

[NOVA] How do I terminate a member?

Michael C. - 2025-10-08 - [Members & Contacts](#)

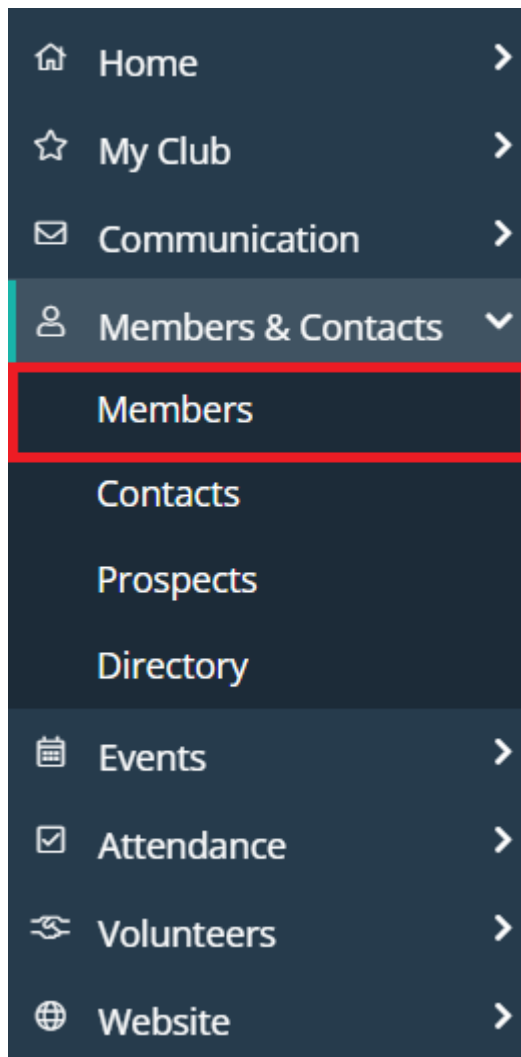
From time to time, your club members may end up leaving the club, or may need to withdraw from active participation of the club, whether due to a move, disinterest, or recovering from a lengthy illness. In these case, you can retain these members within ClubRunner as an Inactive Member. In order to terminate an individual's membership and move them to the inactive member list, you can follow these steps:

Note

Once a member has been terminated, the following actions will be performed to their profile, if applicable:

- Moved to the inactive member list.
- Access level will be reset to 70 (Member).
- The member will be removed from any committees.
- The member will be removed from any distribution lists.
- The member will be removed from the Executives & Directors list.

1. Log in to your account through your club homepage, then click on **Member Area** on the top right under your club banner. [Alternatively, click here to go directly to the ClubRunner login page.](#)
2. On the left-hand menu, click the arrow to the right of **Members & Contacts**, then click on **Members**.



3. This brings you to the **Members** page where you will see a list of all your active members.

The image shows the 'Members' page in the Rotary application. The page has a sidebar with the Rotary logo and navigation links. The main content area has a search bar and a list of members. The 'Members' section is active, and the 'Active & Honorary' filter is selected. The list shows two members: Aaron Aaronsons and Sara James Alberts. Each member record includes a photo, name, email, Rotary Number, Member Type, Date Joined Club, Role, and Balance. There are buttons for 'Transfer Member' and 'Add Record' for each member.

First Name	Last Name	Primary Email	Tags	Member Type	Rotary Number	Member Type	Date Joined Club	Role	Balance
Aaron	Aaronsons	aaron@sink.sendgrid.net	bbq organizers, calgary2025, casinonight, friend, prospect, volunteer	Standard	1234567	Standard	Jun. 25, 2025	3 months ago	\$1,629.00
Sara	James Alberts	crzacherysalberts@gmail.com	club of toronto, na, potential donor, sarah, volunteer	Satellite		Satellite	Jul. 17, 2024	one year ago	\$3,717.00

4. Click on the dropdown menu next to a member's record and select **Change Status**.

Active & Honorary		Active	Honorary	Past
Bulk Actions		Email	Export	
Display 100 persons		Transfer Member	Add Record	
View		Change Status	Assign Tags	Send Email
		Send Update Request	Send Login Instructions	Send Account Statement

5. Next, click on the **Terminate Membership** button.

Change Status for Jareb Blintz

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.

Go Back

6. Enter the date of termination using the date selector.

Jareb Blintz

Ex-Member as of: Apr 25 2025

April, 2025						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10
Today: April 25, 2025						

7. Select the termination reason from the available list. If none of the available options are valid, you can enter a custom reason using the Other field.

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:

8. Rotary clubs can then determine whether or not to report the termination to Rotary International.

- ☒ Report this termination to Rotary International
- ☐ Do NOT report this termination to Rotary International

9. Once you are ready, click on the **Terminate Member** button to complete the status change for the selected member.

Terminate Member