

## **NEW MEMBER GUIDELINES**

### **Rotary Club of South Whidbey Island**

Every Rotarian shares the responsibility of sponsoring qualified individuals as new members, without regard to race, gender, age, faith, ethnic background, occupation or income level. The club's membership should reflect our community of South Whidbey and seek strength in diversity, a hallmark of Rotary International.

#### **TABLE OF CONTENTS**

- I. STEPS TO PROPOSING A NEW MEMBER
- II. MEMBER PROPOSAL CARD
- III. SPONSORSHIP GUIDELINES
- IV. MEMBERSHIP APPLICATION
- V. NEW MEMBER PACKET

#### **I. Steps To Propose a New Member**

##### **Step 1 Membership Proposal Card**

The sponsor obtains a membership proposal card from the RCSW website (Forms and Documents) or from the Membership Director.

##### **Step 2 Initial Sponsor and Membership Committee Responsibilities**

- a. The sponsor completes a membership proposal card and initials "I have reviewed RCSW sponsorship guidelines" [RCSW website and back of proposal card]
- b. The sponsor submits the proposal card to the Membership Director, who then shares it with the Membership Committee members.
- c. The membership Committee votes (in person, by email, or virtually) to allow the sponsor to bring the proposed new member as a guest to weekly club meetings. A simple majority is required for approval.
- d. The Membership Committee will email a Rotary information packet to the prospective new member prior to their first club meeting.

##### **Step 3 Meetings**

- a. The sponsor will bring the prospective member to 2 club meetings
- b. The club will pay the attendance fee (no charge to guest).
- c. The sponsor will introduce their guest at the beginning of the meeting.
- d. The membership committee will email a RCSW Application Form to the prospective member after the first meeting.

#### **Step 4 Post Meeting Period**

- a. After attending two meetings (they do not need to be consecutive):
  1. The Membership Director and at least one other committee member will meet with the prospective member and their sponsor (the meeting may be virtual).
  2. The Membership Director will address Rotary, committees, service projects, meeting attendance, dues, the application form, and answer any questions the new member candidate may have.

#### **Step 5 Board Approval**

- a. After the prospective member completes and signs the application form it will be submitted to the RCSW Board for approval. The board members may approve the application virtually or by email prior to the next scheduled board meeting.
- b. The prospective member will be notified of the Board's decision and next steps.
- c. The Membership Director will seek and assign a mentor to the new member. The mentor may be the new member's sponsor or another club member.

#### **Step 6 Club Approval**

- a. During the next scheduled live or virtual club meeting the club President will announce the board's decision and ask for a motion of approval.
- b. Any club member may second the motion, followed by discussion.
- c. The club votes to approve membership by simple majority.
- d. If approved, the Secretary will prepare a membership packet for the new member.

#### **Step 7 Induction**

- a. The Club President will induct the new member to Rotary at the next appropriate club meeting (virtual or live).
- b. The new member should be introduced to their mentor and receive a membership packet at this meeting.
- c. The Club Secretary will accomplish the administrative admission in ClubRunner.

## II. Membership Proposal Card

### Rotary Club of South Whidbey Island Membership Proposal Card

Date \_\_\_\_\_

Name of Proposed Member

\_\_\_\_\_  
(First) (MI) (Last)

Why do you think that the proposed member would be a good Rotarian?

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

Occupation \_\_\_\_\_

Mailing Address \_\_\_\_\_

Residence (If Different) \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Sponsor \_\_\_\_\_

I have reviewed the RCSW sponsorship guidelines \_\_\_\_\_

### **III. SPONSORSHIP GUIDELINES**

#### **RCSW SPONSOR GUIDELINES**

Every Rotarian shares the responsibility of sponsoring qualified individuals as new members of our club, without regard to race, gender, age, faith, ethnic background, occupation or income level. The club's membership should reflect our community of South Whidbey and seek strength in diversity, a hallmark of Rotary International.

The sponsor will complete a membership proposal card and submit it to the Membership Director. Following approval by the Membership Committee the sponsor may bring the prospective member to two club meetings.

Prior to the beginning of the first meeting the sponsor should introduce the prospective member to the president, vice president, secretary, and other club members. The sponsor will also introduce the guest at the beginning of each meeting. The sponsor will ensure that their guest receives a Rotary information packet prior to the first meeting and a RCSW application form prior to the second meeting.

Following the second meeting the sponsor will determine if the prospective member still desires to become a Rotarian and notify the Membership Director. If so, the Membership Director will set up a meeting with the prospective member, sponsor, and a minimum of one other membership committee member.

After the board and club approve the new member the sponsor will accompany the new member during their induction by the club President.

#### IV. MEMBERSHIP APPLICATION

##### Rotary Club of South Whidbey Island

Thank you for your interest in joining Rotary and the Rotary Club of South Whidbey!  
Please complete each item to the best of your knowledge.

Date \_\_\_\_\_

Name \_\_\_\_\_  
(First) (MI) (Last)

Preferred go-by name: \_\_\_\_\_

Birthday: \_\_\_\_\_  
(Mo/Day) (Year Optional)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Residence (if different) \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Spouse Name (optional) \_\_\_\_\_

Anniversary Date (optional) \_\_\_\_\_  
(Mo/Day)

| Prior Membership in Rotary (Club - Years) | Member# |
|---|---------|
| _____                                     | _____   |
| _____                                     | _____   |
| _____                                     | _____   |

Previous Service as a Rotary District or Club Officer, Director, or Service Area Chair:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

Current occupation (or prior if retired): \_\_\_\_\_

\_\_\_\_\_  
(Optional) Please tell us anything you would like to share about yourself and/or your desire to join Rotary:

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

Club members participate in various activities throughout the year, including roadside cleanup, gleaning, fundraising, and other events. Club members are also expected to participate in a club committee of their choosing. Please circle any of the following activities or committees in which you may have an interest:

Community Service

Meeting Programs

International Service

Social media

Membership

Treasurer

Fundraising

Grants

Membership dues for the Rotary Club of South Whidbey are \$150 every six months. New members' dues will be prorated accordingly and are due upon joining the club. In addition, the club charges a \$10 attendance fee at weekly meetings, which includes breakfast (beverage and pastry). This fee does not apply for virtual meetings.

Please sign and date: \_\_\_\_\_

Thank you again for your interest in Rotary! We will submit your signed application for approval to the club's Board of Directors as soon as possible and contact you with their decision.

## **V. NEW MEMBER PACKET**

Welcome Letter from President of the RCSW

Rotary Membership Certificate

Rotary pin

4-Way Test business card

RCSW information paper

Rotary International information paper

Rotary Foundation Pamphlet

RCSW Organization Chart

RCSW Officers and Directors

ClubRunner information paper

Introductory Presentation information paper