



How to Propose a New Member

It's as easy as 1 • 2 • 3!



ROTARY INTERNATIONAL

Contribute to your club's membership by bringing in qualified business and professional leaders who are interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community's business and professional life.

Use the attached form to propose a new member. You'll be strengthening your club and ensuring its growth and longevity.

Do it today!

STEP 1 ENGAGE WITH YOUR COMMUNITY

Proposing new members is essential to achieving Rotary's goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members. **Consider the following approaches for finding future Rotarians:**

- Wear your Rotary pin to initiate conversations about your involvement with Rotary.
- Share stories of exciting club projects with colleagues, friends, and acquaintances.
- Distribute *Rotary Basics* (595-EN), *This Is Rotary* (001-EN), and *What's Rotary?* (419-EN). All three are available from shop.rotary.org, the *RI Catalog*, or your international office.
- Invite friends, co-workers, and colleagues to join you at your weekly Rotary meeting.
- Offer an information brochure that outlines the club's history and highlights recent service projects and social events.
- Ask potential members to become involved with a club activity or service project.
- Encourage prospective members to tour the RI Web site, view membership videos, and complete a Prospective Member Form (www.rotary.org/membershipreferral).

Visit www.rotary.org for the latest news, videos, and membership development materials.

STEP 2 COMPLETE YOUR PAPERWORK

Once a prospective member demonstrates an interest in membership:

- Complete Part A of the Membership Proposal Form, and return the form to your club secretary for submission to the club's board of directors. **Remember: Do not inform the prospective member of the proposal until AFTER the board approves it.**
- Wait for the club secretary to notify you of the board's decision, which should come within 30 days of the submission.

Note: If the club board does not approve the candidate, please talk to your club secretary or board for next steps.

After your club board approves the candidate:

- Arrange an information session for the proposed member, or have the club arrange one.
- Ask the proposed member to complete and sign Part B of the proposal form. Return the form to the club secretary.
- Publish the proposed member's name and classification to the club. The Recommended Rotary Club Bylaws allow seven days for club members to consider and file objections, if any.
- If no objections are received, the proposed member pays the admission fee and becomes a Rotarian.
- The club secretary or president immediately reports the new member to Rotary International via Member Access at www.rotary.org.

For information on membership qualifications, see the Manual of Procedure (035-EN), RI Constitution Article 5, RI Bylaws Article 4, and Standard Rotary Club Constitution Articles 7 and 8. All are available at www.rotary.org.

STEP 3
ENJOY A DIVERSE,
THRIVING ROTARY CLUB!

SHARE YOUR PASSION FOR ROTARY! REFER A MEMBER!

Complete the Membership Referral Form at www.rotary.org/membershipreferral to recommend a friend, family member, business associate, or other qualified individual for potential membership in a club other than your own.



Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org

254-EN—(709)

Membership Proposal Form

Part A (to be completed by proposer and returned to the club secretary)

I propose:

Title: _____

Full name: _____

Mailing address: _____

Telephone (including country/city or area codes)

Fax (including country/city or area codes)

Residence: _____

Business: _____

Cellular/Other: _____

Preferred e-mail address: Residence Business _____

Proposed classification: _____

If rejoining or a former Rotarian, list most recent club information:

Previous club name: _____

Dates: _____ Previous Rotary membership ID: _____
From To

Recent Rotarian (one year or less): Yes No

If an RI program participant or Foundation alumnus/a, list program(s) and date(s):

Activities that would enhance consideration as a Rotarian: _____

Proposer's Signature

Date

Part B (to be completed by proposed member *after* board approval)

I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club's locality or surrounding area.

I understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay any admission fees required by the club and to pay annual dues in accordance with the club bylaws. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

Proposed Member's Signature _____

Date _____

To be completed by a club officer

Classification: _____

If member is a former Rotarian, provide previous club and district information:

Club name: _____

District number: _____

Club ID number*: _____

Dates: _____
From To

Rotary membership ID number*: _____

*If unsure of number, contact your Club and District Support representative. Find contact information at www.rotary.org.

If an RI program participant or Foundation alumnus/a, program(s) and date(s):

Mentor assigned to assist with orientation:

Rotary magazine subscription:

The Rotarian

Rotary regional magazine: _____

Action on Proposal

Date

Received by secretary: _____

Former Rotary club contacted (if former Rotarian):

In good standing Not in good standing

Submitted to membership committee: _____

Committee decision received: _____

Approved Disapproved

Submitted to board: _____

Board decision received: _____

Approved Disapproved

Proposed to club: _____

(If any objection has been filed, the board should address the issue at its next meeting.)

Final approval by board: _____

Rotary information session held: _____

Signed form and admission fee received: _____

Admitted to membership: _____

Entered into Member Access: _____