



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.

## Membership Proposal Form

### Part A (to be completed by proposer and returned to the club secretary)

#### I propose:

Title: \_\_\_\_\_

Full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone (including country/city or area codes) \_\_\_\_\_ Fax (including country/city or area codes) \_\_\_\_\_

Residence: \_\_\_\_\_

Business: \_\_\_\_\_

Cellular/Other: \_\_\_\_\_

Preferred e-mail address: ☐ Residence ☐ Business \_\_\_\_\_

Proposed classification: \_\_\_\_\_

If rejoining or a former Rotarian, list most recent club information:

Previous club name: \_\_\_\_\_

Dates: \_\_\_\_\_ Previous Rotary membership ID: \_\_\_\_\_  
From To

Recent Rotarian (one year or less): ☐ Yes ☐ No

If an RI program participant or Foundation alumnus/a, list program(s) and date(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Proposer's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Part B (to be completed by proposed member *after* board approval)

I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club's locality or surrounding area.

I understand that, if accepted for membership, 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 any admission fees required by the club and to pay annual dues in accordance with the club bylaws. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

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

Date \_\_\_\_\_

### To be completed by a club officer

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

If member is a former Rotarian, provide previous club and district information:

Club name: \_\_\_\_\_

District number: \_\_\_\_\_

Club ID number\*: \_\_\_\_\_

Dates: \_\_\_\_\_  
From To

Rotary membership ID number\*: \_\_\_\_\_

\*If unsure of number, contact your Club and District Support representative. Find contact information at [www.rotary.org](http://www.rotary.org)

If an RI program participant or Foundation alumnus/a, program(s) and date(s):  
\_\_\_\_\_  
\_\_\_\_\_

Mentor assigned to assist with orientation: \_\_\_\_\_

Rotary magazine subscription:

☐ *The Rotarian*

☐ Rotary regional magazine: \_\_\_\_\_

#### Action on Proposal

#### Date

Received by secretary: \_\_\_\_\_

Former Rotary club contacted (if former Rotarian):

☐ In good standing ☐ Not in good standing

Submitted to membership committee: \_\_\_\_\_

Committee decision received: \_\_\_\_\_

☐ Approved ☐ Disapproved

Submitted to board: \_\_\_\_\_

Board decision received: \_\_\_\_\_

☐ Approved ☐ Disapproved

Proposed to club: \_\_\_\_\_

(If any objection has been filed, the board should address the issue at its next meeting.)

Final approval by board: \_\_\_\_\_

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

Signed form and admission fee received: \_\_\_\_\_

Admitted to membership: \_\_\_\_\_

Entered into Member Access: \_\_\_\_\_