

You're Important to Us!

IUPUI STAFF COUNCIL ATTENDANCE POLICY

The Staff Council is very thankful for your volunteerism and dedication. Because you are so important to the Council, it is also important that you attend every meeting possible. Below please find the attendance policy and notification practices, amended by Staff Council, October 16, 2019.

- i. A member who has four unexcused absences, without delegate representation by an Alternate, from regular scheduled meetings in any twelve-month period shall be removed from the Council.
- ii. Members may be excused by any member of the Executive Committee, but notices of absence must be sent to the Corresponding Secretary by the member. The Corresponding Secretary will inform the 2nd VP (Chair of Membership) of concerns by the 3rd unexcused absence.
- iii. At the time of written notification of removal by the Membership Committee, the member shall be provided with the opportunity to appeal this removal in writing to the Executive Committee.
- iv. The Executive Committee shall have the power of reinstatement.
- v. Alternates - A member of the Staff Council who must be absent from any meeting of the Council may be represented at that meeting by an alternate. This alternate shall be permitted voice and vote and the vote shall be the expression of the Council member whom the alternate represents. The alternate, who is not currently a member of the Staff Council, must be a voting member of the Staff (see Article III, Section B). The alternate may have only one vote and may not represent more than one member of the Council. The alternate shall sign the attendance sheet at each meeting attended with his/her name beside that of the Council member represented.

In the rare case that a representative cannot attend they are required to inform the Council Office (Leslie Albers/lealbers@iu.edu or Rachel Molina/ramolin@iu.edu) of their upcoming absence. The representative should also designate and send an alternate in their place (it is the responsibility of the elected member to notify the Council Office that an alternate will attend in his/her place).

The Staff Council is delighted to count you among their membership. If you are having trouble arranging to attend the monthly Council meetings, please contact your SC Interim President, Heather Staggs at hstaggs@iupui.edu.