

## Missed Meeting Make-up Guidelines

The following is guideline for Rotarians to make-up missed meetings. The lower the percentage of meetings attended usually results in a disconnect between the Rotarian and the Club. Interest will wain if that feeling of connectiveness is not maintained.

### Individual Activities

- The most beneficial way is to **attend a meeting at another club**. You learn so much about how they operate and can bring back new ideas to our club. It is recommended to get a signed document from the other club or a copy of their weekly bulletin so that you have proof of attendance. Reflect on the Four Way Test for proof.
- **Take part in an on-line meeting**. One could refer to these as 'library' meetings in that they involve reading materials and/or watching videos related to Rotary.
  - Another opportunity is Rotary E-club of Canada One, [link](#) . You can be sent weekly bulletins advising you of their meetings that would qualify for make-ups [Link](#)
  - Another opportunity is to participate in the USA based Rotary E-Club One [link](#), alternatively you can go to [link](#)
  - Attend meetings on Rotary EClub of Atlantic Canada [link](#).
  - In general, just Google "On-Line Rotary Make-Up Meeting" and choose the site you wish.

In all cases, the make-up for a missed meeting is to be done within two weeks of a missed meeting (before or after). For the preceding examples (individual activities) let the Secretary know immediately so that (s)he can enter it into the system. Use the form found via the menu bar on our website [link](#).

### Group Activities

- **Participate in a club activity** either two weeks before or two weeks after the missed meeting. As an example, use your participation in the auction. Say the auction is Nov 18. You can make-up past meetings Nov 8 and 15 or future meetings Nov 21 and 28 that you may miss.

Club activities include attendance at presentations of donations, working the phones as part of Rotary's contribution to the STRH Foundation Telethon, working the duty roster at the music festival, representing Rotary byworking the kettles for the SA Kettle Campaign and doing direct sales of 50-50 tickets.

- **Participate in meetings of sub-committees** outside of the regular weekly meeting such as:
  - Executive and Executive -Board Meetings
  - Music Festival
  - Auction

In these cases, the chairs of those meetings need to let the secretary know who participated so that the secretary can bank and then use these meetings as make-ups. Use the form found via the menu bar on our website [link](#).

### Your Attendance Status

To see where you stand with regards to attendance login to your ClubRunner account. The easiest way to do this is: 1) access via our web-site, [link](#), 2) Login via **Member Area**. 3) click on "**My Attendance**" in the "**My ClubRunner**" Menu. 4) Voila there are **YOUR** stats