



King's University College Students' Council

ATTENDANCE POLICY

EFFECTIVE	December 4, 2023	SUPERSEDES	November 23, 2014
AUTHORITY	Speaker	RATIFIED BY	The Board of Directors December 4, 2023

PURPOSE

The KUCSC functions most effectively when all of its members adhere to attendance expectations. As a representative body, it is vital that all of our members attend any required Committee and/or the General Monthly Council meeting 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. This policy defines the mandate surrounding attendance for all Members of the Council.

RELATED

By-Law #1

SCOPE

This policy applies to all voting Members of the Council.

POLICY

All Members are required to be present for the entire duration of the General Monthly Council meeting and/or Committee meeting.

Regrets

- 1) Regrets must be submitted to the Speaker and Deputy Speaker no later than 12:00 p.m. (noon) the day prior to the meeting if the member is unable to attend the General Monthly Council meeting or Committee meeting.
- 2) Approved regrets include, but are not limited to:
 - a. Class or exam schedule conflict;
 - b. Medical, family, or personal emergency;
 - c. Bereavement
- 3) Regrets must include a brief explanation justifying the absence.
 - a. The Deputy Speaker may ask for evidence verifying the explanations.



King's University College Students' Council

ATTENDANCE POLICY

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

Attendance Point System

- 1) Missing a General Monthly Council meeting or committee meeting without submitting regrets or having those regrets rejected shall result in two (2) demerit points.
- 2) Leaving a General Monthly Council meeting or Committee meeting early or arriving late with unapproved regrets shall result in one (1) demerit point.

ATTENDANCE PROCEDURE

- 1) Once a council member has reached four (4) demerit points for unapproved absences they will receive a letter from the Deputy Speaker.
- 2) A second warning shall be issued in writing by the Deputy Speaker once the council member has reached five (5) demerit points.
- 3) Council members who have accrued six (6) demerit points shall be automatically suspended from Council for a maximum of one (1) month. The member will receive a third notice in writing from the Speaker.
- 4) Should a council 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.

PROCEDURAL AUTHORITY

- 1) Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Board of Directors.
 - a. The scope of such Procedures is limited to the scope of this policy.
 - b. In the event of any conflict, this Policy supersedes any documents created under it.

POLICY REVISIONS

Revision Date	Details of Revision	Release Date	Authorization
Nov. 23, 2014	Initial release	Nov. 23, 2014	GCOC
October 2023	Complete rewrite of the policy. Language is more consistent. Removed point system for approved	October 2023	Speaker



King's University College Students' Council

ATTENDANCE POLICY

	absences. Removed sign in/out when late or leaving early.		