

Rotary

San Luis Obispo Daybreak



New Membership Procedure

1. A candidate is proposed after attending as a guest at two Club meetings. The New member proposal form is downloaded from <http://slodaybreak.org/> and completed by sponsor.
 - a. Proposal form is emailed to the Membership Committee chair.
 - b. The Membership Committee chair begins tracking the proposal and assigns responsibility of the candidate to a member of the Membership Committee.
 - c. The Membership Committee member assigns a classification, investigates the qualifications of the candidate and forwards the proposal and a recommendation to the Secretary and President for Board of Directors (BOD) consideration
 - d. The BOD conducts a vote on the candidate. If affirmative, the Membership Committee member is notified of the approval. If negative, a committee of 3 BOD members is appointed by the President to investigate and report back to the BOD for further consideration. The Secretary notifies the Membership Committee member of the approval.
 - e. The Membership Committee member requests the Treasurer to provide an invoice for pro-rated dues for that quarter and initiation fee.
2. The Membership committee sends out a digital packet (Daybreak Rotary Information Manual and Rotary Basics brochure) to the candidate and sets up a Rotary Information meeting with the candidate and the sponsor to:
 - a. Get to know the prospective member.
 - b. Explain what Rotary is and the benefits for the club and the new member.
 - c. Tell them about our club and what to expect at our meetings and service projects.
 - d. Talk about the financial obligations and participation.
 - e. Obtain signature on the Prospective Member Letter of Understanding
 - f. Provide the candidate with an invoice for pro-rated dues for that quarter and initiation fee.
3. Membership Committee member forwards the new member proposal form to the Club Secretary and requests that the 7-day notice be sent to the membership.
 - a. After 7 days, if no objections, the Secretary notifies the President and the sponsor to schedule the induction. If there are any objections, a committee of 3 BOD members are appointed by the President to investigate and report back to the BOD for further consideration.
 - b. President schedules the induction, explains the induction procedure to the sponsor, and notifies the Membership Committee chair of the induction date so that a new member packet (4-Way Test and Object of Rotary plaques, New Member Orientation Program checklist, committee list, 2 Rotary pins and copies of the Bylaws, Club Policies and Continuing Resolutions) and red badge to be prepared. The new member packet

and red badge are delivered to the President on or before the date of the scheduled induction.

- c. President and sponsor induct the new member at a regular Club meeting. The new member is given 2 minutes to speak about their business and family.
 - d. New member is greeted by the club with a standing ovation and a picture is taken of:
 - i. New Member
 - ii. Sponsor
 - iii. President
 - iv. Membership Chair
4. Webmaster/PR sets up new member information in Club Runner with name, phone number and email address, notifies the new member about the Club website, provides the user name and password, and notifies Rotary International.
 5. Membership committee monitors and assists in red badge checklist completion and mentors the new member as needed.