

ATTENDANCE POLICY

Regular attendance at meetings is an important part of a Rotarian's commitment. The Member Involvement Committee keeps track carefully of each member's attendance record. To ensure "membership in good standing" you should:

Attend (or make up) at least 60% of the meetings in any six-month period;

Attend at least 30% of the home club's meetings; and

Never miss more than three meetings in a row without making up.

("Attendance" means being there for at least three-fifths of the time – In Holland, that would be from the start until at least 12:58 – unless called away early by some emergency.)

Makeups – For those times when you cannot make our Thursday noon meeting, "makeup" credit is possible in three ways:

- (1) attend another Rotary club and turn in the visitor's card received there to the club secretary, in person or by mail (a "makeup report" form {see below} may be used instead). This will give you not only attendance credit for the meeting missed, but also a cash credit against your next dues statement. For a list of nearby clubs and their meeting times and the Rotary E-club URL, see page 60. For information on other Rotary clubs worldwide, ask the secretary to see the current R.I. Directory, or visit the R.I website at www.rotary.org and click on Club Locations.
- (2) attend a Holland Rotary committee or board meeting, or participate in a club service project, or some official R.I. or district project, and turn in a "make-up report" form. This will give you attendance credit for the meeting missed.
- (3) attend (or be en route to or from) a district or R.I. meeting or convention and turn in a "make-up report" form. This will give you attendance credit for the meeting missed and a cash credit against your next dues statement (unless it was an expense-paid visit).

With some exceptions (see the club constitution, Article VIII, Section 1, for details), these makeups must occur within two weeks before or after the date of the meeting for which credit is requested. "Makeup report" forms are available each week on the dining tables and are also downloadable from the club's website (www.hollandrotary.org). Completed forms should be given to the club secretary, in person or by mail (P.O. Box 2278, Holland MI 49422-2278).

Exemptions from attendance requirement – Attendance / makeup is not required if you:

- (1) are an officer of Rotary International;
- (2) have requested and been granted "excused" status (on the basis of combined years of service and Rotary membership – see constitution, Article VIII, Section 2(b), for details);
- (3) are excused by the board on an ad hoc basis for good reason (e.g. illness) – normally it is up to the member to initiate this action by contacting the club secretary or another board member; or
- (4) have requested and been granted a "leave of absence" for a specified period (see bylaws, Article IX, for details).

Awards – The club annually presents “perfect attendance” awards for members who have recorded 100% attendance for the preceding Rotary year (July through June). Attendance credit for service activities may be counted up to 10%, provided that actual presence at meetings at Rotary clubs, district conference or assembly, or international convention totals at least 90%.

Follow-ups – Know that a member who misses a meeting *is missed!* Rotary being a club based on friendship and fellowship, when you aren’t there it is *our* loss. It is in this spirit that the Club Development committee may, from time to time, contact those who haven’t been seen regularly – either by phone, card or letter. Please don’t mistake it as having anything to do with “discipline.”