

HOW TO MANAGE CLUB MEMBERS IN MY ROTARY



GO TO YOUR CLUB'S PAGE

A screenshot of the My Rotary website. At the top, there are links for "Rotary.org", "Brand Center", "English", "Sign In", and "Register". Below this is the "Rotary My Rotary" header with "Donate" and "Get Involved" buttons. The main content area features a large image of people working in a garden. Overlaid on this image is a white callout box with a blue border and a pointer to the "Sign in" and "Register" links. The callout text reads: "Go to My Rotary and sign in. Or select **Register** to get a My Rotary account." Below the image, there is a section titled "Easy access to resources" with three links: "Rotary Club Central", "Grant Center", and "Membership and Foundation Reports".

Rotary.org | Brand Center | English | Sign In | Register

Rotary My Rotary | Donate | Get Involved

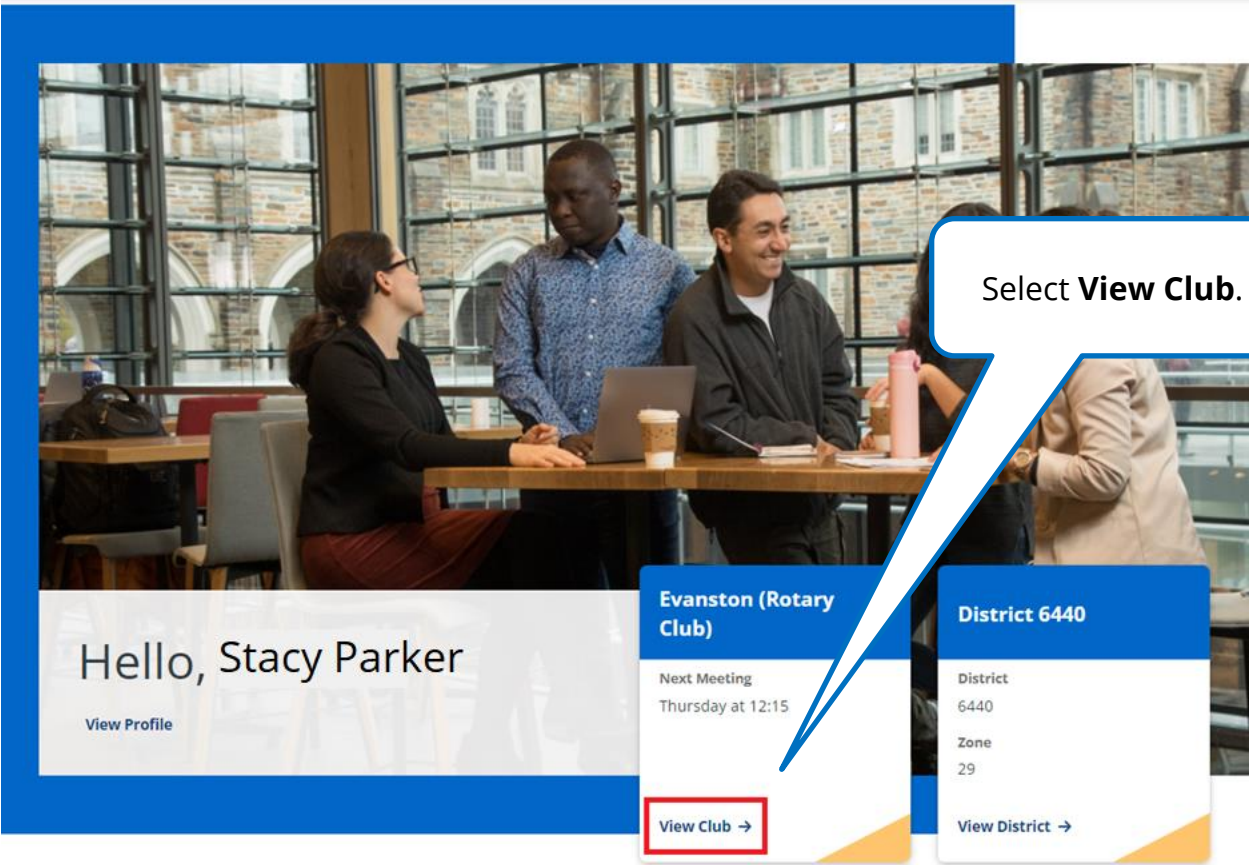
Welcome to My Rotary
Sign in or register to access your personalized My Rotary portal.

Sign in or Register

Go to My Rotary and sign in. Or select **Register** to get a My Rotary account.

Easy access to resources

Rotary Club Central | Grant Center | Membership and Foundation Reports



Hello, Stacy Parker

[View Profile](#)

Evanston (Rotary Club)

Next Meeting
Thursday at 12:15

[View Club →](#)

District 6440

District
6440

Zone
29

[View District →](#)

GO TO THE CLUB ROSTER

Evanston

Rotary Club

Go to the **Members** tab.

Club details **Members** Membership Candidates Finance Reports Goals

Location	District	Chartered	Club ID	
Illinois, United States	6440	1920		One Rotary Center EDIT

Contact Information [EDIT](#)

Language English

Notes

Club details **Members** Membership Candidates Finance Reports Goals



If you have questions about your club membership, please contact Data Services

- [Add a member](#)
- [Manage club officers](#)
- [Download member list](#)

Search club members

Search by name Search by email address [SEARCH](#)

Scroll down to **CLUB MEMBERS** to see your club's current members.

CLUB MEMBERS (42)		Role	Member status
	Melody Wall	Honorary 2017 - Present	...
	Edmond Allen	Club Membership Chair 2023-2024	...


VIEW OPTIONS FOR EDITING MEMBERSHIP

The screenshot shows a user interface for managing club members. At the top, a blue banner reads "VIEW OPTIONS FOR EDITING MEMBERSHIP". Below this, a header bar displays "CLUB MEMBERS (42)" on the left, the Rotary logo, the club name "Melody Wall" in a red-bordered box, and the member's status "Honorary 2017 - Present" on the right. A red-bordered box highlights a three-dot menu icon next to the member's record. A callout box points to this icon, stating: "Select the ... next to the member's record for additional actions." Another callout box points to the member's name, stating: "Select the member's name to view their information." A third callout box points to the menu options, stating: "Assign a club officer role allows you to report a member's club officer role. You can also do this in the Manage club officers area. See the How to Manage Club Officers guide for instructions." A fourth callout box points to the "Edit membership and sponsorship" option, stating: "Edit membership and sponsorship allows you to switch the membership type between honorary and active, or change the sponsors listed for the member." A fifth callout box points to the "Terminate membership" option, stating: "Terminate membership allows you to remove a member from your club's member list."

Select the **member's name** to view their information.

Select the ... next to the member's record for additional actions.

CLUB MEMBERS (42)

 **Melody Wall**

Honorary
2017 - Present

Assign a club officer role

Edit membership and sponsorship

Terminate membership




Assign a club officer role allows you to report a member's club officer role. You can also do this in the **Manage club officers** area. See the **How to Manage Club Officers** guide for instructions.

Terminate membership allows you to remove a member from your club's member list.

Edit membership and sponsorship allows you to switch the membership type between honorary and active, or change the sponsors listed for the member.

EDIT MEMBER DETAILS

CLUB MEMBERS (42)

	<u>Melody Wall</u>	Honorary 2017 - Present	...
	Edmond Allen	Club Membership Chair 2023-2024	...
	<u>Toni Ritchie</u>	Member 2022 - Present	...

Select the member's name to view their information.

Contact Information

Primary Email

Primary Phone

Alternate Phone

Primary Address (Home)

 EDIT

Select **EDIT** to change the member's information.






Select **SAVE CHANGES** when you finish.

SAVE CHANGES

CANCEL

EDIT MEMBERSHIP TYPE OR SPONSORS

CLUB MEMBERS (42) Role ▾ Member status ▾

	Melody Wall	Honorary 2017 - Present	
	Edmond Allen		
	Toni Ritchie	2022 - Present	

Select **Edit membership and sponsorship**.

Assign a club officer role

Edit membership and sponsorship

Terminate membership


Evanston

Rotary Club

- Club details
- Members**
- Membership Candidates
- Finance
- Reports
- Goals

[Back](#) | Step 1 of 2

Edit membership

 **Melody Wall**
Evanston (Rotary Club)
Illinois, United States

[CHANGE TO HONORARY](#)

Membership type
Member

Admission date
20 Oct 2016

Sponsored by

2 sponsors maximum

SAVE CHANGES

[CANCEL](#)

If the member had any sponsors, you can choose up to two names from the list. Select **SAVE CHANGES** when you finish.

Evanston

Rotary Club

Club details Members Membership Candidates Finance Reports Goals

< Back | Step 1 of 2

Edit membership



Melody Wall

Evanston (Rotary Club)
Illinois, United States

CHANGE TO HONORARY

Membership type

Member

Admission date

20 Oct 2016

Sponsored by

2 sponsors maximum

SAVE CHANGES

CANCEL

i This member can no longer hold office

Changing member type to honorary will end this member's eligibility to hold office and will remove current position(s) and remove any future position(s).

*RI Bylaws, Article 4.050.2, Club Constitution Article 7, Section 6B.

Effective date*

18 Jul 2023



SAVE CHANGES




CANCEL

Select **CHANGE TO HONORARY** to switch an active member to honorary status. This takes you to another page.

When you change the membership type, the **Effective date** is the current date and appears automatically.

Select **SAVE CHANGES**. After you do, the member won't be eligible for Rotary roles.

REMOVE A MEMBER

CLUB MEMBERS (42)		Role ▾	Member status ▾
	Melody Wall	Honorary 2017 - Present	⋮
	Edmond Allen	Club Membership Chair 2023-2024	⋮ Assign a club officer role Edit membership and sponsorship Terminate membership
	Toni Ritchie	Member 2022 - Present	

Select **Terminate membership**.

Select Termination Details

Please provide a date and reason for termination and review how this data will be used by Rotary.

Termination Date*



Select the date the member left or will leave your club. It can be as much as 30 days in the past or future.

Termination Reason*



Use the down arrow to open a list of reasons for termination. Select one.

HOW THIS INFORMATION WILL BE USED

We are sorry to see members leave Rotary. The personal information provided to Rotary about members termination will not be shared and will be used to better understand why members leave Rotary. We may also use this information to contact former members about future memberships opportunities. Please contact membershipdevelopment@rotary.org with any questions.

CONTINUE

CANCEL AND BACK TO CLUB ROSTER

Select **CONTINUE** when you finish.

Confirm Termination Details

Please confirm the details of this member's termination

Member Name

Melody Wall

Termination Date

2023-07-21

Procedure Certification*

I certify that this individual was terminated in accordance with the Standard Rotary Club Constitution.

Check the
**Procedure
Certification** box.

CONFIRM TERMINATION

[CANCEL AND BACK TO CLUB ROSTER](#)

Select **CONFIRM
TERMINATION.**