## ClubRunner

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

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

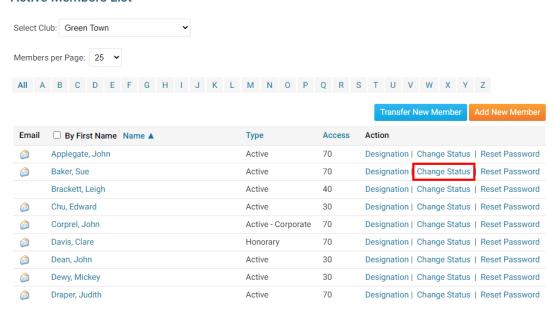
You can use your District webpage to remove / terminate a member who left your Club through the use of the **For Clubs** tab on the menu.

- 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 ∨ Transfer New Member Add New Member Email ☐ By First Name Name ▲ Туре Access Action Applegate, John Active 70 Designation | Change Status | Reset Password 70 Baker, Sue Active Designation | Change Status | Reset Password Brackett, Leigh Active Designation | Change Status | Reset Password Chu, Edward Active 30 Designation | Change Status | Reset Password Corprel, John 70 Active - Corporate Designation | Change Status | Reset Password Davis, Clare 70 Designation | Change Status | Reset Password Honorary Dean, John Designation | Change Status | Reset Password Active Dewy, Mickey Active 30 Designation | Change Status | Reset Password Draper, Judith 70 Designation | Change Status | Reset Password Active

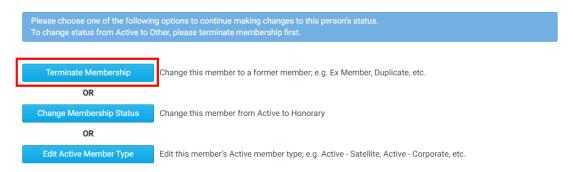
6. To remove or terminate an existing Club member, click the **Change Status** link on the same row as the member's name, under the header named **Action**.

#### **Active Members List**



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

#### Change Status for Sue Baker



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.



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 3	1 2021	
Please indicate rea	son for	termination:	
		O Classification	
	(	Business Transfer	
	(	O Moved	
	(	O Attendance	
	(	Business Pressure	
	(	Disinterest	
	(	O Health	
	(	Deceased	
	(	O None Given	
	(	Joined Other Club	
	(	Family Obligations	
	(	Duplicate record on C	lubRunner
	(	Non-payment of club	dues
	(	By club for cause	
	(	Lack of participation	
	(	Other	
If other, please spe	ecify:		
_		n to Rotary International mination to Rotary Intern	

**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			
Please indicate reason for termination:			
	Ex-Member Confirmation		
O Classification	Ex-invember Confirmation		
O Business Transfer	Please note that once you confirm this member to be marked as an ex-member,		
O Moved	the following		
<ul> <li>Attendance</li> </ul>	actions will take place. These cannot be undone if the member is reinstated.		
O Business Pressure			
<ul><li>Disinterest</li></ul>	The member's access rights will be changed to access level 70 (Member) and		
O Health	this member will no longer be able to login.		
O Deceased			
O None Given			
O Joined Other Club			
<ul> <li>Family Obligations</li> </ul>			
O Duplicate record on C	lubRunner		
O Non-payment of club	dues		
<ul> <li>By club for cause</li> </ul>			
<ul> <li>Lack of participation</li> </ul>			
Other			
If other, please specify:			
<ul> <li>Report this termination to Rotary International</li> </ul>			
O Do NOT report this termination to Rotary International			
,			

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- How do I find and transfer new members? (District Club Exec.)
- How do I remove duplicate member profiles on the district site as a Club Executive?
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- How do I reactivate an inactive member on the district's website?
- How do I add a new member on the district's website?