ClubRunner

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How do I terminate or delete an honorary member?

Michael C. - 2021-02-22 - Membership Management

From time to time, your honorary club members may need to withdraw from active association with your club. They may be travelling on business or military service, or recovering from a lengthy illness. In these cases, you can retain these members on your membership list as **Other Members.** In other cases (such as a death or permanent resignation) you may need to entirely **delete** a member from your rolls. In either case, it is important to keep your ClubRunner **Member List** updated to reflect these changes.

- 1. To access the **Member List** feature, you must go to your club homepage and log in.
- 2. Then, click on **Member Area** near the top right of the home page.
- 3. Along the top of the screen you will see several grey tabs. Click on the **Membership** tab.
- 4. Now, click on Member Lists.
- 5. You are now on the Active Members List page, where you can browse a list of all currently active members.

Active Members List

Mem	bers	per F	age:	25	~																								
All	Α	В	С	D	Е	F	G	Н	Т	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	۷	W	Х	Y	Ζ			
		Add New Member (Classic) Transfer												fer N	lew Member	Add New N	lember												
Ema	il		By Fir	st Na	ame	Nan	ne 🔺												٦	Гуре				Acc	ess		Action		
		Appl	egat	e, Joł	n														A	Active	e			70		(Change Statu	s Reset Pa	ssword
		Baker, Sue										A	Active				70 Change Statu			Change Statu	s Reset Pa	ssword							
		Barn	es, B	urkle	y														H	lono	rary			70		(Change Statu	s Reset Pa	ssword
		Brac	kett,	Leigh	ı														A	Active	е			40		(Change Statu	s Reset Pa	ssword

6. To set a honorary member as Inactive, click **Change Status**in the**Action** column next to their name.

Active Members List

All
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Add New Member
Classic
Type
Active
Active<

7. You are now on the Change Status page. It has two options. Click on **Terminate Membership**.

Please choose one of the following options to continue making changes to this person's status. To change status from Honorary 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 Honorary to Active									

8. Select the date when the member was terminated from the club.

Note: For Rotary Clubs. The date must be within the past 30 days to follow Rotary International rules.

Change Status for Burkley Barnes

Burk	ey Barnes
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Please indicate reason f	or termination:	
	○ Classification	Ex-Member Confirmation
	○ Business Transfer	
	○ Moved	Please note that once you confirm this member to be marked as an ex-member the following
	○ Attendance	actions will take place. These cannot be undone if the
	○ Business Pressure	member is reinstated.
	○ Disinterest	The member's appear rights will be shared to appear
	\bigcirc Health	line member's access rights will be changed to access level 70 (Member) and this member will no longer be able
	○ Deceased	to login.
	○ None Given	
	Joined Other Club	
	O Family Obligations	
	\bigcirc Duplicate record on ClubRunner	
	\bigcirc Non-payment of club dues	
	\bigcirc By club for cause	
	\bigcirc Lack of participation	
	○ Other	
f other, please specify:		

Terminate Member

9. Select the reason for the member's termination.

Burkley Bar	nes		
Ex-Member as of:	Nov 06 2020		
Please indicate real If other, please sp Report this ter Do NOT report	ason for termination: Classification Business Transfer Moved Attendance Business Pressure Disinterest Health Deceased None Given Joined Other Club Family Obligations Duplicate record on C Non-payment of club By club for cause Lack of participation Other ecify: mination to Rotary Internationa	ClubRunner dues I rnational	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

10. Click Terminate Member once done. Rotary Clubs - If you wish not to notify Rotary

International please indicate by selecting the appropriate radio button. Once the member is terminated, the member would not be able to login to ClubRunner.

Report this termination to Rotary International
 Do NOT report this termination to Rotary International

Terminate Member

How to delete an inactive member

We recommend deleting members who were created in error. We do not recommend deleting members who quit the club. Once the member is removed from the system, the record cannot be restored. Many Clubs will keep inactive/terminated member records for review and historical reasons.

 The former honorary member no longer appears on the Active Members list. However, you may view their details on the **Inactive Members List**. On that list, you may also permanently delete the member. To access this list, click on the **Inactive Members List** link under the **Members** header on the left side.

Members							
Active Member List							
Other User List							
Inactive Members List							

 Here, you can view and edit the details of all your inactive members. To permanently remove a member, click on **Delete** in the **Action** column. This will permanently delete the member from your rolls. You will be prompted to confirm this choice.

Inactive Members List

Members per Page: 25 🗸																								
All A	ВС	D	Е	F	G	Н	Т	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	V	W	Х	Υ	Ζ
												Ac	ld Ne	New Member (Classic) Add New Memb										
Email	🗆 By Fi	rst Na	T	уре		Ac	Access Action																	
	Barnes, Bill								E	x Mer	nber	70)	С	Change Status Delete Reset Password									
	Barnes, Burkley									E	Ex Member			70		Change Status Delete Reset Password								
	Dabinski, Lana							E	x Mer	nber	70)	С	hang	je Sta	atus	De	lete	Res	et Pa	ISSWO	ord		

3. You will be prompted to confirm this choice. Click **OK** to confirm deleting the member, or click **Cancel** to cancel the deletion of the member.

Message from Webpage

Are you sure?



Related Content

- How do I terminate or delete an active member?
- How do I change the membership type to honorary?