

## Membership Committee Procedures

The purpose of this document is to outline the responsibilities of the Membership Committee and the operational steps in order to fulfill those responsibilities.

As outlined within the Club By-Laws (which can be found on the FNRC webpage) the Membership Committee shall have oversight and responsibility of the following:

### **General**

Consider all proposals for membership from persons, families, corporations and other organizations, as defined by the policy of the Club, and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all those proposed for membership and shall report their decisions on all applications to the board.

Review continually the club roster of filled and unfilled classifications, as defined by the policy of the Club, and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications. The committee will also work to ensure the demographics of the club represent the demographics of the community it serves.

Inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

Ensure an exit interview is conducted and documented with each resignation of a Club member

Maintain and review the policies of the Club with regard to membership types. Be responsible for developing and recommending any changes needed to the Club Board of Directors.

### **Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member, whose dues are up to date at the time of the request, from attending the meetings of the club for a specified length of time. The board, in consultation with the membership committee, will determine on an individual basis, whether dues will be required to be paid during a leave of absence. Both the leave of absence and applicable dues must be in accordance with the policy set out by the Club.

### **Method of Electing Members**

A member proposes a candidate for club membership to the Membership Committee, or another Club proposes one of its transferring or former members to the Membership Committee.

The Membership Committee reviews the candidate's application for suitability for Club membership.

If the Membership Committee deems the candidate suitable for membership, the Membership Committee will notify all club members of the prospective member. Club members can state their objection, in writing, within 10 days of notification, to the membership committee.

The Membership Committee makes its recommendation to the Board, for approval or rejection of the candidate's membership, within 30 days.

If the Board approves the candidate's membership, the prospective member is invited to join the Club by the Membership Committee.

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The new member is inducted into the Club at the earliest possible regular Club meeting.

### Onboarding - Step by Step Process

1. Prospective member contact is made
  - a. Send Information email to proposed member which includes membership proposal form and member's handbook:
    - i. Template – Information on FNRC (adjust email as necessary)
  - b. Confirm if they want to be invited to a meeting, if yes ensure they are added to the Secretary's distribution list for the meeting invitation or forward them the invitation if it's already been sent out
  - c. Send follow up within two weeks of sending info email/them having attended a meeting to see if they have any questions (Note: it is important to follow up with them even if they did not yet attend a meeting)
2. If the individual moves forward with the membership proposal:
  - a. Obtain the completed membership proposal form;
  - b. Completed membership proposal form must be emailed to Club Membership who have 10 days to raise any objections
    - i. Template – Proposed Member: <Insert Name>
    - ii. Send to Club Secretary for distribution to the club
  - c. If no objections are received from the Club Membership, then the proposal form is to be sent to board for final approval
3. Approved prospective member:
  - a. Confirm a Mentor for the new Member and ensure Mentor has reviewed the mentor [guide](#)
    - i. Usually good to start thinking about who a Mentor could be once the proposed member is sent to the club for review;
    - ii. Mentor should be touching base with incoming member in case they have any questions re: induction/classification, etc. and after induction;
    - iii. Mentor should follow up regularly for the next 3 Mentor program should last about 3 months (longer if needed) and it should be left as a "reach out to me (mentor) if you have any additional questions
  - b. Confirm with Program Chair when the induction and classification could take place (tentatively until confirmed with candidate but should be scheduled within 2-4 weeks of membership approval)
  - c. Once final approval obtained send "Welcome" email and blind copy (bcc) the Mentor so they know to reach out to the new member
    - i. Template – "Welcome to Rotary" (New to Rotary)
    - ii. Confirm that they can do the induction/classification date, once confirmed formally schedule the induction/classification date with Program Chair
    - iii. Make sure to link the Member Profile form, this is so the Club Secretary can complete the new members profile in Club Runner and the Rotary system
  - d. Membership Committee to follow up with the new member after 3 months to ensure they are settling in well.
4. Inducting Members:
  - a. Update the induction template (template can be found in the email subfolder);
  - b. Coordinate with Club Secretary to get the induction package ready
    - i. Preferably the new member would receive the package ahead of the induction date
  - c. Complete the induction (by committee Chair or assign it to a member/mentor)
  - d. Ensure induction packages are sent/dropped off to the new Member if not already done so

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### **Exit Process**

Once notification is received that a Member is exiting from Rotary a committee member (or other Club Member as appropriate) should reach out to the exiting Member to complete the Exit Survey.

Exit Survey template can be found in the relevant email subfolder or refer to [Appendix C](#).

Once the exit interview has been completed the results of the survey should be reviewed by the committee to identify any points of concern.

Material concerns, or consistent feedback across multiple exits, should be escalated by the committee to the Board for awareness.

### **Membership Moment**

Once a month, a member of the Committee (or other Club Member as coordinated by the Committee) shall provide a 'membership moment' as part of the regular club meeting. This is an opportunity to take a few minutes during the meeting to focus either on a Membership topic, or ask a member to share something about themselves with the Club.

### **Thank You Card Process**

Refer to [Appendix A](#)

### **Membership Types**

Refer to [Appendix B](#)

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## Appendix A – Thank You Card Process

Process for thanking Guest Speakers when holding meetings using Zoom platform

1. The chair of the membership committee, in consultation with the chair of the programming committee, will appoint a member of the club to be responsible for sending the guest speaker the “thank you note” designed and approved by the membership committee. While It is preferred that this designated person be a member of the Membership Committee, any member of the Club may be appointed to carry out this task.
2. The appointed person will assume this duty for a period of time to be determined by the chair of the membership committee and the individual. Recommended timeframe is the period of one quarter at minimum to ensure consistency within the process.
3. As guest speakers are scheduled and announced by the chair of the Programming Committee, the appointed person will make contact with the chair and obtain the email address of the future guest speaker(s). As a backup, the email address(es) may also be obtained from the club secretary responsible for sending the Zoom meeting invitation link to the guest speaker each week.
4. Within 2-3 days of the hosting the guest speaker at a meeting, the appointed person will send an email from their own email address to the guest speaker, copying the [FNRCMembership@gmail.com](mailto:FNRCMembership@gmail.com) email address, thanking the speaker for their presentation and providing them our Club handbook, and inviting them to a meeting in the near future. There is a Thank You note template available which the delegate can leverage if preferred – refer to below.
5. The intention of the “thank you note” is to first and foremost express the club’s thanks for being our guest speaker. A secondary motive is to encourage the guest speaker to consider becoming a member of Rotary. Therefore, if the guest speaker is already a member of Rotary, a thank you note is not required but may be sent without attaching the club handbook.
6. At least one month prior to the end of the agreed term, the chair of the membership committee, in consultation with the programming committee chair, will find a replacement.
7. Should the appointed person, prior to the end of the agreed term, advise the chair of the membership committee that they are unable to continue to fulfill this role, the membership committee chair, will take on this responsibility until a replacement is found.

### Template – Thank You note

Hi <Insert Name>,

We wanted to send you a note to thank you for taking some time to speak with our Club today. We appreciate you sharing your time and information with us.

We would love to have you join us again (either virtually or at one of our lunches when we are able to meet again) so you can learn more about what Rotary does in our community and around the world.

Attached is our Club Handbook with some general information about our Club.  
We hope to see you again soon!

Yours in Rotary,  
<Insert Your Name>  
Rotary Club of Fredericton North

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## Appendix B – Membership Types

The Rotary Club of Fredericton North recognizes the following membership types:

1. Active Members
2. Members on leave
3. Honorary Members
  - a. Rotarian
  - b. Non-Rotarian
4. Friends of Rotary
5. Alumni

### 1. ACTIVE MEMBERS

Active Members are defined as those club members who, through their own application or at the proposal of a Rotarian have:

1. been considered by the membership committee (including the club membership) and were approved for membership by the board;
2. have been formally inducted into the club;
3. paid their fees and dues;

### 2. MEMBERS ON LEAVE

Members who are on leave are defined by the Club Bylaws (Article IX) as those members who:

1. have made a formal written request to the board for a temporary leave which was approved;
2. do not have any dues outstanding at the time of the request;
3. may be required to pay dues during their leave of absence as determined by the board in consultation with the membership committee;
4. will continue to receive meeting minutes;
5. will be welcomed to join any Rotary social events;
6. upon the members return from an approved leave they will return to active membership and be subject to the normal requirements/expectation of an active member

### 3. HONORARY MEMBERS

Honorary Members (Rotarians) are defined as those those members who:

1. have been nominated by a Rotarian by written request to the board;
2. meet the eligibility requirements as set out by the club;
3. do not have outstanding dues at the time of the nomination;
4. have been reviewed by the Board in consultation with the Membership Committee;
5. have been reviewed by the Club Membership;
6. have been formally approved by the Board

Once approved:

7. are exempt from paying dues;
8. do not vote;
9. do not hold any club office;
10. do not hold classifications;
11. are entitled and encouraged to attend all meetings and enjoy all other privileges in the club, however, have no rights or privileges in any other club, except to visit without being a Rotarian's guest.

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The FNRC Membership Committee's criteria for bestowing the designation Honorary Member (Rotarian) is in accordance with the Rotary International By-Laws section 4.050<sup>1</sup>.

To be designated as an Honorary Member (Rotarian), the candidate is considered a Rotarian who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. These candidates may be designated as an honorary member in more than one club.

A candidate for Honorary Membership (Rotarian) should meet a number of the following recommended criteria at the discretion of the Board:

1. Have been an active regular member for a minimum of 3 years;
2. Have served as a club officer;
3. Have participated as a member of a committee or served as an officer at the District or higher level;
4. Been recognized as a Paul Harris Fellow;
5. Have been an active participant in at least three major club projects and/or leader of at least one; and
6. Sponsored at least two new members;

Honorary Members (Non-Rotarian) are defined as those persons who:

1. have been nominated by a Rotarian by written request to the board;
2. meet the eligibility requirements as set out by the club;
3. have been reviewed by the Board in consultation with the Membership Committee;
4. have been reviewed by the Club Membership;
5. have been formally approved by the Board

Once approved:

6. are exempt from paying dues;
7. do not vote;
8. do not hold any club office;
9. do not hold classifications; and
10. are entitled to attend all meetings and enjoy all other privileges in the club, however, have no rights or privileges in any other club. They can attend other clubs' meetings as a guest of a Rotarian

To be designated as an Honorary Member (Non-Rotarian), the candidate is a Person considered for their demonstration of Rotary's values. These Persons may be designated as an honorary member in more than one club.

A candidate for Honorary Membership (Non-Rotarian) have demonstrated over a period of time that:

1. their service has been recognized as significantly benefitting their community;
2. their character is aligned with the values of Rotary and are an outstanding example of 'service above self';
3. they are recognized in their community as being a community leader

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<sup>1</sup> Please sign in to <https://my.rotary.org/en/> website to access their current bylaws

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## **4. FRIENDS OF ROTARY**

Friends of Rotary are those persons proposed by an Active member at any time who have:

1. Been nominated by written request to the membership committee;
2. Meet the eligibility requirements as set out by the club;
3. Have been approved by the board in consultation with the membership committee

Once approved they do not hold the rights of an active member but can attend regular meetings as a guest of a Rotarian.

To be eligible to be a Friend of Rotary the candidate must have:

1. contributed to Rotary in a significant manner;
2. actively participates in Rotary projects.

## **5. ALUMNI**

Alumni are former members in good standing at the time of leaving the club. They will be invited to attend social gatherings and participate in Rotary projects as a way of staying connected with Rotary. An Alumni list is to be maintained by the club Secretary as much as possible.

## **6. ANNUAL MEMBERSHIP REVIEW**

All membership designations (as outlined within this document) are to be reviewed on an annual basis by the Membership Committee in collaboration with the Club Secretary. Any change or proposed revocation in a Membership designation or status will be subject to Board review and support.

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### Appendix C – Exit Survey

We're Sorry to lose you as a member of our club. To help us understand why you're leaving and what we can do to improve the club experience, please answer the following questions about your Rotary experience. We appreciate your candid and honest answers.

1. What were your primary reasons for joining the club?
  - Community Service
  - International Service
  - Personal Development
  - Leadership or professional development
  - Family legacy or tradition
  - Status and prestige
  - Social opportunities
  - Networking
  - Opportunity to facilitate international exchange
  - Tutoring and mentoring of youth
  - Reconnecting with Rotary as an alumnus or alumna
  - Other: [Click or tap here to enter text.](#)

2. How long have you been a member of the club?
  - Less than 2 years
  - 2-5 years
  - 6-10 years
  - 11-20 years
  - More than 20 years

3. What did you like best about being a member of this club?  
[Click or tap here to enter text.](#)

What did you like least?  
[Click or tap here to enter text.](#)

4. How many prospective member information sessions did you attend before you became a member?
  - 1
  - 2
  - 3 or more
  - None, because the club did not offer such sessions
  - None, because I was not interested

5. How many club meetings did you attend before you became a member?
  - None
  - 1-2
  - 3-4
  - 5 or more

6. How were you informed about club activities and your responsibilities before joining? (select all that apply)
  - Attended information sessions

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- Received club information from a club officer
- Received club information from my sponsor
- I found information on my own

7. Did you learn amore about Rotary in a structured way (i.e. new member orientation, continuing education) once you became a member? (select one)

- Yes
- No
- Somewhat

8. Do you believe you were adequately informed of the financial and time obligations of club membership? (select one)

- Yes
- No
- Somewhat

9. Were the club meetings a worthwhile use of your time? (select one)

- Yes
- No
- Somewhat

10. Did you feel welcome in the club? (select one)

- Yes
- No
- Somewhat

If you answered no, please explain why: [Click or tap here to enter text.](#)

11. Did you feel comfortable expressing concerns to club leaders? (select one)

- Yes
- No
- Somewhat

If you answered no, please explain why: [Click or tap here to enter text.](#)

12. How would you describe the club's culture?

[Click or tap here to enter text.](#)

13. What could be done to improve the club experience for new members?

[Click or tap here to enter text.](#)

**14. Please evaluate meeting logistics (Y/N):**

Convenient meeting location	Choose an item.
Enjoyable meeting location (atmosphere, service, etc.)	Choose an item.
Convenient meeting time	Choose an item.
Appropriate meeting length	Choose an item.
Well-run and organized meetings	Choose an item.

If you answered NO to any of the above, please explain why: [Click or tap here to enter text.](#)

**15. Please evaluate meeting activities (Excessive, Reasonable, Inadequate):**

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Rotary education (Rotaract, Youth Exchange, Rotary Foundation Programs, etc.) Choose an item.

Club public relations

Choose an item.

Fundraising

Choose an item.

If you answered Inadequate to any of the above, please explain why: [Click or tap here to enter text.](#)

### 16. Please rate the following aspects of club meetings (Excellent, Fair, Poor):

Program Content

Choose an item.

Program Structure

Choose an item.

Networking activities

Choose an item.

Meal quality

Choose an item.

Meal cost

Choose an item.

Opportunity to socialize

Choose an item.

If you answered Poor to any of the above, please explain why: [Click or tap here to enter text.](#)

### 17. Did you participate in service projects?

Choose an item.

If NO, why not:

Type and quality of projects

Number of projects

Personality conflicts

Cost

Schedule conflicts

Other: [Click or tap here to enter text.](#)

If YES, how satisfying was your participation in service projects? Choose an item.

### 18. If your participation in service projects wasn't satisfying, why wasn't it? (select all that apply)

Lack of variety in projects

Lack of quality of projects

Low quantity of projects

Personality conflicts

Lack of support from other members

Insufficient family involvement

High costs

Did not feel welcomed

Schedule conflicts

Other: [Click or tap here to enter text.](#)

### 19. Please evaluate your experience of Rotary with respect to your family (Agree, Disagree, N/A)

Rotary interfered with my family responsibilities

Choose an item.

My family was proud of my involvement in Rotary

Choose an item.

My family wanted to be more involved in Rotary

Choose an item.

There were opportunities to include my family in club activities

Choose an item.

### 20. How could your family have been more involved in your Rotary experience?

[Click or tap here to enter text.](#)

### 21. Please evaluate the costs associated with membership (Too high, Reasonable, Too low, N/A)

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Club dues	Choose an item.
Meal costs	Choose an item.
Club assessments	Choose an item.
Club fines	Choose an item.
Service project contributions (time or monetary)	Choose an item.
Rotary foundation contributions	Choose an item.

**22. How well does the club reflect the demographic profile of professionals in the community?  
(select one)**

- Not at all
- Somewhat
- Well
- Very Well

23. Think about what was communicated to you when you joined the club. Were your expectations met? [Click or tap here to enter text.](#)

24. Why did you decide to terminate your membership?

[Click or tap here to enter text.](#)

25. Would you consider joining another Rotary club? Choose an item.

26. What is your best advice to the club's leaders as you leave? [Click or tap here to enter text.](#)

27. Do you have any other comments? [Click or tap here to enter text.](#)

Thank you for completing this survey!