

**Associated Students, Inc.**  
**California State University, Bakersfield**  
**Attendance Policy**

I. NAME

This document shall be called the ASI Attendance Policy.

II. PURPOSE

The purpose of this policy is to set guidelines and expectations regarding requirements and attendance of ASI Board members.

III. DATE OF EFFECTIVENESS

Upon approval by the Board of Directors and signature of the President  
Originally approved ASI Board 10-1-10  
Revised (Evaluation Policy) 1-20-12  
Revised 11-2-12  
Revised 11-7-14

IV. AMENDMENTS

This policy may be amended by a majority vote by the Internal Affairs Committee and the ASI Board of Directors.

V. GUIDELINES

A. Board Member Quarterly Requirements:

1. Be absent from no more than two unexcused board or committee meetings.
2. Attend a Campus Committee Meeting and submit a written report.
3. Attend one club meeting once a quarter.
4. Meet with an Academic or University Administrator at least once a quarter.
5. Establish a minimum of two office hours per week (a minimum of 8 weeks) or equivalent hours of work (assist in any capacity with an ASI event or ASI sponsored event, etc.) per approval of the committee chair.

B. Management of Attendance Policy

1. Excused absence
  - a. ASI or University related business.
  - b. Illness and hospitalization.

- c. Death in the family.
- d. Religious observance.
- e. Other occurrence approved by ASI executive council.
- f. Absence form must be completed in advance and turned into the Administrative Support Coordinator.
  - 1. The ASI Executive Council will review and place approval in accordance with the above guidelines.

2. ASI meetings

- a. If two meetings are unexcused, the Director will be required to meet with their committee chair.
- b. If the Director misses three unexcused board meetings or committee meetings, the director will be considered resigned from ASI.
- c. Any ASI member who arrives after a meeting is called to order will be considered tardy. Upon being declared tardy, the member must request to be recognized by the Chair prior to participating in discussion or voting.
- d. If a voting member or officer is tardy three times within one academic year, the member shall receive one absence.
- e. If a voting member leaves the meeting within the first hour of the meeting, the member shall be considered absent.

3. Campus meetings

- a. Failure to attend a campus committee meeting, an administrative meeting, or a club meeting per quarter will result in parking permit revocation.

4. Office hours

- a. If two weeks of office hours are incomplete, the Director will be required to meet with their committee chair.
- b. If the Director misses three or more weeks of office hours, the Director will be considered resigned from ASI.

5. Requirements will be verified by the ASI Executive Council..

VI. Appeal

Any Board of Director who has been penalized may appeal to the Executive Vice President and/or Internal Affair committee with consultation from the ASI Executive Director.