

## Whatcom Women's Network

### ATTENDANCE POLICY

Approved by Members - Thursday, February 9, 2012

#### ATTENDANCE

- 1) If you are unable to attend the meeting, you need to email, call or text the Director or another group member prior to the meeting.
- 2) We will keep regular attendance at our meetings. The attendance roster will be reviewed at the end of each quarter.
- 3) Anyone who has missed more than 5 meetings during that 13 week period will be notified by the Director that their membership is now in a "probation" status.
- 4) Their attendance will be re-evaluated again at the end of the next quarter. If there has not been any improvement to attendance, then the Director and Executive members, (Secretary and Treasurer) will discuss termination of their membership. Additional factors to be taken into consideration at that time will be a) current dues status, b) referrals to other group members, and c) referrals to them from other members.
- 5) Upon that meeting, it will be the responsibility of the Director to notify the member of the decision of the committee.
- 6) This policy will be included with each new member packet and the new member will sign a copy which will be returned as part of their application to our group. This ensures that every new member has a complete understanding of the commitment they are being asked to make to our group.

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Member Signature

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Date