HOW TO REMOVE A MEMBER

ROTARY.ORG > MY ROTARY | Sign in/Register   Club Finder   Location/Language

Rotary   My   Exchange   Take   Learning   **Manage**   The Rotary   Member
              Rotary   Ideas   Action   & Reference   Foundation   News

CLUB & DISTRICT ADMINISTRATION   **TOOLS**   **PRODUCTS**
Club Administration   Community Marketplace   Shop
District Administration   RSS Feeds   Licensed Vendors
Contributions   Mobile Apps   Special Offers
Reports   Member Data Integration
Club Invoice   **TRAVEL & EXPENSES**

1

Go to rotary.org and sign in to MyRotary. Then go to **Manage**, then **Club Administration.**

Images & Video
Strengthening Rotary Resources

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION   GE GUIDE

CLUB FINANCES

2

Click on **Add/edit/remove member.**

☆ **Club Invoice**
View your club's invoice, pay dues with a   ...nces
Club invoice | Daily club balance report | Edit ... preferences | About the club invoice |
Rotary exchange rates

CLUB & MEMBER DATA

☆ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
Add, edit, or remove members | Add, edit, or remove club officers | Record a new member sponsor

Rotary

3

Club Data

CRS

Rotary Club of: **Sakado Satsuki**

Club Number: **28549**

> Find the member's name on your list, and click **Terminate**.

Active and Honorary Members 22 (s)

Add Members | Terminated Members | Deceased Members

The owing are active and honorary members

		Membership ID	Last Name	First Name	Admitted	Member Type
View	Edit	Terminate	8918182	cbvcbv	cbcxvb	02-Jul-2014	Member
View	Edit	Terminate	8918198	dffvjk	sdfsaj	01-Aug-2014	Member
View	Edit	Terminate	8195128	Doty	Adam	30-Jul-2014	Honorary Member

4

Terminate

Only use this option if you wish to terminate membership of a Club Member.

Terminate Member

cvbcb cbcxvb cvbcvb cbvcbv

Termination Reason

--

Termination Date

-- | -- | 2014

> Select the reason you are removing the member and enter the termination date. Then click **Terminate**.

Terminate

Club Data | Members

The member has been terminated successfully.

Click 'OK' to return to the Update Membership Data page

> Once you click Terminate, you will get this message confirming that the member was removed. Click **OK**.

OK

Rotary