

Bylaws of HokiePRIDE of Virginia Tech

These bylaws were ratified by the HokiePRIDE Engagement Committee on Wednesday, January 30, 2019. All previous versions are null and void.

I. Officer Attendance

I. Purpose

In keeping with HokiePRIDE's mission, it is imperative that officers devote enough time to HokiePRIDE and the position to which they were elected. This bylaw helps assess an officer's ability to serve HokiePRIDE and maintain their position's responsibilities.

II. Policy

All officers are required to attend all pertinent events and meetings. These events and the corresponding attendance at them, will be recorded electronically. To ensure this is enforced, officers will be notified in advance by the President or Vice President if Bylaw I is applicable to an event, which indicates whether attendance is required. It will also be noted whether the event is of normal or high importance (i.e. general body meeting = normal, large-scale program = high). All EC meetings and general body meetings are Bylaw I-applicable and of normal importance, unless otherwise noted.

III. Procedures

Excused Absences

If an event is considered mandatory in accordance with Bylaw I, officers are permitted for their attendance to be marked as excused under one (1) or more of the following circumstances:

1. Attending the event would require an officer to miss a family or school event. This will require documentation and advance notice be provided to the President.
 - a. Example: family wedding, exam, class, etc.
2. Attending the event conflicts with another HokiePRIDE-related matter that was delegated to an officer by the President or Vice President.

These absences will only be considered to be marked as excused if the officer notifies the President or Vice President at least one (1) week in advance.* Requests for absences to be marked as excused are subject to the discretion of the President and Vice President. Excused absences will still count against an officer's overall attendance record.

*If an officer is too ill, or has any other personal, medical, or family emergency, one (1) week notice is not required. However, said officer must notify the President or Vice President as soon as possible (via email or Slack) with information about why they cannot attend and which events are affected. Discretion and confidentiality are to be used by the President and/or Vice President in these situations.

Unexcused Absences

If an event is considered mandatory in accordance with Bylaw I and any of the following circumstances apply, the absence will be marked as unexcused and marks will be applied according to the marks system.

1. An officer is absent from the event without following proper procedures in accordance with Bylaw I.
 - a. Example: missing without notifying the President or Vice President in advance

2. An officer is substantially disengaged during an event or otherwise negatively representing HokiePRIDE.
 - a. Example: habitual cell phone/computer use, etc.

Marks System

The President and/or Vice President will maintain a record of each officer's attendance and award marks accordingly. Officers who earn a mark will be notified via email or Slack. If an officer accrues more than four (4) marks, said officer will be placed on a review period in accordance with Bylaw II. The chart below details how marks will be awarded.

| Type of Absence | Importance Level | Marks Applied |
|-----------------|------------------|---------------|
| Excused | Normal | E |
| | High | 2 |
| Unexcused | Normal | 2 |
| | High | 4 |

II. Officer Review

I. Purpose

The goal of officer review periods are to evaluate if holding a position on the EC is feasible, and if so, to agree to any conditions for continuing to hold it.

II. Policy

This bylaw shall be invoked if an officer:

1. Does not meet the Officer Attendance Bylaw and/or if alternate arrangements were made due to a known schedule conflict and not adhered to;
2. Does not carry out required duties outlined in their position description in Article III, Section II; and/or
3. Continues cycles of negligence (recurring excuses and similar problems);

If an officer violates this section twice within one term, their eligibility for review may be revoked and their position vacated.

III. Procedures

Once invoked, the President or Vice President may elect to initiate one or both of two options:

1. A review meeting
2. A review period

Review Meeting

With a review meeting, the officer will be invited to attend a meeting with any combination of the following: Advisor, President, Vice President, and/or two to three of the longest serving officers. The

purpose of this meeting is to find facts and related to the reasons under which the meeting was invoked. At the end of the meeting, next steps will be determined.

Review Period

This commences upon the President or Vice President notifying the officer that they are being reviewed, with information about the end of the review period. During the review period, the officer may not be allowed to act in any official capacity on behalf of HokiePRIDE, at the discretion of the President or Vice President. This may include email and in-person communications, posting to HokiePRIDE social media, and use of the email listserv. If the officer does not execute the terms of their review period, their position shall be vacated in accordance with Article III, Section VI of the Constitution.

III. Substantial Complaints

Any member or officer who has a substantial complaint concerning an officer's conduct must notify either the EC or Advisor. Upon hearing the complaint, the EC shall vote on its validity. The vote shall be determined by a simple majority, and quorum must be achieved. The accused officer shall not be present for any discussion or vote. If the complaint is determined to be valid, the officer will be placed under a review period.