Tardiness
1. An organization will be considered “tardy” and not absent if they arrive during the first 10 minutes of the meeting
2. If tardy within the first ten minutes of the meeting, voting/proposing privileges will be suspended for that meeting
3. A second roll call will need to be requested by a different club representative in order for the late club representative to be marked tardy, rather than absent
4. If tardy 11 minutes or more, the representative will be defined as absent
5. Two tardies will count as one absence

Absence
1st Absence – Oral and written warning issues to representative and organization’s president
2nd Absence – Proposing/voting privileges suspended for 1 week
3rd Absence – Proposing/voting privileges suspended for the semester

No organization’s retroactive proposal shall be proposed during the time period of suspension.

If a representative leaves during the meeting without a replacement, they will be marked absent and proposing and voting privileges will be suspended for the following meeting.

Attendance is still mandatory during time of suspension. If you know ahead of time that you cannot attend a meeting, please send a back-up rep from your organization to temporarily take your place. In this case, your organization will not be considered absent. Your back-up rep cannot execute any voting rights but can still participate in the Q&A section of proposals.

Name:__________________________     Club:_________    Date:___________

Signature:________________________