



## HOW TO PROPOSE A NEW MEMBER

A strong membership enables our club to do good in our local community and around the world, it raises the public's awareness of Rotary and increases support for The Rotary Foundation and its programs. Building membership with diverse, motivated, quality members is a top priority throughout Rotary.

This guide will provide the step-by-step process for proposing a New Member and the supporting documentation.

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**PROSPECTIVE NEW MEMBER PROCESS**

Date Completed	Step Number	Action
	1	Club Member identifies a Prospective New Member who is of good character, good professional reputation and whose business or residence is located in the locality of the Club.
	2	Club Member invites the Prospective New Member to attend Thursday RCO Lunch Meetings. Either the Club Member or the Prospective New Member is responsible for paying the weekly Meeting Fee unless otherwise announced as part of a Membership campaign.
	3	Club Member should investigate and gauge the Prospective New Member's genuine interest in joining RCO by discussing all aspects of being a Rotarian in the RCO and by distributing and reviewing the Financial Obligations Form (see page x).
	4	Once Steps 1 – 4 are accomplished, the Club Member will become the Prospective New Member's Sponsor. The Sponsor is responsible for acquiring the necessary information from the Prospective New Member to complete the New Member Application (see page x).
	5	The Sponsor delivers the typed, completed New Member Application to the RCO's Administrative Assistant either via email or in person at a Club Meeting.
	6	The Administrative Assistant will distribute the New Member Application to the Classification Committee and the Membership Committee concurrently.
	7	The Classification Committee shall consider the eligibility of the Proposed New Member from the standpoint of classification and will determine whether the Proposed New Member will exceed the limitation of Classifications. A Classification will be assigned and will be communicated via email to the Administrative Assistant.
	8	The Membership Committee will complete due diligence on the character, business reputation and general eligibility of the Prospective New Member and will confirm all membership qualifications are met. Once the due diligence is completed, the Chairperson of the Membership Committee will communicate the findings/conclusion to the Administrative Assistant via email.
	9	The Administrative Assistant will review the New Member Application for completeness and will prepare it for inclusion in the next RCO Board package.
	10	The Sponsor will be notified via email of the date when the RCO Board will meet to review the Prospective New Member's Application. The Sponsor or their designated representative must be in attendance to speak on behalf of the Prospective New Member. If no one is in attendance to speak on behalf of the Prospective New Member, the New Member Application may be deferred to the next RCO Board Meeting.
	11	Immediately following the RCO Board Meeting, during the Executive Session, the Board Members will vote on acceptance or rejection of the Prospective New Member's Application.

Date Completed	Step Number	Action
	12	If the New Member Application is accepted, the Administrative Assistant will send an email, to Club Members only, to circulate the Prospective New Member's name and classification.
	13	If no objections are received within 10 days, the Sponsor and the Prospective New Member will be notified, a Mentor will be assigned and the Fireside Chat will be scheduled. At this point, the procedures for New Member Orientation are engaged.
	14	If objections are received within 10 days, the Administrative Assistant will send an email, to Club Members only, informing them the New Member Application will be discussed at the next RCO Board. Anyone with opinions about the Prospective New Member, either positive or negative, should attend the meeting or submit in writing their opinion(s), to the RCO President. The New Member Application will be reviewed at the next RCO Board Meeting. Rotarians in attendance will have a chance to respectfully voice their opinions. A second vote of the Board of Directors will be held immediately following the Board Meeting in Executive Session.
	15	If the second vote in Executive Session results in acceptance, then Step #13 goes into effect.
	16	If the New Member Application is rejected, the Administrative Assistant will promptly notify the Sponsor. The reason for the rejection will not be disclosed.

## **FINANCIAL OBLIGATIONS FOR THE ROTARY CLUB OF ORLANDO**

The Rotary Club of Orlando charges dues semi-annually. These fees are prorated based on the time of year you are inducted into our Club. Payment may be made via check, credit card or cash and must be paid in full prior to induction.

Our Semi-Annual Dues are \$287.50. This can be paid annually if you would like; simply contact the Administrative Assistant for more details.

In addition to dues, members are required to pay a Meeting Fee of \$17.00 when they attend our meetings. This covers the cost of lunch, as well as costs to run our weekly meetings. There is also an option to pay the Meeting Fees semi-annually. Semi-Annual Meeting Fees are \$287.50. If you plan to attend 70% of the time or more, this option will save you money. Again, the Meeting Fees can also be paid annually.

After your Fireside Chat, our Administrative Assistant will contact you with your prorated dues amount.



**MEMBERSHIP PROPOSAL FORM**

Instructions:

The Rotarian proposing the New Member must be an active member and must be a member in good-standing. The Membership Proposal Form is to be completed in its entirety by the proposer and must be typewritten. Once completed Membership Proposal Form should be submitted to the Club's Administrative Assistant.

Proposed Member's Information

First Name	
Middle Name	
Last Name	
Street Number or Post Office Box	
City	
State	
Zip Code	
Home Phone Number	
Cell Phone Number	
Email Address	
Name of Employer	
Job Title	
How long with this Employer	
Work Street Number or Post Office Box	
Work City	
Work State	
Work Zip Code	
Current Member of Another Rotary Club	
If Yes, Name of Rotary Club	
Former Rotarian (Yes/No)	

Proposer's Information

First Name	
Last Name	
Activities that enhance this candidate	
Reasons for proposing this candidate	
I have known this candidate for/since	

I confirm the information I have provided above is true and correct to the best of my knowledge.

\_\_\_\_\_  
 Signature of Proposer  
 Date

## **RE-INSTATEMENT PROTOCOL**

### **If the returning Rotarian meets the Rule of 85 criteria:**

- The returning Rotarian will be re-instated with the badge color they had when they left
- The returning Rotarian will be asked to give a Classification Talk

### **If the returning Rotarian has been away from our Club for five (5) years or less:**

- The returning Rotarian will be re-instated with the badge color they had when they left
- The returning Rotarian will be required to give a Classification Talk
- The returning Rotarian will be assigned a mentor and will be required to complete course #1 of the New Member Orientation which provides a tutorial of our website

### **If the returning Rotarian has been away from our Club for more than five (5) years:**

- The returning Rotarian will be re-instated with a Red badge
- The returning Rotarian will be assigned a mentor and will be required to complete the New Member Orientation