

## Rotary Club of Edwardsville, Illinois

### ATTENDANCE POLICY (Adopted February 15, 2007)

**Purpose:** To establish minimum attendance expectations for the Rotary Club of Edwardsville, Illinois (“Club”), how those expectations can be fulfilled, and the consequences of failing to meet those expectations.

#### **Policy:**

#### Minimum Attendance Expectations

During each half of the Rotary year, a member whose absences are not excused shall (a) attend or make-up at least 60% of the Club’s Regular Meetings and (b) actually attend (i.e., without regard to make-ups) at least 30% of the Club’s Regular Meetings.

A “Regular Meeting” is a Thursday Club luncheon meeting or a Club dinner meeting that is held in lieu of a Thursday luncheon meeting.

A member whose absences are not excused and who is not credited with attendance for four consecutive meetings is deemed to have requested termination of membership and is subject to the consequences of failing to meet minimum attendance expectations.

#### How to Fulfill Attendance Expectations

- A. Attendance. To be credited with attendance at a Regular Meeting, the member must either:
1. be present at, or make-up, a Thursday Club luncheon meeting; or
  2. be present at, or make-up, a Club dinner meeting that is held in lieu of a Thursday Club luncheon meeting.

The member must attend at least 60% of the meeting to be considered present at that meeting. The member must provide to the Club Secretary within eight weeks of a missed Regular Meeting such information as may be reasonably required by the Club Secretary (e.g., Regular Meeting sign-in sheet, make-up card, or other assurance) to credit the member with attendance for that meeting.

- B. Make-up. A make-up will count if, **within fourteen days before or after the missed Regular Meeting<sup>1</sup>**, the member:
1. attends a regular meeting of a (chartered or provisional) Rotary club;
  2. attends a Club assembly;

3. appears at the usual time and place of a regular meeting of another club for the purpose of attending the meeting, even though that club is not meeting at that time or place;
4. participates in a Club service project or Club-sponsored community event that qualifies as a make-up as determined by the Club's board of directors ("Board") from time to time or as identified in the endnotes of this policy<sup>2</sup>;
5. attends a Board meeting or, if authorized as a make-up by the Board or this policy, a meeting of a service committee to which the member is assigned;
6. participates in a Rotary International (RI) recognized internet Rotary e-club make-up activity for at least thirty minutes;
7. attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship (or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship); or
8. attends a convention of Rotary International (RI), a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs.<sup>3</sup>

C. When Make-up Not Required. A make-up will not be required and the member is deemed to have attended the missed Regular Meeting if, **at the time of the missed meeting**, the member is:

1. traveling with reasonable directness to or from one of the meetings specified in section B.8. above;
2. serving as an officer or member of a committee of RI, or as a trustee of The Rotary Foundation;
3. serving as the special representative of the district governor in the formation of a new club;
4. on Rotary business in the employ of RI;

5. directly and actively engaged in a district-sponsored or RI or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
  6. engaged in Rotary business duly authorized by the Board which precludes attendance at the meeting.
- D. Excused Absences.<sup>4</sup> A member's absence from a meeting will be excused if:
1. the member requests in writing of the Club Secretary, and the Board approves, placing the member on Active Exempt status, which status shall be granted by the Board if the aggregate of the member's years of age and years of membership in one or more clubs is at least 85 years;
  2. the absence complies with the conditions and under circumstances approved by the Board;
  3. the absence is approved by the Board for reasons which it considers to be good and sufficient;<sup>5</sup> or
  4. the member is a then current officer of RI.
- E. Military Service / National Guard Duty. There is no provision for granting attendance credit when a member is called away for either military service or national guard duty. However, the absence may be excused by the Board as being for good and sufficient reason.
- F. Extended Absence on Outposted Assignment. If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

### **Consequences of Failing to Meet Minimum Attendance Expectations**

- A. Termination of Membership. If a member fails to meet the minimum attendance expectations set forth in this policy, then his or her membership shall be subject to termination unless the Board consents to such attendance failure for such reasons and for such period as may be determined from time to time by the Board in its discretion.

Upon termination of his or her membership for failure to meet minimum attendance expectations, a member is not entitled to the reimbursement of his or her prepaid club dues or to any appeal, arbitration, mediation or other rights, except as provided in this policy and as the Board may decide in its discretion.

- B. Notice of Termination. The Club Secretary shall send a notice of the Board's decision to terminate membership to the member within ten days after the Board's decision. A copy of this policy shall be included with the notice. Within fourteen days after the notice date, the member may deliver written notice to the Club Secretary of the member's request that the Board reconsider its decision. Upon receipt of such request, the Club Secretary and President shall include the request as an agenda item on one of the next two regular Board meetings. The Club Secretary shall give notice to the member and the Board of the meeting at which the decision shall be reconsidered. The member shall be entitled to present his or her reasons for nontermination, but shall not be entitled to be present during the Board's discussion about and vote on the reconsideration. The member's failure to request Board reconsideration of its termination decision shall constitute the member's agreement with the Board's decision.
- C. Board Decisionmaking. Board determinations about any attendance matter, including termination of membership for failure to meet minimum attendance expectations, shall be by a majority vote of the Board at a meeting at which a quorum is present.

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### Endnotes

<sup>1</sup> However, when a member is outside the United States for more than fourteen 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.

<sup>2</sup> A Rotarian's services performed for at least 30 minutes at and as part of Rotary's support efforts (and not solely as a participant) in the following events are eligible for make-up credit provided that attendance sheets or other documentation are satisfactory to the Secretary to support granting make-up credit : roadside pick-up, lemonade stand, golf tournament, bicycle ride, Halloween parade, citrus distribution, reading program and each Rotary work day at the Club's major project worksite.

<sup>3</sup> A Rotarian may claim credit for two make-ups when attending a Rotary International meeting (such as a district conference) if the meeting takes place on more than one day, provided the days claimed for attendance credit fall in periods during which a make-up would otherwise be acceptable.

<sup>4</sup> Except as determined otherwise by the Board on a case by case basis, the absences or attendance of any member whose absences are excused under this section shall not be used in computing the Club's attendance record or a member's perfect attendance record.

<sup>5</sup> The following reasons are not considered good and sufficient: jury duty; compulsory attendance at sessions of a state legislature; presentations to other service clubs; and informal gatherings of Rotarians held on ships.