CUSA Board Attendance Policy

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<tr>
<th>Authority: CUSA Board</th>
<th>Date Ratified: March 15, 2022</th>
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<tr>
<td>Previous Amendments: N/A</td>
<td>Date Review: March, 2022</td>
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<td>Next Review Date: 2027</td>
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<td>Review Committees: CUSA Board</td>
<td>Delegates: Chair of the Board</td>
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1) Objective
   a) To outline the expectations and responsibilities of Directors in regard to their attendance, as well as to outline the consequences resulting from their absence.

2) Definitions
   For the purposes of this policy unless the context demands a separate interpretation:
   a) Academic year is from April of the current year to March of the following year.
   b) Board Chair shall always be taken to mean Chair of the CUSA Board.
   c) Meeting or Meetings shall include all duly called meetings of the Board as defined in CUSA ByLaw be they regular, committees, ad-hoc task force or special meetings of the Board; as well as any meetings called properly and in accordance with any Board policy.
   d) Subcommittee Chair or Chairs shall be taken to mean the respective Chair of any Meeting and may not be the Board Chair or ad hoc task force.

3) Policy Administration
   a) The Board Chair has the responsibility of maintaining attendance records of Meetings as well as records of any regrets and written rationale submitted to them.
      i) All Chairs must maintain and submit updated attendance records including written rationale and regrets on a weekly basis to the Board Chair.
      ii) Any or all of this information must be made available to the Board Chair upon the Board Chair’s request.

4) Meetings Held by a Chair
   a) Directors are required to submit written regrets to the Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.
   b) Subcommittee Chairs are required to provide updated attendance records to the Board Chair within seven (7) days following a Meeting.
5) **Meetings held by the Board Chair**
   a) Directors are required to submit written regrets to the Board Chair forty-eight (48) hours in advance of a Meeting if they are unable to attend the Meeting.

6) **Teleconferencing & Virtual meetings**
   a) Meetings held via teleconference, video calling service, or over the internet will also be considered as a duly called meeting

7) **Punctuality**
   a) Directors who arrive 15 minutes after the scheduled start of a meeting will receive half an absence.
   b) Directors who arrive halfway through a scheduled meeting, defined by the halfway mark in the time the individual was asked to be free in advance of the meeting will receive a full absence.

8) **Consequences**
   a) After a director misses their first meeting the Chair of the Board shall explain to the director in question that they are not permitted to miss two more meetings.
   b) If a director misses three meetings in the same academic year that director is to be removed from the Board of Directors by a regular resolution of the Board

9) **Exceptions**
   a) If it is the Chair of the Board who has missed 3 meetings then the Vice-chair will execute section 8.0.
   b) Resource members will be exempt from this policy.