

Accounting Society & Beta Alpha Psi No-Show Policy

Amended as of February 7, 2015

I. PURPOSE

The No-Show Policy (the “Policy”) is designed to discourage members from neglecting their responsibility of attending events for which they have registered by setting forth rules to govern such occurrences, hereafter referred to as a “no-show.” Both Accounting Society and Beta Alpha Psi have adopted the Policy, and the Executive Vice President (the “EVP”) of each organization administers the Policy for its respective members. By attaining membership, the student affirms his/her full understanding of and compliance with all aspects of the Policy.

II. DEFINITION

A no-show generally occurs when a member does not attend an event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. Event attendance is typically indicated by a member’s signature or other similar mark on the attendance sheet distributed by the chairperson(s) of the event. It is the member’s responsibility to verify that his/her attendance is documented prior to leaving the event. Members must be present for a significant portion of an event in order to be considered as having attended that event; arriving more than 30 minutes after the start, or departing more than 30 minutes before the end, of an event does not constitute attendance unless the member had arrived upon such an agreement with the chairperson(s) of the event.

The specific criteria constituting a no-show and the related consequences will depend on the classification of the event for which the no-show occurred as well as the accumulated number of no-shows committed by the offending member. Under extenuating circumstances, the Executive Vice President of the organization with which the offending member is affiliated may grant an exception, which will be discussed further in Section VII.

III. CLASSIFICATION OF EVENTS

Insofar as the Policy is concerned, all events are assigned a certain classification. Each of these classifications will have specific rules and consequences regarding the handling of a no-show. These classifications are listed below:

- i. Student Event, which includes, but may not be limited to, the following:
 - Career development events
 - Community involvement events
 - Peer mentoring events and appointments
 - Tutoring appointments
 - Paid special activities (such as K1, Korean BBQ, etc.)
- ii. Professional Event, which includes, but may not be limited to, the following:
 - Accounting Fest
 - Awards Banquet
 - Golf Tournament
 - Meet the Firms

- Mock Interviews
 - Professional mentoring events and appointments
 - Special Interest speaker meetings
- iii. Office Event, which includes the following:
- Office hours
 - Office tours

Any event not listed here will be classified at the discretion of the Executive Committees of Accounting Society and Beta Alpha Psi. As such, the No-Show Policy is subject to change whenever and however it is deemed necessary by the Executive Committees.

IV. STUDENT EVENT

A member will have committed a no-show if he/she does not attend a Student Event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. The consequences, which are listed below, will depend on the number of offenses committed by the member.

i. First Offense

The member will be notified that he/she has committed a no-show and will be prohibited from attending the Professional Event immediately following the affected Student Event, that is, the Student Event for which the no-show occurred. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the no-show; explaining the reason(s) for failing to attend the affected Student Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter will then be forwarded to the chairperson(s) responsible for organizing the affected Student Event and, if applicable, the professional(s)/firm(s) that attended the affected Student Event. The letter must be submitted to the respective EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events (excluding speaker meetings) until the letter has been submitted.

ii. Second Offense

The member will be notified that he/she has committed a no-show and will be prohibited from attending all Professional and Office Events for the remainder of the semester. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the no-show; explaining the reason(s) for failing to attend the affected Student Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter will then be forwarded to the chairperson(s) responsible for organizing the affected Student Event and, if applicable, the professional(s)/firm(s) that attended the affected Student Event. The letter must be submitted to the respective EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events and speaker meetings until the letter has been submitted.

iii. Third Offense

The member will be notified that he/she has committed a no-show, that his/her membership and all related rights and privileges will be revoked for the remainder of the semester, and that all dues and fees paid will not be refunded. If the member wishes to reapply for membership in any future semester, he/she will also be required to meet with the Faculty Advisor for Accounting Society and Beta Alpha Psi, during which the member will apologize for his/her repeated lack of professionalism and consideration; explain the reason(s) for such behavior; describe a personal plan of action for correcting such behavior; and discuss any other issue that the Faculty Advisor believes is relevant to the situation. On the condition that the Faculty Advisor deems the meeting to be satisfactory, the member will be allowed to reapply for membership for the upcoming semester immediately following the meeting.

V. PROFESSIONAL EVENT

A member will have committed a no-show if he/she does not attend a Professional Event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. The consequences, which are listed below, will depend on the number of offenses committed by the member. One (1) Professional Event no-show is the equivalent of two (2) Student Event no-shows.

i. First Offense

If the member has zero (0) prior Student Event no-shows or equivalent thereof, he/she will be notified that he/she has committed a no-show and will be prohibited from attending all Professional and Office Events for the remainder of the semester. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the no-show; explaining the reason(s) for failing to attend the affected Professional Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter will then be forwarded to the chairperson(s) responsible for organizing the affected Professional Event and, if applicable, the professional(s)/firm(s) that attended the affected Professional Event. The letter must be submitted to the respective EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events (excluding speaker meetings) until the letter has been submitted. Any no-show henceforth for a Student Event will be treated as a Third Offense.

If the member has one (1) or more prior Student Event no-shows or equivalent thereof, he/she will be notified that he/she has committed a no-show, that his/her membership and all related rights and privileges will be revoked for the remainder of the semester, and that all dues and fees paid will not be refunded. If the member wishes to reapply for membership in any future semester, he/she will also be required to meet with the Faculty Advisor for Accounting Society and Beta Alpha Psi, during which the member will apologize for his/her repeated lack of professionalism and consideration; explain the reason(s) for such behavior; describe a personal plan of action for correcting such behavior; and discuss any other issue that the Faculty Advisor believes is relevant to the situation. On the condition that the Faculty Advisor deems the meeting to be satisfactory,

the member will be allowed to reapply for membership for the upcoming semester immediately following the meeting.

ii. Second Offense

The member will be notified that he/she has committed a no-show, that his/her membership and all related rights and privileges will be revoked for the remainder of the semester, and that all dues and fees paid will not be refunded. If the member wishes to reapply for membership in any future semester, he/she will also be required to meet with the Faculty Advisor for Accounting Society and Beta Alpha Psi, during which the member will apologize for his/her repeated lack of professionalism and consideration; explain the reason(s) for such behavior; describe a personal plan of action for correcting such behavior; and discuss any other issue that the Faculty Advisor believes is relevant to the situation. On the condition that the Faculty Advisor deems the meeting to be satisfactory, the member will be allowed to reapply for membership for the upcoming semester immediately following the meeting.

VI. OFFICE EVENT

Given the special nature of office hours and tours, no-shows under this classification will be separated into first-degree and second-degree occurrences. Generally, a member will have committed a no-show if he/she does not attend or is late for an Office Event for which he/she has registered and fails to cancel his/her registration by either the established deadline for or 48 hours prior to the start of said event, whichever occurs first. The consequences, which are listed below, will depend on the number of offenses committed by the member. One (1) second-degree Office Event no-show is the equivalent of two (2) Student Event no-shows.

i. First-Degree No-Show

Members are required to arrive at the designated meeting location for the event at least 20 minutes prior to the established event start time. A member arriving within the 20-minute window preceding the established event start time will have committed a first-degree no-show. The member will be allowed to participate in the affected Office Event, but he/she will be notified that he/she has committed a no-show and will be prohibited from attending all Office Events in the category for which the no-show occurred for the remainder of the semester. For example, if the Office Event in question was an Office Tour, then the member will be disallowed from attending all future Office Tours. The other Office Event (Office Hours) would not be affected. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the no-show; explaining the reason(s) for failing to arrive at least 20 minutes prior to the established start time for the affected Office Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter will then be forwarded to the chairperson(s) responsible for organizing the affected Office Event. The letter must be submitted to the respective EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events (excluding speaker meetings) until the letter has been submitted.

A member who has committed a first-degree no-show will still be allowed to attend all Student and Professional Events; Office Events is the only classification affected in this situation.

ii. Second-Degree No-Show

If the member has zero (0) prior Student Event no-shows or equivalent thereof and he/she arrives after the established event start time, he/she will have committed a second-degree no-show and will not be allowed to participate in the affected Office Event. He/she will be notified that he/she has committed a no-show and will be prohibited from attending all Professional and Office Events for the remainder of the semester. Upon receiving the notification, the member will then be required to reply with a letter apologizing for the no-show; explaining the reason(s) for failing to attend the affected Office Event; and describing a personal plan of action for preventing future no-shows, to be addressed to the EVP of the organization with which the member is affiliated. The letter will then be forwarded to the chairperson(s) responsible for organizing the affected Office Event and the firm that hosted the affected Office Event. The letter must be submitted to the respective EVP within seven (7) business days of the notification, after which the member will be prohibited from attending all events (excluding speaker meetings) until the letter has been submitted. Any no-show henceforth for a Student Event will be treated as a Third Offense.

If the member has one (1) or more prior Student Event no-shows or equivalent thereof, he/she will be notified that he/she has committed a no-show, that his/her membership and all related rights and privileges will be revoked for the remainder of the semester, and that all dues and fees paid will not be refunded. If the member wishes to reapply for membership in any future semester, he/she will also be required to meet with the Faculty Advisor for Accounting Society and Beta Alpha Psi, during which the member will apologize for his/her repeated lack of professionalism and consideration; explain the reason(s) for such behavior; describe a personal plan of action for correcting such behavior; and discuss any other issue that the Faculty Advisor believes is relevant to the situation. On the condition that the Faculty Advisor deems the meeting to be satisfactory, the member will be allowed to reapply for membership for the upcoming semester immediately following the meeting.

VII. EXCEPTIONS

While members are greatly discouraged from not attending an event for which they have registered, it is understood that extenuating circumstances can arise and prevent a member from attending an event. Such circumstances may include, but are not necessarily limited to, the following: sudden illness, sudden injury, family emergencies, and work emergencies. In such instances, a member may be granted an exception at the discretion of the EVP of the organization with which the member is affiliated. These exceptions are granted on a case-by-case basis, and a member may be required to furnish evidence to substantiate his/her claim of extenuating circumstances. Any such evidence must be to the satisfaction of the EVP before an exception is granted.

Circumstances related to class are not considered to be extenuating in nature given that all students are provided with a syllabus. Exceptions are granted to allow for adverse situations that are beyond a member's control; they are not granted to allow for a member's poor planning and time management.

