
How to Propose a New Member...

Propose a new member. You'll be strengthening your club and ensuring its growth and longevity.



Contribute to your Club's membership by bringing in qualified business and professional leaders, retirees who participate actively in the community, and others who would be a good fit for the club.

All should be interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community's business and professional life through a diverse membership.

Use the attached form to propose a new member. You'll be strengthening your club and ensuring its growth and longevity.

Do it today!

STEP 1 Engage With Your Community

Proposing new members is essential to achieving Rotary's goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members.

Consider the following approaches for finding future Rotarians:

- Wear your Rotary pin to initiate conversations about your involvement with Rotary.
- Share stories of exciting club projects with colleagues, friends, and acquaintances.
- Invite friends, co-workers, and colleagues to join you at your weekly Rotary meeting.
- Ask potential members to become involved with a club activity or service project.
- Encourage prospective members to tour the RI Web site, view membership videos, and complete a Prospective Member Form: www.rotary.org/membershipreferral

Visit: www.rotary.org for the latest news, videos, and membership development materials.

STEP 2 Complete Your Paperwork

Once a prospective member demonstrates an interest in membership:

- Complete both **Parts A and B** of the Membership Proposal Form, and return the form to your club secretary for submission to the club's board of directors.

Let the prospective member know their membership is subject to board approval.

- Wait for the club secretary to notify you of the board's decision, which should come within 30 days of submission.

Note: If the club board does not approve the candidate, please talk to your club secretary or board for next steps.

After your club board approves the candidate:

- Arrange an information session for the proposed member, or have the club arrange one.
- Announce the proposed member's name and classification to the club.
- The proposed member should have attended sufficient meetings prior to formal application for several members to have been given the chance to meet and talk with the candidate. If objections arise they should be discussed by the board prior to the vote on membership.
- The club secretary immediately reports the new member to Rotary International via Member Access at: www.rotary.org

For information on membership qualifications, see the Manual of Procedure (035-EN), RI Constitution Article 5, RI Bylaws Article 4, and Standard Rotary Club Constitution Articles 7 and 8. All are available at: www.rotary.org

Membership Proposal Form

Part A (to be completed by proposer and returned to the club secretary)



I propose:

Title: _____

Full Name: _____ Date of Birth: _____

Mailing Address: _____

Telephone (including country/city or area code) _____ Fax (including country/city or area code) _____

Residence: _____

Business: _____

Cellular/Other: _____

Preferred e-mail address: Residence Business _____

If **rejoining** as a former Rotarian or a **transferring** Rotarian, list most recent club information:

Previous club name: _____

Dates: _____ From _____ To _____ Rotary membership ID: _____

Recent Rotarian (one year or less): Yes No

If an RI program participant or Foundation alumnus/a, list program(s) and date(s): _____

Activities that would enhance consideration as a Rotarian: _____

Proposer's Signature _____

Date _____

Part B (to be completed by proposed member before board approval)

I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club's locality or surrounding area.

I understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay annual dues in accordance with the club bylaws.

Currently, annual dues are \$ _____ and a quarterly donation of \$ _____ Paul Harris Sustaining member. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

Proposed Member's Signature _____

Date _____

To be completed by a club officer

Classification: _____

Club name: _____

District number: _____

Club ID number*: _____

Dates: _____ From _____ To _____

Rotary membership ID number*: _____

*If unsure of number, contact your Club and district Support representative. Find contact information at: www.rotary.org

If an RI program participant or foundation alumnus/a, program(s) and date(s): _____

Club Mentor assigned to assist with orientation: _____

Action on Proposal

Date

Received by secretary: _____

Former Rotary club contacted (if former Rotarian):

In good standing Not in good standing

Submitted to board: _____

Board decision received: _____

Approved Disapproved

Rotary information session held: _____

Admitted to membership: _____

Entered into **clubrunner** Member Access: _____

Member number: _____

Rotary magazine subscription:

The Rotarian Rotary Regional magazine