

Approved: 6-14-2017

GSA ATTENDANCE POLICY

The following stipulates: the attendance policy for the GSA President, President-Elect, and the Vice Presidents for both general and executive board meetings, the attendance policy for program representatives for general and special meetings, the attendance policy for student group representatives for general and special meetings, the attendance policy for university board/committee members and GSA committee chairpersons for committee meetings, and the attendance policy for GSA committee members.

I. Executive Board Attendance Policy

- A. Who the policy affects: the President, President-Elect, and all five Vice Presidents (hereby "the executive board").
- B. The executive board must attend at least one executive board meeting each month as well as the general GSA meeting each month.
- C. Executive board members who must miss a meeting for acceptable reasons (at the discretion of the President or President-Elect, but might include illness, vacation, or conflict with another meeting) must give notice 48-72 hours in advance.
- D. Executive board members who fail to attend two consecutive meetings, or attend less than 70% of all meetings may receive disciplinary action (such as a formal reprimand) at the discretion of the President, or in the case of the President, the President-Elect. Failure to attend 50% of meetings, or missing three consecutive meetings, may cause the President, or President-Elect, in the case of the President, to initiate that member's dismissal.
- E. Beyond the mandatory executive board meetings and general body GSA meetings, special meetings may arise as projects develop. Executive board members must make every reasonable attempt to attend such meetings.

II. Program Representative Attendance Policy

- A. Who the policy affects: each program's representative(s) for all programs listed in the GSA Constitution.
- B. Program representatives must attend each month's general body GSA meeting, or send an appointed alternative in their place.
- C. Program representatives who fail to attend two consecutive meetings, either in person or through their appointed alternative, may receive disciplinary action (such as a formal reprimand) at the discretion of the President. Failure to attend three consecutive meetings, either in person or through their appointed alternative, may cause the GSA Executive Board to initiate that program representative's dismissal.
- D. Beyond the mandatory meetings, special meetings may arise for members to vote on policy changes and amendment changes or for feedback on GSA

proceedings. Program representatives must make every reasonable attempt to attend such meetings.

III. Student Group Representative Attendance Policy

- A. Who the policy affects: each student group representative for any student group that is funded through the GSA.
- B. Student group representatives must attend each month's general body GSA meeting, or send an appointed alternative in their place.
- C. Student group representatives who fail to attend two consecutive meetings, or fail to send an alternative to two consecutive meetings, will be subject to a formal reprimand. Student group representatives who fail to attend three consecutive meetings, or fail to send an alternative to three consecutive meetings, may be subject to dismissal and may have their funding partially or completely revoked for their student group.
- D. Student group representatives are responsible for relaying important information at GSA meetings to the leadership of their student group.
- E. Besides the mandatory GSA general body meetings, there may be special meetings to consider proposals, policies, or changes to the constitutional amendments that affect student groups. Student group representatives (or their alternates) must make every reasonable effort to attend such meetings.

IV. University Board/Committee Member and GSA Committee Chairperson Attendance Policy

- A. Who the policy affects: any university board/committee member as listed in the GSA constitution, and any GSA Committee Chairperson who is not already a GSA executive board member.
- B. University board/committee members and GSA committee chairpersons must attend each month's general body GSA meeting, or send an appointed alternative in their place.
- C. University board/committee members and GSA committee chairpersons who fail to attend two consecutive meetings, or fail to send an alternative to two consecutive meetings, will be subject to a formal reprimand. University board/committee members who fail to attend three consecutive meetings, or fail to send an alternative to three consecutive meetings will be subject to dismissal.
- D. University board/committee members must attend their respective university board or university committee meetings. Meeting attendance should be confirmed through monthly/quarterly reports to the Vice President of Policy and Programming.
- E. GSA Committee chairpersons must hold at least quarterly meetings for their respective committees and must report such meetings to the Vice President of Policy and Programming.
- F. Besides mandatory meetings, there may be special meetings to consider procedures, policies, or changes to the constitutional amendments that affect

university board/committee members and GSA committee chairpersons.
University board/committee members and GSA committee chairpersons must make every reasonable effort to attend these meetings.

V. GSA Committee Member Policy

- A. Who the policy affects: any member of any GSA recognized committee including the Events Committee, Financial Committee, and Diversity and Inclusion Committee, or any other committee that is made during the year.
- B. GSA committee members must attend greater than 50% of all committee meetings made during the year, unless they have received an exception from the Committee Chairperson; this would apply in cases where meeting times conflict but the committee member still contributes work to the committee.
- C. GSA committee members who must miss a committee meeting should give notice to the Committee Chairperson no later than 48 hours in advance, barring any emergencies or illnesses.
- D. GSA committee members who fail to attend two meetings in a row without appropriate notice (see section C) will be subject to a formal reprimand.
- E. GSA committee members who fail to attend greater than 50% of all committee meetings, or miss three meetings in a row without appropriate notice will be subject to dismissal from the committee.
 1. If the GSA committee member is a program representative, then they may be subject to dismissal as a program representative.