

## ***Make-Ups & Other Attendance Guidelines***

Whether you're trying to meet the attendance requirement to exchange your red badge for a blue one or you're reaching for your first full year's perfect attendance certificate, it is important for all Rotarians to know the meeting attendance requirements and make-up options.

### **How Many Meetings Must I Attend?**

All active members must maintain minimum attendance requirements as provided in the *Standard Rotary Club Constitution* and highlighted below:

- Attend or make-up at least 50% of regular Rotary club meetings in each half of the year
- Half of your attended meetings should be at the Rotary Club of Park Cities
- Avoid missing or failing to make-up four consecutive meetings.

### **What Constitutes a Make-Up?**

**Attending another Rotary club's meeting:** Members may attend any other Rotary club's regular meeting within two weeks before or after the date of the absence.

**Attending a RCPC committee meeting, event or service project:** The Board has also authorized a number of Club meetings and service opportunities to count as make-ups. Generally, our Club defines these meetings as 1) lasting one hour in duration; 2) involving three or more attendees and 3) being Board approved at least two weeks in advance. Examples of approved makeup events include service committee meetings and Club socials as well as participation in RCPC service projects like the *Rotary Blood Drive* and *Ronald McDonald House*. The Board also approved delivering *Meals on Wheels* as an approved make-up. Make-up opportunities are generally posted in the monthly Club calendar or in the HUB.

**Attending a Web make-up:** Members may also "attend" up to four times per year an on-line web meeting via the internet. For a link to the website of one of the current 13 Rotary e-Clubs around the world, go to [www.rotary.org/membership/education/makeups](http://www.rotary.org/membership/education/makeups) . .

### **How Do I Report a Make-Up?**

It is important to report make-ups as soon as possible on the club website. Just follow the Club Link on the Home page at [www.parkcitiesrotary.org](http://www.parkcitiesrotary.org) – it's a breeze.

### **How Do I Request a Leave of Absence?**

1. A Club member in good standing may request a leave of absence because of temporary business or other pressures that is believed to constitute a valid reason for not attending Club meetings or make-ups for a specific period of time.
2. A Leave of Absence must be requested in writing addressed to the Board explaining the reason for the request and specifying a date by which the proposed Leave of Absence would end.
3. A Leave of Absence may not exceed six months from the date it is granted.

---

**Also please remember to get your badge scanned each meeting so that you're automatically counted!**