

HOW TO SPONSOR A NEW ROTARIAN - MEMBERSHIP IS BY INVITATION!

Rotarians have a responsibility to contribute to their club's vitality, success and growth. A commitment to service within our club and in the local and global communities is a basic quality which potential Rotary candidates should possess. When evaluating a person to nominate for membership in our club, consider the candidate's desire to be an active volunteer and their compatibility to devote the needed time to being a Rotarian. The search for new members is a continuous one. The ultimate goal achieved by bringing a new member into the club is to fill a vacant classification with a person who will be a long term contributor toward the goals of Rotary and your club.

Steps to Membership in the Rotary Club of China Lake

- 1. Proposed Member Visits** *(candidate must come to three (3) meetings before being proposed for membership)* Please do not introduce your guest as a future member or club guest during these visits. It could be embarrassing if there are objections to the proposed candidate by other members or if the board decides not to approve their application. Do introduce the candidate clearly mentioning their company and position. Do not rush the introduction, make sure the members hear that you are introducing a prospective new members. This will give members a heads up that you are considering sponsoring this person. You will be bill for your guest's meals.
- 2. Proposal Card Received by Secretary** - you have started the membership ball rolling. The Secretary will forward the information to the Membership Chair and Classification Committee. Our club assigns a classification before sending it to the Membership Committee - other clubs have the Membership Committee assign the classification.
- 3. Proposal Reviewed by Classification Committee** - the Classification Committee reviews the proposal to make sure we have an appropriate classification available and that the classification is not filled by more than 10% of the club. The ball (the proposal) is now returned to the Secretary who refers it to the Membership Committee.
- 4. Proposal Reviewed by Membership Committee** - the Membership Committee is charged with giving the Board of Directors a recommendation for approval or rejection of the proposal. The committee determines if the candidate has met the basic requirements for membership. The committee will notify the Secretary of it's findings and it's recommendation for or against membership in the club.
- 5. Board Votes on Candidate** - the board will vote to sustain or reject the recommendation of the Membership Committee. The board may elect to overturn a recommendation (favorable or unfavorable) in addition, the board may elect to return the proposal back to the committee for further consideration and action.
- 6. Proposer/Sponsor Notified** - the secretary will notify the sponsor whether or not the proposed candidate was accepted for membership.
If approved - the sponsor will tell the candidate that they have been selected for membership

in the club and extend an invitation to join the club. This is the ideal time to mention details about what it costs to be a member, the time commitment, and other information. The sponsor will ask permission to publish their name to the membership as a club guest. (*This is the first time the candidate is specifically told they are being considered for membership.*) If rejected - the sponsor will be notified that the proposal was not approved.

7. Introduced to Members - the candidate is formally announced as a club guest. This is when the club is made aware of the candidate's formal application for membership and the 10 working day period for objections begins counting down. The club starts buying the club guest's lunch and they are encouraged to attend social events during this time (at their expense).

8. Publication in Club Bulletin - the publication of a club guest's name in the Spoke is formal notification to all members about the impending induction of a new member. Club members have ten days to notify the club secretary of any concerns. Objections are not a blanket black ball and the candidate is rejected automatically. The board of directors will carefully review any objections raised about a new member candidate.

9. If No Objection is Filed - if there are no objections from the membership during the 10 day period, the proposed candidate shall be considered approved for membership.

10. If An Objection is Filed - the board of directors shall carefully consider any objections during a regular board meeting or a special session. All information will be treated with respect to all involved and the privacy of all concerned will be protected. Following the discussion there will be a vote upon the acceptance or rejection of the candidate via simple majority rule.

11. Rotary Information Session - is scheduled after the 10 day period ends and is intended to fully inform the candidate of the financial burden, the time commitment and answer questions about our club. The session will be conducted by the club president, past president or club secretary. The participants will include the club president and membership chair, the candidate and their spouse, the sponsor and the assigned mentor. The candidate will be given a written overview of the club and their responsibilities. The membership application is given to the candidate at the end of this session.

12. Signed Application Form - the candidate agrees to join the club by signing the membership application and returning it to their sponsor or the club secretary. The secretary needs to have this form in hand before they can process the membership and create the induction packet, which includes a red badge and certificate of membership.

13. Induction - the candidate is made a member of the club by an induction ceremony. The induction officer will handle the ceremony with the assistance of the candidate's sponsor and mentor. We should place great importance on this event and encourage the spouse to attend. If we have done the job right, we should have a new member who is already a Rotarian.

14. Authorization Card and Pledge Form - the mentor's first task is to make sure the

paperwork is signed and given to the club secretary.

15. Red Badger - our new member is in a very important period of Rotary membership.....we must get them involved and active in the club. The mentor will work with the new member to complete the list of red badge tasks as quickly as possible.

16. Blue Badger - if we have all done our jobs right.....they will be an active and involved member and propose someone else for membership.