****

**Attendance Policy Spring 2013**

Official Alpha Kappa Psi Beta Iota Chapter Policy

**General Meetings**

Section 1. This chapter shall hold at least two (2) business meetings a month during the academic year, at which a quorum shall be present. (SCCII5A)

Section 2. Business meetings of this chapter shall be held on Friday of each month at 5:30 PM during the academic year.

Section 4: The responsibility of General Meeting attendance rests on the shoulders of every brother of the Beta Iota chapter**. A brother may miss two (2) General Meetings for any reason without penalty.**

**Categories of Absences:**

**Excusable Absences**

* Death in the Family (serious family issue)
* Classes/Exams
* Job/Graduate school interviews
* Religious Holidays
* Medical Emergencies
* Jury Duty
* Uncontrollable Accidents (e.g. car accident)
* Business Competitions

**All other absences will be inexcusable and result in not receiving credit towards attendance.**

**\* Sports Team/Club schedules and work schedules must be submitted to the Executive Administrator by the 3nd general** business meeting of the semester (unless otherwise specified by the Executive Administrator). All changes made to the schedule must be reported to the Executive Administrator for valid recording of half absence.

Lateness: All lateness must be communicated to the Executive Administrator**. Once five minutes have elapsed following the gavel rap,** there will be NO admittance unless communicated to the Executive Administrator prior to the general business meeting. If a brother knows that they are going to be late with a valid excuse, they are required to notify the Executive Administrator before 5:00 pm, the day of the meeting.

If a brother is late, they must knock once and supply the Warden with the password and handshake.

Leaving Early: All requests to leave early must be communicated to the Executive Administrator before the meeting begins.

Conduct: Everyone must remain respectful to the brothers and the chapter throughout the meeting. Those who fail to comply will be given a verbal warning from the Warden and sent to the back of the room. If the brother continues to be disruptive, he/she will be asked by the Wardens to exit the room and the **individual will be charged with an unexcused absence.**

Roll Call: **If a brother does not respond to their name during roll call, they will be marked as absent.**

**Suspensions**

ARTICLE XI DISCIPLINE

Any member who is deemed guilty of violating any of the provisions of the Ritual of Alpha Kappa Psi, the Articles of Incorporation, the Constitution and Statutory Code, Bylaws, rules, regulations or edicts which have been properly approved**, or who divulges any of the secrets of the** Fraternity or who violates the fundamental laws thereof, or who is deemed guilty of gross improper conduct shall be subject to fine, reprimand, **suspension,** or expulsion. (II8C, SCCVII1)(BODpp13-17)

Section 4. Any Student Member who **misses three (3) scheduled** meetings without excuses acceptable to the chapter’s executive committee shall be subject to **suspension** from the chapter by a majority vote of the chapter. This action may be taken without the necessity of a hearing as outlined in the Disciplinary Procedures Policy of the Board of Directors. The member(s) may appeal any suspension to the Board of Directors.(BODpp47)

Section 5. Members, who have been suspended, for either financial delinquency or non-attendance, have lost the right to vote until their suspension is ended, and are not to be counted in the determination of a quorum for this chapter. (SCCII5B)(BODp12)

Return from suspension status will occur 30 days after the 1st day of suspension and once payment of the appropriate suspension penalty fee is received. The suspended brother has one week from the 30th day to pay the penalty fee and return to good standing.

 *First Suspension - $30*

 *Second Suspension in same semester - $40*

 *Third Suspension in same academic year - $60*

Brothers returning from suspension **do** **not** start from a clean slate**. They are allowed to miss one (1) General Meeting before being put up for a vote for suspension again.**

**Committee Attendance**

**It is the responsibility of the Committee Director to maintain Committee attendance.**

**The brother who attends the most Committee events will be rewarded.**

**Note:** Social events do NOT include pledges. However, event planned by the Membership Committee are designed and planned cooperatively between the pledges and the brothers. Outside events are strongly encouraged. These events will not count for attendance points, but will impact the Annual Chapter Report if reported to the Vice President of Operations.

**Rituals**

Attendance at all Rituals and **events following rituals**, planned by the social committee will be mandatory. (Pinning, MC, COH)

All absences must be reported to the Executive Administrator at least **one week** prior to the ritual. Emergency situations will be handled on a case-by-case basis. **If a brother will be arriving late or leaving early, this must also be reported to the Executive Administrator at least one week prior to the ritual.**

Absence (**full or partial**) from a ritual will automatically place a brother up for review and possible disciplinary action by majority vote of the brotherhood.

**Rush Events**

* Rush Informational Sessions

Must attend 1 out of 2

* Meet The Chapter

**Mandatory**

* Rush Socials

Must attend 3 out of 5

* Rush Promotions

Must complete any combination of the following, for a total of 3 promotions

* + 1 hour of Tabling and Flyering
	+ 1 hour of Classroom Flyering and Chalking
	+ 1 In-Class Presentation

Attendance at Meet The Chapter during rush week will be mandatory. Attendance will be kept at Meet the Chapter.

**Brother Review**

A brother is put up for review for **missing a Ritual,** missing mandatory events or **violating the Brother Agreement and for any appropriate reasons brought up by any student member.**  Reviews will take place before the Beta Iota chapter at a general meeting.

In a Brother Review, majority of the chapter’s vote decides if the brother being reviewed should be punished. If the majority votes for punishment, **an additional round of voting will commence for reprimand, suspension, or expulsion of the brother.** Brothers will be brought up for review, and based upon the discretion of the brotherhood's vote; a punishment will be implemented including monetary fine, suspension, and/or expulsion.