

## Attendance Make Up Policy

It is the policy of Champaign West Rotary (CWR) to grant attendance make up credit to members for activities that serve the mission of the club and enhance the member's contribution to the club. In keeping with such policy, attendance make up credit shall be granted for the activities below. Make-ups can be done 14 days prior to and 14 days after the missed meeting.

Note a member must still attend at least 30% of CWR weekly meetings in each six month period (January through June and July through December).

1. Other Rotary Clubs: Attendance at the regular meeting, community service project, or social event of another Rotary Club, including an "e-club." For attendance credit, the member must attend the program portion of the meeting of the other Rotary Club, or with e-clubs, must follow and complete the e-club program, and forward a copy of the confirmation to the club attendance chair.
2. Scheduled CWR Events: Attendance at a scheduled event of CWR including meetings of the board of directors; meetings of any club committee; any club sponsored service project; mentoring session, and fellowship events sponsored by the Club Services Committee.
3. Club Work: Independent expenditure of three hours or more in any one-week period on any Rotary project. This includes, but is not limited to, efforts of club officers and committee chairs in planning and preparing budgets, reports, minutes, newsletters and such; as well as time expended independently by members in pursuit of the club's community and international service projects.
4. Rotary International and District Events: Attendance at a Rotary International or District event or District committee meeting.
5. Hosting Duties: Hosting a guest related to any Rotary program, such as an international exchange program. A member who houses an exchange student shall receive one make up for each four-week period. A member who houses a GSE team member or other guest related to Rotary shall receive one make up credit.

A member must notify the Attendance Chair (Christie Martin) within two weeks after any of the above events (except for attendance at local clubs who automatically notify our club). The Attendance Chair shall not be required to verify any claimed make up activity. However, the Board may limit the use by a member of any particular category of make-ups if the Board determines that a member is abusing these rules.

## Leave of Absence Policy

It is the policy of Champaign West Rotary to make accommodations for members who experience hardship in meeting the club's attendance requirements; but have demonstrated their commitment to the club and its mission, and are expected to continue contributing to the club in the future. The following guidelines shall be considered by the board for leave of absence requests:

1. The member must make a written request to the club's president, stating the general nature of the events causing temporary difficulty in meeting attendance requirements.
2. The member must be current in all dues and other charges when the request is made, and if a leave is granted, the member must pay any dues that are billed during the leave.
3. The member may not have received a leave of absence that ended less than 24 months prior to the request.
4. The Board should determine that:
  - a. That the member has made a good faith effort to meet the attendance requirements;
  - b. That the member is requesting the leave as a means of last resort;
  - c. That the member recognizes of the importance of consistent attendance; and
  - d. That the member is likely to return to active service in the club after expiration of the leave.

The secretary will notify any member if a leave is denied or granted and the expiration date if a leave is granted.

Leaves of absence will be granted for no longer than six months. Members on leave are encouraged to attend CWRC meetings, service projects, and fellowship events during the leave, but are exempt from the club's attendance requirements. Members on leave may terminate their leave early by notice to the board. Members on leave who become delinquent as to dues or any other charges are subject to termination.