

Business and Data Analytics Club

No-Show Policy

Implemented as of January 23, 2017

I. PURPOSE

The No-Show Policy (the “Policy”) is designed to discourage members from neglecting their responsibility of attending events for which they have registered by setting forth rules to govern such occurrences, hereafter referred to as a “no-show.” Business and Data Analytics Club has adopted the Policy, and the Executive Vice President (EVP) administers the Policy for its respective members. By attaining membership, the student affirms his/her full understanding of and compliance with all aspects of the Policy.

II. DEFINITION

A no-show generally occurs when a member does not attend an event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. Event attendance is typically indicated by a member’s signature or other similar mark on the attendance sheet distributed by the chairperson(s) of the event. It is the member’s responsibility to verify that his/her attendance is documented prior to leaving the event. Members must be present for a significant portion of an event to be considered as having attended that event; arriving more than 30 minutes after the start, or departing more than 30 minutes before the end, of an event does not constitute attendance unless the member had arrived upon such an agreement with the chairperson(s) of the event.

The specific criteria constituting a no-show and the related consequences will depend on the accumulated number of no-shows committed by the offending member. Under extenuating circumstances, the Executive Vice President of the organization with which the offending member is affiliated may grant an exception, which will be discussed further in Section IV.

III. EVENTS

A member will have committed a no-show if he/she does not attend an event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. The consequences, which are listed below, will depend on the number of offenses committed by the member.

i. First Offense

The member will be notified that he/she has committed a no-show as a warning.

ii. Second Offense

The member will be notified that he/she has committed a no-show. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the

no-show; explaining the reason(s) for failing to attend the affected Student Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter must be submitted to the EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events until the letter has been submitted.

iii. Third Offense

The member will be notified that he/she has committed a no-show, that his/her membership and all related rights and privileges will be revoked for the remainder of the semester, and that all dues and fees paid will not be refunded. If the member wishes to reapply for membership in any future semester, he/she will also be required to meet with the President of Business and Data Analytics Club, during which the member will apologize for his/her repeated lack of professionalism and consideration; explain the reason(s) for such behavior; describe a personal plan of action for correcting such behavior; and discuss any other issue that the president believes is relevant to the situation. On the condition that the president deems the meeting to be satisfactory, the member will be allowed to reapply for membership for the upcoming semester immediately following the meeting.

IV. EXCEPTIONS

While members are greatly discouraged from not attending an event for which they have registered, it is understood that extenuating circumstances can arise and prevent a member from attending an event. Such circumstances may include, but are not necessarily limited to, the following: sudden illness, sudden injury, family emergencies, and work emergencies. In such instances, a member may be granted an exception at the discretion of the EVP of the organization with which the member is affiliated. These exceptions are granted on a case-by-case basis, and a member may be required to furnish evidence to substantiate his/her claim of extenuating circumstances. Any such evidence must be to the satisfaction of the EVP before an exception is granted.

Circumstances related to class are not considered to be extenuating in nature given that all students are provided with a syllabus. Exceptions are granted to allow for adverse situations that are beyond a member's control; they are not granted to allow for a member's poor planning and time management.