

## **A Guide to Making Up Attendances.**

This guide is intended to give you a quick reference to the criteria applied for making up attendances when you cannot get to weekly club meetings. You are strongly advised to also refer to our own Club ByLaws and the RIBI Information Sheet "Attendance" which gives you more detail.

Make Up attendances can only be used to substitute for a specific club night missed. They are not something that can be saved up to use if you are falling short on attendances. So for example, if you cannot attend a particular Tuesday club night but you attend a club committee meeting on another night in the same week or the week immediately before or after, that will count as a Make Up attendance. (see Appendix 2.)

Despite the introduction of Make Up attendances it is still a member's responsibility to get to as many weekly meetings as possible. If you cannot attend a specific meeting it is UP TO YOU to apologise in the normal manner and if you are able to substitute attendance under the criteria then you should notify the Attendance Officer within the defined time, who will indicate as such on the attendance sheet. A Make Up attendance will only be awarded when it is properly notified to the Attendance Officer and is within the defined criteria.

It is not the Attendance Officer's job to decide on the validity of an application for Make Up attendance it is down to individuals to only use the specific criteria defined. The attendance record will be reviewed regularly by Council.

For ease of Reference the specific guidance is in the following three sections:

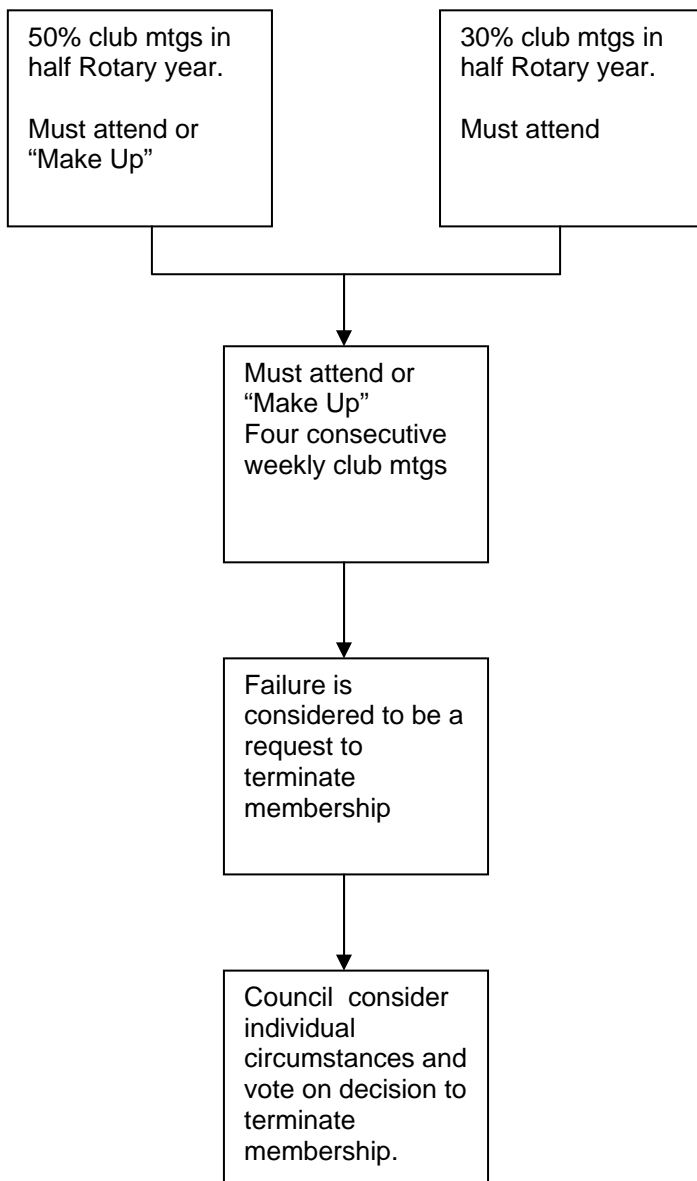
Appendix 1 Basic Requirements for Attendance

Appendix 2 Criteria for Making Up Attendance

Appendix 3 Events that do not Constitute a Make Up Attendance

Appendix 1

**Basic Requirement for Attendance**



## Appendix 2

### **Criteria for Making Up Attendances**

Application must be made to the Attendance Officer 14 days immediately preceding or following the specific club night of intended absence.

1. Attends another Rotary club meeting
2. Attends another Rotary club meeting at the correct time but the club is not meeting there on that occasion.
3. Attends another Rotary based meeting. e.g. Interact or Rotaract
4. Attends club council or committee meeting.
5. Attends RI/RIBI/District Assembly, Conference or Committee meeting
6. Attends and works on a club service project or club sponsored community event. Such events need to be approved by Council so where appropriate the programme will indicate if this particular event is a Make Up event.
7. Other times as defined in RIBI Information Sheet "Attendance" and also agreed by Council. These are some of the more obscure and less likely criteria so if applied for will need to be agreed beforehand.

## **Events that do Not Constitute a Make Up Attendance**

1. Club or District sports or social events.

e.g if you help to organise, participate in setting up or clearing up it is a project so you can claim an attendance. If however, you attend an event purely socially then it is not eligible as a Make Up attendance.

2. Leave of Absence

This has to be applied for in writing to the secretary. Council can approve it for a specific time. It does not, however, count as a Make Up attendance. Whilst those on LofA should be welcomed to occasional meetings or events there is no requirement for them to do so.

3. Illness

Illness does not qualify for Make Up attendance but of course all due consideration and flexibility will be given based on the individual circumstances.

4. Non Rotary based social or community service, jury service or military duties.

5. Traveling to and from RIBI /District/club meetings and conferences etc.