

South Everett/Mukilteo Rotary **New Member Proposal Procedures**

To All South Everett/Mukilteo Rotary Club Members,

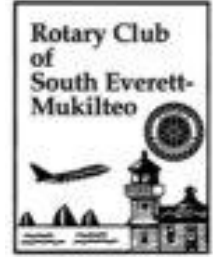
While Rotary encourages its members to promote the organization and actively bring new people into it, it is very important that proper procedures be followed while doing so.

Qualified candidates for Rotary membership are adults of good character and good business and professional reputation, who hold or have held an executive position with discretionary authority in any worthy business or profession. They must also live or work within our club's locality or surrounding area and be willing and able to attend most meetings. Lastly, they must have time and resources which they wish to give back to their local and world community through Rotary.

Potential members (Candidates) cannot "apply" for membership into a Rotary club, they must be recommended by an existing club member (Sponsor) and then that recommendation should be processed through the club according to procedures outlined by Rotary International and/or established in the club's bylaws.

To minimize any possible embarrassment in case a potential member should decide during the process not to join the club, or the club decide not invite the person to join, no one should ever be introduced or spoken of as a "potential new member" or someone who "wants to join our club", they should always be referred to as a guest. In addition the following procedures have been developed to limit the number of people involved with the process, first only the sponsor, then the membership committee, then the club board and only after all of these have decided that the candidate is a good fit for the club are the club members informed and given an opportunity to raise objections if they feel they have information that is relevant.

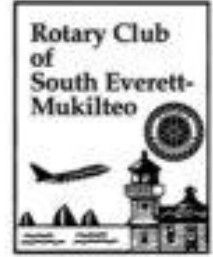
The following is an outline of the process that should be used to turn an interested party into a new member of our club...



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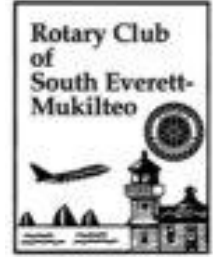
When a member becomes aware of a candidate who they think would be a good fit for our club, the following procedures should be followed:

- The sponsor begins by educating the candidate about Rotary International
 - International service organization
 - Founded in 1905 by Chicago attorney Paul P. Harris
 - Now, 1.2 million Rotarians, more than 34,000 Clubs, in more than 200 countries around the world
 - More Rotary history at
<http://www.rotary.org/en/AboutUs/History/RIHistory/Pages/ridefault.aspx>
- The sponsor then provides the candidate with details of SEMR
 - Founded 1989 with 48 members, 10 of which are still in the club today
 - Currently 66 active members, 43 men and 23 women, from 26 to 76 years of age.
 - Meets Friday at noon at the Everett Golf & Country Club.
 - Expectation of 60% attendance at meetings
 - Annual Dues of \$375. Estimated additional annual expenses \$1,000.
- The sponsor offers more information sources
 - www.rotary.org & www.semr.org
 - Brochures?
- If the candidate seems interested in Rotary, the sponsor next invites them to attend a regular club meeting.
 - The sponsor introduces the candidate as a GUEST (NOT as a potential new member) to others at their table and around the room.
 - If and when the sponsor has determined that the candidate meets all of the qualifications for membership and wishes to recommend them for membership. The sponsor (not the candidate) completes part "A" of the Membership Proposal Form and turns it in to the club Membership Avenue Chair
- The Membership Avenue Chair then gives the completed Membership Proposal Form to the full Membership Committee for consideration according to Section 8 of the club's bylaws, "...shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership..."
- The Membership Committee Chair will report the committee's recommendation, for or against inviting the candidate to become a member of the club, to the club president.



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- At the first regularly scheduled Board of Directors meeting after receiving the recommendation from the Membership Committee, the Board shall consider the membership proposal and decide whether to invite the candidate into the club.
 - If the decision is made not to accept the candidate into the club, the club president will immediately notify the sponsor of the Board's decision and its reasons.
 - If the decision is made to accept the candidate into the club, the Membership Committee will proceed to invite the candidate to a "Goal Post of Life" meeting (See Note 1).
 - The person(s) conducting the "Goalpost of Life" meeting will report the results of the meeting back to the Membership Committee for consideration.
 - If the results of the "Goal Post of Life" meeting cause the committee to reconsider their original recommendation to the Board, the Membership Committee Chairperson shall report the new recommendation to the club president.
 - At the first regularly scheduled Board of Directors meeting after receiving the revised recommendation from the Membership Committee, the Board shall reconsider the membership proposal and decide whether to invite the candidate into the club.
 - If the decision is made not to invite the candidate into the club, the club president will immediately notify the sponsor of the Board's decision and its reasons.
 - If the results of the "Goal Post of Life" meeting are positive, the candidate will be to read and sign Part "B" of the New Member Proposal Form.
 - If the candidate does not agree to sign Part "B" of the Membership Proposal Form, the Membership Committee will then return the unsigned form and the results of the Goal Post of Life meeting to the club president.
 - If the candidate agrees to sign Part "B" of the Membership Proposal Form, the membership committee will then return the signed form and the results of the Goal Post of Life meeting to the club president.
 - The club president will then announce the name of the candidate to the club membership once at a regular meeting and once by emailing all members,



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each time informing club members that the person is being considered for membership.

- If any member knows of any good reason why this person should not be invited to become a member of the club, they should immediately notify the club president of their concerns and convey their reason(s) to the club's Board of Directors, in writing, before the next regularly scheduled Board meeting (See Note 2).
- If the Board receives a written opinion from any member that the candidate should not be invited to become a member, they shall reconsider the proposal in light of the objection as soon as possible. The board's decision to approve or disapprove the proposed candidate shall at this time be final and not subject to appeal.
- If the decision is made not to invite the candidate into the club, the sponsor should be informed as soon as possible, and it shall be the sponsor's responsibility to inform the candidate.
- If the decision is made to invite the candidate into the club the Membership Committee will put together all of the necessary materials for a complete new member kit for the candidate, and notify the club president that the candidate is ready for induction.
- The president will schedule the induction to occur as soon as possible at a regular club meeting, and the candidate will be asked to attend that meeting prepared to be inducted into the club.

Note 1 – "Goal Post of Life" is SEMR's name for an informational meeting with the candidate and one or two active members. The purpose of this meeting is to ensure that the candidate fully understands the responsibilities of membership and has clear and reasonable expectations of its benefits.

Note 2 – Membership can be challenged by any member of the club for reasons of character or motive, but not because of classification. Rotary International guidelines recommend no more than 10% of the club's membership be held by any one classification, and the club's bylaws agree to follow that recommendation. Other than that, members may not prohibit membership into the club because of a candidate's proposed classification.