

# ***The Eastern Maine USBC Association Administrative Manual***

## ***Attendance & Absenteeism Guidelines***

1. Attendance matrix on file with the association.
2. Attendance records to be maintained by the Association Manager.
3. Absences will be handled in the following manner:
  - a. After the 1<sup>st</sup> unexcused absence, telephone call to the absent board member from the association President.
  - b. After the 2<sup>nd</sup> unexcused absence, mail warning letter (first class mail).
  - c. After the 3<sup>rd</sup> unexcused absence, mail dismissal letter (certified/return receipt).
4. An appeal of the dismissal from the board may be filed, in writing, to the President within 10 (ten) days of receipt of the dismissal letter.
5. A copy of any appeal letters will be forwarded, by the President within 10 days of receipt, to all board members for their review.
6. If a general board meeting is not planned within the next 30 days, an emergency board meeting will be convened by the President.
7. During the next general or emergency board meeting:
  - a. There will be an open discussion on the matter of the dismissed board member, during a closed board members session.
  - b. For a dismissed board member to seek re-election and/or re-appointment to the board, a 2/3 (two-thirds) vote of the full board to reinstate is required. (Absentee written vote/consent must be submitted to the President not later than 48 hours prior to the scheduled meeting).
  - c. A formal letter stating the decision of the board will be forwarded to the dismissed board member within 10 days of the deciding vote.
8. Additional appeals to the Eastern Maine USBC board's final decision are to be directed to USBC.
9. Resignations, Removal and Vacancies refer to USBC Bylaws & Association Manual Article 5, Section E.