

# Official Attendance Policy

## Weekly Chapter Meetings

### Excused Absences:

- E-mail both the president and the chapter Gmail no less than 48 hours before the general meeting at which you will be absent. Extenuating circumstances (i.e illness, traffic, and emergencies etc.) will be reviewed case by case by the executive board and Sponsor/Director of Bands, as long as notification is received before the start of the meeting missed.
- Include in your e-mail the reason for your absence. If you do not feel comfortable sharing the reason with the chapter e-mail, you can e-mail the president details directly.
  - In case of emergency, please contact the president or secretary before the start of the meeting.
  - Excused absences include: unavoidable/emergency doctor's appointments, sincere illness (when a fever, vomiting, sever coughing, and/or other such symptoms are present), fraternity business, mandatory school-related events (e.g. mandatory rehearsals or class), religious holidays/observances, RSVP events (e.g., weddings, bar/bat mitzvahs), traffic (notify the chapter ASAP once it is safe to do so) - if there has been a sufficient amount of time given ahead (notify the chapter as soon as there is cause for tardiness). All other absences will be reviewed on a case-by-case basis.

### Unexcused absences:

- Unexcused absences include: homework, practice, forgetting about the meeting, work, and leaving the area for leisure or recreational purposes. Not notifying the chapter of a potential absence can lead to an unexcused absence.

## Committee Meetings

### Excused Absences:

- E-mail the committee head and the chapter e-mail of absence no less than 24 hours before the committee meeting from which you will be absent. Extenuating circumstances (i.e illness, traffic, and emergencies etc.) will be reviewed case by case by the committee head, as long as notice is received before the start of the meeting missed.
- Include in your e-mail the reason for your absence. If you do not feel comfortable sharing the reason with the chapter e-mail, you can e-mail the committee head details directly.
  - In case of emergency, please contact the committee head before the start of the meeting.
  - Excused absences include: unavoidable/emergency doctor's appointments, sincere illness (see above), fraternity business, mandatory school-related events (e.g. mandatory rehearsals or class), religious holidays/observances, RSVP events (e.g., weddings, bar/bat mitzvahs), traffic (see above) - if there has been a

sufficient amount of time given ahead (notify the chapter as soon as there is cause for tardiness).

Unexcused absences:

- Unexcused absences include: homework, practice, forgetting about the meeting, work, and leaving the area for leisure or recreational purposes. Not notifying the chapter of a potential absence can lead to an unexcused absence.
- Committee heads must notify members of their committee of a changed meeting time or cancelled meeting no less than 24 hours before the regularly scheduled meeting; otherwise it will be considered an absence for the committee head.

## Service Events

Excused Absences:

- E-mail both the president and the Vice President of Service no less than 48 hours before the service event at which you will be absent. Extenuating circumstances (i.e illness, traffic, and emergencies etc.) will be reviewed case by case by the executive board and Sponsor/Director of Bands, as long as notification is received before the start of the meeting missed.
- Include in your e-mail the reason for your absence. If you do not feel comfortable sharing the reason with the chapter e-mail, you can e-mail the president details directly.
  - In case of emergency, please contact the president or secretary before the start of the meeting.
  - Excused absences include: unavoidable/emergency doctor's appointments, sincere illness (see above), fraternity business, mandatory school-related events (e.g. mandatory rehearsals or class), religious holidays/observances, RSVP events (e.g., weddings, bar/bat mitzvahs), traffic (see above) - if there has been a sufficient amount of time given ahead (notify the chapter as soon as there is cause for tardiness). All other absences will be reviewed on a case-by-case basis.

Unexcused absences:

- Unexcused absences include: homework, practice, forgetting about the meeting, work, and leaving the area for leisure or recreational purposes. Not notifying the chapter of a potential absence can lead to an unexcused absence.

## Tardiness/Early Departure

Tardiness (5 minutes late or more)/Early Departures:

- If the brother is aware they will be tardy or have to leave early, notification must be sent to the president and chapter email.
- If a member is unable to know ahead of time their tardiness, they must find a way to notify the president or secretary by phone, text message, or via email.

- In the message/phone call please indicate why you are late/leaving early, and a projected arrival/departure time.
  - 2 late arrivals = 1 unexcused absence
  - 2 early departures = 1 unexcused absence
  - 1 late arrival + 1 early departure = 1 unexcused absence
    - Each late arrival and early departure will count as ½ of an absence.
  - These will be tallied for each meeting missed; including each committee on which you serve. General meetings will have their own running attendance record.
- Tardiness will be measured by the time the meeting is called to order. Consequences (for unexcused absences)

#### Missing a general meeting:

- For a first offense, there will be there will be a warning.
- If a member accumulates two unexcused absences from meetings or required events (service events or degrees), they are required to plan an event for the committee of their choosing and have it prepared and held within the next full calendar month of the second unexcused absence.

#### Missing a committee meeting:

- If a member accumulates two unexcused absences from meetings or required events, they are required to plan an event for the committee of their choosing and have it prepared and held within the next full calendar month of the second unexcused absence.

### Limitations

- If a member has accrued four unexcused absences total from general and committee meetings, (for example, if you have one unexcused general meeting absence and four unexcused committee meeting absences) you will be asked to have a meeting with the president, vice president of membership, and sponsor(s) to discuss your conduct.
- Consequences for meetings are accumulated by meeting type – general or committee. The consequence for missing two meetings is enforced only when a member misses two of the same type of meeting. Therefore, if a brother misses one chapter meeting and one committee meeting, then the consequences will not be enforced unless another of either type of meeting is missed.
- Failing to follow the listed protocol for notification of an absence, including for a valid/reasonable excuse, may result in an unexcused absence.
  - Committee absences are to be recorded in the minutes of the committee meeting.
  - General meeting and required event absences are to be recorded by the secretary in the minutes of the general meeting.
  - VPM and committee head will keep tally of brothers attending MC lessons and notify the secretary.
- Any Brother may remove their absences by attending the regular membership education meetings or an additional committee of that current semester. Attendance of one (1) membership education meeting or committee will remove half (1/2) an absence, with no

maximum of attendance at membership education meetings, until zero absences are reached. A member may only attend 1 committee meeting per week for credit.

### Consequences for not planning and completing events:

If a brother fails to comply with the attendance code, they will be subject to the following:

- The brother must plan and complete an event sponsored by any committee, which is approved by that committee's head, within 30 days of the last absence. If the event is not planned and completed within the 30-day time frame, a documented meeting with the Sponsor and/or Director of Bands must occur the week following the missed deadline. A report of this meeting will be submitted to the chapter.
- After the meeting with the Sponsor and/or Director, the brother will have one (1) week to plan and complete the event. If the brother fails to meet the requirement, the brother will be placed on probationary status.

For Graduating members:

- Graduating members are subject to the same timeline above. If the graduating member does not complete the event, they are subject to fining. Each event that is not completed will be a \$20 fine, paid one (1) month prior to the end of the semester. If the fine is not paid, the brother is immediately placed on probationary status. The time frame gives the brother three (3) weeks for restitution, to be decided by the Sponsor and/or Director of Bands. If restitution is not completed by graduation, the member becomes eligible for inactive status, ensuing chapter's vote.
  - If the graduating member does not comply, then, with a vote of the chapter, the graduating member will graduate as an inactive member and will not be eligible for alumni membership status.