**Procedure to propose a new member (September 2015) - Flow Sheet**

*Membership Chair/Committee member: Tracks the process of providing basic club information to prospective member through orientation and induction.*

**Proposer of new member - responsibilities**:

**Proposer/sponsor**:

1. Invite a friend, acquaintance, colleague, or Club speaker to Club meeting as a guest, and pay for lunch, if desired.
2. If person shows interest in the Club, give Club Brochure, and other basic Club and Rotary information, or ask Membership Chair to do that
3. Submit a New member proposal form to a Board member or Membership Chair

**Board**:

1. When new member proposal form is received, poll Board members at Board meeting or by email for membership approval (or not) within 2 weeks.
2. Publish in Bulletin and/or announce at a Club meeting approved name(s) and classification (business/profession/occupation) at least once, to provide information to club members. If a Club member objects to a proposed member, the objection must be in writing to the BOD and submitted within 7 days.

(*Note: The Board represents membership of the Club. Approval and announcement of proposed members and classifications are to provide information and to encourage Rotarians to be aware of the community’s diverse occupations.)*

**Proposer/sponsor**:

1. Follow up with Board on their decision and notify proposed member of decision
2. Arrange for Rotary orientation by Membership chair/committee
3. When proposed member is ready to join, inform Membership chair to schedule Induction with President; Proposer needs to be present at the ceremony.
4. Proposer continues to mentor new member.

**Membership Chair/Committee member**:

1. Provides new member data sheet to be completed by new member on induction day then digitally sends this to Club Secretary, Treasurer, Bookkeeper, Sunshine coordinator, and Meeting Coordinator.
2. Schedules Classification talk

**Treasurer**:

1. Submits dues bill/explanation to new member

**Secretary:**

1. Records new member data in Rotary/Club data bases **and** orders name badges