

General Meetings

Member Responsibilities, Revision 13, 2008-09

General meetings are always held on Wednesdays at 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/class activity, exam, 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.
- 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.
- 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.**
- 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 his/her name is not found on a roster of a member's committee, the member must contact a secretary to resolve the discrepancy.
- 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, he/she must still sign in at the said location to be counted present at the general meeting.

Summary

- 1. Meetings are at 7:30 pm in the MSB Auditorium**
- 2. Get there on time & turn off your cell phone (show respect for speaker!)**
- 3. Don't forget to sign in at your committee meeting!**
 - **If you don't sign in, you aren't counted for attendance**