Proposal For Bylaws Change

CURRENT WORDING:

401.02 All Executive Board members shall be responsible to:

6. Maintain weekly office hours to be served during the Center for Student Involvement's hours of operation. Hours per position may vary and are specified within each Executive Board members' description.

    a. Office hours are subject to change under extenuating circumstances. A change in hours must be emailed to the Vice President, Office Manager, Speaker of the Senate, and ASUWT Adviser.

402.02 The ASUWT President

11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

403.02 Vice President

10. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

404.02 Director of Outreach

12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.

b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

405.02 Director of Finance

12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

406.02 Director of Student Technology

11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

407.02 Director of Legislative Affairs

7. Work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.
    b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.

408.02 Director of Internal Affairs

12. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

501.01 Office Manager

8. Maintain a schedule of office hours for all ASUWT Executive Board members and ensure it is given to the Director of Outreach for publication. Check email and office mailbox daily, responding within forty-eight (48) hours during school days, excluding weekends (Saturday and Sunday).

PROPOSED WORDING:

401.02 All Executive Board members shall be responsible to:

6. Maintain a minimum of four (4) weekly office hours to be served either in-person or virtual during hours most appropriate for each Executive Board member's represented student population. Hours per position may vary and are specified within each Executive Board members' description.

a. Office hours are subject to change under extenuating circumstances. A change in hours or planned absence must be emailed to the ~~Vice President,~~ Office Manager, Director of Internal Affairs, Director of Outreach, ~~Speaker of the Senate,~~ and ASUWT Adviser.

402.02 The ASUWT President

12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~
    ~~b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

403.02 Vice President

11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~

~~b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

404.02 Director of Outreach

13. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~
    ~~b. The remaining hours are to be used however necessary to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

405.02 Director of Finance

13. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~
    ~~b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

406.02 Director of Student Technology

12. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~
    ~~b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

407.02 Director of Legislative Affairs

8. Work all allotted hours as described in the ASUWT annual budget during the academic year and summer.
    ~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~

~~b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

408.02 Director of Internal Affairs

11. Required to work all allotted hours as described in the ASUWT annual budget during the academic year and summer.

~~a. Keep a minimum of four (4) weekly office hours to be served during the Center for Student Involvement's hours of operation during the academic year.~~

~~b. The remaining hours are to be used to fulfill duties as outlined in the ASUWT Constitution and Bylaws.~~

12. Work with the Office Manager to approve a schedule of office hours for all ASUWT Executive Board members and ensure that Executive Board members adhere to the published schedule.

13. Carry out delegated tasks as described by the ASUWT Vice President and ASUWT President.

501.01 Office Manager

8. Work with the Director of Internal Affairs to maintain an updated schedule of office hours for all ASUWT Executive Board members and ensure it is given to the Director of Outreach for publication.

9. Check email and office mailbox daily, responding within forty-eight (48) hours during school days, excluding weekends (Saturday and Sunday).

10. Provide the ASUWT Adviser with a weekly timesheet of hours worked.

11. Fulfill tasks and projects delegated by the Director of Internal Affairs.

12. Keep an inventory of all supplies and items in the ASUWT space in the Center for Student Involvement.

13. Seasonally decorate the office if permitted by the ASUWT budget while being in-line with university policies and guidelines.