

Rotary Club of Linden Administrative Procedures

Administrative Policy Letter #4: Leave of Absence

Purpose: To provide an outline of procedures to guide the Board of Directors (BOD) in taking action to support club members who require temporary Leave of Absence from regular participation as an active member in the club.

Reference: Rotary Club of Linden By-Laws, Article 11: Attendance and Leave of Absence

- **Section 2** — Upon written application to the 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 specified length of time.
- Under the provisions of the Standard Rotary Club Constitution the member's absence during the specified period is not computed in the attendance record of the club.

General:

Responsibilities:

- Member:
 - Upon written application to the BOD, setting forth good and sufficient cause, a leave of absence may be granted, with or without conditions, excusing a member from attending the regular weekly meetings of the Club for a specified length of time, up to one year.
 - The member must submit a written application to the BOD to return from a leave of absence 30 days prior to the expiration date of the leave of absence.
 - The BOD may grant or deny the member's application for a leave of absence or a return from a leave of absence at its sole discretion, with or without conditions, and without explanation.
 - While on leave of absence, all dues must be paid in accordance with Administrative Policy Letter 1 - Dues. A copy of this letter may be found on our web site: www.lindenrotary.org
 - Members on a leave of absence may attend meetings and events as their circumstances permit.
 - A member's voting privilege is suspended during the period of the leave of absence.
 - While it is the board's intent not to grant a leave of absence or an extension that extends beyond 12 months, the Board understands there may be extenuating circumstances that should be addressed.
 - When granted a return from a leave of absence, the member shall enjoy all the rights, privileges, and responsibilities of club membership.
 - If the application for a return from a leave of absence is denied by the Board of Directors, the member shall continue to be on a leave of absence until the date the absence was due to expire after which the member's membership in the club shall terminate automatically unless the BOD takes exceptional action.
- Board of Directors (BOD):
 - The BOD shall consider and vote on a member's written application for a leave of absence at the regularly scheduled meeting of the BOD following receipt of the application.

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- The BOD shall consider and vote on a member's application to end a leave of absence or extend a leave of absence at the regularly schedule meeting of the BOD following receipt of the application.

- President:
 - When a leave of absence request is approved by the BOD, the President shall notify the member in writing and include the following information:
 - The specific date the leave of absence expires.
 - The club's policy regarding payment of dues and the continued requirement to pay dues in full during a leave of absence.
 - A description of general policy guidelines related to leave of absence including but not limited to: a) members on leave of absence are welcome to attend regular club meetings and club activities, however, they will not have the privilege of serving in a club leadership position nor will they have the right to vote, b) a written request to the BOD for a return from or extension of a leave of absence is required 30 days prior to the expiration date of the leave of absence, c) while the BOD is guided by administrative policy regarding members taking a leave of absence, the BOD understands that from time to time extenuating circumstances may influence the conditions of an individual's leave and therefore the BOD suggests the member maintain open communications with the president of the club regarding any changes in their specific leave that may require support and or action by the BOD.
 - If the member's application to return from a leave of absence is approved, the President shall notify the member.
 - If the member's application to return from a leave of absence is disapproved, the President shall notify the member in writing.