



## **BOARD AND SUBSIDIARY ORGANIZATIONS ATTENDANCE**

**Objective:** According to the Florida Section Constitution, Sub-article 8.2.1 - Meeting Frequency, *the Board of Directors shall hold at least four (4) meetings annually.*

<b>Scheduled Date</b>	<b>Meeting Location</b>
Oct 2014	UF/Gainesville
Jan 2015	UM/Miami
Apr 2015	USF/Tampa
July 2015	Hyatt/Orlando

**Table 1: Section's Quarterly Meetings Schedule**

**Purpose:** An engaged board is one of our Section's most valuable assets. Board attendance is directly correlated to board participation and thereby to the success of our Organization in furthering its mission. To function effectively, and provide essential values to our members and partners, the Section meets every 3 months. Attendance at these meetings is taken seriously. Meetings are typically focused on in-depth mission-driven action items, policy changes or issue discussions. As a Board Officer and Section Representative, each member has the legal and ethical responsibilities they committed to when s/he agreed to serve.

**Expectation:** It is expected that Section's board members, subsidiary organizations and committees will make every effort to attend the quarterly meetings, and should try to adhere to the following:

1. **Section Officers:** Each Section officer is responsible for at least meeting the 75% attendance threshold. Officers may request an allowance for covering the expenses related to the attendance at these quarterly meetings.
2. **Branches:** Each Branch is responsible for at least meeting the 75% attendance threshold. Branches are required to budget for supporting and covering the expenses related to the attendance at these quarterly meetings.
3. **Student Chapters:** Each Chapter is responsible for at least meeting the 75% attendance threshold. Chapters are required to budget for supporting and covering the expenses related to the attendance at these quarterly meetings.
4. **Committees:** Each committee is responsible for at least meeting the 50% attendance threshold, and meeting the minimum of at least one assigned goal for the year. Committees may request an allowance to budget for supporting and covering the expenses related to the attendance at these quarterly meetings.



5. **Institutes:** Each Institute Chapter is responsible for at least meeting the 50% attendance threshold. Institutes are required to budget for supporting and covering the expenses related to the attendance at these quarterly meetings.

Subsidiary	Attendance	Budget Responsibility
Branches	75%	Branch
Student Chapters	75%	Chapter
Committees	50%	Section
Institutes	50%	Institutes

**Table 2: Expected Board Attendance Schedule**

**Definition of an Attendance Problem:** A board-attendance problem occurs if any of the following conditions exist in regard to a member's attendance to board meetings:

1. The member has two un-notified and unexcused absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting; "unexcused" means unless excused by the board due to illness, vacation, unusual work problems or other just cause, an absence is counted as unexcused).
2. The member has three notified absences in a row.
3. The member misses two-third of the total number of board meetings in a twelve-month period.

**Suggested Course of Actions:**

1. Send a designated representative if the Branch president or Subsidiary chair is not able to attend. If that is not possible, then coordinate with your District Vice-President. Provide them with a copy of your quarterly report or updates, so they can share it with the Board on your behalf.
2. If for some reason, you are not able to send a representative or are not able to coordinate with the District Vice-President, then you should contact the Section Executive Director, and make sure to post your quarterly report in the eRoom.

**As a Last Resort:**

Understanding lives change, schedules shift and priorities change, it is okay to evaluate one's ability to keep the commitment to actively serve, and step down for one's own good, and the good of the organization. If you decide to step down, then you should contact the Section Executive Director.