



The Rotary Club of Jaffrey – Rindge

New member proposal & induction procedures

- 1) Potential new members should be unaware they are being considered for membership. Do not approach a potential member about joining prior to the conclusion of the approval process.
- 2) To propose a new member the sponsor must fill out our membership proposal form / biographical sheet form and submit it to the Membership Chair or any board member. (The forms should be as complete as possible but don't worry about filling in all the blanks. Upon membership approval the new member will be asked to verify and provide any missing information.)
- 3) The Membership Chair on behalf of the sponsor shall propose new prospect at the next monthly Board of Directors meeting, (usually held on the third Tuesday of each month). The board will review the prospective members qualifications and present the candidate to the general membership.
- 4) Upon board approval, the applicant's name will be announced in the weekly update to the club as well as at the club's weekly meeting. At this point, the application remains confidential and the membership has 10 days to present written objections to the applicant. Assuming no objections are presented, the applicant is considered elected.
- 5) Upon approval, the sponsor will approach prospective member for the first time. At such time the Club Secretary will provide the sponsor with an information kit explaining Rotary International as a whole. Included in the kit are the projects our Club is currently involved in and an expectation of the commitment required on their part both financially and time wise. Please see the following page that details the financial commitments.
 - a) A, "what is rotary" information packet explaining Rotary International as a whole.
 - b) Minimum attendance required is 60%. We have approximately 40 regular meetings and 5 additional events annually.
- 6) Upon prospects acceptance to the Club, he or she will be asked to complete and/or correct the initial membership proposal form. / Biographical sheet form.
- 7) At the next regular meeting the sponsor will introduce the new member to the club for a warm welcome!
- 8) Club responsibilities:
 - a) Membership Chair to provide Club Secretary a copy of the membership proposal form, who in turn will submit a completed member report to Rotary International.
 - b) Membership Chair to provide Club Handbook Chair a copy of the membership proposal for addition to handbook.
 - c) Secretary to provide name and classification of new member to Sergeant at Arms who will order badge, pin and membership kit. Upon receipt of all items Sergeant at Arms to advise Club President.
 - d) Club President will contact new member and set date for formal induction ceremony to be done at the next earliest convenience. Until such time, the new member will attend all meetings and enjoy privileges and responsibilities of Rotary.
 - e) Club President shall assign new member to a committee.