

KAPPA KAPPA PSI

Sample Attendance Policy

The following is an attendance policy template which will work for chapters with a membership above about 15. Beyond this size, chapters often develop a dangerous mindset that "there'll always be someone else there to do the job." Instead of leaving a small fraction of the brothers to do the bulk of the work, large chapters should adopt an attendance policy that distributes the workload evenly. The policy below is essentially a points system that can be adjusted to match the culture of chapter, band program and university.

ATTENDANCE POLICY OF THE _____ CHAPTER

1.0 Members must attend all chapter meetings, Rituals, committee meetings for the committee to which they are assigned, and **ADDITIONAL CHAPTER-WIDE REQUIREMENTS:** _____

If a member is absent for one or more of these requirements, he or she must attend one (1) additional chapter function for each absence as defined below.

2.0 Members must attend a minimum of **NUMBER:** _____ chapter functions over the course of a semester. A chapter function shall be defined as any fundraising, membership, or service event moved upon by the chapter or mandated by the director of bands, chapter sponsor, or chapter advisor.

3.0 **OPTIONAL:** All first semester members must complete one (1) **SPECIFIC EVENT:** _____, which shall be considered a chapter function.

4.0 The _____ *Attendance Policy* may be amended by a seventy-five (75%) vote of the assembled brotherhood.

EXPLANATION OF NON-FULFILLMENT OF ATTENDANCE REQUIREMENT

1.0 If a member fails to comply with the attendance policy, there will be a mandatory vote by the chapter to place the member on probation.

2.0 If a member is placed on probation, he or she must reconcile all delinquent requirements from the previous semester in order to be removed from probationary status. Functions attended to fulfill delinquent requirements shall not count toward attendance for the current semester.

3.0 Members on probation may not hold office, propose candidates for membership, introduce business, or vote on any matter, but may, at the discretion of the chapter, attend District and National Conventions and events and participate in Ritual. A big brother of a current membership candidate will continue to serve as a big brother only at the discretion of the Vice-President of Membership.

4.0 The specified time period in which to make restitution shall be the remainder of the academic semester. At the last meeting of the semester, there will be a mandatory vote by the chapter concerning all members still on probation to determine whether to extend probation or to initiate suspension proceedings.

Attendance Policy for Small Chapters

Smaller chapters often face an entirely different challenge – if every brother doesn't show up, the job won't get done. Because of this reality, some small chapters make the mistake of not implementing any policy at all! The danger here is that there will eventually come along a brother who takes advantage of the chapter's "honor system" attendance policy. Once one brother does it, a message is sent to future generations that this behavior is acceptable. Believe me, it can happen to any Chapter! Instead, adopt a modification of the following:

- 1.0 Active members must attend all chapter meetings, Rituals, service events, fundraising events, committee meetings for the committee to which they are assigned, and director-mandated activities.
- 2.0 A Member is allowed **NUMBER:** _____ absences per semester.

Avoid fines systems! They are not an effective way of improving future attendance!

The strength of this policy is that almost all members can be expected to show up for every event. If you already have a similar policy in place but still face attendance problems, odds are you aren't enforcing it! Be sure to jot down the turnout at every chapter event so that you have a record to turn to later on. Lastly, don't be afraid of the probationary status! Probation is simply a notification that there is a problem.

Notes on Keeping Track of Attendance

Pretty much every secretary has to keep track of attendance, and sometimes finding a good way to organize those records can be difficult. This would ideally be managed in a spreadsheet program like Excel so that you can keep an electronic record. As shown below, take attendance at **all** events, even optional ones. You'll never know when such a record will come in handy or will help you see trends. Here is an example:

ΩΩ CHAPTER ATTENDANCE	9/02 – Pizza Recruitment Event	9/07 – Chapter Meeting	9/09 – Raincoat Cleaning Proj.	9/14 – Chapter Meeting	9/18 – Room Cleanup (opt.)	9/21 – Chapter Meeting	9/25 – First Degree	10/2 – Chapter Meeting	10/9 – Chapter Meeting	10/13 – Joint Semi-Formal	TOTAL UNEXCUSED
Amanda Allen	☒ ₁	✓	☒ ₂	✓	+	☒ ₃	✓	✓	✓	✓	3
Brent Barker	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	0
Casey Callahan	E	✓	✓	☒ ₁	--	✓	✓	✓	☒ ₂	✓	2
Darren Dougherty	✓	✓	✓	✓	--	✓	✓	✓	✓	✓	0
Edward Edmonds	✓	✓	E	✓	+	✓	✓	E	✓	✓	0
Frederick Fuller	✓	✓	E	✓	--	✓	✓	✓	✓	☒ ₁	1
Greg Gaston	E	✓	✓	✓	--	✓	✓	✓	✓	✓	0
Hillary Hope	✓	CONDITIONAL STATUS									Cond'1
Isabelle Ivory	✓	✓	✓	✓	+	✓	✓	✓	✓	✓	0
John Jackson	E	✓	✓	✓	--	✓	✓	E	✓	✓	0

Key: ✓ = Present, ☒ = Absent (Unexcused), E = Absent (Excused)

+ = Present (optional event), -- = Not Present (optional event)

Subscripts after unexcused absences indicate the number of unexcused absences at that point.