



Engineering Governing Council

*The legislative body representing the students
of the School of Engineering at Rutgers University.*

Attendance Guidelines

Article I: Purpose and Basic Requirements

Section 1: Purpose

1. To establish a set of guidelines for the attendance requirements for the Engineering Governing Council, and the process by which Council members are reviewed and removed.

Section 2: Absences

1. A Council member will have their attendance tracked for all required meetings on a point system as defined below:
 - a. A Council member will be given $\frac{1}{2}$ absence for missing Roll Call at the beginning or end of the meeting, totaling 1 absence if he or she does not attend the meeting at all.
 - b. A Council member will be given 1 absence for not attending a committee meeting.
2. Absences from Council and Committee meetings shall be excused due to medical reasons, family death, exam conflicts, or other Rutgers University approved situations that would also apply to a course.
 - a. The IRC Chair shall determine if the absence satisfies the above requirements and if the member is excused.
3. A Council member is allowed to have a maximum of 3 unexcused absences during 1 semester of service.

Section 3: Standard Procedure

1. A member of the Engineering Governing Council is required to attend all of his or her required meetings. The standard procedure for attendance violations for Council members, excluding Society Representatives, is defined below:
 - a. Once a member acquires more than 3 unexcused absences, he or she will meet with the Internal Review Committee for a review of his or her individual situation.
 - b. If he or she is found to doing an inadequate job and there are no extenuating circumstances, he or she will be asked to resign.
 - c. If the Council member does not resign, he or she will be tried for impeachment as defined in Article III §5 of the Constitution.
 - d. If the Council member does not respond to email requests to schedule a review meeting within 2 weeks after being notified of his or her attendance violation, or does not comply with an agreement decided upon for future attendance, he or she will be removed without further review.
2. If a Council member holds multiple positions, he or she is required to attend all of the meetings required for all of the positions.
 - a. If the positions have required meetings that conflict with one another, the Council member must resign from one of the positions such that it is not conflicting, or will be removed by the Internal Review Committee.

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3. If a Council member is elected and later has a class conflict with one of the required meetings, he or she is automatically removed from the conflicting position, to the extent that they can be completely removed from all positions and titles held in the Council.
4. A Council member may be reviewed individually for each position they hold, but if he or she misses more than 3 of his or her required meetings, he or she shall be reviewed for all positions where he or she has missed at least 1 required meeting.
5. If a Council member is elected outside the standard election cycle, the Attendance Guidelines are applied to the percentage of absences left for the duration of the position, plus 1 absence rounded to the nearest whole number. The maximum amount of unexcused absences a Council member may have is 3.
 - a. For example, if a senator is elected with 60% of the semester remaining, they have $3 \times 60\% + 1$ of the allowed absences, so 3. If elected with 30% of the semester remaining, 2 absences are allowed.

Article II: Required Attendance

Section 1: President

1. Required to attend EGC Council and Committee meetings, Executive Board Meetings, and Council of Presidents meetings.

Section 2: Internal Vice President

1. Required to attend EGC Council and Committee meetings, and Executive Board meetings.

Section 3: External Vice President

1. Required to attend EGC Council and Committee meetings, and Executive Board meetings.

Section 4: Treasurer

1. Required to attend EGC Council and Committee meetings, and Executive Board meetings.

Section 5: Secretary

1. Required to attend EGC Council and Committee meetings, and Executive Board meetings.

Section 6: Class Representative

1. Required to attend EGC Council and Committee meetings.

Section 7: Society Representative

1. Required to attend EGC Council and Committee meetings.

Section 8: Webmaster

1. Required to attend EGC Council meetings and Executive Board meetings.

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Section 9: Parliamentarian

1. Required to attend EGC Council meetings and Executive Board meetings.

Section 10: Rutgers University Student Assembly (RUSA) Representative

1. Required to attend EGC Council meetings, and RUSA Committee and Council meetings.

Section 11: Standing Committee Chair

1. Required to attend EGC Council and Committee meetings and Executive Board meetings.

Section 12: Ad-Hoc Committee Chair

1. Required to attend all EGC Council and Committee meetings, and Executive Board meetings for the duration of the Chair position.
2. Ad-hoc committee chairs are appointed by the President, and may be changed at the discretion of the President, and are thus not reviewed by the Internal Review Committee.

Article III: Other Required Attendance

Section 1: Retreat

1. All Council members are required to attend the annual Retreat, held in the fall semester.
2. A Society Representative may not send a proxy to the Retreat; however, a Society Representative may be excused from the retreat for reasons outside Article I §2 of the Attendance Guidelines at the discretion of the Internal Review Committee.
3. If a Council member is not excused from Retreat, the equivalent of 2 absences will be added to his or her attendance record.