

Membership Committee Procedures for addressing prolonged absences

The Committee's goal is to maintain communication with members of the Club who are not attending regularly to determine what obstacles are precluding the member from attending meetings/makeup events/socials. In addition, the procedure will provide new Committee members with a guideline to follow in addressing inactive members, in particular those who are in arrears with their dues payments.

1. Members who have missed four consecutive meetings without a makeup:

After the monthly Board meeting, a representative of the Committee will contact the member to determine if a medical leave is necessary or if the member has other concerns about the club. A phone message will be left if voicemail is set up for the member. If there is no response received from the member, a follow up e-mail will be sent to the address on Club Runner the following week. The Committee will also inform the member's sponsor and encourage them to follow up, if the sponsor is still an active member the Club.

a. A medical leave will be requested if appropriate. A medical leave should be considered for an initial period of 90 days with the opportunity for the member to contact the Membership Chair or President to discuss the need for an additional 90-day extension. Members who do not request an additional 90-day extension will be expected to maintain Rotary attendance expectations and future absences will be addressed in accordance with this procedure.

2. For members who have missed eight consecutive meetings without a makeup:

After the Board meeting, a representative of the Committee will contact the member to inquire about the member's availability. Again, a phone message will be left if voicemail is set up for the member. If there is no response received from the member, a follow up e-mail will be sent to the address on Club Runner the following week. The membership committee representative will again reach out to the member's sponsor, if the sponsor is still an active member of the Club.

IF the member is also delinquent on their dues payment in excess of 90 days, the Treasurer will send a duplicate dues invoice to the member. This invoice will include past due dues amount as well as any other charges owed by the member, for example, payment for any TSR shirt order. This notice will be in addition to the quarterly dues notice that each member receives.

3. For members who have missed twelve consecutive meetings without a makeup; and no response has been received by the member and the member is in arrears in their dues payments of 90 days or more: The President will contact the member to follow up. If there is no response from the member prior to the next regularly scheduled Board meeting, the President will inform the Board that he/she will send a letter - using snail mail – not email - to the member informing them their membership in the club will be terminated following the next Board meeting. The Board will vote on the termination of membership at the next regular Board meeting following the close of the 30-day period.

For members who are current with their dues, but who have missed several meetings:

4. If the member is communicating with the Club and dues are current, the member will be retained. We are aware of several members who winter in the South as well as individuals who travel abroad in the summer as a part of their employment who would be excused from these procedures.

Rule of 85 members:

5. Individuals whose membership is covered by the "Rule of 85" are not covered under this procedure; however, they are expected to maintain their dues payments current. IF a payment is in excess of 90 days overdue, they will be issued a duplicate dues invoice which will include any past due amounts for meals.