

# Rotary Club of Conway - Excused Absence Request Form

## Purpose:

This form should be completed for an excused absence request including Leave of Absence & Rule of 85.

## Club Constitution

Article 9: Section 3(b) of the club constitution addresses Excused Absences. Please review section 3 below before completing this request form.

### **Section 3 — Excused Absences. A member’s absence shall be excused if**

(a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member’s absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.

(b) the age of the member is 65 and above and the aggregate of the member’s years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member’s desire to be excused from attendance and the board has approved.

## Club Policy

All leave of absence and Rule of 85 requests must be submitted in writing to the Club Secretary or President. Requests should be submitted in advance; retroactive requests will not be considered except for exceptional circumstances. The Board of Directors will consider the request at its next scheduled meeting. The excused absence will be effective on the first of the month following board approval unless otherwise noted. The maximum amount of time per request is three months except for exceptional circumstances. A new form should be submitted in advance requesting an extension if needed. A leave of absence shall not extend for longer than twelve months total.

\*\*\*\*\*

I, \_\_\_\_\_ (please print name) request the following:

(please check one)

### **LEAVE OF ABSENCE (LOA)**

Date from : \_\_\_\_\_ Date to: \_\_\_\_\_ (see club policy above)

Please describe the reason you need a Leave of Absence: \_\_\_\_\_

### **RULE OF 85**

To be eligible, you must be 65 years or older and the aggregate of your age and years of membership be 85 years or more. Number of years as a Rotarian: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Current Age: \_\_\_\_\_

**Member’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE: Rule of 85 members and members on Leave of Absence (LOA) are still invoiced \$8.50 monthly for Rotary International and District dues in addition to the member’s monthly Rotary Foundation contribution. Rule of 85 members and Members on LOA are billed the club’s current meal cost (\$15.00 as of Jan 2013) for each meeting attended. Monthly Rotary contributions continue as previously designated.**

\*\*\*\*\*

Date received by Secretary: \_\_\_\_\_

Member meets R85 eligibility requirements: yes no

Board Action Date: \_\_\_\_\_

Board Action: Approved Denied

Secretary’s Signature: \_\_\_\_\_

Reason denied if applicable: \_\_\_\_\_