

## ATTENDANCE POLICY

### 1—Objects

- 1) To regulate the attendance of Committee members at AULSS events and meetings.
- 2) To ensure that the AULSS has sufficient attendees at its sponsored events.
- 3) To provide a quick guide of attendance requirements for all AULSS events and meetings.

### 2—Definitions

**apology** means a written request to be excused from an AULSS event or meeting. This apology may, or may not, be approved as a valid apology.

**AULSS events or meetings** means any event or meeting hosted by the AULSS or any of its portfolios.

**other inflexible commitments** means any commitments that cannot be rescheduled, which may include, but is not limited to, sporting commitments.

**prescribed minimum** means the minimum number of sponsored events, determined by the Executive, that a Committee member is required to attend each semester.

**significant family event** means important family events, including but not limited to: weddings and funerals.

**sponsored event** means any free event that receives a financial contribution from an external body.

**valid apology** means an apology submitted and accepted due to any of the following circumstances: an illness or injury; AULSS commitments; academic lectures, seminars or equivalent classes; significant family events; personal or family emergencies; regular work commitments; and other inflexible commitments.

### 3—Interpretation

Interpretation of this policy is within the jurisdiction of the Executive.

### 4—Notice of Commitments

- 1) It is the responsibility of all Committee members to, as soon as reasonably practicable, advise their portfolio's Director of any commitments, individual or regular, that will prevent them from attending pre-planned AULSS events or meetings.
- 2) It is the responsibility of Directors who are organising sponsored events to inform the Committee of the dates of sponsored event as soon as reasonably practicable after setting them.
- 3) When submitting an apology for any AULSS event or meeting that requires an apology, the affected Committee member must submit an explanation of what reason they are requiring an apology for, and they must submit such an apology and explanation as soon as reasonably practicable after becoming aware of their inability to attend.

### 5—Executive Meetings

- 1) All members of the Executive shall attend all meetings of the Executive.
- 2) If a member of the Executive is unable to attend a meeting of the Executive, they must submit an apology to the Vice-President.
- 3) Only valid apologies will be accepted as legitimate reasons to be absent from a meeting of the Executive.

#### **6— Committee Meetings**

- 1) All Committee members shall attend all meetings of the Committee.
- 2) If a member of the Committee is unable to attend a meeting of the Committee, they must follow the apology process outlined in Division 4.2 of the AULSS Constitution and submit an apology to the Vice-President for consideration as to its validity.
- 3) If the apology submitted does not comply with one of the acceptable reasons to be absent from a meeting of the Committee as outlined in the AULSS Constitution, the Vice-President must submit the apology to the President, who may exercise discretion to allow the apology to be made valid.
- 4) The Vice-President shall advise the Executive of which members of the Committee may be in breach of clause 29.

#### **7— General Meetings**

- 1) All Committee members shall attend all AULSS General Meetings.
- 2) If a member of the Committee is unable to attend a AULSS General Meeting, they must submit an apology to the Vice-President.
- 3) Only valid apologies will be accepted as legitimate reasons to be absent from an AULSS General Meeting.

#### **8— Sponsored Events**

- 1) All Committee members shall attend, at least the prescribed minimum number of sponsored events each semester.
- 2) For the avoidance of doubt, Committee members may attend more sponsored events than the prescribed minimum of sponsored events.
- 3) The Executive shall determine what the prescribed minimum shall be at the start of their term, or whenever necessary, and may adjust this from time to time to account for a greater or lesser number of sponsored events than previously anticipated.
- 4) Unless the Executive deems otherwise, the prescribed minimum shall be 2 sponsored events.
- 5) The Director responsible for each sponsored event shall monitor the attendance of Committee members at each event, and shall submit the list of names of those attendees to the Treasurer as soon as practicable to do so.
- 6) The Treasurer shall maintain a list of all attendees of all sponsored events, and shall be responsible for advising the Executive which Committee members have failed to attend the prescribed minimum of sponsored events.

#### **9— Portfolio Meetings**

- 1) All representatives shall attend all internal meetings of their portfolio.

- 2) If a representative within a portfolio is unable to attend a meeting of their portfolio, they must notify their portfolio's Director as soon as reasonably practicable.

#### **10— Portfolio Events**

- 1) All members of the Committee shall attend all events organised by their portfolio.
- 2) If a Committee member within a portfolio is unable to attend an event organised by their portfolio, they must submit an apology to their portfolio's Director.
- 3) Only valid apologies will be accepted as legitimate reasons to be absent from a Committee member's portfolio's event.

#### **11— Non-Portfolio Events**

All Committee members may attend any AULSS event not organised by their portfolio.

#### **12— Consequences**

- 1) If a Committee member fails to comply with the attendance requirements set out in this Policy, it may result in consequences being imposed by the Executive by way of ordinary or special resolution.
- 2) Consequences that may be imposed by ordinary resolution include, but are not limited to:
  - a) The withdrawal of AULSS office access and privileges to the affected Committee member;
  - b) The removal of any discount, subsidy, or benefit provided by the AULSS for Committee members; or
  - c) The prohibition of sale of AULSS merchandise or a Law School Local card to the affected Committee member.
- 3) Consequences that may be imposed by special resolution include, but are not limited to:
  - a) The disqualification of the affected Committee member from any AULSS competitions;
  - b) The prohibition of the affected Committee member attending events of the AULSS;
  - c) The prohibition on nominating as a candidate at the next AULSS election; or
  - d) Removal from the Committee, in accordance with Part 8 of the AULSS Constitution.
- 4) Subject to clause 12(5) the Executive may choose to impose one or multiple consequences for the same affected Committee member.
- 5) In circumstances where multiple members of the Committee fail to comply with attendance requirements under this Policy in the same year, the Executive shall consider imposing consequences proportionate to those already dispensed to previous affected Committee members, depending on the circumstances relevant to the affected Committee member(s).
- 6) The Executive reserves the right to not impose a consequence for a failure to comply with the attendance requirements set out in this Policy.
- 7) The Executive may waive the requirements for Committee members to attend the prescribed minimum of sponsored events if:
  - a) the Committee member in question was Co-Opted; and
  - b) the date of the Co-Option was so late in the semester that it would be unreasonable to expect that the Committee member would attend the prescribed minimum of sponsored events.