

General Meetings:

1. General meetings are always held on **Wednesdays 7:30PM** at the MSB Auditorium unless otherwise stated. To be counted as “present” at a general meeting, members must remain at the meeting for its entire duration. Attendance will not be taken until the end of the meeting. The **ONLY** valid exceptions for leaving early or not attending are for a mandatory class, exam, mandatory class activity, or medical school interview that is held at the same time as the meeting. In such a case, it is the member's responsibility to notify a secretary of such an occurrence. No other exceptions will be taken. Test preparation courses are **NOT** valid excuses because they can be re-scheduled to another date.
2. Members should arrive to the meetings at least ten minutes early, allowing time to be seated or participate in any activities occurring before the meeting. Important announcements and information will be presented 15-20 minutes prior to each general meeting in the form of a slide show. **To ensure the respect and courtesy for the guest speaker and other members, we ask that members arrive in a timely fashion.**
3. It is the member's responsibility to sign-in at general meetings. The secretaries will not count you as present if you have not signed in by the end of the night. Members are **NOT** to write their names onto the sign-in sheets. Each member is to sign in at **ONE** location only, that of his/her primary committee. If a name is not found, the member must contact a secretary to resolve the discrepancy.
4. Except for the first Fall semester meeting, sign-in sheets are arranged by committee. Each committee attendance sheet has a default permanent location where it will be found if the committee has no planned meeting afterwards. Should a committee hold a meeting immediately following the general meeting, the sign-in sheet for that committee will be at the set location of the committee meeting. If a member cannot attend the committee meeting which follows the general meeting, (s)he must still sign in at the said location to be counted present at the general meeting.