



2010/2011

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. 30% of the club's meetings must be attended.

14 DAY MAKEUP RULE: 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.

MAKEUPS: 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 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.
- Participation 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.
- Participating in an interactive activity through an eClub Web site for 30 minutes.

EXCUSED ABSENCES: The Club's Board of Directors may grant a leave of absence, no greater than twelve months, for reasons considered good and sufficient such as:

- Serious illness or business pressures etc.
- Other extenuating circumstances approved by the Board.

Under these circumstances the member will be considered absent and will not be credited with attendance.

EXCUSED FROM ATTENDANCE:

Upon written application the Club's Board of Directors may *exempt* a member's attendance if the member's years of age and membership in Rotary total 85 years or more. Members must be a minimum age of 65 to qualify. *Should the exempt member attend a meeting, the member's attendance shall be included in the attendance figures used to compute the club's attendance.*

MONTHLY ATTENDANCE AND MEMBERSHIP REPORTING:

The Club Secretary (or designate) is responsible for reporting club attendance & membership numbers to the District 5050 Secretary by the 10th day of each month. Membership and attendance figures are published in the PAJ (Peace Arch Journal) and form an important part in monitoring the health of all Clubs, the District as a whole, and in the deployment of District resources by the District Governor.