

Attendance Policy for Delta Eta Bylaws:

## 1. Overview

Members of the Delta Eta Chapter of Beta Alpha Psi are expected to be present for required Chapter events and the Thursday Professional Meetings. Regular attendance and punctuality are important to the organization's success. Arriving late, being tardy, or being absent is unprofessional and is a disruption.

In the case that a member is to run late, an email to the Vice President of Professionalism will suffice. Members who are knowingly unable to attend a meeting must email the Vice President of Professionalism a minimum of 24 hours in advance to the meeting and/or commitment. Failure to report an absence prior to "Roll Call" on the day of the meeting will result in an absence.

Attendance infractions reset each quarter (Fall, Winter, and Spring) unless otherwise noted.

## 2. Classifications of Absences

- a. Excused Absence: A member who is unable to attend the meeting and/or commitment must submit a written attendance request form to the Vice President of Professionalism 24 hours prior to the missed meeting and/or commitment. In the event that the Vice President of Professionalism is unable to determine if the member's rationale constitutes an excused absence, it is to be voted on by the Officer Board. The following constitutes an excused absence:
  - Health-related events, such as a doctor or dentist appointment, sickness or hospitalization
  - Paid work or job
  - Job and internship interviews, networking or other professional events, mentor meeting
  - Academic obligation, such as research or meeting with a professor and/or an advisor, or mandatory class section
  - Extreme circumstance, such as personal, health, and family emergencies
- b. Unexcused Absence: An unexcused absence is defined as a situation and its rationale that are not approved by the Vice President of Professionalism and/or the Officer Board. An absence will be declared unexcused if the member is not present for "Roll Call" or fails to provide a timely notice to the Vice President of Professionalism or the Officer Board. The following constitutes an unexcused absence:
  - Any rationale that was not received by the Vice President of Professionalism or the officer team at least 24 hours prior to the meeting and/or commitment
  - Skipping a meeting and/or commitment for another club or organization

- Failure to attend a community service event and/or chapter event after RSVP'ing
- “Personal day”\*
  - \*Each member is granted 2 unexcused absences each quarter which they can use however they please. If a member needs more time off, it is in the best interest of the member to contact the Officer Board.