



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Approved: 06/03/00  
Approved: 08/1/13

**ADMINISTRATIVE MANUAL**

**ATTENDANCE AND ABSENTEEISM**

**POLICY 010**

- 1. Purpose:  
To establish the policy and procedures to ensure accountability measures of regarding attendance at meetings.
- 2. Reference  
s: None
- 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 A.S.I.
- 4. Definition  
s: None
- 5. Procedure:
  - 51 An integral part of the responsibilities of each student participant is the punctual attendance of all meetings. The Board of Directors has a scheduled start time that must be confirmed with the presiding chair~~Board meetings are scheduled to begin at 3:30 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.
  - 52 It is the responsibility of each member to attend all meetings in their entirety. Members who fail to fulfill their responsibilities will receive a performance warning from the Direct Report or chair of the committee ~~have their GIA's adjusted proportional to the amount of meeting time missed.~~
    - 52.1 The Direct Reports of their respective area A.S.I. Secretary/Treasurer ~~are~~ responsible for managing their committee members ~~GIA~~



~~process~~ and ensuring officer accountability by referencing their committee minutes, generating a monthly attendance report of all officer and committee members.

5.2.2 When an A.S.I. officer fails to meet ~~attendance~~attendance, expectations outlined in the policy, ~~it is the~~ Direct Report or committee chair's~~A.S.I. Secretary/Treasurer's~~ responsibility to report that information to the ASI Secretary/Treasurer, ~~officers~~ Direct Report, A.S.I. President, Executive Director, and Executive Committee.

~~5.3 A board member MUST be present and in their seat for 3/4<sup>th</sup> of the two (2) hours of the Board of Directors meeting, to a member will be counted as present. If a member arrives late or leaves early, causing him/her to not be present for 3/4<sup>th</sup> of the meeting a full two hours, that member will be counted absent and an excuse will be required. All other A.S.I. meetings under 2 hours are up to the discretion of the Chair.~~

5.4 Members may request an excused absence, excused tardy, or early departure by contacting the chair at least 24 hours prior to the schedule meeting. In the case of an absence due to an emergency, the member should contact the Chair as soon as possible. Excuses will be granted at the chair's discretion. That decision will be based on representation of constituency. 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.

~~5.3 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 A.S.I. meetings under 2 hours are up to the discretion of the Chair.~~

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5.5 If excused for an A.S.I. related activity, the member will give a report of the activity at the next meeting.

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