**JUNEAU GLACIER VALLEY ROTARY CLUB**

**ENGAGEMENT (ATTENDANCE) PROCEDURE**

**FY 2014**

The Club Secretary shall:

* Communicate to the Club (via email) a reminder for the Club’s Regular Meetings
* Track Member Attendance
* Track the number of hours a club member engages in club activities during each semi-annual period (as reported by the member or committee chairs)
* Ensure a Member’s has attended 50% of the Club’s Regular Meetings in each semi-annual period (to include Make-up’s); or engage in club projects, other events and activities for at least 12 hours in each half of the year, or a proportionate combination of both
* Ensure a Member attends at least 30% of the Club’s Regular Meetings in each semi-annual period
* Ensure the Member attends 60% of a Club Meeting when purchasing the Scooter Badge
* Monitor consecutive absences as outlined in the Juneau Glacier Valley Club Constitution and report as required
* Monitor and report Requests for Leave of Absence
* Monitor Make-up’s and provide Make-up’s for visiting Rotarians

When the absence of a Member exceeds the limits prescribed in the Juneau Glacier Valley Rotary Club Constitution and Bylaws**,** the Secretary shall provide this information to (via in person meeting, telephone, or email):

* Club President
* Board Members
* Membership Chairperson
* Badge Pass Chairperson