

START GUIDE FOR FLEXIBLE MEETINGS AND ATTENDANCE

Use this worksheet when considering changing your meeting format or frequency or relaxing attendance requirements. Document any change in meeting format, frequency, or attendance in your club's bylaws.

Rotary International requires clubs to meet at least twice monthly. Be sure to update your club website with changes to your meeting schedule.

Meeting formats:

1. What types of meeting is our club considering?
2. Why do we want to offer other types of meetings?
3. How will our club benefit from offering an alternative meeting format?
4. What are the potential drawbacks to changing our meeting format?
5. How often will our club meet in person?
6. When our club meets in person, how often will we hold a traditional Rotary club meeting?
7. Will we hold any nontraditional in-person meetings? (For example, a service project or social gathering.)
8. Will we offer an online option for our club meetings?

9. Will an online activity serve as one of our club's meetings? (For example, taking a course in the Learning Center, or posting on the club website's discussion group.)

Meeting frequency:

1. What adjustments in meeting frequency is our club considering? (Rotary requires that clubs meet at least twice monthly.)
2. Why do we want to change our meeting frequency?
3. How will our club benefit from this change?
4. What are potential drawbacks to changing how often we meet?
5. How will our club communicate a meeting cancellation?
6. How will our club communicate the meeting schedule to members?

SAMPLE EDITED BYLAWS ON FLEXIBLE MEETING FORMAT AND FREQUENCY

Here are some examples of how you could modify your club bylaws to include alternative meeting requirements.

Article 5 Meetings

Section 1 — An annual meeting of this club is held no later than 31 December to elect the officers and directors who will serve for the next Rotary year.

Section 2 — This club meets as follows: every first Tuesday of the month from 07:00 to 08:00 and every third Friday of the month from 17:00 to 18:00 ~~Tuesday from 07:00-08:00~~. The purpose is to discuss club business, hear educational talks, and enjoy fellowship. Reasonable notice of any change or cancellation of the regular meeting will be given to all club members via email and the club website. Additional events and service projects are posted on our website calendar. All members are encouraged but not required to attend all activities.

Section 3 — Board meetings are held every other month ~~each month~~. Special meetings of the board are called with reasonable notice by the president or upon the request of two directors.

The Standard Rotary Club Constitution requires club bylaws to include article 5, section 2.

Attendance:

1. What alternative attendance requirements is our club considering?
2. Why do we want to offer different attendance requirements?
3. What benefits would different attendance requirements offer our club?
4. What limits will different attendance requirements place on our club?
5. Will our club have basic requirements for making up meetings?
6. Do attendance expectations or requirements apply to all members or do they depend on any factors? (For example, membership types.)

SAMPLE ADDED BYLAWS ON FLEXIBLE ATTENDANCE

Here are examples of how you could modify your club bylaws to include alternative practices to taking attendance.

Article 14 Attendance¹

Section 1 — Our club asks each member to maximize membership by attending meetings and events and getting involved in service and activities. We do not have a formal attendance policy.

Section 2 — Rather than sending an attendance report, our club secretary updates our governor on the status of our club's health, particularly noting evidence of member engagement, such as the number of members involved in a club role, social activities, or service projects. The governor has agreed to this approach for the reports.

¹ Clubs are encouraged to amend or edit their bylaws to document what their club practices. This includes adding articles as needed.