**Attendance Policy of Kappa Kappa Psi,**

**Gamma Chapter at the University of Washington**

(Revised April 2012)

1. Each Active and Associate Member is required to attend all chapter meetings; if unable to attend, a written letter to the Executive Council explaining the absence is needed by midnight (12am) prior to the meeting. If an Active or Associate Member expects to be more than ten (10) minutes late to a meeting or expects to leave a meeting early, notification must be given to the Executive Council at least three (3) hours prior to the meeting. The Executive Council must then approve the absence, late arrival, or early departure. Each Active and Associate Member is allowed one (1) free automatically excused absence, which would normally be unexcused, from a Chapter meeting per quarter, so long as the request is submitted on time. If the Executive Council decides the absence should not be excused, or if no letter was written, the absentee will incur a fine of $5 for the first unexcused absence, and $10 for any subsequent unexcused absences. Unexcused late arrivals or early departures will incur a fine after an Active or Associate Member accrues more than three (3). The fine will be $5 for the fourth unexcused late arrival and/or for the fourth early departure and $10 for any subsequent late arrivals or early departures.
2. Each Active and Associate Member is also required to attend all Chapter ritual ceremonies. If an Active or Associate Member is unable to attend a ritual ceremony, a written letter to the Executive Council explaining the absence is needed at least one week prior to the ritual ceremony. The Executive Council must then approve the absence. If the Executive Council decides the absence should not be excused, or if no letter was written, the absentee will incur a fine of $25. No requests for late arrival or early departure will be accepted for ritual ceremonies. Late arrivals and early departures will count as an absence.
3. In the event of an extenuating circumstance, when proper notice of the absence, late arrival, or early departure is not possible, the Executive Council may excuse an absence, late arrival, or early departure from Chapter meetings, as well as absences from ritual ceremonies, on an individual case-by-case basis.