

Attendance Policy/Visitor Policy Review:

Each year is split into two terms:

Term 1: October - March

Term 2: April - September

Within each term you are allowed 3 absences and/ or up to 3 subs to equal no more than 6 total missed days.

This is an example of all of the combinations you can have:

0 absences + 6 subs

1 absence + 5 subs

2 absences + 4 subs

3 absences + 3 subs

A visitor or sub can come to the chapter UP TO 2 TIMES PER TERM. This means that someone who has not applied to be a member of our chapter cannot come to the chapter more than twice per term. If you have asked someone to sub and they have already come twice, we will allow them to come to the meeting, but you will be marked as absent.

There are 2 exceptions to this rule:

- 1. An employee of your office may sub for you up to 6 times per term.**
- 2. A visitor who has submitted an application may visit until their application is no longer pending.**