

ROTARY CLUB OF JOLIET  
ATTENDANCE POLICY  
12/2009

Whereas Rotary International requires all active members to have a minimum 50% attendance for each quarter of the rotary year; and

Whereas the Rotary Club of Joliet recognizes the need for active members; and

Whereas the Rotary Club of Joliet recognizes the values of the attendance requirement; and

Whereas the Rotary Club of Joliet understands that temporary business, personal, and health matters can cause valuable members to have lapses in attendance; and

Whereas the Rotary Club of Joliet feels that occasional lapses in attendance can be mitigated by past or current service to the Club; and

Whereas the Rotary Club of Joliet sees the need to establish a consistent policy for addressing attendance problems of individual members.

Now, therefore, the following Attendance Policy is hereby adopted:

1. During the Rotary Club of Joliet's Board of Directors' regular January meeting, attendance records for the Club shall be presented by the Attendance Chair.
2. Each member with less than 50% attendance for the current Rotary year shall be evaluated by the Attendance Chair to determine if the Rule of 85 will allow Attendance Exempt status within the subsequent 6 months.
3. The Club Secretary, or designee, shall present a list of those members who have been contacted regarding poor attendance during the previous 36 months, along with the Response Summaries from the previous 36 months.
4. Those members with 40% or less attendance, except those described in 6 or 7, who will not be qualified for Attendance Exempt status per 2, shall receive a personal letter from the Club President (examples attached). Said letter shall, at a minimum, contain the following provisions:
  - a) Statement of the Rotary International attendance rules;
  - b) Applicability of the Four Way Test;
  - c) A definite response date;
  - d) An invitation for a personal meeting.
5. Those members with attendance between 49% and 41%, except as described in 6 or 7, shall be contacted in person by an appointee or appointees of the Board.
6. Any member who qualifies for personal contact under 5, and who has received one or more

letters or two or more personal contacts during the previous 36 months shall receive a letter as described in 4.

7. Any member who qualifies for a personal letter under 4 or 6 and who has received two or more such letters in the previous 36 months shall be subject to an immediate dismissal vote as described in 10.
8. The President shall prepare a list of responses (Response Summary) to his/her letters and present such list (example attached) to the Board at their regular February meeting.
9. Those designees who have made personal contacts shall present a list(s) of responses (Response Summary) to the Board at their regular February meeting.
10. The Board shall give due consideration to responses received from 8 and 9 and shall entertain any motion for dismissal individually. Any member who qualifies for a dismissal vote under 7 shall have his/her previous Response Summary read into the Record and, following discussion, shall have a vote taken for dismissal without motion.
11. Dismissal shall require a vote of 2/3 of those members present and voting.
12. Following an affirmative Dismissal vote, that member shall be personally contacted by the President, accompanied by a letter from the Rotary Club of Joliet, prior to the next regularly scheduled meeting of the Board of Directors. Official removal from the Club Roster shall not occur until the subsequent meeting so that any extenuating circumstances may be considered.
13. At the Rotary Club of Joliet's Board of Directors' regular April meeting attendance records for those members who have received a letter under 4 shall be re-evaluated for attendance. If such member's attendance has not improved since receipt of such letter, he/she shall be considered for dismissal under 7.

This policy is hereby adopted this 10th day of December, 2009, by a vote of 9 yea to 0 nay.

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Jane A. Hopkins, President

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Janet Markelz, Secretary