



# 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. Council members will have their attendance tracked for all required events. They will receive an absence for each event missed. They may receive  $\frac{1}{2}$  absence if they attended part of the event, at the discretion of the Internal Review Chair.
2. Absences shall be excused due to medical reasons, family death, exam conflicts, or other Rutgers University approved situations that would also apply to a course. The Internal Review Chair shall determine if the absence satisfies the above requirements and if the member is excused.
3. A Council member is allowed up to 2 unexcused absence, and 3 absences in total, per semester.
4. Council members required to attend Chair meetings, as defined below, are allowed 2 excused absences and 3 absences in total per semester, to be counted separately from Council attendance.
5. At the conclusion of final exams in a given semester, members who have not fulfilled an obligation to volunteer at EGC events shall receive one unexcused council meeting absence per event unfulfilled.
6. Any absence due to an exam during or following an EGC meeting will be excused with no absence added.

#### Section 3: Standard Procedure

1. A member of the Engineering Governing Council is required to attend all of their required meetings. The standard procedure for attendance violations for Council members, excluding Society Representatives, is defined below:
  - a. Once a member is in violation of the Attendance Guidelines, they will meet with the Internal Review Committee for a review of their individual situation.
  - b. If they are found to be doing an inadequate job and there are no extenuating circumstances, they will be asked to resign.
  - c. If the Council member does not resign, the Internal Review Chair will notify them of their intent to remove the Council member from office.
  - d. If the Council member contests the removal within 72 hours, they will be tried for impeachment as defined in Article III §5 of the Constitution. Otherwise, they will be



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removed from office.

2. If a Council member holds multiple positions, they must fulfill all unique responsibilities. Redundant responsibilities may be satisfied concurrently.
3. A Council member may be reviewed individually for each position they hold.

## **Article II: Required Attendance**

### **Section 1: President**

1. Required to attend Council meetings, Committee meetings, Chair meetings, advisor meetings, Vice-Chancellor Student Advisory Council meetings, and Busch Transformers meetings. Also required to volunteer at 2 EGC events per semester of service.

### **Section 2: Executive Board**

1. Required to attend Council meetings, Committee meetings, and Chair meetings. Also required to volunteer at 2 EGC events per semester of service.

### **Section 6: Class Representative**

1. Required to attend Council meetings and Committee meetings. Also required to volunteer at 2 EGC events per semester of service.

### **Section 7: Society Representative**

1. Required to attend Council meetings and Committee meetings.
2. May send a proxy to avoid up to two absences. The proxy must be eligible to hold the position.

### **Section 8: Webmaster**

1. Required to attend Council meetings and Chair meetings.

### **Section 10: Rutgers University Student Assembly (RUSA) Representative**

1. Required to attend Council meetings and Committee meetings.
2. Required to attend RUSA assembly and committee meetings, pursuant to RUSA attendance guidelines.

### **Section 11: Senator**

1. Required to attend EGC Council meetings. Also required to volunteer at 1 EGC events per semester of service.
2. Cannot have any unexcused absences from Senate meetings

### **Section 12: Standing Committee Chair**

1. Required to attend Council meetings, Committee meetings, and Chair meetings. Also required



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to volunteer at 2 EGC events per semester of service.

## **Section 13: Subcommittee Chairs**

1. Required to attend Council meetings and Committee meetings. Also required to volunteer at 1 EGC event per semester of service.

## **Article III: Other Required Attendance**

### **Section 1: Retreat**

1. The annual Retreat, held in the fall semester, is a required event for all Council members.
2. Proxies may not be sent to the Retreat
3. Members may be excused from the retreat for reasons outside Article I §2 of the Attendance Guidelines at the discretion of the Internal Review Chair.

### **Section 2: Other Events**

1. The President and the Internal Review Chair may, in conjunction, designate other events as required for some or all Council members.