



HOW TO PROPOSE A NEW MEMBER

The Rotary Club of Grande Prairie, Swan City (hereafter known as Swan City Rotary Club) accepts new members by active member proposals only (honorary members can not propose new members). Rotarians are encouraged to identify and propose prospective members whom you have personally known for at least one year and exhibit the values of Rotary. Any club member may invite a guest to a regular lunch meeting, club activity or service project so they can see what Rotary is all about (cost for lunch would be billed to the Rotarian) and experience who we are and what we do.

General Qualifications

Proposed members must be adults of good character, have a good business/professional reputation in any worthy and recognized profession, business or organization, and should be in control of their own time to ensure that they can attend our lunch meetings regularly, especially in the first year. To avoid any concerns of a possible conflict of interest with your proposal of a new member, we ask that you do not propose your own spouse/partner or family member.

Active Membership – Active members must meet the above qualifications, as well as live or work within the club's locality or surrounding area.

Honorary Membership - Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals, and those persons considered friends of Rotary for their support of Rotary's cause, may be proposed as an honorary member in more than one club. The terms of such membership shall be as determined by the board of the club in which they hold membership and is evaluated on a yearly basis.

Classification – Each active member of a Rotary club is classified in accordance with the member's profession, business or organization, or if retired from said profession, business or organization, classified as retired. A classification describes the principal and recognized activity of the profession, business or organization with which an active member is connected or the member's principal and recognized profession or business activity. A new member's classification will be determined by the Membership Director based on the information provided on the application form.

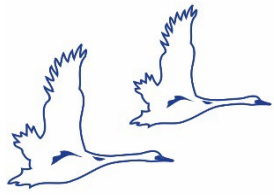
Standard Procedure – (Process Takes Approx. 2 Weeks From the Receipt of Application)

Once the application has been received, the Membership Director will share the application with the Past Presidents and the current Board of Directors for the 4-way test review/feedback process. Should there be no concerns brought forth within the 7 days from receipt of the application, it will then be sent to all active members for the same process. If at that stage there are still not concerns brought forth within the 7 days then the application will be considered approved and the sponsor will be informed of the decision and the application will be presented to the Board of Directors for formal approval at the next board meeting.

If club member(s) feel that the applicant does not meet the 4-way test, they should provide confidential input of their concerns by communicating with the Membership Director prior to the cut-off date. The Membership Director will then review the concern with the individual(s) to ensure clarity and understanding, and if the concern is deemed valid, the application will be referred to the Membership Review Committee (consisting of the Past President, Membership Director and President Elect) for review. Upon review, if the Membership Review Committee deems the concern valid, the Board of Directors will be notified of their recommendation that the application process cease and the sponsor will be notified of this decision. If the Membership Review Committee finds that there isn't enough reason presented to bar the application, the process will continue and be brought to Board of Directors for formal approval.

Please note that until the application is approved by the Board, proposed members should not be informed that they have been proposed for membership to avoid any disappointment if the application is not approved for any reason.

Once the application is approved by the board, the sponsor will receive a letter to inform them that their proposal has been accepted, along with the New Member Enrollment Form and New Member Handbook. The sponsor will then offer their proposed member the opportunity to join the Swan City Rotary Club, and explain all fees, privileges, expectations and responsibilities of active membership. If the new member accepts the invitation to join, they must complete and return the New Member Enrollment Form and make payment of the New Member Fee to our Executive Assistant. Once this is complete, the member will be officially welcomed as a member of the Swan City Rotary Club and their name badge will be ordered.



Swan City
Rotary
Club of Grande Prairie



Sent To	Date
Past Pres./Board	
Membership	
Accepted/Denied	
Paperwork Sent	

COMPLETED BY MEMBERSHIP DIRECTOR

MEMBER PROPOSAL FORM

I propose:

Name:

For (circle OR bold one): ACTIVE MEMBERSHIP HONORARY MEMBERSHIP

Name of firm and position:

Proposed classification:

Have you known the proposed member for at least one year (circle OR bold one)?: YES NO

Are they in control of their own time (circle OR bold one)?: YES NO

Is this person a former Rotarian (circle OR bold one)?: YES NO

If yes, list most recent club they held membership with and provide a contact email for that club:

What, if any, community involvement/service has this person been involved with?:

What would make this person a worthy Rotarian (ie. eager to serve, wants to get involved in the community, upright in their business and personal dealings)?:

Proposer's name:

Date (MM/DD/YYYY):

Please send the completed form to our club Executive Assistant: **Pamela@swancityrotary.ca**

Thank You!

Mailing Address: 103, 9899 - 112 Avenue, Suite 3012, Grande Prairie, AB T8V 7T2
pamela@swancityrotary.ca 780-814-3649