

ATTENDANCE & MAKE-UP GUIDELINES

General: Members should make every effort to attend the club's regular meetings. Members must be present for 60% of the meeting for it to count. The Board has the authority to rule on exceptional circumstances. A member must attend or make-up at least 50% of the club's regular meetings (this was reduced by the 2007 Council on Legislation.) 30% of the club's meetings must be attended.

14 Days Makeup: Members can make-up missed meetings 14 days before and 14 days after the regular time of the missed meeting. If travelling outside the country of residence the time restrictions will not be imposed.

Makeup: The Member must produce a standard Rotary Makeup Form, have an email makeup form, have his or her name recorded in minutes of a committee meeting or contained on a list of attendees of an event. (The 4-Way Test will apply) A make-up can be made under the following circumstances.

- Another club's meeting.
- A regular meeting of a Rotaract or Interact Club.
- A formal activity of a Rotaract or Interact Club.
- A Rotary District Conference.
- A Rotary District Assembly.
- A meeting of a District Committee.
- An organized District information or training seminar.
- An Intercity Rotary Club meeting.
- And participates in a club service project.
- A club-sponsored community event.
- A meeting of the club's Board of Directors.
- A meeting of the service committee to which a member is assigned.
- A meeting of a Rotary Fellowship
- Participating in an interactive activity through a club Web site for 30 minutes.

Excused Absences: The Club's Board of Directors may excuse a member's absence for reasons considered good and sufficient such as:

- Member's years of age and membership in Rotary total 85 years or more (85 factor exempt attendance.)
- Serious illness.
- Other extenuating circumstances approved by the Board.

Leave of Absence: Upon written application the Board may excuse a member from attending the meeting of the club for a specified period of time. Under these circumstances the member will be considered absent and will not be credited with attendance.

Detailed descriptions of attendance rules can be found in the Rotary Manual of Procedures and the Secretary's Manual.

Monthly Attendance & Membership Report

The Club Secretary is responsible for reporting club attendance to the District 5050 Secretary each month. The Secretary also maintains a report of individual member attendance percentages.