



## **Woodland Sunrise Rotary Club Attendance and Meeting Make-Up Guidelines**

Revised 9.15.2017

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Rotary is a unique service organization that emphasizes/requires member attendance and participation. Member attendance is individually tracked throughout the Rotary year. Woodland Sunrise Rotary Club encourages members to adhere to the following:

1. Club members are expected to attend at least 60% of the meetings in any given Rotary year.
  - a. Members should attend at least 30% of the meetings at their home club.
  - b. Attendance at a meeting counts if you are present for at least 50% of any given meeting.
  - c. If you need to leave before the end of the meeting, introduce yourself to the program speaker and let them know that you will be leaving early. When possible, it is preferable to leave before the program starts.
2. Missed meetings:
  - a. Must be made up to count for attendance percentages.
  - b. Make-ups must be completed within two (2) weeks, before or after the missed meeting.
  - c. If you know you will be away, consider “banking” a make-up before the missed meeting.
3. Meetings not made up within the 4-week window are subject to a missed meeting fee. This fee will be equal to the breakfast fee in effect at the time of the missed meeting.
4. Attending a committee meeting, board meeting, service project, another Club’s Rotary meeting, online meeting, District meeting/event, or any other Rotary activity counts as a make-up. It is the member’s responsibility to notify the Attendance Chair when they have completed a make-up.
5. Other Club meeting locations and times are listed on the Woodland Sunrise web site <http://www.woodlandsunriserotary.com> under the “District Links” tab.