

## PROPOSING A NEW MEMBER

It is easy to propose a new member. The process can take as little as a week. The steps to new membership are detailed below, but it all starts with this Membership Proposal Form.

### Step 1. Submit Membership Proposal Form

Any active member of the club may submit the name of a prospective member to the President in writing on a Membership Proposal Form. **The proposal for the time being shall be kept confidential** except as otherwise provided in this procedure.

### Step 2. Board Review and Approval

The board shall ensure, through the membership committee, that the proposal meets all the classification and membership requirements of the club constitution. The board shall approve (by no dissenting vote of those present) or disapprove the proposal within 30 days of its submission, and shall notify the Proposing/Sponsoring member of its decision.

### Step 3. Publication (Announcement) and Election to Membership

The board, upon reaching a favorable vote, shall announce the proposal of membership to the members of the club. This announcement shall be made one time only. Club members are to be informed that they may make an objection to the proposal in writing to the board within 7 days and that the proposal shall be kept **confidential**.

### Step 4. Meeting with the prospective member

If the board receives no written objection to the proposal from any member of the club, stating reasons, within seven (7) days following announcement, the Membership Chairman or a member of the Membership Committee and the Proposing Member/Sponsor together shall meet with the Prospective Member to review the purposes of Rotary, the privileges and responsibilities of membership, costs, and the structure and functioning of our Club. Following this, the prospective member shall be requested to sign the membership proposal form.

**Proceed to Step 5**

### Step 4B. If the board receives a written objection

within the 7-day period, it shall discuss and again vote on the membership proposal. Passage requires a majority of the board. **If the objection is sustained** by the board, the Proposer/Sponsor shall be notified of the action and the matter will be dismissed.

If the **proposal is again approved** by the Board of Directors, the Proposed Member shall be considered elected to membership. The Membership Chairman or a member of the Membership Committee and the Proposing Member/Sponsor together shall meet with the Prospective Member to review the purposes of Rotary, the privileges and responsibilities of membership, costs, and the structure and functioning of our Club. Following this, the prospective member shall be requested to sign the membership proposal form.

**Proceed to Step 5**

### Step 5. Induction

Following such election, the Membership Chair shall arrange for the new member's induction and further orientation, and the club secretary shall issue a membership card and badge to the member and shall report such action to R.I. Formal induction should be held as soon as practicable.

**Membership Proposal Form**  
**I Propose:**

**Rotary International**

Name \_\_\_\_\_ Home Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Birthday \_\_\_\_\_ Name of Spouse or significant other \_\_\_\_\_

Business Name \_\_\_\_\_ Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

For (check one): \_\_\_\_\_ active membership      \_\_\_\_\_ honorary membership

If a former Rotarian, list club(s) and date(s): \_\_\_\_\_

Proposed Classification (if active): \_\_\_\_\_

Name of firm and executive position (former firm and executive position, if retired): \_\_\_\_\_

\_\_\_\_\_

Activities that would enhance consideration as a Rotarian: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Proposer/Sponsor Signature \_\_\_\_\_

**Statement to be Signed by Proposed Members after Board has Approved Proposal**

I hereby certify that I am qualified for membership both by my current/former executive position and by having a place of business or residence within the club's locality or surrounding area.

I understand that it will be my duty to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay an admission fee\* of \$\_\_\_\_\_ and the annual dues of \$\_\_\_\_\_ in accordance with the bylaws of the club.

- Not applicable to transferring or former members of another club.

Date \_\_\_\_\_ Proposed Member's Signature \_\_\_\_\_

**Record of Action on the Proposal**

Proposal received by secretary or president on: \_\_\_\_\_

Submitted to the board on: \_\_\_\_\_

Board Decision on: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Proposer/Sponsor notified on: \_\_\_\_\_

Rotary information session held on: \_\_\_\_\_

Signed proposal and admission fee and dues received on: \_\_\_\_\_

Inducted on: \_\_\_\_\_

Classification: \_\_\_\_\_