

Rotary Attendance and Make-Up Policies

The purpose of this document is to clarify the Rotary Make-up rules.

Attendance

This is the text from Rotary International's Manual of Procedure:

- (a) Attendance Percentages. A member must
 - (1) attend or make up at least 60 percent of club regular meetings in each half of the year;
 - (2) attend at least 30 percent of this club's regular meetings in each half of the year.
- (b) If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.
- (c) Consecutive Absences. Unless otherwise excused by the board for good and sufficient reason or pursuant to article 8, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Making up a missed meeting

Rotary International bylaws state that a member can make up for a missed meeting within 2 weeks before or after the meeting.

If you anticipate missing a meeting, you can make up for it up to 2 weeks before that date. If you miss a meeting, you have up to 2 weeks after the missed meeting to make up.

Members do not have to make up for times when the club does not meet.

If a member attempts to make up at another club and that club either did not meet that week, or changed venues, the club member can let their club's secretary know the date and time of the attempted make-up and it will count as a makeup towards a missed meeting.

How a member can makeup

When a member misses a meeting, there are several ways to make up for the absence.

Attend a club function.

Examples of Sooner Club functions that count as make-ups

- Monthly board meetings
- Committee meetings
- Trash pickup
- Secret Santa
- Mary Sallee's Food For Friends (must do this 2 weeks)
- Weekly Sergeant at Arms set up/tear down (must do this 2 weeks)
- Board approved club socials such as:
 - Cook-out at Bob and Ellen Usry's
 - Game night
 - Lunch Buddies
- RYLA (Rotary Youth Exchange) meetings or RYLA camp.
- Salvation Army Bell Ringing
- Beginning of school Crossing Guards
- Christmas in April inoculation program
- Coach's Luncheon & Fundraiser

Attend another Rotary Club Meeting

Check with the club bulletin or Rotary online to find a club near you.

If you make up in Norman, the secretary of that club will e-mail the Sooner club secretary with your make up. It's a good idea to follow up to be sure the make up was received by the secretary. If you make up outside the Norman area, be sure to bring back some kind of proof of attendance. Most clubs have a make up card. You can also bring one of their bulletins back to the Sooner club secretary.

Attend a District Rotary Function

Any Rotary District function counts as a make-up

District Conference

District Planning Sessions

PETs Training Sessions

Rotaract meetings or functions (University of Oklahoma)

Rotary Youth Exchange Student planning sessions or functions

GSE team functions

Rotary Zone meetings

Note: The Sooner Club Board has voted to approve up to 4 make-ups for any multi-day Rotary meeting or function. These would include:

- RI International Convention
- RYLA camp.

Online Makeup

You can go online at <http://www.rotaryclubone.org/> to do a makeup.

When you finish the exercise you choose, be sure to enter your e-mail address two times in the blanks provided. In the third blank, enter your club secretary's e-mail address.

Sooner club secretary E-mail address is soonerrotary@gmail.com.

Also print out a copy of the e-make up in case something happens and it does not get sent to the club secretary.

Making up when outside the member's country of residence

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

Reporting Make-ups To Your Club Secretary

Anytime you have participated in a Rotary function and need it recorded as a make-up, please contact your club secretary. Here is what the secretary will need to know:

- Function Name
- Function location
- Function date
- What missed meeting you would like to apply the make-up.

Be sure to follow up with you club secretary to make sure they have received and recorded them.