

Rotary Club of South Portland-Cape Elizabeth

As Rotarians, one of your primary responsibilities is to help identify and propose new Members.

Proposing new members is essential to achieving Rotary's goals of providing community and international service.

The goal of this guide is to help you feel comfortable with sponsoring a new member.

By introducing the prospect as a guest, and not as a prospective member, we reduce the chance of embarrassment if it doesn't work out.

CLUB PHILOSOPHY ON OBTAINING NEW MEMBERS

Our goal is to start a long term relationship with the new member. With that goal in mind, it is not necessary to rush the familiarization period. The relationship needs to work for both the prospect and our club. Because of the necessary vetting and publishing period, the prospective member should not be told membership is merely a formality.

IDENTIFYING POTENTIAL MEMBERS

Qualified candidates for Rotary membership are adults of good character and professional reputation. They are interested in fellowship and service, and are willing to dedicate personal time to it. As a member, you have knowledge of the club. Your knowledge of the person you are trying to bring into the club may or may not be extensive. If you know them well that is great; if not, the process is an opportunity to get to know them better.

When discussing Rotary with a candidate, focus on what they will get out of membership, not just what the club has accomplished.

CLASSIFICATIONS

Each active member of a Rotary Club is classified according to the member's business or profession. The classification system is useful to the club to ensure we have diverse skills and interests. The classification describes the member's recognized business or professional activity. It is not their job title, and the membership committee can help determine this..

ATTRACTING PROSPECTIVE MEMBERS

- Invite a prospective member to a meeting as a guest. The club will pay for the prospective member's meal. Submit a reimbursement request to the Secretary.
- Introduce them as your guest and not as a potential member until the board has approved the prospective member.
- Provide them with our Rotary Club of SP-CE Brochure¹ (See footnote 1 below)
- Invite them to participate in a club social activity or service project
- Encourage them to visit the following websites:

Rotary Club of South Portland-Cape Elizabeth – spcerotary.org;

Rotary District 7780 – rotary7780.com,

Rotary International – www.rotary.org

When it is clear that the prospective member is interested in membership, and has a rudimentary understanding of the obligations, complete the online "new member proposal" form and submit it.

Reference

STEPS TO MEMBERSHIP IN THE ROTARY CLUB OF SOUTH PORTLAND-CAPE ELIZABETH

There is no application. Membership in Rotary International is an honor and is by invitation. The process in the South Portland-Cape Elizabeth Club is the same for new members, returning SPCE members, or transferring Rotarians, and entails the following

1. Finding the prospective member.
 - a. Either a member identifies a prospect or the prospect submits an inquiry.
 - b. If identified by a member, the member is the sponsor and will work with the prospect per the information below.
 - c. If via a web inquiry, the membership committee will find a sponsor.
2. Getting to know the potential member and for them to know Rotary.

This is very important as we would like new members to enjoy Rotary and for them to benefit Rotary. How this is done is up to the sponsor, but some ideas that work include:

 - a. Meet at a cafe for an informal discussion of their interests and what Rotary offers.
 - b. The prospect can be invited to a meeting or club project to see what the club is like.
 - c. The prospect may be invited to dinner prior to a meeting as well.
3. Decide if it is a good fit
If the member decides the prospect would be a good fit, the member submits a "New Member Proposal" for the prospect. This can be found on the club homepage in the members-only menu. Please suggest a good vocational classification. Consult with the membership for help if needed.
4. The membership committee completes its tasks and forwards the candidate to the board.
5. The board reviews the proposal
 - a. If not approved the sponsor is notified and the process stops.
 - b. If approved, continue
6. The prospect should attend at least one meeting or activity if they have not done so.
7. The prospect is sent to the club membership for a seven (7) day "publishing" period per the bylaws.
 - a. This is an "objection only" process, members need only respond if they object. If there are no objections, the process continues.
 - b. If there is an objection it is brought to the board and the board votes it up or down.
8. The prospect is invited to join the club. Prior to the induction the following items will be completed by the membership committee or sponsor.
 - a. The "New member Checklist"¹ is reviewed with the prospect.
 - b. The new member completes the new "Pre-induction questionnaire".¹
 - c. The new member is added to Clubrunner.
 - d. A mentor is identified
 - e. A welcome packet is assembled.
 - f. The President is notified of the induction so that time may be scheduled at the meeting.
9. At this stage the membership decision rests with the proposed member. The membership director or designate will meet with the potential member to review the "proposed member checklist". This checklist is designed to ensure the potential member understands all of the expectations and requirements of membership.
10. Upon completion of the checklist review, if they remain interested, the induction is scheduled.

¹ For the documents referenced, go to the club home page, then the "Members Menu" and select "Membership Resources". The documents are in the left column.