# ClubRunner

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# How do I add or terminate a member past the 30 day limit?

Michael C. - 2025-10-29 - Membership Management

As per Rotary International's requirement, adding a new member or terminating a member must be done within 30 days of the **Join Date** or **Termination Date**. If the date is over 30 days, please follow the steps below to successfully:

Add member after 30 days

Terminate member after 30 days

#### Adding a member after 30 days

- 1. Login to the Member Area of your Club website.
- 2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.



3. Select the Add New Member link located near the right.

#### **Active Members List**

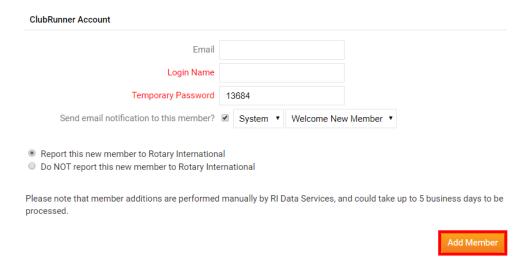


4. Add in all of the new member information but set the **Club Join Date** and the **Rotary Join Date** to yesterday's date.

#### **Rotary Membership Details**

Club	Purple Metro (ID# 12345)	Membership Type	Active	
Rotary Member No.		Classification		
Membership		Date Joined Club	Feb 28 2017	
Office		Date Joined Rotary	Feb 28 2017	
Sponsor				
Badge No.	952044	Enter a different date if you would like track years of service from an earlier. (i.e. for a transferring member)		

5. Once all of the information has been entered, please click on the **Add Member** button near the bottom of the page.



- $6. \;\;$  From the member list, click on the name of the newly added member to open their member profile.
- 7. Select the **Rotary** tab.

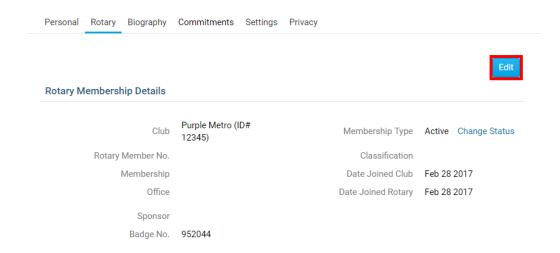
## Member Profile



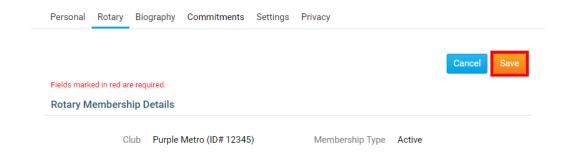
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8. Click the **Edit** button on the right.



- 9. Modify the Club Join Date and the Rotary Join Date to the correct dates.
- 10. Click on the **Save** button.



11. Once this is complete, please send an email to <u>data@rotary.org</u> and include the member's full name, member's rotary number, Club name, contact information (email address and mailing address) and the correct **Club Join Date** and **Rotary Join Date** so they can update their database.

#### Terminating a member after 30 days

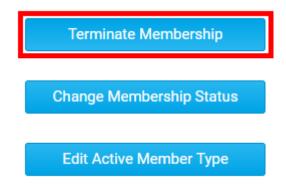
- 1. Login to the **Member Area** of your Club website.
- 2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.



3. Locate the member you would like to terminate and select the Change Status.



4. Select the **Terminate Membership** button.



5. Enter the **Termination Date** as yesterday's date and select the reason for termination.

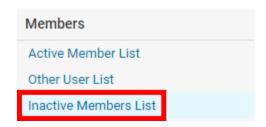


6. Click on the Terminate Member button.

If other, please specify:	
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Terminate Member

7. Select the **Inactive Member Lists** link from the **Members** menu on the left.



- 8. Click on the member's name which you just terminated.
- 9. Select the **Rotary** tab.

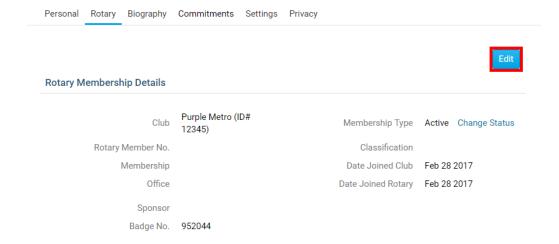
## **Member Profile**



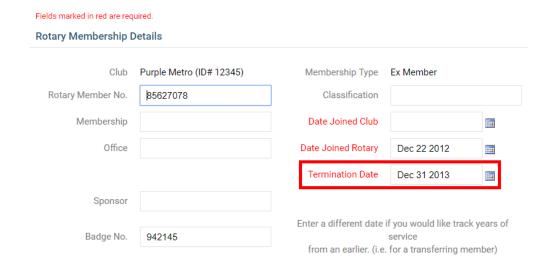
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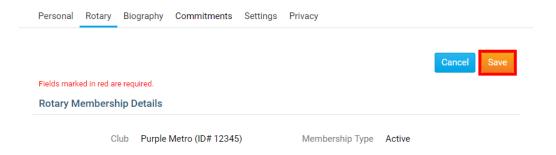
10. Click on the **Edit** button near the right.



11. Modify the **Termination Date** to the correct date.



12. Click on the Save button.



13. Once this is complete please send an email to <a href="mailto:data@rotary.org">data@rotary.org</a> and include the member's full name, member's rotary number, Club name, contact information (email address and mailing address) and the correct **Termination Date** so they can update this on their database.

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- How do I edit or change an active membership type?
  How do I edit or change an inactive membership type?