



ADMINISTRATIVE MANUAL

ATTENDANCE AND ABSENTEEISM

POLICY 010

1. Purpose:
To establish the policy and procedures regarding attendance at meetings.
2. References:
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. 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 3:30 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.
 - 5.2 It is the responsibility of each member to attend all meetings in their entirety. Members who fail to fulfill their responsibilities will have their GIA's adjusted proportional to the amount of meeting time missed.
 - 5.2.1 The A.S.I. 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 A.S.I. officer fails to meet attendance expectations outlined in the policy it is the A.S.I. Secretary/Treasurer's responsibility to report that information to the officers Direct Report, A.S.I. 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 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 scheduled 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.
- 5.5 If excused for an A.S.I. related activity, the member will give a report of the activity at the next meeting.