

**BoD Meeting Attendance Policy**  
**Ratified 12/21**

Purpose: To establish a VASA club's participation at monthly Board of Director's meeting guidelines and requirements. This will ensure consistent participation of each VASA club and the conveyance of information concerning the ongoing management of VASA between the Board of Directors (BoD) and the membership at large.

Policy: VASA clubs are expected to field a constant representative to the Board of Directors to attend the Monthly Board of Directors meetings.

Procedure:

A designated club representatives is required to attend the Monthly Board of Directors meetings.

A primary representative and an alternate shall be designated by the club to ensure continuity of attendance when the primary representative is unable to attend a meeting, the alternate rep will assume the seat of the rep at the board and will be afforded the voting rights of the club for that meeting. In an emergency any member may represent the club.

Club representatives will receive emailed agenda packets prior to BoD meetings and a representative attending will need to respond to that email stating whether they will attend in-person or on-line.


Clubs will need to be represented in-person no less than quarterly, not missing more than 3 consecutive meetings.

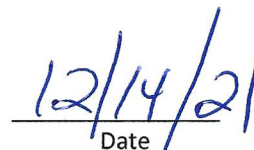
If a club has more than six (6) absences in a year, the club will risk sanctioning at the sole discretion of the Board of Directors.

This policy is to ensure inclusivity in the discussions and decisions of the Board of Directors and provide information to the Board on club operations, concerns and or needs.

Club reps and alternates are expected to report on the Board of Directors meetings, including minutes and financial reports, to the members of their club at the club meeting immediately following the monthly BoD meeting.

Club reps are to convey policy and procedures to their clubs and will serve as a resource for VASA policy and procedure compliance.

  
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VASA President

  
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Date