

Beta Alpha Psi - Chapter Nu - Attendance Policy

ATTENDANCE

Full Members are expected to attend all Chapter meetings and all other events deemed mandatory and are entitled to three excused absences from Chapter meetings over the course of the semester.

*Members must attend **ALL** Chapter meetings, one Meet The Firms event per year, and participate in at least one community service event in order to remain in good standing with Beta Alpha Psi.*

Associates/Pledges are expected to attend all Chapter meetings and all other events deemed mandatory and are entitled to two excused absences from Chapter meetings over the course of the semester.

*Associates/ Pledges must attend **ALL** Chapter meetings, one Meet The Firms event per year and participate in at least one community service event in order to be eligible for induction at the end of the semester.*

ALL MEMBERS/PLEDGES/ASSOCIATES WILL BE GIVEN ONE UNEXCUSED ABSENCE.

An absence will be considered unexcused if the Director of Reporting is not contacted

An unexcused absence will also count towards your allotted amount of excused absences. If a Member/Pledge/Associate receives more than one unexcused absence then they will be considered in “bad standing” with Beta Alpha Psi.

DIRECTOR OF REPORTING CONTACT INFORMATION

Absences **MUST** be communicated to the Director of Reporting by **5PM on Thursday** prior to the start of the meeting to be considered excused. *Correspondence received after 5PM will NOT be accepted and you will be counted as an unexcused absence.* Please email James.Masciarelli@colorado.edu to excuse a planned absence.

MEETING ETIQUETTE

The Director of Reporting will take attendance and check for appropriate dress at the door upon entrance to the weekly meeting. Meeting will **BEGIN** at the scheduled time, meaning the door will close at that time and any arrivals after will be marked as late and absent. After the door is closed, Members/Pledges/Associates will not be allowed in as to limit disruptions.

Cell Phone/ Laptop Policy:

Cell phone and laptop use are NOT allowed during weekly meetings. This is very disrespectful to our guest speakers and will not be tolerated in the working world. You will get one warning relating to cell phone/ laptop use. If continued use occurs, you will be asked to leave the meeting and be marked with an unexcused absence. If it is an emergency, you may politely leave the meeting to use your phone. Otherwise, the use of cell phones/ laptops is strictly prohibited during meeting time.

Dress Code:

At the discretion of the Director of Reporting, each week members with dress code violations will be marked on the attendance sheet. Any dress deemed in violation of a particular event’s stated dress code, will be counted as an unexcused absence. This includes but is not limited to; Lack of tie and/or coat for Business Professional, non-dress shoes, etc.

Men- Business Professional: dress shoes and socks, full suit and tie (traditional/conservative).

Men- Business Casual: dress shoes and socks, slacks (no jeans) with dress shirt and tie or jacket.

Women- Business Professional: appropriate length skirt (ends just above knees) or suit, conservative blouses (no bare shoulders, buttoned up top), closed toe shoes.

Women- Business Casual: conservative blouse but no blazer required, skirt or pants (no leggings or jeans), no bare shoulders, closed toe shoes.

DRESS CODE WARNINGS

Every Member/Pledge/Associate will be permitted **ONE** Warning. This **ONE** warning will be in direct relation to the violation of the dress code. If a Member/Pledge/Associate violates the policy following their given warning, they will be marked with an unexcused absence, no exceptions.

“BAD STANDING” & PROBATION

If any Member/Pledge/Associate does not meet the minimum required number of events, it will trigger the following: violating members will be notified that they are no longer in good standing with the Chapter Nu by email. Members who wish to continue with membership are entitled to meet with the Director of Reporting and President to discuss the ramifications of their poor standing. **THIS INITIATES THE MEMBER/PLEDGE/ASSOCIATE’S PROBATIONARY PERIOD.** During the probationary period, the Member/Pledge/Associate in violation of the attendance policy will have two options to remediate their standing with the Chapter: (1) to give an academic presentation on a topic that is chosen by the Executive Board or (2) to complete an additional hour of community service. Should the Member/Pledge/Associate fail to complete at least one of these by the end of the semester, or have a subsequent unexcused absence from a weekly meeting, their membership will be terminated from the Chapter Nu of Beta Alpha Psi.

Opportunities to gain back full membership benefits following the member’s probationary period will *only* be discussed at a scheduled meeting with the Member/Pledge/Associate in poor standing and the Director of Reporting and President. It is the responsibility of the Member/Pledge/Associate in poor standing to schedule such a meeting.

LEAVE OF ABSENCE (“INACTIVE SEMESTER”)

Members may request a leave of absence (“inactive semester”): A Student Member on "Leave of Absence" is an individual who is in good standing but wishes to take a semester off from Beta Alpha Psi due to:

- (a) Military Leave
- (b) Work/Internship
- (c) Study Abroad
- (d) Medical Emergency
- (e) Extreme Hardship
- (f) Required Class Conflict (at officer's discretion)

Requests for leave of absence semesters must be communicated to the Director of Reporting **PRIOR TO THE FIRST CHAPTER MEETING** to be approved or denied at the discretion of the officer.

Members/Associates who have their request for a leave of absence approved will not be required to pay Chapter dues, but will not be allowed into any Chapter meetings or events.

Any inactivity that is outside of the above reasons is considered by the Chapter as being in “bad standing.”

Questions/concerns may be directed to the Director of Reporting at James.Masciarelli@colorado.edu

***Any and all of the above policies are subject to change throughout the course of the semester, through the discretion of the Director of Reporting and President. Members will be notified if policies are changed.*