**What every member needs to know**

Why do we take attendance? Attendance drives member invoices and our bylaws have a minimum attendance requirement.

Regular meeting attendance builds participation in Rotary events, instills globally shared Rotary values, and helps everyone enjoy fellowship with others who have like-minded service interests. Our club holds hybrid meetings, i.e., in-person and via Zoom.

Our secretary keeps attendance records. Our treasurer prepares and issues quarterly invoices and tracks member payments. The DaCdb (an integrated software package) helps our secretary and treasurer maintain club attendance and financial records.

Each member has a DaCdb account. The club secretary set up an account when you joined. You are responsible for keeping your personal information current.

Club by-laws require members to attend a minimum 60% of weekly Rotary meetings for the previous 12 months. You can satisfy this requirement by attending in-person, via Zoom, and in-person as a visiting Rotarian at another Rotary club’s regular meeting. Pay for your meal at that club’s regular meeting, then notify our club secretary and to get a meal credit that reduces your club bill. Notify the secretary in advance of your intention to attend a club meeting via Zoom.

Members should monitor their record on the DaCdb. Notify the secretary about discrepancies.

What’s on your member invoice?

Member invoices are issued via DaCdb Pmail at the beginning of each quarter. The invoice typically contains three entries; Quarterly Dues, Quarterly Meals and an Optional PHF Contribution. Additional entries may include a Make-up Meal Credit(s).

* “Quarterly Dues” is the amount paid to Rotary International, District 7600 and our club.
* “Quarterly Meals” is the sum of regular meeting meals for the next quarter. The meal rate is based on a contract with our caterer.
* “Optional PHF Contribution” is an easy way for you to fulfill your commitment to the Rotary International Foundation and add to the member’s Paul Harris Fellow recognition status. $30/quarter is suggested.

Club members pay different rates. Our club has active and honorary members. Members are billed quarterly. Billing is based on membership type.

* Active members are billed quarterly ***in advance*** for dues and the number of meeting meals projected for the quarter.
* Active R-85 members are billed quarterly ***in arrears*** for meals taken. There is no minimum attendance requirement for R-85 members. RI sets the criteria for R-85 membership.
* Active Under 35 members are billed quarterly ***in advance*** at a reduced dues rate set by RI.
* Honorary members are billed ***in arrears*** for the meeting meals; they typically pay on an “as you go” basis.