



King's University College Students' Council ATTENDANCE POLICY

EFFECTIVE: November 23rd, 2014

SUPERSEDES: N/A

AUTHORITY: Governance and Council
Operations Committee

RATIFIED BY: Council
November 23rd, 2014

RELATED DOCUMENTS:

- By-Law #1

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PREAMBLE:

The KUCSC functions most effectively when all of its members adhere to attendance expectation. As a representative body, it is vital that all of our members attend every committee and general meeting in order to most accurately reflect the diversity, complexity, and vibrancy of our community. However, the KUCSC understands that flexibility and understanding are essential characteristics for both the corporation and its members. And, as such, adheres to an attendance policy that encourages active participation while recognizing the density of student life and supporting those who are legitimately unable to participate.

1.00 SCOPE

1.01 This policy defines the mandate surrounding attendance for all Members of Council.

2.00 REGRETS

2.01 Regrets must be submitted to the Speaker no later than 12pm (noon) the day prior to the meeting if the member is unable to attend the Duly Called Meeting.

2.02 Regrets must include a brief explanation justifying the absence.

(1) The Speaker or Deputy Speaker may ask for evidence verifying the explanation.

2.03 All regrets are to be approved by the Deputy Speaker in consultation with, as needed, the Speaker and the Governance Officer.

(1) The Governance and Council Operations Committee (GCOC) shall review all decisions regarding regrets and have the power to overturn any decision regarding regrets made by the Deputy Speaker.

2.04 Legitimate regrets include, but are not limited to:

(1) Class or exam schedule conflict; and,

(2) Medical, family, or personal emergency.

3.00 ATTENDANCE POINT SYSTEM



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- 3.01 Missing a general meeting or committee meeting without submitting regrets or having those regrets rejected shall result in one and half (1.5) demerit points.
- 3.02 Missing a general meeting or committee meeting with approved regrets shall result in half (0.5) of a demerit point.
- 3.03 Leaving a general or committee meeting early or arriving late with approved regrets shall result in a quarter (0.25) of a demerit point.
- (1) Being present for the first two (2) hours is considered present for the entirety of the meeting.
 - (2) Members who arrive late or leave meetings early must sign in/out with the provided form.
- 3.04 Leaving a general or committee meeting early or arriving late without submitting regrets or having those regrets rejected shall result in three-quarters (0.75) of a demerit point.
- (1) Being present for the first two (2) hours is considered present for the entirety of the meeting.
 - (2) Members who arrive late or leave meetings early must sign in/out with the provided form.
- 3.05 A list of members and their accumulated demerit points shall be posted and updated no less than once a month both online and on the KUCSC Information Board.

4.00 ATTENDANCE PROCEDURE

- 4.01 The first warning shall be issued in writing at three (3) demerit points.
- (1) Following the first warning, the member in question may elect to meet with the GCOC and discuss the situation.
- 4.02 The second warning shall be issued in writing at four and a half (4.5) demerit points.
- (1) Following the second warning, the member in question may elect to meet with the GCOC and discuss the situation.
- 4.03 Council members who have accrued six (6) demerit points shall be automatically suspended from Council.
- (1) During the council meeting immediately following the suspension the member in question shall be brought before Council.



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(2) Subject to a two-thirds vote by Council, the member in question may be removed from council or reinstated.

4.04 Should a member be reinstated, they are subject to strict attendance requirements. Should they be awarded one (1) more demerit point, they shall automatically be suspended and must repeat the procedure outlined in sections 4.03(1) and 4.03(2).

4.05 Should a member be removed from council for attendance violations, they are prohibited from holding a position on council for the remainder of the year in which they were suspended and the year immediately following.

(1) Any decision made by council to remove a member is considered final.

5.00 PROCEDURAL AUTHORITY

5.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the GCOC.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by Council before taking effect.