



**Rotary Club of Brazosport
NEW MEMBER PACKET**

Contains:

“How to Propose A New Member” Form

“New Member Proposal” Form

“New Member Agreement” Form

ROTARY CLUB OF BRAZOSPORT

How to Propose a New Member—Specific Responsibilities

STEP ONE: Proposer (Sponsor) Responsibilities

- Invite prospect to Rotary Meeting as a guest
- Introduce guest to other Rotarians
- If you think your prospect is a good candidate, complete the **New Member Proposal Form** (included in Membership Packet)
- Until approval is granted, prospective member should not be informed that they have been proposed.
- When informed of your prospect's approval, notify your prospect of his or her acceptance into the Rotary Club.
- Inform new club member that there is a **New Member Agreement Form** to be discussed with him/her by the Club Secretary.
- Encourage new member to get INVOLVED in activities and projects.

STEP TWO: Classification Committee Responsibilities

- Review New Member Proposal Form. Assign Classification for prospect. (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)
- Apply Classification Rule: the person's classification should not exceed 10% of the club's active membership classification; retired members classification are not included in a club's total number for each classification.
- If applicant meets qualification requirement, forward the form to the Board for action.

STEP THREE: Officers/Board Requirements

- Review New Member Proposal Form
- Take action-recommend for approval or if in their judgment does not meet qualification requirements, recommend for disapproval or may check on references and delay action.
- If new member is approved, Club Secretary notifies sponsor.
- Club Secretary discusses the New Member Agreement Form with prospect. If prospect agrees to terms, his/her signature is obtained. (*Note: explain to prospect the approval process is still not complete at this point, pending feedback from membership*)
- Club Secretary submits name of prospect, sponsor, and classification to Bulletin editor for publication. (7-day notice to membership)
- If anyone among the membership objects to approving the prospect, the Board has the final review and approval vote.
- When approval process is finalized, both sponsor and Club Secretary notifies the new member.
- Two mentors are assigned 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.

How to Propose a New Member—Specific Responsibilities *continued*

RESPONSIBILITIES:

Mentors

- Welcome the new member
- Show him/her where to sign-in for meeting attendance (write in name if not yet printed)
- Introduce new Rotarian to fellow Rotarians
- Sit with new member for several meetings
- Attend Orientation with new member
- Explain the Rotary “acronyms” used during the meetings.
- Encourage new member to sign up for committees. Explain the different committees to new member.
- Follow up with the committee chairs to make sure the new member is being welcomed on to 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 being involved.

New Member (*upon completion of approval process*)

- Read **New Member Agreement Form**. Sign if willing to agree with terms
- Start attending Rotary Meetings as soon as you are notified of acceptance
- Sign-In on Attendance Form (write in name if not yet printed)
- 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**

ROTARY CLUB OF BRAZOSPORT

New Member Proposal Form

Give completed form to Club Secretary

Date: _____

I propose (name) _____ as a member of the Rotary Club of Brazosport.

By (sponsor name) _____ Sponsor's signature _____

MEMBER INFORMATION

Name (First/Middle Initial/Last/Nickname) _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell _____ Email _____

Home Fax _____ Spouse _____ Anniversary _____ Birthday _____

Has he/she ever been a member of a Rotary Club? If yes, which one? _____

WORK INFORMATION

Company Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Business Phone _____ Business Fax _____ Cell _____

Is prospect an owner, office manager, or other wise in a position requiring decision making/policy setting responsibility? Yes No

Activities of the proposed which would enhance consideration as a Rotarian. _____

REFERENCES

Name _____ Telephone _____

Name _____ Telephone _____

Name _____ Telephone _____

ROTARY INFO (*Proposer do not fill out*)

Classification _____ Classification Officer's Signature _____

Member status applying for: Active Honory Paul Harris: Paul Harris Fellow Sustaining Member

Billing Address: Business Home

Club #1975/Membership ID _____ Date Joined _____

ROTARY CLUB OF BRAZOSPORT

New Member Agreement Form

Give completed form to Club Secretary

Statement to be signed by Proposed Member after the Board has approved the Proposal.

Membership Qualification: Rotarians are adults of good character and good business or professional reputation, who hold and have held an executive position with discretionary authority in any worthy and recognized business or profession.

I hereby certify that I am qualified for Membership both by my current/former executive position and by having a place of business or residence within the club's locality.

Object of Rotary: The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First: The development of acquaintance as an opportunity for services
- Second: High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society
- Third: The application of the ideal of service in each Rotarian's personal, business and community life.
- Fourth: The advancement of International understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service.

A. I understand that 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 the Brazosport Rotary Club and the Rotary International.

B. I understand that it is expected of me to fulfill the **meeting attendance requirements** and the **participation in Rotary projects including the Shrimp Boil.**

C. Fees and Dues: Admission Fee **\$150.00** (waived for transferring or former members of Rotary Club); Monthly Dues; **\$55.00** (includes the \$6.00 paid in January and July to Rotary International for subscription to the Rotarian Magazine), Rotary Foundation; **\$100.00** per year (through sell of raffle tickets), Shrimp Boil; **\$500.00**; (through sales of car tickets, meal tickets, obtaining auction items, and securing sponsors).

D. I agree to pay an admission fee (if applicable) and monthly dues in accordance to the Brazosport Rotary Club Bylaws.

E. I hereby give permission to the Club to publish my name and classification to its membership.

F. I understand that attendance to the **Orientation** is essential so that I may obtain more information on the privileges, expectations and responsibilities of being a Rotarian.

New Member

Signature _____ Date: _____