ASSOCIATED STUDENTS, INCORPORATED
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

ATTENDANCE AND ABSENTEEISM   **POLICY 010**

1. Purpose:
   To establish the policy and procedures regarding attendance at meetings.

2. References:
   - ASI Officer Performance Review and Removal Procedure – Policy 020
   - ASI Officer Performance Expectations and Management Procedure – Policy 025

3. Policy:
   Students, by their application to a position, realize the sacrifices necessary to function as an active participant. The Board of Directors and members of committees are empowered by students to act on their behalf. It is those students' expectation that their representatives are actively representing them in all areas of ASI.

4. Definitions:
   None

5. Procedure:
   5.1   An integral part of the responsibilities of each student participant is the punctual attendance of all meetings. Board meetings are scheduled to begin at 3:15 p.m. and to end after a motion to adjourn has been passed. Standing and sub-committees have scheduled start times, which must be confirmed with the chair of the committee.
   5.2   It is the responsibility of each member to attend all meetings in their entirety. Members who fail to fulfill their responsibilities are subject to expectations and procedures outlined in Policy 20 and 25.
         5.2.1   The ASI Secretary/Treasurer is responsible for managing the GIA process and ensuring officer accountability by generating a monthly attendance report of all officer and committee members.
         5.2.2   When an ASI officer fails to meet attendance expectations outlined in the policy it is the ASI Secretary/Treasurer's responsibility to report

Associated Students, Inc. Attendance and Absenteeism - Policy 010

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that information to the officers Direct Report, ASI President, Executive Director, and Executive Committee.

5.3   If present for two (2) hours of the Board of Directors meeting, a member will be counted as present. If a member arrives late or leaves early, causing him/her to not be present for a full two hours, that member will be counted absent and an excuse will be required. All other ASI meetings under 2 hours are up to the discretion of the Chair.

5.4   Each committee Code of Procedure has attendance requirements based the meeting frequency of the committee.

    5.4.1   Any appointed member may be removed from the committee on a recommendation from the Chair to the Board of Directors for more than the specified number absences, or tardies, or early departures during any one semester for that committee.

    5.4.2   Any required committee member may be put up for performance review on a recommendation from the Chair to their Direct Report for more than the specified number of absences, or tardies, or early departures during any one semester for that committee.

5.5   The chair's decision may be appealed to the Board of Directors except in the case where the committee in question is the Board, which then must be appealed to the Judicial Review Committee.

5.6   If excused for an ASI related activity, the member will give a report of the activity at the next meeting.

Policy History:
- Approved: 06/03/00
- Approved: 08/1/13

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