

## Rule 21 Awards for Service

### 21-1 Awards for Service Eligibility

(a) 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) ~~Complete and submit a Rating Sheet~~

~~i) 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) 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.~~

(2) ~~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 22 Meetings.~~

(3) Meet "Satisfactory" rating ~~Standing~~

(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.~~ the Senate Member's attendance in 75% of total meetings and workshops 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 22 Meetings.

ii) "Satisfactory" rating is 75% of total meetings and workshops held by the Senate, Executive Committee, Standing Committees of which a 70% or more of the highest rating possible.

(b) 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.~~

(1) The Senate Member does not meet "satisfactory" Standing.

(2)The Senate Member is a Chairperson or Vice Chairperson and meeting attendance was not submitted by the end of each calendar month.

(3)The Senate Member is a Chairperson or Vice Chairperson and the meeting minutes were not submitted within five (5) business days of each meeting of their Committee.

(c) 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).

#### 21-2 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 Chair and Vice-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 recognition and not considered a dereliction of duty.
  - i) See Rule 19-2 Regarding On Leave.

(b) Stacking Awards for Service.

(1) Eligibility

- i) Executive Officers shall not be eligible to Stack Awards for Service.
- ii) Senators and Senators-At-Large not identified as an "Executive Officer" shall be eligible to stack Awards for Service.

(2) For purpose of limitations:

- i) Senators upon being assigned a Chair & Vice-Chair shall receive the higher award.
- ii) Senators holding additional Chair positions shall receive an additional \$50 in recognition for their service.
- iii) Senators holding additional Vice-Chairship shall receive an additional \$25 in recognition for their service.
- iv) No Awards for service shall exceed the Service Award amount of any ASUH Executive Officer.

~~(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) Spaces for qualitative written feedback shall be available under each member rated in the rate sheet.~~

~~i) All feedback should reflect conduct becoming of a member of the ASUH Senate and any senator in violation of the rules will be held accountable in accordance with university student conduct policies.~~

~~(5) 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.~~

**MOTION TO APPROVE REVISIONS FOR SENATE RULES PART VI, RULE 21:**

**Aye(s): [11]** Sec.Cable-Treadwell, Tres.Reed, SAL Hormoso, SAL Roysdon, Sen.Goo, SAL Tabangay-Hata, Sen.Li, Sen.Stanford, Sen.James-Foree, Sen.Pintor, Sen.Quinn

**Naye(s): [0]**

**Absentation(s): [0]**