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

2. Click on Add/edit/remove member.
Select the reason you are removing the member and enter the termination date. Then click **Terminate**.

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

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