- (a) Documentation of Meeting and workshop Attendance is needed to determine Award for Service Eligibility.

- (1) An attendance log will be created by the Operations Manager and be used to accurately record meeting attendance each month.
 - i) General Senate and Executive Committee Meeting Attendance will be recorded by the Secretary.
 - ii) Standing Committee Meeting Attendance will be recorded by the Committee Chairperson.
 - iii) Workshop Attendance will be recorded by the Vice President or their designated host.
 - iv) Attendance logs at the end of each month must be made available to the Treasurer to determine monthly attendance of each Senate Member and his/her/their eligibility for an Award for Service.
- (2) Attendance logs must be complete by the end of each calendar month.
 - i) See Rule 20-1(b)5.
- (3) For the purpose of counting attendance:
 - i) One unexcused absence shall be assigned a value of one.
 - ii) One excused absence shall count as one-quarter of one unexcused absence.
 - iii) One unexcused tardy shall count as one-third of an unexcused absence.
 - iv) One excused tardy shall count as one-twelfth of an unexcused absence.
 - v) One unexcused early departure shall count as one-third of an unexcused absence.
 - vi) One excused early departure shall count as one-twelfth of an unexcused absence.
- (4) If a Senate Member is serving on an ad-hoc committee, they may exercise the option to substitute ad-hoc attendance for any accumulated Committee attendance for the month.
- (5) If a Senate Member is "on-leave," they will not receive an award for service and will not be counted towards quorum for meetings. On-leave status would not be a penalty, it would be leave without pay and not considered a dereliction of duty.
 - i) See Rule 19-2 Regarding On Leave.

- (b) Documentation of Senate Member Ratings is needed to determine Award for Service Eligibility.

- (1) A Rating Sheet will be created by the Vice President and approved by the Executive Committee.
- (2) Rating Sheets must be made available to the Senate to fill out throughout the last 5 days of the month.

- i) With written permission from the Treasurer, a rating sheet may be submitted earlier than the last 5 days of the month.
 - ii) If the rating sheet(s) was made available less than the last 5 days of the month, the Treasurer must propose to the Senate a 5-day period of when the rating sheet(s) for that month can be filled out and submitted. A majority vote is needed to approve of the new period/deadline and who the change applies to.
- (3) Rating Sheets must be submitted by Senate Members by the end of each calendar month.
- i) See Rule 20-1(b)1.
 - ii) If a Senate member changed positions and/or committees during an Award for Service period, Senate Members may provide ratings of the most recently appointed President, Vice President, Treasurer, Secretary, Chairpersons, Vice Chairpersons and committee members of that month.
- (4) Rating Sheets must evaluate and request ratings for the following subjects areas, but is not restricted to the specific language below:

For a Committee Member Rating the President:

- 1) Effectively chaired Senate meetings
- 2) Maintained contact with Chartered Student Organizations
- 3) Ensured all measures and issues were handled quickly and effectively.

For a Committee Member Rating the Vice-President:

- 1) Effectively carried out the available duties of the President in the President's absence or executed executive duties as directed by the President.
- 2) Has served ex-officio on all standing committees and has overseen their activities.
- 3) Oversaw leadership development in the Senate.

For a Committee Member Rating the Treasurer:

- 1) Ensured ASUH accounts were managed correctly.
- 2) Prepared a timely operating budget and ensured the Senate stayed within its budget allocation
- 3) Promptly submitted awards for processing.

For a Committee Member Rating the Secretary:

- 1) Recorded accurate minutes of Senate meetings and submitted them in a timely manner.
- 2) Kept correct track of attendance and voting results.
- 3) Prompt and accurate codification of measures.

For a Committee Chair or Vice-Chair Rating the Committee Members:

- 1) The committee member has completed his or her appointed duties in a timely manner.

- 2) The committee member has participated in discussion or has worked in other projects.
- 3) The committee member was reasonably available.

For a Committee Member and Vice-President Rating the Committee Chair:

- 1) Held sufficient meetings to handle all business referred to their committee.
- 2) Submitted Standing Committee Reports and reported the committee's actions at Senate meetings.
- 3) Ensured that meetings were well-planned.

For a Committee Member and Vice-President Rating the Committee Vice-Chair:

- 1) Effectively carried out the duties of the Chairperson in the Chairperson's absence.
- 2) Ensured committee minutes were typed accurately and submitted in a timely manner.
- 3) Took attendance and recorded votes at meetings.

(5) Ratings provided through the Rating Sheet will be compiled by the Office Staff into a "Ratings Summary."

- i) The Ratings Summary must be made available to the Treasurer to determine Ratings of each Senate Member and his/her/their eligibility for an Award for Service.
- ii) The Ratings Summary must also be made available to the Vice President, Treasurer and Rated Member as a means to provide performance feedback.

(c) Awards for Service shall be issued to Senate Members correctly and timely as possible.

(1) Each month, the Operations Manager and Office Staff are responsible for producing the Ratings summary and making it available to the Treasurer by the 10th day of the month.

(2) Once available, the Treasurer is responsible for producing an "Awards for Service Memorandum."

- i) Deadlines to submit appeals regarding decisions relating to Awards for Service for each month shall be specified on the Awards for Service Memorandum. See Rule 20-1(c)1 through 4.
- ii) The President must review and approve the Memorandum for payment of the Awards for Service following Rule 20 Awards for Service.
- iii) The Operations Manager must review the Memorandum and its documents.
- iv) The Operations Manager and Office Staff is responsible for posting a copy of the Memorandum in the ASUH Office.
- v) Denial of award due to internal errors on the memorandum do not need to be appealed. The memorandum shall be amended following the procedure outlined in Rule 20-2(c)(5).

(3) The Operations Manager must submit the appropriate fiscal documents to the University's Fiscal Office within five (5) business days of the date of the Memorandum.

- (4) Once approved, the Treasurer and/or Office Staff is responsible for completing and submitting the appropriate documentation on Kuali Financial Systems and submitting the documents.
- i) Awards for Service shall be “en route” in Kuali Financial Systems by the 15th day of the month.
- (5) An Awards for Service Memorandum must be amended if it does not accurately reflect the month’s conditions (standing committee placements, attendance, ratings summary, Senate Rules, etc.)
- i) The Treasurer is responsible for producing an “Addendum” and making it available to the Operations Manager, Office Staff and Senate immediately. The deadline of the appeals must also be changed and added onto the addendum document to reflect the change based on the date of the Addendum.
 - ii) A copy of the Addendum should be attached on top of the Awards for Service Memorandum in the ASUH Office for that month.
- (d) Awards for Service must be pro-rated under these circumstances:
- (1) To appropriately grant awards for service in accordance with the Senate Budget, awards must be pro-rated for the months of May and August.
 - i) In May, the current Senate will be awarded for the days that they serve, up until the last General Senate meeting. The incoming Senate will be awarded starting from their first General Senate meeting. The incoming Senate will be awarded for the interim period between the end of the spring semester and the beginning of summer session. Once summer session begins, Senate members requesting “on-leave” status will officially be “on-leave.”
 - ii) In August, the Senate Members present over summer will be awarded for the days that they served, up until the first day of the Fall Semester. Senate members that are not “on-leave” will be awarded for the interim period between the summer session and the beginning of the Fall semester. Senate members that are “on-leave” will be awarded for the days that they serve, starting on the first day of instruction.
 - (2) Awards for Service shall be pro-rated for the months that Senate Members are elected in Special Elections, officially leave the Senate, or are “On-Leave.”
 - i) See Rule 19-2 regarding On-Leave.
 - ii) A Senate Member must submit a signed letter stating official resignation of their position and the date of resignation effective to the President in order to determine official leave from ASUH.

(Strikethrough indicates the removal of text, underlined indicates the addition of text.)

INTRODUCERS: Jannah Lyn Dela Cruz, Interim Secretary

**ROLL CALL VOTE TO APPROVE SENATE REVISION 06-20 REGARDING PART IV
ATTENDANCE AND AWARDS FOR SERVICE**

Aye(s): Vice President Chun, Treasurer Pacanuayan, Interim Secretary Dela Cruz, Senators-At-Large Kim, Manabe, Oshiro, Senators Armstrong-Patterson, Aspacio, Balico, Finley-Johnson, Friedman, Juliano, Leval, Luitel, Transfiguracion, Yoshida [16]

Naye(s): [0]

Abstention(s): [0]

APPROVED AND ADOPTED BY THE 107th SENATE ON THE 4th DAY OF SEPTEMBER 2019



Jannah Lyn Dela Cruz
Interim Secretary, 107th Senate



Landon Li
President, 107th Senate