

Member Responsibilities

Revision 14 (9/01/10)

Edited by 2010-2011 Executive Board

General Meetings:

1. General meetings are always held on **Wednesdays at 7:30PM** at the HPNP 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/class activity, exam, sickness, or medical school interview that is held at the same time as the meeting. Test preparation courses that can be rescheduled are NOT valid excuses.
2. Should any member have extenuating circumstances, including but not limited to: emergencies, family deaths, school business (outside of foreseeable scheduling conflicts), and so forth, then it is the responsibility of the member to fill out an excused absence form located at: <http://ufpremed.org/excused.html>. This form will request that an excused absence receive consideration for that member's Good Standing requirements. The final excused absence verification is per discretion of the attending Secretaries, followed by the current Executive Board.
3. 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 of this pre-professional organization, we ask that members arrive in a timely fashion and terminate use of all cell phones and pagers.**
4. 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. Each member is to sign in at ONE location only, that of his/her primary committee. If a name is not found on a roster of a member's committee, the member must contact a secretary to resolve the discrepancy.
5. 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.