END OF YEAR REPORT:

Counting Absences: As outlined by the constitution and standing rules, one absence (excused or unexcused) is not attending general body meetings, committee meetings, office hours, or ExComm for chairs. This year, we had many issues with quorum and had a very hard time enforcing this policy, so we counted office hour absences as .5 instead of 1. This was helpful, yet it shouldn't be the norm. I used a google sheet to track absences, and checked office hours once a week on Tuesdays. Next year, this policy either needs to be changed (should the administration so choose) or enforced and made more known to the members of the body. Also, members need to be more proactive with emailed the secretary regarding absences and makeups with office hours.  
  
Sending out Resolutions: This is one of the most important parts about being secretary as this is the visible product of our work. I send these out usually within a week or 2 weeks of it being passed. I drafted an email and copy and paste it each time I have to send out a new resolution. To find people in the ‘directs to’ clause, use the Truman online directory and put them in the email. Also, going to the CSI and getting a pdf copy of the President’s signature to copy and paste on each resolution is extremely helpful. Ask me (Sarah) for a copy of the email that I sent out.  
  
Office Hours: Office hours were a particular problem this year as many members either did not know they were supposed to serve one, or skipped because they did not realize these were mandatory and would be counted as full absences. In the future, these need to be talked about much more so that all members know what is needed of them.

Dress Code: At one point, Student Government counted dress code violations as .5 of an absence, so that could be something the next Secretary could look into if they would like to clear things up in that area.