

Attendance Policy

Of Queen City Gavel Club

Weekly roles are assigned in advance of meetings. When members are absent and unable to fulfill their roles, it is disruptive to the overall flow of the meeting and distressing to the other students. This policy has been established in an effort to prevent disruptions to the club and to ensure fairness to the members present.

- Club attendance is categorized into the following:
 - Present
 - Excused Absence (EA)
 - Unexcused Absence (UA)
- **Excused Absence**: The member informs the Counselor, President, and Toastmaster in advance before being absent from the meeting. The member will notify as soon as they are aware that they will be absent, or at least one hour in advance of the meeting. The one-hour notice is not preferable however, as more time is needed to make schedule adjustments. In the case of very last-minute problem situations, the member will send notification of absence, even if less than one hour beforehand.
- If a member has 5 Excused Absences, their standing in the club will be reevaluated by the Executive Committee, and in serious jeopardy, barring extraordinary circumstances.
- **Unexcused Absence**: Unexcused absence is marked when the member does not inform anyone of their absence.
- If a member has 2 Unexcused Absences, their standing in the club will be reevaluated by the Executive Committee. Their spot in the club may be offered to someone on the waiting list.

The club Counselor, Executive Committee, and general members understand that emergencies arise in all families, and they wish to extend grace to all members when those situations arise. The goal of the policy is to encourage attendance, accountability, reliability, and communication, and is not merely meant to be punitive.

Print Gavelier's Name

Gavelier's Signature

Parent's Signature

Date