ClubRunner

How do I terminate a member on the district's website?

Omar S. - 2021-03-31 - Membership Management

You can use your District webpage to remove / terminate a member who left your Club through the use of the **For Clubs** tab on the menu.

1. To terminate a member through the District site, go to your District webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. You are now on the **District Administration** page. On the grey menu bar click the **For Clubs** tab.

4. Click on **Membership Lists**.

5. You are now presented with an **Active Members List** for your own club. Here you can view and edit member details.

Active Members List

Select Club: Green Town

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Transfer New Member   Add New Member

Email	By First Name Name ▲	Type	Access	Action
📧	Applegate, John	Active	70	Designation | Change Status | Reset Password
📧	Baker, Sue	Active	70	Designation | Change Status | Reset Password
	Brackett, Leigh	Active	40	Designation | Change Status | Reset Password
📧	Chu, Edward	Active	30	Designation | Change Status | Reset Password
📧	Corprel, John	Active - Corporate	70	Designation | Change Status | Reset Password
📧	Davis, Clare	Honorary	70	Designation | Change Status | Reset Password
📧	Dean, John	Active	30	Designation | Change Status | Reset Password
📧	Dewy, Mickey	Active	30	Designation | Change Status | Reset Password
📧	Draper, Judith	Active	70	Designation | Change Status | Reset Password

6. To remove or terminate an existing Club member, click the **Change Status** link on the same row as the member's name, under the header named **Action**.

Active Members List

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📧	Dewy, Mickey	Active	30	Designation	Change Status	Reset Password
📧	Draper, Judith	Active	70	Designation	Change Status	Reset Password

7. You are now on the Change Status page. There are three choices. Click on **Terminate Membership**.

Change Status for Sue Baker

Please choose one of the following options to continue making changes to this person's status.
To change status from Active to Other, please terminate membership first.

Terminate Membership   Change this member to a former member; e.g. Ex Member, Duplicate, etc.

OR

Change Membership Status   Change this member from Active to Honorary

OR

Edit Active Member Type   Edit this member's Active member type; e.g. Active - Satellite, Active - Corporate, etc.

8. First, enter the date when the member became inactive. By default, this is set to the current date. However, you can select a future or past date as appropriate.

Note: *Rotary Clubs cannot set the date of termination more than 30 days into the past or any future date due to Rotary International rules.*

Sue Baker

Ex-Member as of: Mar 31 2021   📅

9. Next, select the reason for removing the member. Click on the appropriate reason. If the reason is not listed, click **Other** and enter the reason in the field provided.

Sue Baker

Ex-Member as of: Mar 31 2021

Please indicate reason for termination:

- ○ Classification
- ○ Business Transfer
- ○ Moved
- ○ Attendance
- ○ Business Pressure
- ○ Disinterest
- ○ Health
- ○ Deceased
- ○ None Given
- ○ Joined Other Club
- ○ Family Obligations
- ○ Duplicate record on ClubRunner
- ○ Non-payment of club dues
- ○ By club for cause
- ○ Lack of participation
- ○ Other

If other, please specify:

- ◉ Report this termination to Rotary International
- ○ Do NOT report this termination to Rotary International

Note: Rotary Clubs have the option of **NOT** notifying Rotary International of the membership change. If you do this you will have to login and terminate the member on MyRotary.org as well. If the "Do NOT" box is checked, this allows you to enter any date into the member's termination date, as long as it is after their join date, but this termination will not flow to RI.

10. After you have selected a reason, click **Terminate Member**.

Sue Baker

Ex-Member as of: | Mar 31 2021 |

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○ Business Pressure
◉ Disinterest
○ Health
○ Deceased
○ None Given
○ Joined Other Club
○ Family Obligations
○ Duplicate record on ClubRunner
○ Non-payment of club dues
○ By club for cause
○ Lack of participation
○ Other

If other, please specify: [   ]

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Ex-Member Confirmation

Please note that once you confirm this member to be marked as an ex-member, the following
actions will take place. These cannot be undone if the member is reinstated.

The member's access rights will be changed to access level 70 (Member) and this member will no longer be able to login.

[**Terminate Member**]

Related Content

- [How do I add or delete a club on the district?](#)
- [How do I find and transfer new members? (District Club Exec.)](#)
- [How do I remove duplicate member profiles? (Club Exec.)](#)
- [How do I delete a club member on the district's website?](#)
- [How do I reactivate an inactive member on the district's website?](#)
- [How do I add a new member on the district's website?](#)