ClubRunner

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

Email	By First Name Name ▲	Type	Access	Action
📧	Applegate, John	Active	70	Change Status | Reset Password
📧	Baker, Sue	Active	70	Change Status | Reset Password
📧	Barnes, Burkley	Honorary	70	Change Status | Reset Password
	Brackett, Leigh	Active	40	Change Status | Reset Password

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

Active Members List

Email	By First Name Name ▲	Type	Access	Action
📧	Applegate, John	Active	70	Change Status | Reset Password
📧	Baker, Sue	Active	70	Change Status | Reset Password
📧	Barnes, Burkley	Honorary	70	Change Status | Reset Password
	Brackett, Leigh	Active	40	Change Status | Reset Password

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

Change Status for Burkley Barnes

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.

Burkley Barnes

Ex-Member as of: Nov 06 2020

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:

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

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

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

Burkley Barnes

Ex-Member as of: Nov 06 2020

Please indicate reason for termination:

- ○ Classification
- ○ Business Transfer
- ○ Moved
- ○ Attendance
- ○ Business Pressure
- ○ Disinterest
- ○ Health
- ○ Deceased
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- ● Joined Other Club
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- ○ Duplicate record on ClubRunner
- ○ Non-payment of club dues
- ○ By club for cause
- ○ Lack of participation
- ○ Other

If other, please specify:

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.

- ● Report this termination to Rotary International
- ○ Do NOT report this termination to Rotary International

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.

1. 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
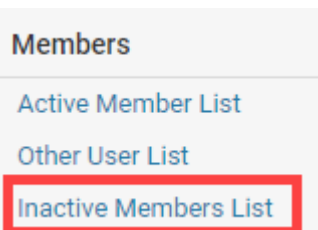
2. Here, you can view and edit the details of all your inactive members. To permanently remove a member, click on **Delete** in the **Action** column. This will permanently delete the member from your rolls. You will

be prompted to confirm this choice.

Inactive Members List

Members per Page: 25

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Add New Member (Classic)   Add New Member

Email	By First Name Name ▼	Type	Access	Action
✉	Barnes, Bill	Ex Member	70	Change Status | Delete | Reset Password
✉	Barnes, Burkley	Ex Member	70	Change Status | Delete | Reset Password
	Dabinski, Lana	Ex Member	70	Change Status | Delete | Reset Password

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?

OK   Cancel

Related Content

- [How do I terminate or delete an active member?](#)
- [How do I change the membership type to honorary?](#)