

## **2. Attendance Policy**

The Board of Directors of the Rotary Club of Livermore 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 their Rotary Membership. 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% of the regular club meetings held each month; work on club projects or events and activities may count as a make up;
- (2) in the first or second six months of the Rotary Year, members must attend at least 30% of required meetings at this club.

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.* Long consecutive absences are an indication of poor attendance that may lead to a member leaving the club, When a member is absent for eight consecutive meetings, the individual shall be contacted by the Secretary or Membership Chair to discuss the reason for the non-attendance. The President will report the outcome to the Board, which will take appropriate action.

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 - Members who have missed a required meeting can make up the meeting by attending other Rotary meetings and/or events. Members should keep track of how they makeup meetings .Meetings can be made up by doing the following:

1. Attendance at another club's meetings; or
2. Attend a District meeting; or
3. Attend a Rotaract or Interact meeting; or
4. Attend the RI Convention; or
5. Attend and participate in a club service project; or
6. Attend a Board of Directors meeting; or
7. Attend a meeting of a Board-approved service committee to which the member is assigned.

Rule of '85': A member's absence shall be excused if the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member's desire to be excused from required attendance and the board has approved.

Corporate Members: A Corporation may be represented in the club by 3 or 4 of its members, called delegates of the Corporation, all of whom are Rotarians. Attendance at a club meeting by any of these Corporate Members constitutes attendance by the Corporation. There is no separate attendance requirement for these delegates.

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 Rotary Club of Livermore's newsletter (The Spur) 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).