



**CLUB MEETING ATTENDANCE AND  
PARTICIPATION RULES**

**MEETING ATTENDANCE REQUIREMENTS**

To receive credit for attendance at a meeting, the member must be present for at least 60 percent of the time scheduled for such meeting. Attendance by proxy is not permitted.

**CLUB MEETING PARTICIPATION CREDIT OPPORTUNITIES**

One member participation credit shall be given for personal attendance at the following meetings or activities during the calendar month or seven (7) days immediately preceding or following the month that a club meeting is missed:

- A. Regular Meeting:** A regular meeting of any Kiwanis club.
- B. Round Table Meeting.**
- C. Special Meeting:** A special meeting of any Kiwanis club.
- D. Club Board Meeting:** A regular meeting of the member's club board of directors.
- E. Club Committee Meeting:** A regular, scheduled meeting of a formally established committee of the member's club.
- F. Club Project:** Participation in a club-approved service project. (Maximum of one credit per day per service project.)
- G. International, District, or Division Convention, Conference or formally scheduled meeting.** (Maximum of one credit per convention, conference, or meeting, regardless of length.)
- H. International, District, or Division Board Meeting.** (Maximum of one credit per meeting, regardless of length.)
- I. Traveling:** Absence from a regular

club meeting as a result of travel to or from the International or district convention or conference (travel must be within seven (7) days before and/or after the convention or conference).

- J. Kiwanis Family Functions:** Attendance at any club function for Kiwanians and their families designed to improve health, welfare, morale, and esprit de corps, such as club dinners, picnics, birthday parties, or outings. (Maximum of one credit per month.)
- K. Sponsored Programs:** Attendance at any club sponsored programs board meeting, regular meeting, or sponsored programs service project.
- L. Office Visits:** A visit to the Kiwanis International Office, a Regional Service Center, or a district office. (Maximum of one credit per quarter.)
- M. Jury Duty:** One credit shall be given for each regular meeting missed as a result of performing jury duty.

**MONTHLY ATTENDANCE CREDIT CALCULATION**

- A. Basis and Frequency:** Attendance credits for a club member shall be determined monthly and shall be based on the number of member attendance credits compared to the number of regular meetings the club has that month.
- B. Limit:** A member's attendance credits shall not exceed the number of regular club meetings for that month.
- C. Membership Class:** The percentage of the club's monthly attendance is based solely on the total number of active members of a club. Honorary, senior, or privileged members or guests, whether members of Kiwanis or not, are not included.

**D. Calculation Process:** To figure the percentage of attendance for a given month, determine the total number of attendance credits for active members as provided in this procedure and divide that number by the total number of active members on the club roster for each of the regular club meetings during the given month.

**Example:** Assume that a club with 50 active members meets weekly on Wednesdays, that there are four Wednesdays during the month, and that the attendance credits are as follows:

30 members each w/4 (or more) credits	= 120 credits*
10 members each with 3 credits	= 30 credits
5 members each with 2 credits	= 10 credits
4 members each with 1 credit	= 4 credits
1 member with no credits	= 0 credits

**Total Club Attendance Credits = 164**

Total Possible Attendance Credits (50 X 4) = 200

Monthly Percentage (164/200) = 82%

\*Maximum allowable

## LEAVE OF ABSENCE

- A. Dues Requirement:** A leave of absence excuses a member from attendance requirements but does not eliminate the dues required for membership.
- B. Conditions:** Upon formal request and by a vote of two-thirds (2/3) of the entire board of directors, a member may be granted a leave of absence for a period of not less than thirty (30) days but not exceeding six (6) months for conditions as follows:
1. When confining illness will prevent attendance;
  2. When special and/or temporary business conditions, professional assignments, or travel will prevent regular attendance;
  3. When military service removes a member beyond his/her own club area.

Such leaves of absence may be renewed for additional six-month periods during the time that such conditions exist.

**C. Member Moving:** Upon formal request, and by a vote of two-thirds (2/3) of the entire board of directors, a leave of absence may be granted when members move their residence and/or community interests beyond the club area. This leave of absence provides the member an opportunity to become affiliated with another Kiwanis club in the new location while retaining membership in the present club. Kiwanis clubs are urged to use such leaves of absence to retain members in Kiwanis. Such leaves of absence terminate when the member affiliates with another club or at the end of a one-year period from the time the leave of absence is granted, whichever is earlier.

**D. Member Serving in a Legislative Capacity:** Kiwanians serving in a state, provincial, national, or comparable legislative capacity, while attending legislative sessions or meetings, shall not be subject to the attendance requirements of active members and shall remain in the good standing of their club while rendering such legislative services. No attendance credit shall be given to the member serving in such capacity, and for club attendance reporting purposes as provided in this procedure, the member shall be considered as having a leave of absence.

## PERFECT ATTENDANCE TABS

Attendance tabs denote years of perfect attendance rather than consecutive years of perfect attendance. Upon completion of any twelve (12) consecutive months of perfect attendance, an appropriate attendance tab should be presented by the club to its member.

For perfect attendance tab purposes, the member has the opportunity of making up the number of leave of absence meetings either before such leave takes effect or upon resumption of attendance at club meetings for a period equal to the leave of absence. Otherwise, perfect attendance tabulations resume at the end of the leave of absence without loss of weeks already accumulated.

## CERTIFICATE OF ATTENDANCE

A visiting Kiwanis member should be given a certificate of attendance, signed by the club secretary. To receive an attendance credit for visiting another Kiwanis club, the Kiwanis member should present to the member's club secretary a signed certificate or other proof of attendance. The responsibility for obtaining such a certificate rests with the visiting club members themselves.