

Attendance Policy & Good Standing

*Pursuant to the bylaws, the Secretary and Treasurer will record and verify attendance at general meetings. Members must attend three meetings to be in good standing. For the purpose of voting, members who have attended two meetings in the year prior to an election, may count their presence at the election day meeting as their third, qualifying meeting.

*Secretary will be responsible for ensuring sign in sheets and pens are available at each general membership meeting.

*Within one week of the general membership meeting, Secretary will scan the sign in sheets and upload to the CASGED cloud.

*Within one week of the general membership meeting, Secretary will record attendance in spreadsheet based on signatures on sign in sheets

*Secretary will add new members to the sign in sheets and make changes to addresses etc. prior to the next general membership meeting.

*Secretary will add the names of members present to the monthly minutes. Minutes will be posted to the CASGED website and available at the next meeting for review by membership.

*Members may point out attendance discrepancies at any point before the end of the following general membership meeting.

*Secretary will compile a list of members and the number of meetings they have attended prior to the general membership meeting where nominations are being made. Treasurer will verify the accuracy of this list. Copies of the list will be available at the nomination meeting (the meeting prior to the election). Anyone who has attended three meetings (or two meetings if present at the nomination meeting) is eligible for nomination.

*If attendance is disputed, Secretary and Treasurer will review the sign in sheets. Member must have signed in to be recorded present for any meeting.

*Original sign-in sheets will be stored in a binder for two years.

*The attendance spreadsheets will be saved as a PDF and stored in the cloud.

*When meetings are held via Zoom or other virtual meeting platform, the meeting host will run a report to determine who was in attendance. Call-ins can identify themselves using the last four digits of their phone number. This report will be sent to the secretary for recording. The report will be stored in the cloud.

*This policy can be modified by simple majority vote of the Board.