

Bringing in a new member:

1. Identify a potential member and invite them to lunch as a guest or contact the membership committee to help, three meetings is preferred before Board consideration, but is not required. **The potential member should not be introduced as a potential member but simply as a guest.**

2. **Complete Membership Proposal form and submit to the Secretary or Membership Chair\*.** This can be submitted *at any time* during the process. The member bringing a guest is responsible for paying for the guest’s lunch until a membership proposal has been submitted. Once a Membership Proposal has been submitted the prospect will be a guest of the club until the Board acts on the Membership Proposal. The Board will consider the candidate at the next Board meeting.

3. Board approval.

4. After the prospective member has been approved for Membership, the Membership Chair or other Membership Committee member will meet with the proposed member to discuss the purpose of Rotary International, the expectations of the Rotary Club of Arlington, and to answer any questions. The proposed member will be asked to sign an application for membership (Part B to form) and to complete an interest inventory for committee assignment.

5. The Secretary will publish (may be by email to members or in club bulletin but not on the website) the name of the potential member to the club and request members to submit any concerns about the candidate within seven days. If no concerns are received, the proposed member will be considered elected to the Rotary Club of Arlington.

6. The Membership Chair or other Membership Committee member will meet with the new member to confirm induction to the club. The new member will be given a new member handbook. Induction will be described so the member will know what to expect and will also be invited to bring family and/or friends.

7. At Induction, the new member will receive a membership packet and a photo book with contact information for all members. All members will work to meet the new member and sign the photo book.

8. The Proposer will act as a resource to the new member and another club member will also be assigned as a Mentor.

9. The President will assign the new member to at least one club committee.

\*Note: A member or former member of another club may be proposed by the other club. Other than a requirement that the proposed member be in good standing with the other club, all other steps above apply.