

RPPN Attendance Policy

Richardson Plano Professional Networking (RPPN)

Effective: July 1, 2026

1. Purpose

RPPN is a category-exclusive professional networking organization. The effectiveness of the group depends upon consistent member participation. This Attendance Policy establishes clear standards for participation while allowing reasonable flexibility for legitimate circumstances.

2. General Expectation

Active membership requires regular attendance at scheduled RPPN meetings. Members are expected to prioritize attendance and participate consistently in support of the group's objectives.

3. Absences

3.1 Unexcused Absences

Each member is permitted up to **three (3) unexcused absences** within a six-month period.

An absence shall be considered **unexcused** if:

- The member does not attend the meeting; and
- The member does not provide a substitute representative; and
- The absence is not approved by the Board pursuant to Section 3.3.

3.2 Substitute Representation

A member may avoid an unexcused absence by sending a substitute to attend in their place, provided the substitute conducts themselves in a professional manner consistent with RPPN standards. Substitute attendance shall count as member attendance for purposes of this policy.

3.3 Excused Absences

The Board may designate an absence as **excused** on a case-by-case basis. Circumstances that may warrant excused status include, but are not limited to:

- Medical issues
- Family emergencies
- Significant business conflicts

- Other circumstances deemed reasonable by the Board
- Excused absences do not count toward the three (3) unexcused absence limit.
- Board determinations regarding excused absences shall be final.
- Absences must be submitted by the member to the secretary before or within the same week of the absence, and after then will be counted as unexcused. Secretary will circulate the request to the board for approval vote, and member will be notified by secretary of board's decision. Most excused absences will be for member's personal / medical / family related considerations. Prioritizing other business activities over attending RPPN, while sometimes unavoidable, will typically be unexcused.

4. Loss of Exclusive Category Rights

RPPN maintains a one-member-per-category structure. Category exclusivity is contingent upon active participation.

If a member exceeds three (3) unexcused absences within a six-month period:

- The member shall **not be automatically removed** from the group; however,
- The member shall lose the guaranteed exclusive hold on their professional category seat.

Upon loss of exclusivity:

- The Board may accept applications from other qualified professionals within the same category.
- If a new qualified applicant is approved by the Board, the original member's seat may be reassigned.
- Upon reassignment, no refunds on Membership Dues will be given.
- Reassignment decisions shall be made by the Board in the best interest of the organization.

5. Reinstatement

A former member who has lost category exclusivity due to attendance may reapply for membership in accordance with standard RPPN membership procedures, subject to category availability. If the Member re-applies, a new Member Starting Fee will be payable. If the Member is accepted, a new Membership period begins and no credits or payments from the previous membership shall be applied.

6. Administration

The Board shall:

- Track attendance records;
- Notify members upon reaching two (2) unexcused absences;
- Notify members in writing upon exceeding three (3) unexcused absences and the resulting loss of exclusive category rights.