



Rotary Club of Beijing

1 December 2008

Dear Rotarian,

As approved by the Board at the November 2008 Board meeting and subsequently announced at the recent lunch meeting, additional rules for "make-up" attendance have been agreed.

The Board has recognised that a member's ability to serve as a Rotarian should not just be measured by his or her record of attendance at the week club luncheons, but also by the service they provide to our communities in performing Rotary duties. Some of our members are active in committee and project work, but are unable to attend our weekly luncheon meetings regularly and so are penalised because their official record of attendance is not recognised except for attendance at these luncheon meetings and other fellowship events.

With effect from 3rd November, 2008 if you are called upon to attend meetings and events during the normal course of performing Rotary duties, whether in your capacity as elected officers of the club or as a club member involved in community or rotary services, you can simply make a request in writing to the club Secretary, John Barnes (john.barnes@cn.pwc.com) and copy it to our club Administrator Grace Zhou (grace.zhou@rotaryclub-beijing.org), to request a "make up". The Club Secretary has the right to request additional information or seek additional comments regarding any such request and he may refuse a request if he is not satisfied that your request is valid.

For guidance, the following activities are recognised for "make up" purposes:

- Attendance at committee meetings;
- Attendance at events/meetings conducted for the purposes of
- discussing/conducting Rotary activities/business/services, e.g., Interact
- meetings, Project visits, Meetings with CSCLF, etc; and
- Time spent preparing for Rotary business e.g., Speaker programme
- activities, Annual Ball and other fund raising activities, Club
- administration, etc.

For clarification, if you attend Rotarian meetings at other clubs or attend an on-line meeting, you should continue to claim a "make up" in the usual way.

We are developing an automated make up mechanism for our website to help streamline this process. Details to follow in due course.

You have recently been sent an attendance report showing your attendance status. We hope very much that this new mechanism will allow you the opportunity to increase your attendance rate.

If you have any questions regarding this new "make up" process, please feel free to contact club Secretary John Barnes or club Administrator Grace Zhou.

Yours in Rotary
John Barnes - Club Secretary