# **Process of Becoming a New Member**

## Welcome to the Rotary Club of Kamloops Daybreak! Below is the process of becoming a New Daybreak Member. Please reach out to your Sponsor and Membership Chair with any questions.

**STEP 1: Getting Approved to be a New Member:**

\_\_\_1. Sponsoring Daybreak Member emails Membership Chair with name and email address of proposed new member.

\_\_\_2. Membership Chair will email the **New Member Proposal form** to the proposed new member. Alternatively, if the sponsoring member informs the Membership Chair at a meeting, the chair will give the proposed new member the form to complete.

\_\_\_3. Proposed new member will fill out the form and return it to the Membership Chair.

\_\_\_4. Membership Chair will forward the New Member Proposal form to the board and present the New Member Proposal at the next scheduled Board meeting for approval.

\_\_\_5. The Board will consider the New Member Proposal. In case of objections, the President or the Membership Chair will contact the proposing member. This must be done before the proposed candidate’s name is announced to the club. This is to protect the proposed member from embarrassment.

\_\_\_6. Once it has been determined at the Board level that all obvious objectors have been contacted and there are no objections, the President announces the proposed member to the Club at the next meeting.

\_\_\_7. Any objections received from the club membership must be submitted to the Membership Chair in writing within one week.

\_\_\_8. If a proposed new member is successful, the Membership Chair will contact the sponsor and the proposed new member and formally extend an invitation to join the Rotary Club of Kamloops Daybreak.

**Step 2: Completing Items to Become A New Member**

\_\_\_1. The new member completes a **Criminal Record Check** and forwards the results to the Membership Chair.

\_\_\_2. The new member **Pays Membership Dues**. Once payment has been received by the Treasurer, he or she informs the Membership Chair and the Secretary through email. The proposed new member becomes a member of Rotary Club of Kamloops Daybreak.

\_\_\_3. The Secretary will send a welcome letter to the new member signalling the completion of the New Member Proposal process. The Secretary will forward necessary information to Rotary International and assist the new member with **signing on to Clubrunner**. The Secretary will also order the new member a name badge.

\_\_\_4. The President **announces the new member** at the next meeting.

\_\_\_5. The new member is encouraged to participate in club service activities and is **Inducted i**nto the club as soon as possible.

**Step 3: Being a New Member:**

\_\_\_1. New members will attend a **Fireside**.

\_\_\_2. New members will present a **Classification** talk.

\_\_\_3. New members will receive **12 Welcome emails** from Membership chair.

\_\_\_4. New members will continue to get guidance and mentorship from their sponsor.

**Reminders to the proposed member:**

* Your sponsor is responsible for helping you through all these steps. Their job is to explain to you where you are in the process and help you reach full membership. They will sit with you at meetings and explain Happy Bucks, meeting procedures and other questions that you may have during this time.
* Until you are on Clubrunner you will not receive club member emails. Please make sure your sponsor is forwarding those emails onto you so you can join in on-going fundraising and volunteer opportunities.
* If your sponsor is away, please make sure to talk to the Membership Chair and they will assist you as needed.