ClubRunner

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:

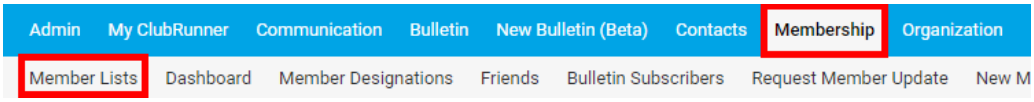
Add member after 30 days

Terminate member after 30 days

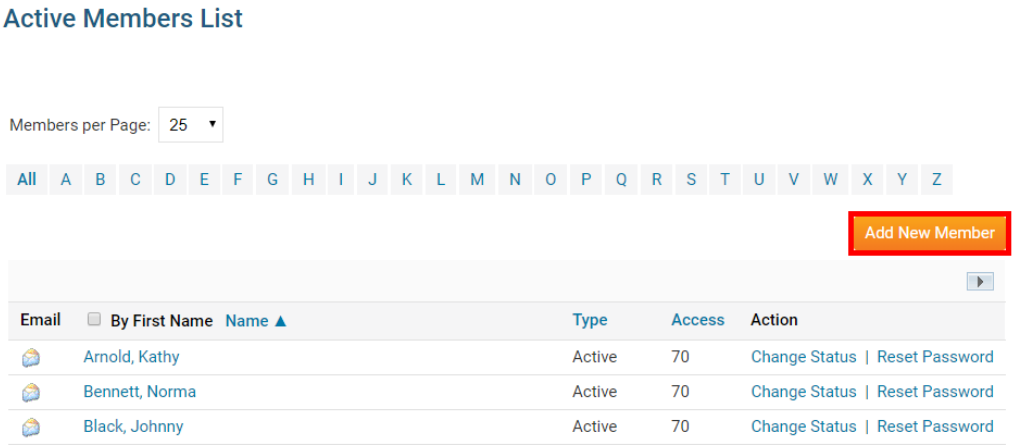
Adding a member after 30 days

1. Login to the **Member Area** of your Club website.

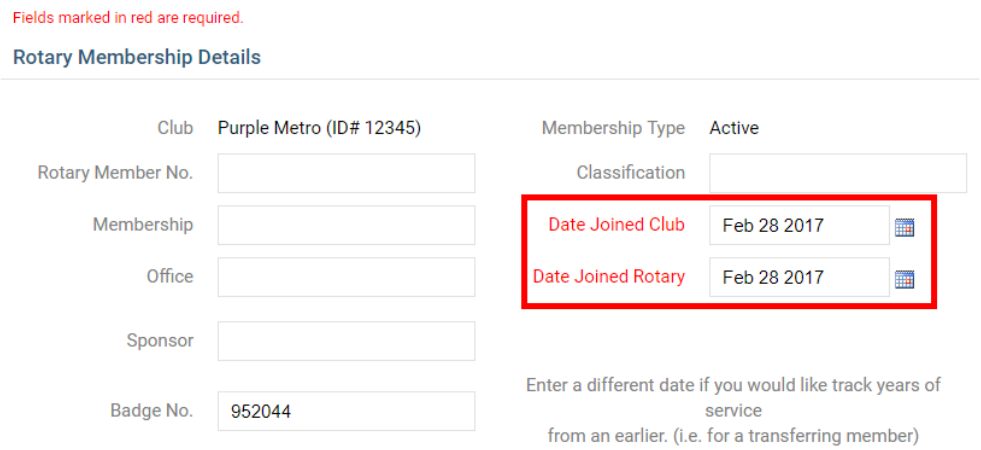
2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.



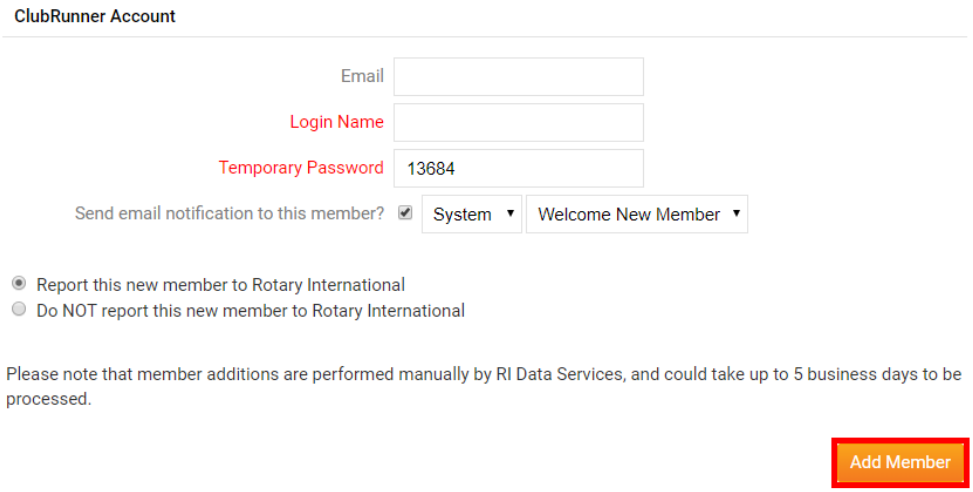
3. Select the **Add New Member** link located near the right.



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

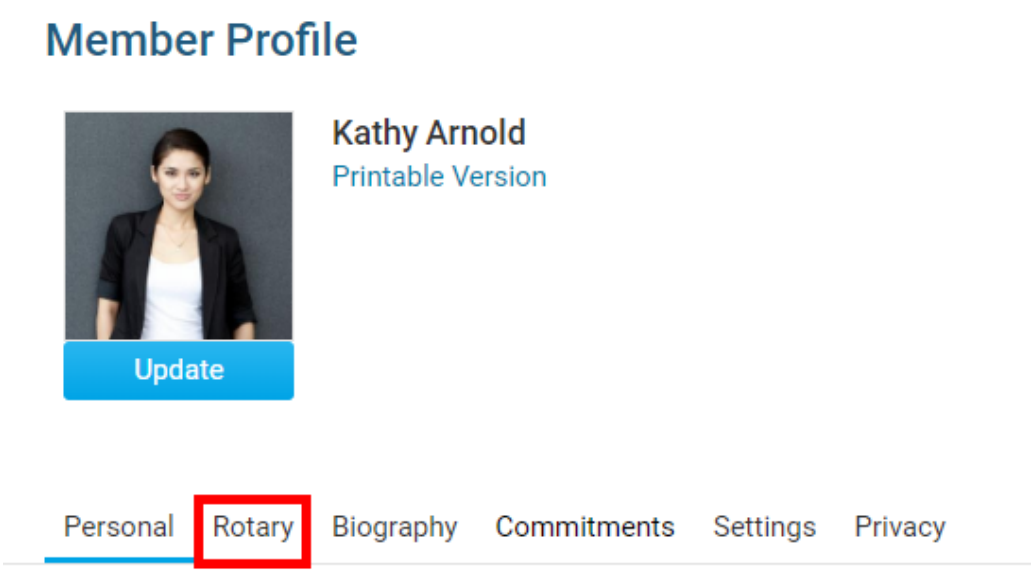


5. Once all of the information has been entered, please click on the **Add Member** button near the bottom of the page.

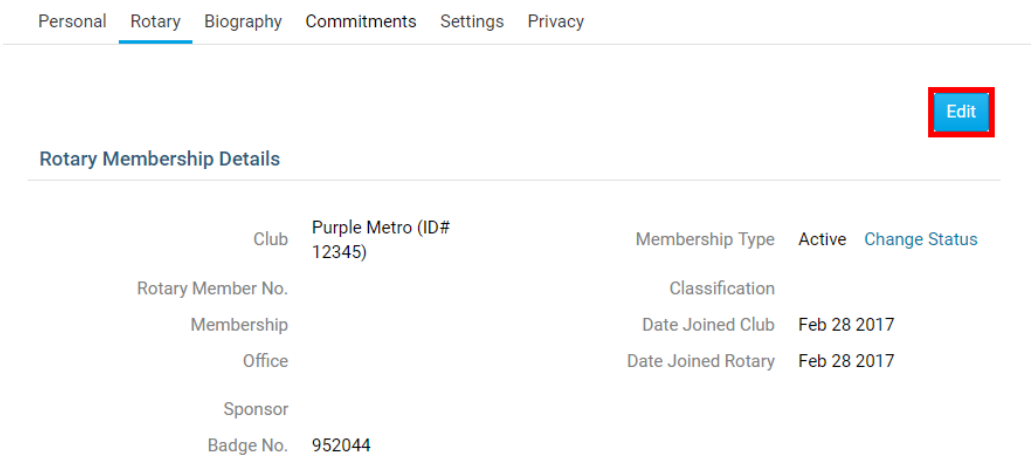


6. From the member list, click on the name of the newly added member to open their member profile.

7. Select the **Rotary** tab.

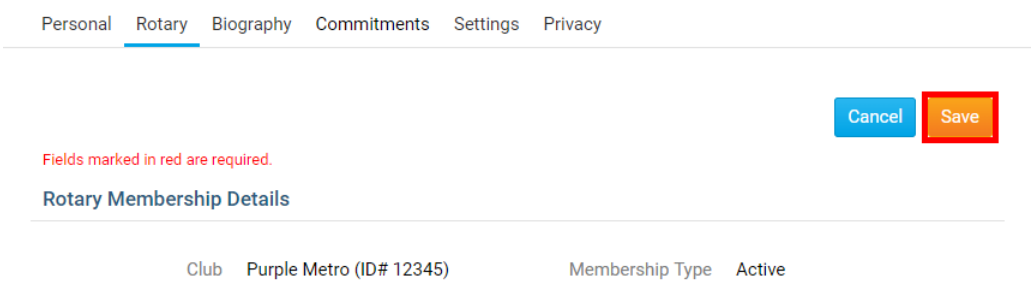


8. Click the **Edit** button on the right.



9. Modify the **Club Join Date** and the **Rotary Join Date** to the correct dates.

10. Click on the **Save** button.

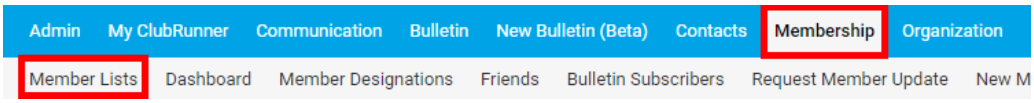


11. Once this is complete, please send an email to data@rotary.org and include the member's full name, member's rotary number, Club name, contact information (email address and mailing address) and the correct **Club Join Date** and **Rotary Join Date** so they can update their database.

Terminating a member after 30 days

1. Login to the **Member Area** of your Club website.

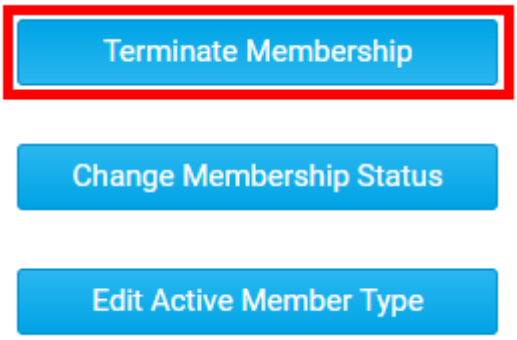
2. Select the **Membership** tab from the blue menu near the top. Then select the **Membership Lists** link from the grey menu just below.



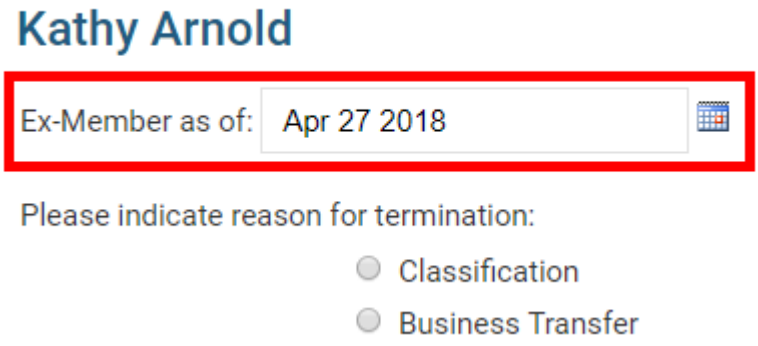
3. Locate the member you would like to terminate and select the **Change Status.**



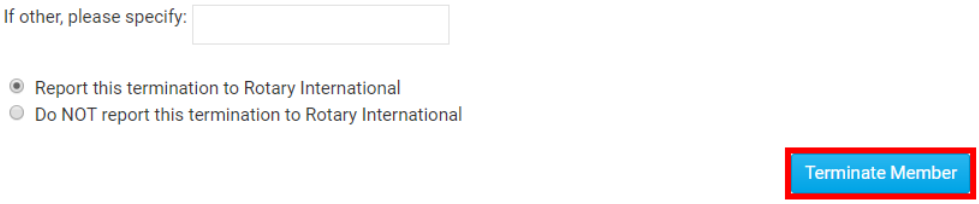
4. Select the **Terminate Membership** button.



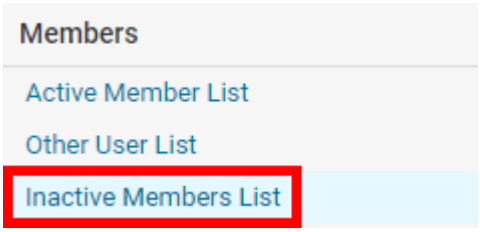
5. Enter the **Termination Date** as yesterday's date and select the reason for termination.



6. Click on the **Terminate Member** button.

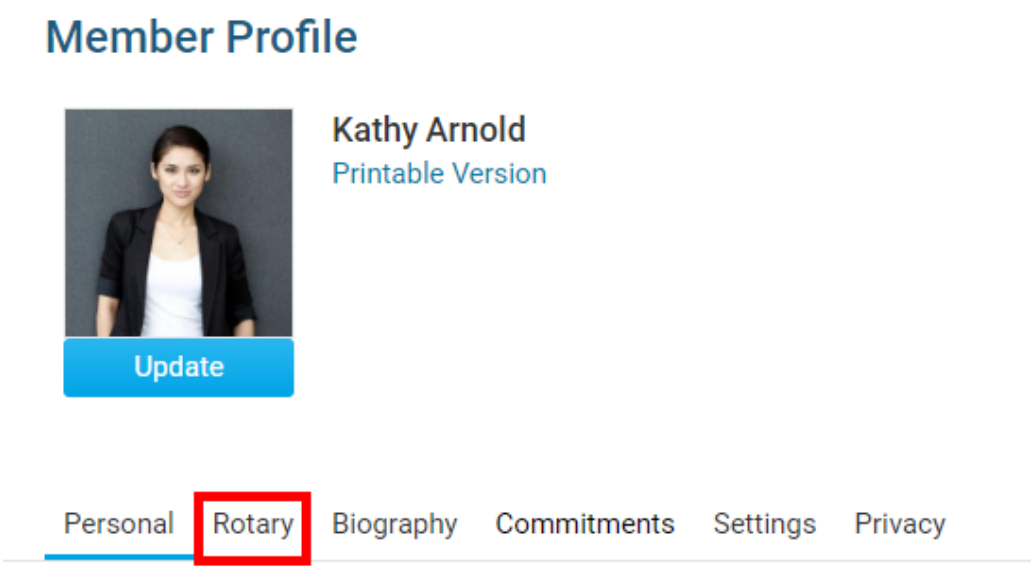


7. Select the **Inactive Member Lists** link from the **Members** menu on the left.

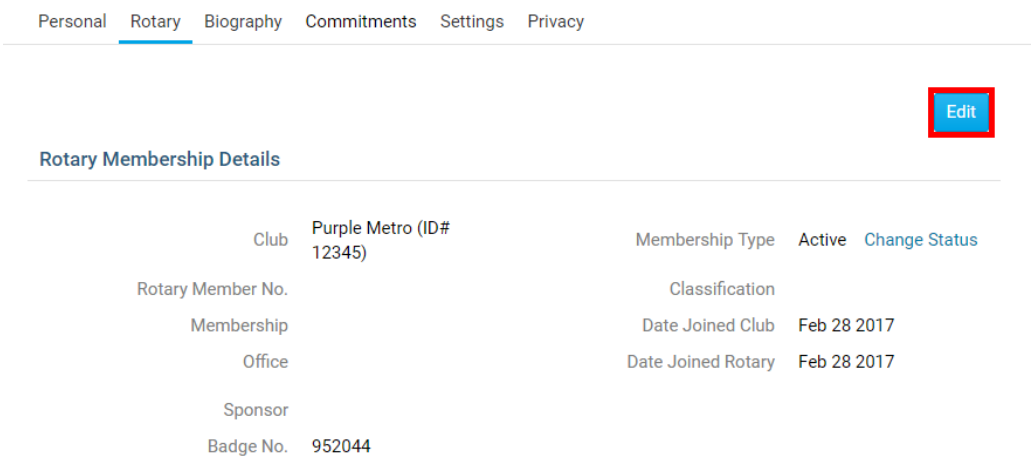


8. Click on the member's name which you just terminated.

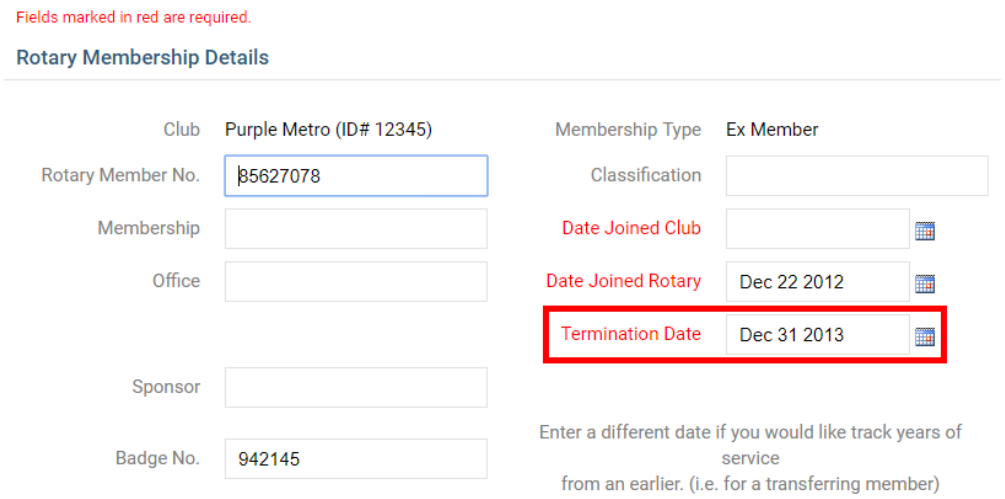
9. Select the **Rotary** tab.



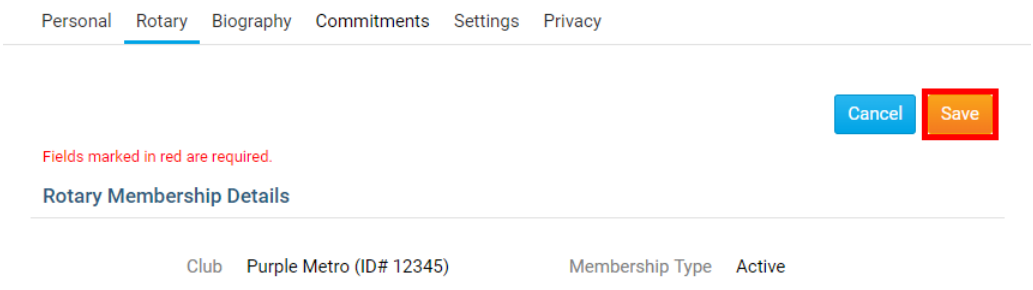
10. Click on the **Edit** button near the right.



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 data@rotary.org 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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