

MANAGING MEMBERSHIP INFORMATION



Rotary has two types of memberships: active and honorary. Your club may offer additional membership types to attract new members, including family, associate, junior, or corporate memberships. You must report these members as active and collect RI membership dues from them (honorary members only pay for magazine subscriptions). In addition, Rotaractors can become members of your club while remaining a member of their Rotaract club. Update your club's bylaws to include each club membership type, eligibility requirements, and dues. See the [Start Guide for Alternate Membership Types](#).

While your club may determine its own rules for transferring members, dual membership, and honorary members, the only mandatory qualifications for membership are that Rotarians must be adults who have demonstrated good character, integrity, and leadership; have a good reputation in their business, profession, and community; and be willing to serve in their community and around the world.

UPDATING MEMBER LISTS

Your most important responsibility as secretary is keeping your club member lists up-to-date. You should enter changes on My Rotary as soon as they occur, but no later than 1 July or 1 January. This ensures that your club invoice is accurate. If using a club management system to report changes to member information, work with your vendor to make sure Rotary International is receiving your information.

Adding new members activates their subscriptions to The Rotarian magazine. If more than one Rotarian lives at an address, they may subscribe jointly to the official magazine.

There are three ways you can report your member data to Rotary:

1. Through your My Rotary account
2. Through your local club management system (see a [list of vendors](#))
3. Using the [Member Data Form](#) (email it to data@rotary.org, fax it to +1-847-556-2207, or mail it to your local Rotary office or fiscal agent)

To report member data through My Rotary, make sure you are signed in to your [account](#). From the Manage tab, go to the [Club Administration](#) page and choose Add, edit, or remove members. Follow the links to change records as needed. For detailed information on these processes, refer to the how-to guides that show how to [add](#), [edit](#), or [remove](#) members.

Verifying email addresses for all club members in Rotary's records makes it easier for them to establish My Rotary accounts on Rotary.org. Members receive an email confirming their account status when they register on My Rotary. Members living at the same address can share an email address for their magazine subscription accounts.

You may want to issue member ID cards, which your members can show when attending another club. The card is intended for personal use only. Membership card templates are available on the [Brand Center](#), or you can obtain them through [licensed vendors](#) listed on My Rotary.

TRANSFERS AND RELOCATIONS

When a member transfers to your club, ask their previous club to confirm their membership and that the member doesn't owe the club any money. If you don't receive a statement from the previous club within 30 days, you can assume that the member doesn't owe any money.

When someone in your club moves out of your area, you can propose him or her for club membership in their new community. Use the [Rotarian Relocation Form](#) to notify the other club's president or secretary about the prospective member.

REMOVING A MEMBER

As secretary, you should contact any member who doesn't pay dues within 30 days of the deadline, and share this information with the treasurer. Specify the amount owed and the due date. If dues are not paid within 10 days of the notification, your club board may suspend the person's membership. Your board can reinstate the member if the member requests it and pays the money owed to the club.

When you remove a member from your club's member list on My Rotary, the change is permanent and immediate. If you've removed a member by mistake, email data@rotary.org.