

Rotary Club of Kingsville



Leave of Absence Policy and Request Form

Policy

Following the Rotary Club of Kingsville bylaws, Article 11 states: *“Upon writing a letter to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings and paying for the meals for a specified length of time. The member will still be required to pay their dues and any quarterly expenses incurred outside of meal costs.”*

All members of the Rotary Club of Kingsville who desire a Leave of Absence must complete the request form below and submit it to the President, who will provide it to the Board, for review.

Leave of Absence Request Form

I request a Leave of Absence from the Rotary Club of Kingsville from _____ to _____. The reason(s) for my request are as follows: *(complete the following section or attach a letter explaining the reason(s) for your request)*

I understand that I will be responsible for club dues and any quarterly expenses incurred outside of meal costs during the time of my leave of absence.

Name Date

For Office Use Only

Received by: _____ Date: _____

Approved by Board on Date: _____