

Terms of Reference - Friends of Carleton Place Rotary Club (approved Oct. 19, 2026)

The primary role of the Friends of Carleton Place Rotary Club (hereafter CP Rotary Club) is to provide an opportunity that connects community-minded people to our Club.

It is intended to allow individuals who share our ideals and objectives, but who cannot or may not wish to join the Club as a Rotarian at this time (e.g., due to time and travel constraints or other commitments), to participate in our Rotary activities and to help promote the Rotary ideals in our community and have a link to our Club.

A Friend of the CP Rotary Club would be invited to participate in our activities as follows:

- Attend meetings when they wish, particularly on special occasions.
- Assist in at least one Club social and official function per year.
- Assist in at least one Club fundraising and/or volunteer activity per year.

Guidelines:

- A Friend of the CP Rotary Club is not a formal member of the Rotary Club of Carleton Place or Rotary International and is therefore not entitled to the rights or subject to the responsibilities of formal membership. This means they do not vote, attend district conferences, serve as board members or serve as elected officials. Rather, a Friend of CP Rotary designation provides for a less formal avenue to participate in Club activities.
- A Friend of CP Rotary may be accepted by the Club following a review of their application.
- An accepted Friend of CP Rotary will be formally welcomed at a meeting of the Club and presented with a badge entitled "Friend of the Rotary Club of Carleton Place"
- The initial period of the Friend's association with the Club will be for two years, renewable as appropriate by the CP Rotary Club.
- Friends of CP Rotary are not expected to pay annual regional Rotary or Rotary International dues. However, they are expected to pay for their badge.
- Meals and costs of other social activities are to be paid for at the same rate as members.
- A Friend of Rotary will be entitled to receive regular agendas, minutes and other correspondence.
- If at any time a Friend of Rotary expresses a wish to become a full member of the Club, the usual procedures shall apply as for new members.

- All the above guidelines may be varied from time to time for any specific person with the agreement of the Club.

If you wish to become a Friend of Carleton Place Rotary Club, please fill out the application below and submit it to our Club Secretary at rotarycpmm@gmail.com

Friends of Carleton Place Rotary Club Membership Application

(To be completed and returned to Club Secretary at rotarycpmm@gmail.com)

Applicant's Name: _____

Address: _____

Phone Number/s: _____

Email: _____

If a former Rotarian, list most recent Club: _____

Why do you want to become a Friend of Carleton Place Rotary Club and what do you feel you can contribute in terms of time or expertise: _____
