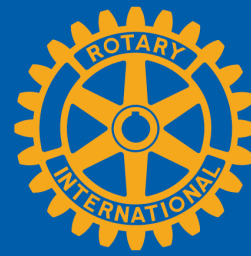


HOW TO REMOVE A MEMBER



ROTARY.ORG > MY ROTARY | Sign in/Register Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

1

CLUB & DISTRICT ADMINISTRATION
Club Administration
District Administration
Contributions
Reports
Club Invoice

TOOLS
Community Marketplace
RSS Feeds
Mobile Apps
Member Data Integration

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration**.

PRODUCTS
Shop
Licensed Vendors
Special Offers

TRAVEL & EXPENSES
Images & Video
Strengthening Rotary Resources

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

CLUB FINANCES

★ **Club Invoice**
View your club's invoice, pay dues with a credit card, or download your club's invoices.
Club invoice | Daily club balance report | Edit club preferences | About the club invoice | Rotary exchange rates

2

Click on **Add/edit/remove member**.

CLUB & MEMBER DATA

★ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
Add, edit, or remove members | Add, edit, or remove club officers | Record a new member sponsor

Club Data

Rotary Club of: **Sakado Satsuki**

Club Number: **28549**

Active and Honorary Members 22 (5) [Add Members](#) [Terminated Members](#) [Deceased Members](#)

The following are active and honorary members

	Membership ID	Last Name	First Name	Admitted	Member Type
View Edit Terminate	8918182	cbvcbv	cbcxbv	02-Jul-2014	Member
View Edit Terminate	8918198	dffvjk	sdfsaj	01-Aug-2014	Member
View Edit Terminate	8195128	Doty	Adam	30-Jul-2014	Honorary Member

3

Find the member's name on your list, and click **Terminate**.

Terminate

Only use this option if you wish to terminate membership of a Club Member.

Terminate Member

cbvcb cbcxbv cvbcbv cbvcbv

Termination Reason

--

Termination Date

-- -- 2014

Terminate

4

Select the reason you are removing the member and enter the termination date. Then click **Terminate**.

[Club Data](#) | [Members](#)

The member has been terminated successfully.

Click 'OK' to return to the Update Membership Data page.

OK

Once you click Terminate, you will get this message confirming that the member was removed. Click **OK**.