



### **Branch 172 Policy on Violation of Article 8, Required Attendance, Rule 100**

- 1) The Attendance Chairman will prepare a monthly report(s) for the purpose of monitoring attendance infractions and advise the Branch Executive Committee (BEC) of the results at its monthly meeting.
- 2) The Big Sir or his designee will make every effort to contact a member, via telephone, in violation of Rule 100 and in a timely manner to ascertain the reason why the member is prevented from attending monthly lunch meetings. **If contact is made, the members preferred method of contact (email or snail mail) should be determined.**
- 3) The Big Sir or his designee will advise the BEC on whether the member is unable to attend luncheon meetings due to a medical/prolonged illness, acting as a caregiver to a spouse or companion, or an extended absence from the Branch locale. (Fellowship Officer will contact No-Calls to determine physical reasons)
- 4) On the advice of the Big Sir or his designee, the BEC may direct the Membership Chairman to contact the member and request a formal submittal of the Inactive Membership Request Form.
- 5) If the member requests Inactive Status but is unable to complete the Inactive Membership Request Form, the Membership Chairman will complete the form on behalf of the member and submit it to the BEC for consideration. The BEC will then consider, approve or disapprove the Inactive Membership Request.
- 6) If the member does not have a medical/prolonged illness, is not acting in a caregiver capacity or an out of area situation that prevents attendance at the regular meetings (Rule 90), the BEC may propose that the member be placed on probation status for a specified period of time until the member is once again within the requirements of Rule 100. **The member will be advised of the infraction by written notification from the Big Sir or his designee prior to the next regular BEC meeting. The letter will summarize the infraction(s) and set forth methods by which the infraction can be corrected.**
- 7) If the member refuses to comply with the requirements of Rule 100, the BEC may determine that there is cause for membership termination, expulsion or suspension under Article 9 of the State Manual, and may take action to proceed with termination, expulsion or suspension under Rules 105 through 108 of Article 9 of the Sir Manual.
- 8) The Membership Chairman is directed to make periodic follow-up reports to the BEC on those members who are on Probationary Status.
- 9) *SPECIAL NOTE: Notwithstanding the procedures and process defined above, the Branch Executive Committee and general membership are in agreement that:*
  - a. All attendance infraction issues should first be handled through personal contact by the Big Sir or his designee and the member to determine the most reasonable course of action.
  - b. Each member should endeavor to attend regular luncheon meetings in conformance with Rule 100.
  - c. If the member is on inactive or probationary status, the member should make every effort to return to active status as soon as possible.

Distribution:  
Big Sir, Little Sir, Secretary, Attendance Chairman, Membership Chairman  
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