

# *You're Important to Us!*

## **IUPUI STAFF COUNCIL ATTENDANCE POLICY**

*The Staff Council is very thankful for your volunteerism and dedication. Because you are so important to the Council, it is also important that you attend every meeting possible. Below please find the attendance policy and notification practices, adopted/modified by the Executive Council in Spring 2003.*

The Staff Council bylaws state that “**representatives should attend all monthly council meetings.**” In the rare case that a representative cannot attend they are required to inform the Council Office (Lisa Elko/ 274.4542 / [lelko@iu.edu](mailto:lelko@iu.edu)) of their upcoming absence. The representative should also designate and send an Alternate in his/her place (it is the responsibility of the elected member to notify the Council Office that an Alternate will attend in his/her place).

Absences not meeting the above requirements are unexcused. Upon the **first unexcused absence**, a representative receives a postcard from the President saying “we’re sorry you were unable to attend...you were missed.” Upon the **second unexcused absence** a letter will be sent to the member, reminding him/her to send an alternate and asking if there is particular hindrance to their attendance (e.g. – is their supervisor resistant to their absence for council meetings?). The **third absence (without an alternate)** will result in a letter being sent to the member and their supervisor, reiterating the attendance/alternate policy and giving them one last chance to rectify their attendance issue. Upon a **fourth unexcused absence**, a letter will be sent letting the member know that their SC membership has been terminated.

The Staff Council is delighted to count you among their membership. If you are having trouble arranging to attend the monthly Council meetings, please contact your SC President, Jim Klenner at [jklenner@iupui.edu](mailto:jklenner@iupui.edu).