

Attendance, Make-ups, and Reporting Requirements

A basic and very positive element of Rotary life is fellowship; that can only develop if members regularly attend the meetings of their club. That's why there are attendance rules.

Attendance

- Each member must satisfy the following attendance requirements:
 1. Attend or make up at least 50% of regular Rotary club meetings in each half year.
 2. Attend at least 30% of their club's regular meetings in each half year.
 3. A member may not miss or fail to make up four consecutive meetings.
- To get attendance credit you must stay for at least 60% of the meeting.

Make-ups

- If you cannot attend a club meeting, you can receive credit (also called "make-up") by:
 1. Participating in a club-sponsored service project or event.
 2. Attending a club board or committee meeting.
 3. Attending a meeting of a RotarAct or InterAct or EarlyAct or similar officially sanctioned Rotary International activity.
 4. Attending a District or Rotary International meeting.
 5. Getting an E-Club makeup & forwarding your e-club confirmation to the Club Secretary.
- *NOTE: In order to get attendance credit, you must attend a make-up meeting or event within 14 days before or after the regular time of your missed meeting.*

Excused Absence

- A member may ask the board to approve an excused absence for a single missed meeting.
NOTE: An excused absence does not provide attendance credit.
- A member may ask the board to grant an extended leave of absence.

Reporting Requirements

- All make-ups must be documented via email to the Club Secretary, as soon as feasible after the missed meeting; but preferably within 2 weeks so that the club's monthly attendance report to the district is accurate.
- Each member is responsible for reporting their own attendance and make-ups.