



**Rotary Club of Coastal St Johns County**  
**PO Box 840152**  
**St. Augustine, FL 32080-0152**

## **Temporary Leave of Absence Policy**

**PURPOSE:** The purpose of this policy is to establish a temporary Leave of Absence (LOA) policy for the Rotary Club of Coastal St. Johns County (the "Club"), that is also consistent, in general, with the existing policy that Rotary International has established for individual Rotary Clubs.

**POLICY:** The LOA policy adopted by The Club's Board of Directors for members is as follows:

Members requesting LOA must make the request in writing to the Board of Directors, by completing the Club's request form (see attached).

Upon written application to the Board, setting forth good and sufficient cause, LOA may be granted excusing a member from attending the meetings of the club for a period no longer than six (6) months.

Such LOA does not operate to prevent a forfeiture of membership and does not give a club credit for the member's attendance unless the member attends a regular meeting at another club.

The Club's Board of Directors shall be solely responsible for determining what constitutes sufficient cause for a LOA. This policy currently recognizes the following as sufficient reasons to grant a LOA: death in the immediate family, serious illness or injury, temporary loss of employment, military service, and extended but not permanent travel away for business or family reasons.

Additional causes can be deemed sufficient if approved by the Board of Directors at a future meeting duly noticed to the membership.

Extensions beyond the initial LOA must be received by the Board, in writing, prior to the original expiration date. The Board shall not approve more than two (2) LOA for the same member within any 24 month period, unless compelling and extraordinary circumstances exist, as determined by a majority of the Board.



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**Temporary Leave of Absence Policy (cont)**

The Secretary and/or Treasurer shall provide the Board a monthly report listing the names of members that have been approved for a LOA, indicating the expiration dates for the LOA and where applicable, that dues are current.

Members on approved LOA must provide written notice of their anticipated return date to the Club Secretary, at least two weeks prior to that date. Failure to provide written notice of membership intent and continued absence from weekly meetings will be construed as resignation from the club, effective the last day of the approved LOA.

The Club has two alternatives for a member on approved LOA, as described below. Regardless of which option is chosen and independent of attendance, the excused member must be recorded as absent, except that absence is not computed in the attendance record of the Club.

**Option A** (based on Article 11 from Rotary International By-Laws):

When a Club member does not choose to pay all International, District, and Club dues, the member is restricted from attending weekly meetings, except as follows:

The excused member may attend and be served a meal at no more than five (5) weekly meetings during the LOA by notifying the Secretary at the welcome desk and paying for the meal by cash or check.

**Option B:**

When a Club member chooses to continue to pay all International, District, and Club dues, less the cost of the meals during the LOA, the member may attend and be served a meal at any weekly meeting during the LOA by notifying the Secretary at the welcome desk and paying for the meal by cash or check.

As a means of support and to encourage retention of Option B members during a LOA, the Club will provide a maximum of one lunch per month, provided dues are current for that month.

