

AP-1: Absence, Leave and Resignation

1. Resignation of Directors according to section 1 of by-law 5:
 - (a) In order to comply with the provisions of section 1 of by-law 5, which requires each Director of the Society to be registered as a student in at least two (2) of the three (3) semesters comprising their tenure of office, each person who is elected or appointed to be a Director of the Society shall submit to the Society and to the University Registrar their written consent for the University Registrar to, at any time during their tenure of office, produce a report on their registration status in each of the (3) three semesters comprising their tenure of office and to make this information available to the Society's Financial Coordinators and to any member of the Society upon request. They shall give this consent no later than the first day of their tenure of office as a Director and they shall not withdraw this consent until the last day of their tenure of office.
 - (b) Any person not giving consent as required in subsection a. shall be deemed not to be registered for classes for the purposes of section 1 of By-Law 5.
 - (c) For the purposes of this policy, a report under subsection (a.) shall list whether the subject of the report is currently registered in a course or program at the University, and for each of the previous semesters in their term of office, if the subject was so registered in that semester.
 - (d) The Society's Financial Coordinators will, no later than one week before the first scheduled meeting of Forum in each semester, and as soon as possible after the University's last class withdrawal date in each semester, obtain from the University Registrar reports pursuant to subsection (a.) on the registration status of each Director of the Society.
 - (e) The Society's Financial Coordinators will, in the case of a Director elected in a by-election or appointed by Forum or by ordinary resolution to be a Director, obtain from the University Registrar a report on the registration status of that person on, or as soon as possible after, the first day of that Director's tenure of office.
 - (f) As soon as possible after obtaining the reports given in subsection (a.) the Society's Financial Coordinators shall distribute to the members of the Student Forum those reports along with a list of any Directors who have paid their society fee for that semester directly to the Society and a list of any Directors who owe to the Society any fee, fine, or penalty levied by the Society in accordance with the Society's by-laws or regulations.
 - (g) Upon receipt of registration and fee-payment reports produced under this section, Forum shall review the report and shall advise the Board if they agree with the findings in those reports as they relate to the application of section 1 of by-law 5.

- (h) If Forum shall disagree with any information provided to it under this section, it shall provide clear and concise reasons to the Society of the nature of its disagreement with the report and the Society shall pursue those issues and a report on the issue will be provided to Forum as soon as possible.
- (i) For the purposes of administering section 1 of by-law 5, except as given otherwise in this policy, the Society shall consider each Director to be a member in good standing until such time as Forum has agreed with the content of the report indicating that the Director is not a member in good standing. Further, once Forum has agreed with the content of a report indicating that a Director is not a member in good standing, the Society shall deem that person to not to be a member in good standing, and they shall cease to be a Director of the Society according to section 1 of by-law 5.

2. Leaves of Absence

- (a) Requests by Board of Directors members for leaves of absence shall be directed to the Internal Relations Officer for approval. In the event that the Internal Relations Officer requests a leave of absence, it shall be directed to the Treasurer for approval.
- (b) All requests for leaves of absence shall be accompanied by a written explanation of the reasons for seeking it.
- (c) In the event that a request for a leave of absence is denied, the Internal Relations Officer or Treasurer shall provide written reasons for their decision.
- (d) No more than two (2) months leave of absence shall be granted within a one-year term of office.
- (e) Members of Board of Directors who have not paid Society fees for the semester for which they are requesting a leave of absence shall have these fees deducted from their first month's stipend in the semester they return.

3. Excuses

- (a) An "excuse" shall be defined as follows: An excuse is a protective mechanism that ought to be employed only in the event that unforeseen circumstances prevent a member of the Board of Directors from attending a meeting at which they otherwise would have been present. Examples of such circumstances would include, but not be limited to the following:
 - i. Bereavement
 - ii. Illness

- iii. An academic or employment specific conflict
 - iv. A personal / family emergency
- (b) Requests by Board of Directors members for excuses from meetings of Board of Directors shall be directed to the Internal Relations Officer for approval. Such requests must be received no later than one hour prior to the meeting. In the event that the Internal Relations Officer requests an excuse it shall be directed to the Treasurer for approval.
 - (c) All requests for excuses shall be accompanied by a written explanation of the reasons for seeking it.
 - (d) In the event that a request for an excuse is denied, the Internal Relations Officer or Treasurer shall provide written reasons for their decision.
- 4. Leaves of absence and excuses approved by the Internal Relations Officer or Treasurer shall be reported to Board of Directors.
 - 5. Notices of resignation from Board of Directors shall be directed to the Internal Relations Officer and accepted at the subsequent meeting of Board of Directors.

Amended: BOD: 01-08-03, BOD: 04-25-07, BOD: 02-25-08, BOD: 04-16-08