

**Rotary Club of Victorville**  
**Policy & Procedure for Granting Leave of Absence**

**Policy**

**Leave of Absence:** According to the Club Bylaws:

*2.14.01 Upon written application to this board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specific length of time.*

Good and sufficient cause to accommodate business, family, financial or health concerns.

Specific length of time: not to exceed three months, with one 3 month extension, in any 12 month period, if approved by the BOD.

**Exception to Automatic Termination**

2.14.02 (a) Membership Qualifications. Membership shall automatically terminate when a member no longer meets the membership qualifications, except that:

*(1) the board may grant a member moving from the locality of this Club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary Club in the new community if the member is still active in the same classification and continues to meet all other conditions of Club membership;*

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

Note: Where there is good attendance there is also good membership retention. When a club develops a culture of being casual about member's attendance - the club shows a higher loss of members. Clubs should encourage their members to maintain 60% attendance.

One of the cornerstones of Rotary membership is fellowship. Over and over again Rotarians rate the friendship and companionship of their club members as one of the most important reasons they stay in Rotary. Fellowship and friendship cannot be cultivated by absent members.

Note: The Club's Delinquent Accounts Policy applies to all members.

**Procedure**

A member will complete the Request for a Leave of Absence Form (sample follows), including the reason for the request (business, family, financial or health concern) with specific dates and submit to the club secretary prior to a Board of Directors (BOD) regularly scheduled meeting.

Each request for a leave of absence (LOA) is for a maximum of 3 months, such request can be extended by the BOD for an additional period of up to 3 months at its' discretion upon the submission of a written request for extension.

The earliest effective date is the first of the month following approval by the BOD.

LOAs are limited to one, with one extension, in any 12 month period, subject to BOD approval.

The form may be requested from the secretary ([pdgcooker@verizon.net](mailto:pdgcooker@verizon.net)) or downloaded from the club web site: <http://www.victorvillerotary.org/downloads.php>.

Following the BOD meeting the Executive Secretary will communicate the result to the member.



# Rotary Club of Victorville

*Service above Self*

*"Let's Give Our Children a Future"*

**P.O. Box 734, Victorville, CA 92393**

District 5300

*Modified May 5 2011*

Date: \_\_\_\_\_

Board of Directors  
Rotary Club of Victorville  
P.O. Box 734  
Victorville, CA 92393-0734

I request a leave of absence from the attendance requirement of the Rotary Club of Victorville for \_\_\_\_\_ (*maximum 3 months*) for the dates \_\_\_\_\_ to \_\_\_\_\_ because of:

- Business Pressures
- Family Concerns
- Financial Concerns
- Health Concerns
- Indicate if this is an Extension Request

I understand that I will continue to be billed for Rotary responsibilities (\$32.00 per month + polio pledge), but will only be billed for meals (\$18.00) if I attend.

Thank you for your attention to this matter.

Yours in Rotary

*Signature*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

*Give to the Secretary or mail. The letter must be received prior to the board meeting on the second Monday of the month; the earliest effective date will be the first of the following month.*

*Note: LOAs are limited to a total of one and one extension within any 12 month period, and each is subject to BOD approval.*

***Note: The Delinquent Accounts Policy applies to all members.***

ROTARY FOUR-WAY TEST *"Of the Things we Think, Say or Do"*

- 1. Is it the TRUTH?
- 2. Is it FAIR to all concerned?
- 3. Will it build GOODWILL and BETTER FRIENDSHIPS?
- 4. Will it be BENEFICIAL to all concerned?