



**PROCEDURE FOR NEW MEMBERS TO THE CLUB**

- 1) Any person attending a regular meeting of the Club and expressing an interest in joining Rotary is supplied with a copy of this document.
- 2) IMPORTANT:
  - a) No-one can apply to join a Rotary Club;
  - b) Prospective members must be proposed by an active member of that Club (the Sponsor) and, after the prescribed process has been completed, thereafter be invited to join;
  - c) This does not preclude anyone from expressing interest and making this known to a member.
- 3) It is important for the interested person, and the member whom will present his case, to make themselves known to a Membership Committee member.
- 4) The current members of the Membership Committee are:
  - a) Deborah Hyslop (778) 387-0429
  - b) Mark Forster (604) 463-9945
- 5) The basic *prospective member information form* must be completed by the interested person and given to one of the members of the Membership Committee at the first opportunity. Nothing can be done without it.
- 6) All information and communications, including proposals and objections, are kept confidential except as otherwise provided in this procedure.
- 7) Once the form has been received, the prospective member must:
  - a) Attend a Rotary *information session* which is held once a month. The purpose of this session is to inform the prospective member of the various aspects of Rotary and of the privileges and responsibilities of membership;
  - b) Attend 4 Club meetings;
  - c) Supply the membership committee with a *curriculum vitae or resume (CV)*.
  - d) Supply a signed *membership proposal form* to permit his/her name, proposed classification and CV to the Membership Committee.
- 8) After the process described in clause 7 has been completed the prospective member must confirm his/her commitment to join.
- 9) The Membership Committee will, after the process has been completed, put forward the prospective member's name to the Club Secretary, who will circulate the prospective member's name, classification and CV to all the Club's members by e-mail.
- 10) Objections
  - a) Any member (the Objector) may raise an objection to the prospective member within 7 days, which objection may consist only of a statement to that effect;
  - b) All objections will be forwarded by the Secretary to the Chair of the Membership Committee who will, in consultation with the President, personally obtain the detail of the objection and discuss it with the Objector.



- 11) The name of a prospective member will,
  - a) where there was no objections, or
  - b) where there were objections that were managed,be submitted to the Board in writing, through the Club Secretary.
- 12) Where appropriate, the Board shall ensure that the proposal meets all the classification and membership requirements of the Club Constitution and By-laws.
- 13) If there were any objections, the Chair of the Membership Committee will present it to the Board, discuss the merits thereof and make a recommendation to the Board.
- 14) The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the Sponsor, through the Club Secretary or Chair of the Membership Committee, of its decision.
- 15) Following the election, the President shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the President or Club Secretary will report the new member information to RI.
- 16) The Chair of the Membership Committee, in conjunction with the President, shall assign an active member (the Mentor) to assist with the new member's assimilation into the Club.
- 17) The President shall assign the new member to a Club project or function.

#### **Transferring members**

- 18) A current Rotary member, who wishes to join the Meadow Ridge Rotary Club by transferring, must make this known to a member of the Membership Committee or the President.
- 19) A transferring or former member of another Rotary Club may be proposed to active membership by his/her former Club.
- 20) The following must be included in the former Club proposal:
  - a) a statement of good standing;
  - b) a summary of former positions held by the transferring member;
  - c) a statement of the date of joining the former Club and time with the former Club;
  - d) any other applicable information or statements.
- 21) All information will be kept confidential except as otherwise provided in this procedure.
- 22) One in exceptional circumstances will objections be entertained with regard to transferring members.

#### **Honorary members**

The Club may elect, in accordance with the Meadow Ridge Rotary Club Constitution, Honorary members proposed to and approved by the Board.