



# Rotary Club of Granville

PO Box 296 • Granville Ohio 43023

## Introduction

Rotary is a participatory organization that values regular attendance. Being present at the weekly meetings is considered a vital part of the operation and success of a strong and active Rotary Club. For this reason, being present at our Club's meetings is one of the basic obligations a member accepts upon joining Rotary. Although attendance reflects your availability and desire to serve, there may be times when business pressures and personal reasons may make normal attendance difficult. In recognition of these special circumstances, the Board of Directors of the Rotary Club of Granville hereby establishes the following Leave of Absence Policy:

## Leave of Absence Policy

There may be circumstances when a member is temporarily unable to maintain regular attendance at club meetings. Examples include maternity or paternity, prolonged illness, temporary job reassignment, significant new responsibilities, the pressure of business, personal issues or conflicting job assignments.

A leave of absence operates to prevent a forfeiture of membership. At all times during a leave of absence, the member on leave must be current in his or her dues and must participate in Club fundraisers, unless the basis of the request for leave of absence is due to financial stresses and the Board grants a temporary exemption from financial commitments to the Club. A member who has been granted a leave of absence is encouraged to participate in Club projects and service opportunities where possible.

Requests for leave of absence will be considered on a case-by-case basis. A request for leave of absence is appropriate when a member will miss at least six (6) consecutive weekly meetings but intends to return to the Club within four (4) months. Requests exceeding four (4) months suggest that the member should consider a transfer or voluntary resignation, absence special mitigating circumstances.

A Member desiring a leave of absence shall submit the request in writing to the club President. The request shall state the reason that leave is sought, the reason why make-ups are not feasible, and the beginning and ending dates of the requested leave. The Board will act on the request at the next regularly scheduled meeting, unless an emergency situation requires earlier action by special meeting. The Club Secretary shall notify the member in writing of the resulting Board action.

Adopted 9-2009  
(Revised June 5, 2014)