

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Membership Management > How do I terminate or delete an active member?

How do I terminate or delete an active member?

Michael C. - 2022-12-15 - Membership Management

[Click here](#) to go directly to **Deleting a member**.

From time to time, your 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 **Inactive Members**. 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. Then, click on **Member Area** near the top right of the page.
2. Along the top of the screen you will see several tabs. Click on the **Membership** tab.
3. Now, click on **Member Lists** in the menu below.
4. You are now on the Active Members List page, where you can browse a list of all currently active members.

Active 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) [Transfer New Member](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Change Status Reset Password
		Baker, Sue	Active	70	Change Status Reset Password
		Brackett, Leigh	Active	40	Change Status Reset Password
		Chu, Edward	Active	30	Change Status Reset Password
		Corprel, John	Active - Corporate	70	Change Status Reset Password

5. To set a member as Inactive, click **Change Status** in the **Action** column on the same row as their name.

Active 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) [Transfer New Member](#) [Add New Member](#)

Email	<input type="checkbox"/> By First Name	Name ▲	Type	Access	Action
		Applegate, John	Active	70	Change Status Reset Password
		Baker, Sue	Active	70	Change Status Reset Password
		Brackett, Leigh	Active	40	Change Status Reset Password
		Chu, Edward	Active	30	Change Status Reset Password
		Corprel, John	Active - Corporate	70	Change Status Reset Password

6. You are now on the Change Status page. There are three choices. Click on **Terminate Membership**.

Change Status for Sue Baker

Please choose one of the following options to continue making changes to this person's status.
To change status from Active 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 Active to Honorary

OR

[Edit Active Member Type](#) Edit this member's Active member type; e.g. Active - Satellite, Active - Corporate, etc.

7. First, enter the date the membership is to become inactive. By default, this is set to the current date. However, you can select a future or past date as appropriate.

Note: Rotary & Rotaract Clubs cannot set the date of termination more than 30 days into the past, or 30 days into the future.

Sue Baker


Ex-Member as of

Please indicate reason for termination:

- Classification
 Business Transfer

8. Next, select the reason for deactivating the membership. Check on the appropriate reason, or specify one if it is not otherwise listed.

Sue Baker

Ex-Member as of: 

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

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

9. To confirm the change, click **Terminate Member**.

- Rotary Clubs have the option to opt out of notifying Rotary International of the membership change.

Note: Once any member is terminated, that terminated member is no longer able to login to ClubRunner.

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

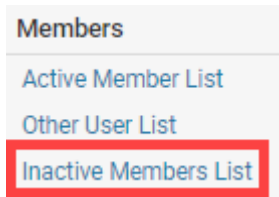
Terminate Member

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, because they are tied to reports. If you delete the member, you will not be able to get the member back. Most Clubs like to keep inactive/terminated members for historical reasons.

1. The former 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.





- 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	<input type="checkbox"/> 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

- You will be prompted to confirm this choice. Click **OK** to confirm deleting the member.

Note: If you see red message boxes such as "You can not delete this member because he/she is in one or more invoices" or a message similar to this, this means there are references in your Club database to this member that would be broken if you deleted this member. You will not be able to delete these members because this would cause issues with your Club database.

Message from Webpage

Are you sure?



Related Content

- [How do I add a non-member? \(Other User\)](#)
- [How do I terminate or delete an honorary member?](#)
- [How do I add or terminate a member past the 30 day limit?](#)

- [How do I remove duplicate member profiles?](#)
- [How do I edit or change an active membership type?](#)
- [How do I edit or change an inactive membership type?](#)