. BEC votes to make

1

member Emeritus

. Secretary notes

2

status change in BEC

minutes

. Big Sir notifies

3

member of Emeritus

status in writing with

copy to Secretary

4

. Database manager

enters Emeritus

status in roster

database

BEC sends Form 4 (Branch 37

version) to member asking for

an update on their membership

status

Member

replies

Members

decision

Monitor future

attendance

. BEC takes action

1

to remove member

2

. Secretary notes

status change in BEC

minutes

. Membership Chair

3

removes member’s

badge

. Database manager

4

removes member

from roster database

Yes

Resign

No

Stay

active

Branch 37 Attendance action flowchart

Rev 030319

Attendance/Badges Chairman

records members luncheon attendance & excused absences and

provides data to Absenteeism Data Analyst

Absenteeism Data Analyst enters data in spreadsheet and sends report to BEC members and Membership

Chair before BEC meeting

Missed or

unexcused for

3

of last 3?

Membership Chairman contacts

member to determine members

future desire/status

List of

Emeritus

eligible

members

No action

No

No

Yes

Member

replies

No

Does

member Qualify for

Emeritus?

Yes

Stay active

Yes

Missed or

unexcused for

of last 12?

6

Yes

No