

## Livermore Rotary Club

Revision Number: 4

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### 2. Attendance Policy

The Livermore Rotary Board of Directors believes that it is important for members to attend weekly meetings and participate in community service opportunities sponsored by the Club to get the most out of your Rotary Club. This Policy defines member attendance requirements and a procedure for making up missed meetings

*Attendance Percentages.* An Active member must

- (1) attend or make up at least 50 percent of club regular meetings or satellite club meetings, or work on club projects or events and activities for at least 12 hours in each half of the year, or a proportionate combination of both;
- (2) attend at least 30 percent of this club's regular meetings or work on club projects or events and activities in each half of the year.

If a member fails to attend as required, the member's membership may be subject to termination unless the board consents to such non-attendance for good cause.

*Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4 of the Club's Bylaws, any member who fails to attend or make up four consecutive regular meetings shall be informed by the club secretary that the member's non-attendance may be considered a request to terminate membership in this club. The member shall be invited to present his/her reasons for non-attendance to the Board. Thereafter, the board, by a majority vote, may terminate the member's membership.

Checking in at the Meeting: Members attending Club meetings must check in at the Sign-In Table, pay requisite meeting costs, and ensure that they are marked present.

Makeups - Meetings can be made up by doing the following:

1. Attendance at another club's meeting, including e-clubs; or
2. Attend a Rotaract or Interact meeting; or
3. Attend the RI Convention; or
4. Attend and participate in a club service project; or
5. Attend a Board of Directors meeting; or
6. If authorized by the Board, attend a meeting of a service committee to which the member is assigned; or
7. Participate for at least 30 minutes in an e-club meeting. There are 14 e-clubs worldwide and 5 in the USA.

Getting Credit for Make-ups: If a member has made up a meeting they must present a written credit form to the Front Desk or notify the Club Secretary to get credit for the make-up. Attendance at District events or other Club sponsored events where a written credit form is not issued; must be reported to the Club Secretary to receive credit.

Members who have missed a required meeting can make up the meeting by attending other Rotary meetings and/or events within 14 days *before* or 14 days *after* the missed meeting. Members who do not make up a required meeting must pay the requisite cost of a meeting. This payment does not constitute a make up. See Club's Financial Policy for details.

Perfect Attendance: Rotary does recognize 100% attendance, which can only be achieved through attending every scheduled Rotary Club meeting.

Rule of '85': Members who have reached the number 85 by adding up their age and number of years of being a Rotarian, are eligible for an Exempt Member status. Such members are not required to make up missed meetings or pay for them. They are also exempt from the attendance requirements. To remain a member of Rotary and the Club, they must pay their dues and any fees assessed by the Club. To be placed into this status, members must make a request to the Club Secretary in writing, who will report this request to the Board for its approval.

Failure to meet the minimum attendance requirements can result in dismissal from Rotary International and this Club. However, the Club will do what it can to work with members to find some way to enable them to meet the requirements. The Livermore Rotary Spur newsletter has a list of Rotary meetings in the Livermore Valley area. Members who need help in understanding the policy or are having difficulty in meeting the requirements should contact the Club Secretary for assistance. A list of all meetings in the Rotary World, in all countries, is available on the RI web site. A Rotarian is a welcome guest at any Rotary meeting in the world.

Members who would like more information on Club attendance may refer to the Q&A's on the Club website at [www.livermore-rotary.org](http://www.livermore-rotary.org) or go to Rotary International's website at [www.rotary.org](http://www.rotary.org).