

New-Member proposal process – 2018-19 –

[Based on club bylaws, Article 13, available on web site]

1. Potential new member identification
 - Rotarian proposer (sponsor) identifies potential new member OR
 - Potential new member indicates interest through a sponsor OR
 - Proposal may come from another club for a transfer if in good standing
 - Proposals should be kept confidential until approval by Board of Directors (BOD)
2. Conversation, Q&A, prospective member attends club meetings with sponsor
3. When a desire to join is confirmed:
 - Fill out New-Member Proposal form (from secretary or download from web site)
 - Personal info, including past Rotary affiliation (with member #)
 - Discuss interests and potential classification
 - Proposal delivered to club secretary
4. Secretary submits proposal to Board of Directors (BOD) for approval (at a meeting or via email)
5. BOD approves or disapproves within 30 days (at a meeting or via email). If approved ...
 - Potential new member info published (posted in Appleseed and/or web site)
 - If no objections* within 7 days, proposal is confirmed upon payment of admission fee
 - If there are objections, BOD will review and vote again.
 - Sponsor explains costs as set by the BOD, currently ...
 - \$95 admission fee paid before joining
 - \$210 dues per 6 months (1/2 if under 35) paid in June and December
6. President and/or sponsor will arrange for orientation and induction of the new member, and provide literature and ID badge. The secretary will assist as needed, including registering the member into the club/International data base and notifying the club treasurer.

Sponsor and/or chosen mentor should conduct in depth orientation with new member to discuss history and character of the club, dues, attendance, Foundation, mentorship program, etc.. A checklist/outline is available for this conversation (see next page). It should include another Rotarian and be accomplished within 30 days. Hopefully this outline will clarify what has sometimes been a murky process and will help to encourage and expedite recruitment and club-building. A key ingredient is to make new recruits feel welcome, needed, and ready to get involved. The process should be steady but not rushed.