

LeTip of Harrisburg Metro

**LeTip By-Laws**

 **Article 3 section 3.1 (a)**

*The Board of Directors has the right to extend a “leave of absence” to a member who is in compliance with attendance, tipping, and current dues obligations. A request for a leave of absence must be submitted in writing to the Board and can only be granted for a period of 30 days. Members shall prepay chapter dues for that period of requested leave. A majority vote, form required, by the Board of Directors after reviewing the members participation in total, in the affirmative is required. This may be granted for vacation, illness, accident, for personal reasons. A leave is never granted for business related purposes. Members wishing to extend a leave of absence must resubmit in writing every 30 days for board review.*

**Article 4 section 4.6 (d)**

***Leave of absence:*** *A member must request A leave of absence in writing to the Board of Directors for up to 30 days at a time. Members must be in good standing. A member is allowed only 30 days maximum on a leave and must be reconsidered with a written request for additional time off after 30 days. Leaves do not have to be honored. Discretion considered by the board. Members must comply with chapter dues and international dues. Attempts should be made to fulfill tipping requirements. If in arrears with dues members could be terminated.*

**Request for Leave of Absence**

Date of Request

      (M/D/YY)

I,       (Name)would like to request a leave of absence beginning with the

meeting on      (M/D/YY), my 1st meeting back will be on       (M/D/YY).

I have read the above bylaws and acknowledge the request is within these guidelines. I

am also aware that this leave does not relinquish me from my required monthly tips or

any dues that may be due during my absence. This request must be submitted a

minimum of two (2) weeks prior to the beginning date of the Leave of Absence unless

 circumstances make this not possible.

For Board Use Only

Number of Tips last 12 weeks

Number of Absences last 12 weeks

Number of Visitations missed last 12 weeks