

Rotary Club of State College/Downtown
Attendance Policy
Approved 9/02/2014

Rotary International and our club both call for attendance or make up of at least 60 percent of meetings with a minimum attendance of our club meetings of 30 percent. Our District also has a goal of 75% attendance (including make ups) for every club. 12 of 54 (22.2%) of our members did not meet the 60/30 threshold during fiscal year 2013-2014. The Membership Committee understands that an individual can be a valuable part of the club even if they miss these thresholds, and recommends the following to promote greater attendance and a standard means of addressing the issue.

1. Inform members of their attendance on a quarterly basis and remind them of the expected standards
2. Remind members of options for make ups.
3. Send a letter to any members under 30% attendance for a quarter advising them of the Rotary International expectation of 60%, reminding them of make up possibilities, and that a leave of absence or switch to honorary status can be requested if necessary. Warn them that failure to achieve 30% attendance (including make ups) in two successive quarters will result in automatic termination.
4. Send a note to any members under 60% attendance for one quarter, reminding them of the expectation, acceptable make ups, and that the board will review the contributions provided by any members who do not reach the 60% threshold for an entire fiscal year.
5. At the end of each fiscal year the Board or Membership Committee should review those who attendance failed to attain 60% and make recommendations on each of the members. Typically 50% or higher would be retained and less than 50% let go but the Board would have discretion based on trends (if attendance has gotten progressively worse could be let go even if over 50% or kept if marked improvement but still under 50%) and overall contributions to club (service on Committees and at events, etc.)