

# Rotary Attendance Requirements and Meeting Make-Up Policies

## 1. Attendance

This is the text from Rotary International's Manual of Procedure:

- (a) **Attendance Percentages.** A member must (1) attend or make up at least 60 percent of club regular meetings in each half of the year; (2) attend at least 30 percent of this club's regular meetings in each half of the year.
- (b) If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.
- (c) **Consecutive Absences.** Unless otherwise excused by the board for good and sufficient reason or pursuant to article 8, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

## 2. Making up a missed meeting

- a) Rotary International bylaws state that a member can make up for a missed meeting within 2 weeks before or after the meeting.
- b) If you anticipate missing a meeting, you can make up for it up to 2 weeks before that date. If you miss a meeting, you have up to 2 weeks after the missed meeting to make up.
- c) Members do not have to make up for times when the club does not meet.
- d) If a member attempts to make up at another club and that club either did not meet that week, or changed venues, the club member can let their club's secretary know the date and time of the attempted make-up and it will count as a makeup towards a missed meeting.

## 3. How a member can makeup

When a member misses a meeting, there are several ways to make up for the absence:

- **Attend a club function.**

**Committee and Event Chairs should report the names of all attendees at any Club function listed below to the Club Secretary in a timely manner, due to the time limitations on applying makeups.**

Examples of Club functions that count as make-ups:

- Monthly board meetings
- Committee meetings
- Road maintenance
- Bread/Farmers Market run
- Holiday Baskets
- Other Club-approved Project Work
- Weekly Sergeant at Arms set up/tear down (must do this 2 weeks)
- Board approved club socials
  - 5<sup>th</sup> Wednesdays
  - Changing of the Guard dinner

- **Attend another Rotary Club Meeting**
  - a) Check with the club bulletin or Rotary online to find a club near you.
  - b) If you make up in X Club, the secretary of that club will e-mail our Club secretary with your make up. It's a good idea to follow up to be sure the makeup was received by the secretary.
  - c) If you make up outside our area, be sure to bring back some kind of proof of attendance. Most clubs have a makeup card. You can also bring one of their bulletins back to our club secretary.
- **Attend a District Rotary Function**

Any Rotary District function counts as a make-up:

  - District Conference
  - District Planning Sessions
  - PETs Training Sessions
  - Rotaract meetings or functions
  - Interact meetings or functions
  - Rotary Youth Exchange Student planning sessions or functions
  - GSE team functions
  - Rotary Zone meetings

**Note: The Rotary Club of Lake Forest Park Board has voted to approve up to 4 make-ups for any multi-day Rotary meeting or function. These would include:**

  - RI International Convention
  - RYLA camp
- **Online Makeup**
  - a) You can go online at <http://www.rotaryclubone.org/> to do a makeup.
  - b) When you finish the exercise you choose, be sure to enter your e-mail address two times in the blanks provided. In the third blank, enter your club secretary's e-mail address.
  - c) Our club secretary E-mail address is [info@lakeforestparkrotary.com](mailto:info@lakeforestparkrotary.com).
  - d) Also print out a copy of the e-make up in case something happens and it does not get sent to the club secretary.

#### 4. Making up when outside the member's country of residence

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

#### 5. Reporting Make-ups To Your Club Secretary

Anytime you have participated in a Rotary function and need it recorded as a make-up, please contact your club secretary at [info@lakeforestparkrotary.com](mailto:info@lakeforestparkrotary.com). Here is what the secretary will need to know:

- Function Name
- Function location
- Function date
- What missed meeting you would like to apply the make-up.

Be sure to follow up with you club secretary to make sure they have received and recorded them.