

AS BOARD MEMBER ATTENDANCE POLICY

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BACKGROUND AND PURPOSE

The purpose of this policy is to help ensure regular attendance by board members. It is essential for efficient operations and proper representation of the students of San Francisco State University that all board members understand and abide by this attendance policy. In order to best serve the student body and the organization, board members are expected to conduct themselves in accordance with the bylaws and policies set forth by the university and AS. This policy ensures that all board members understand the importance and consequences associated with meeting attendance.

POLICY STATEMENT

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member’s file. The policy has been reviewed and authorized by the board.

APPLICABILITY TO THE POLICY

This policy applies to all standing board members.

DEFINITIONS

Term	Definition
AS Staff Advisors	For the purposes of this policy, this refers to the AS Executive Director.
Board of Directors (BOD)	The student body of elected or appointed members who oversee and approve the activities of Associated Students at San Francisco State University

ABSENCES AND REMOVAL

Members of the Board of Directors (BOD) of Associated Students¹ of San Francisco State University, henceforth referred to as AS, are subject to the following policy of attendance.

Members in violation of any section of the following policy will be notified by the Corporate Secretary in a timely manner and are subject to removal from the board at the discretion of the Board of Directors, pursuant to Bylaws Article VI, Section 6, Sub-Section (c)

- a. Directors are to report for consultation² with AS Staff Advisors if either of the following take place;
 - i. Two excused absences of the BOD meetings in one semester (Fall, Spring, or Summer)
 - ii. Two excused absences of Committee/Council/Assembly meetings in one semester (Fall, Spring, Summer, or Winter)
 - iii. One unexcused absence of the BOD meetings in one semester (Fall, Spring, or Summer)
 - iv. One unexcused absence of Committee/Council/Assembly meetings in one semester (Fall, Spring, Summer, or Winter)

- b. Any subsequent absence in the same semester after consultation is a violation of the attendance policy and is cause for removal.

REQUESTING EXCUSED ABSENCES

¹ Includes designees as described in AS Bylaws, Article VI Section 1 (c) and (d).

² Facilitated meeting with AS Professional Staff/Advisors/Student affairs needed to: 1. Give advice, 2. Clarify board expectations, 3. Provide strategies to reduce absences and tardiness.

Members of the Board of Directors may request excused absences from the Chair of the respective meetings by 5pm the previous business day.

- a. Requests submitted within 24 hours of the meeting time do not require a reply from the Chair, and the absence will be determined at the chair's discretion.
- b. Method of contact to request an excused absence from the Chair is to be determined by that Chair and made clear during an open session of the BOD meeting as to have the method of contact reflected in the minutes.

Meeting dates for regular Board and Committee meetings will be set far enough in advance to avoid conflicts with existing commitments of individual Board members that would prevent them from attending the meeting. Thus, it is expected that each Board member will attend each regularly scheduled Board and Committee meeting, unless:

1. The director indicated at the time the Board agreed to the schedule that they had a previous commitment that precluded his or her attending a specified meeting.
2. An unexpected event outside the control of the Director prevents the director from attending.

All regularly scheduled meetings should in most circumstances be attended in person.

ATTENDANCE RECORD

All BOD meeting absences/tardies are to be recorded by the Corporate Secretary of AS. In the absence of the appointment of a Corporate Secretary, the AS President shall designate a recorder.

- a. It is the duty of the Corporate Secretary to inform the BOD, during officer reports, if any member is in violation of this attendance policy.
- b. The BOD should receive such attendance reports from the Corporate Secretary on a timeline set at the discretion of the Corporate Secretary, but no less than quarterly.

All Committee/Council/Assembly meeting absences/tardies are to be recorded by the Chair or minute taker of the scheduled meeting and reported to the Corporate Secretary of AS.

TARDINESS

If a board member has 3 instances of tardiness in one semester at any given meeting, it shall be recorded as 1 unexcused absence in the attendance record.

A tardy is defined as arriving 10 minutes or more after the call to order without notice to the chair.

FORMS

Attachment A: Board Member Confirmation

Attachment A:

1. This policy is to be signed by every Board Member prior to the first meeting of the Board of Directors in May or before their first meeting after appointment to the Board of Directors.
2. Upon approval of the BOD, this policy is to take effect immediately. This shall be the prevailing BOD attendance policy until the BOD approves another policy.³⁴⁵⁶

I _____ hereby agree to adhere to the above attendance policy and understand that failure to do so can result in my removal from the Board of Directors, pursuant to Article VI Section 6 Sub-Section (c) of the AS Bylaws.

Signature _____ Date: _____

³ Drafted: 2/20/15 HCB

⁴ Approved by Rules Committee: 3/17/15

⁵ Approved by BOD: 4/1/15

⁶ Mentioned in Bylaws:

Article VI, Section 3, Sub-Section d, Pg. 6

Article VI, Section 6, Sub-Section c, Pg. 7

BOARD OF DIRECTORS ATTENDANCE POLICY APPROVAL AND REVISION HISTORY

Board of Directors Attendance Policy was Approved by the AS Board of Directors on

03/29/2016