**Babylon Rotary Club**

**— How to Propose a New Member —**

**(1) Following initial contact and discussion with a prospective new member, Invite him or her to one of our weekly luncheons and/or to another conveniently scheduled club or Rotary event.**

**(a) Notify the club president of the pending visit so that the guest can be properly introduced and welcomed.**

**(b) Take this opportunity to introduce the prospect to the club members, provide him/her with introductory Rotary/BRC information.**

**(2) If the prospective member expresses an interest in learning more about Rotary and the BRC, invite him/her to additional BRC meetings.**

**(a) Direct the prospect to the BRC and Rotary websites where he/she can obtain additional information; seek assistance from a Membership Committee member if required.**

**(b) Follow-up with a call or e-mail encouraging the prospect to join the club.**

**(3) When the prospect says he/she wants to join the club, and has attended at least three BRC meetings, obtain a Membership Application from the Membership Committee\*, ask the prospect to fill it out, and submit it to any board member so that it can be voted upon at the next board meeting.**

**\* Note that BRC Membership Applications can also be downloaded from the “View Club Documents” section on the Administration page of the BRC website.**

**(4) The board has 30 days to act on the application, but usually acts on it soon after it’s presented. The name of the prospective new member is then posted to the general membership, and a dues invoice is sent to the prospect via e-mail. The general membership has seven days to comment on the application.**

**(5) If no objection is received during the seven-day posting period, and upon receipt of at least a quarterly payment of the annual charge from the prospect, he/she officially becomes a new BRC member, and will be introduced as such at the next club meeting.**

**(6)**  **The new member will be sworn in the Babylon Rotary Club at an informal induction ceremony during one of our weekly meetings or other club event, at which time he/she will receive a New Member Information Packet.**

**(7) Corporate Members — Proposal and induction procedures for Corporate Members are identical to those for Individual Memberships, except that the sponsoring member must register with the club treasurer prior to submittal of the new member application.**