**SGA Attendance Policy – Spring 2024**

**Senate Meetings**

* All Senators, Executive Committee Chairs, and Executive Council officers are required to attend all regular Senate meetings. These meetings are held every Wednesday at 7pm throughout the semester.
* If anyone cannot go to a meeting, it will be counted as an absence. An absence can be excused by noon the day of the meeting. All excuses are to be sent to the Secretary, and will be determined by the Executive Council. If no excuse is turned in, the absence will be unexcused.
  + After 3 excused absences, the member will be sent a warning (via email). After a fourth excused absence, the member will be asked to resign from SGA (via email).
  + After 3 unexcused absences, the member will be asked to resign from SGA (via email).
  + There are certain excuses that acceptable. These are:
    - Illness
    - Sports
    - Family Emergencies
    - Academic Required Events (field trips, lectures, symposiums, concerts, etc.)
    - Work (should be rescheduled if it reoccurs)
    - Other Organization Events (rare occurrences)
  + There are certain excuses that are unacceptable. These are (but are not excluded to):
    - Studying
    - Homework, Papers, etc.
    - Other Organization Meetings
    - These should all be scheduled around Senate meetings

**Committee Meetings**

* Committees are recommended to plan monthly committee meetings. These are done anytime, once a month, outside regular Senate meetings. They are planned by the Committee Chair and should fit into most, if not all, of the committee members’ schedules. Committee members are required to go to these meetings, but may be excused by the Committee Chair.

**Events**

* Events held by SGA need the attendance of Senators so as to run smoothly and successfully. Senators need to attend, all SGA campus sponsored events, an excuse must be submitted if unable to attend or attendance is limited.

Senate Meeting excuses can be sent to [garzgr52@westminster.edu](mailto:garzgr52@westminster.edu).