

# Attendance & leave of Absence

## What are the attendance requirements?

An attendance record of 60 percent is required to remain an active Rotarian. Any missed meeting must be made up within 14 days before or after the regular meeting. To accommodate busy schedules, there are various opportunities to [make up missed meetings](#).

## Meeting Make-up

One of the many benefits of Rotary Club membership is the luxury of being able to travel the world and never miss a weekly meeting. Club members are welcome and encouraged to [visit clubs](#) while traveling to make-up the meeting missed back home.

But Rotarians often ask what options exist if there is not a club in the area of travel, or if the member is home but an emergency causes him or her to miss a meeting.

One option is to attend a regular meeting of a local Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship. According to Article VIII, Section 1a of the Standard Rotary Club Constitution, attending one of these meetings counts as a make-up. Another option is to spend time participating in an interactive activity on a Rotary e-club Web site. Rotary International has approved the request for a limited number of clubs to form with virtual or electronic locations. A visit to one of these e-clubs may satisfy a club member's make-up requirement. Please check with your club secretary and the e-club of interest to see if this online visit counts.

## Constitution of the Rotary Club of St Peters

### Article 8 Attendance

**Section 1 General Provisions.** Each member should attend this club's regular meetings.

A member shall be counted as attending a regular meeting if the member is present for

at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

(a) *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member

(1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or

(2) 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

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(3) attends a convention of 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; or

(4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time

or place; or

(5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or

(6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or

(7) participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

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.

(b) *At the Time of the Meeting.* If, at the time of the meeting, the member is

(1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or

(2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or

(3) serving as the special representative of the district governor in the formation of a new club; or

(4) on Rotary business in the employ of RI; or

(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.

## **EXCUSED ATTENDANCE**

**Section 3 *Excused Absences.*** A member's absence shall be excused if

(a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.

(b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

**Section 4 *RI Officers' Absences.*** A member's absence shall be excused if the member is a current officer of RI.

**Section 5 *Attendance Records.*** Any member whose absences are excused under the provisions of sections 3 or 4 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

## **LEAVE OF ABSENCE**

### **MANUAL OF PROCEDURE**

#### **Administration of clubs**

##### **Leave of Absence**

Clubs should inform members of their provisions to grant temporary leaves of absence. It is not practical to adopt a rule making it mandatory that a member request a leave of absence in advance of being absent from a club meeting.

#### **Club Bylaws –**

##### **Article 9 - Leave of Absence**

Upon written application to the Board, setting forth good & sufficient cause, leave of absence may be granted excusing a member from attending meetings for a specified length of time.

(Note Such leave of absence does not operate to prevent forfeiture of membership; it does not operate to give the club credit for the members attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorised under the provisions of article 8, sections 3 & 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)