**How to Propose a New Member**

**Specific Responsibilities**

***Proposer (Sponsor) Responsibilities***:

* Invite the prospective member to a Rotary Meeting as a guest.
* Introduce guest to other Rotarians.
* If you think your prospective member is a good candidate, complete the Membership Proposal Form (may be obtained from website). Rotarian references are preferred.
* Review New Member Agreement Form with your prospective member and verify that they will agree to the terms. Obtain their signature.
* Discuss our approval process with prospective member (i.e. board approval, 7-day letter to membership, notification of acceptance, fees involved) so they understand what to expect.
* When informed of your prospective member’s approval, congratulate him/her of their acceptance into the Brazosport Rotary Club.
* Take responsibility to mentor your new member. Encourage him/her to get INVOLVED in activities and service projects.

***Classification Committee Responsibilities***

* Review Membership Proposal Form. Assign Classification for the prospective member.

(A Classification describes the principal and recognized business or professional activity of the firm, company or institution with which an active member is connected or that which covers the active member’s principal and recognized business or professional activity or that which describes the nature of the member’s community service activity.)

* Apply Classification Rule: the person’s classification should not exceed 10% of the club’s active membership classification; retired member’s classifications are not included in a club’s total number for each classification.
* Forward assigned Classification to Club Secretary.

# Officers/Board Responsibilities

* Review New Member Proposal Form.
* Take action – check references and approve or disapprove membership application.
* If Board approves membership application, the Club Secretary sends a “7-day letter” to the general membership including the name of the prospective member, sponsor, references and classification. There is a seven day period in which members may voice objection.
* If anyone among the membership objects to approving the prospective member, the Board has the responsibility to hear the reasons for objections from membership. Further board discussion happens until a decision for approval or disapproval is finalized.
* When the approval process is finalized, both the sponsor and the Club Secretary notifies the new member of the decision.
* When accepted, the Membership Director assigns a mentor to the new member.
* Schedule new member for Information/Orientation. (Also invite spouse and sponsor to attend orientation).
* Schedule new member for formal Induction.
* Schedule new member for continuing Rotary education.
* Schedule new member for New Member Vocational talk.

***Mentor Responsibilities:***

* Welcome the new member.
* Introduce the new Rotarian to fellow Rotarians.
* Sit with the new member for several meetings.
* Attend Orientation with the new member.
* Explain the Rotary acronyms used during meetings.
* Encourage the new member to sign up for committees. Explain the different committees to the new member.
* Follow up with committee chairs to make sure the new member is being welcomed onto the committee.
* Be a resource person for the new member.
* Check in with the new member from time to time during the first year to provide encouragement and make sure the new member is becoming involved.

# New Member Responsibilities: Upon Completion of Approval Process

* Read and understand the New Member Agreement Form.
* Pay initiation fee as applicable. Membership begins upon receipt of applicable initiation fee.
* Start attending Rotary Meetings as soon as you are notified of acceptance.
* Attend Information/Orientation as scheduled.
* Attend formal Induction Presentation.
* Attend at least one Board Meeting.
* Sign up for Committees.
* BE AN ACTIVE MEMBER ….BE INVOLVED.

Updated 7/10/2018 lnp, rkf