

Attendance Policy for Gamma Omega Bylaws:

1. Overview

Brothers of the Gamma Omega Chapter of Alpha Kappa Psi are expected to be present for required Chapter events and General Business Meetings. Regular attendance and punctuality are important to the Brotherhood and our success. Arriving late, being tardy, or being absent causes is unprofessional and is a disruption.

In the case that a Brother is to run late, an email to the Vice President of Communications will suffice to a Brother's delayed arrival. Brothers who are knowingly unable to attend a meeting must email the Vice President of Communications 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 you are on a documented Action Plan. If so, your Action Plan will further detail your attendance requirement to return to good standing.

2. Classifications of Absences

a. Excused Absence: An excused absence must be approved by the Vice President of Communications at a minimum of 24 hours prior to the start of the meeting and/or commitment. In the event that the Vice President of Communications is unable to determine if the Brother's rationale constitutes an excused absence, it is to be voted on by the Executive Board. The following constitutes an excused absence:

- Health-related events, such as a doctors or dentist appointment, sickness, or hospitalization
- Paid work or job
- Job and internship interviews, networking or other professional events, or mentor meetings
- Academic obligation, such as research or meeting with a professor, or mandatory class session
- Extreme circumstance, such as personal, health, and family emergencies

b. Unexcused Absence: An unexcused absence are situations and rationales that are not approved of by the Vice President of Communications and/or the Executive Board. An absence will be declared unexcused if the Brother is not present for roll call without late notice to the Vice President of Communication and/or the Executive Board. The following constitutes an unexcused absence:

- Any rationale that was not received by the Vice President of Communications at least 24 hours prior to the meeting and/or commitment
- Skipping a meeting and/or commitment for another club or organization
- "Personal day" *

- *each Brother is granted 2 unexcused absences each quarter in which they can use however they please. If a Brother needs more time off, it is in the best interest of a Brother to submit a leave of absence to be reviewed by the Executive Board and forwarded to our Regional Director.

3. Overview of disciplinary action for attendance infractions

Attendance issues will result in progressive disciplinary action up to and including termination based on the following point system:

2 unexcused absences: Written warning stating that an additional absence will be grounds for an Action Plan issued by the Executive Board

More than 2 unexcused absences: Action Plan to be issued and outlined by the Executive Board in an in-person meeting to discuss the entails

If a Brother is a no call-no show for more than three written reminders and has not returned any form of communication to the Vice President of Communications of the Executive Board in regards to personal updates or Action Plan, the Brother's status will be changed to "Suspended: Non-Attendance" in our Chapter records and ChapterSpot due to inactivity. In order to return to good standing, the Brother must carefully complete the Action Plan outlined by the Executive Board and during the allocated time frame.

4. Special Events

Any changes to the following infractions are to be determined by the Vice President of Communications and/or the Executive Board. The following events are mandatory (unless previously excused) and are subject to a higher infraction if missed:

- Membership Social: 2 absences
- Midcourt: 2 absences
- Court of Honor: 2 absences
- 2 Committee Meetings: 1 absence