



# Community Business Associates



## Attendance Policy

### Policy

To have a clear policy on attendance

### Procedure

1. Meetings are scheduled the second and fourth Friday of each month from 7:15 AM to 8:30 AM
2. To maintain the best possible networking opportunities for each member it is necessary for all members to attend every meeting
3. Members may have a substitute attend in their place
4. Members who miss two meetings in any 6 month period will risk losing their membership. Exceptions may be made for business travel, vacations and illnesses at the discretion of the board
5. Meetings will be cancelled during inclement weather. If the Sturbridge schools are closed or delayed the CBA meetings will also be cancelled.
6. Members who are late for the meeting will forfeit their 60 second introduction.