

Membership Proposal Instructions

Rotary Club of Idaho Falls



Thank you for proposing a New Member

Proposing new club 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.

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

Do it today!

How to Propose a New Member:

- ☐ Consider if the prospective member is a right fit for involved, enduring membership in the club.
- ☐ Complete Part A and return to the Membership Committee, President or Secretary for board approval.
- ☐ Once board has approved, member asks proposed member to complete Part B.
- ☐ Club members have 7 days to consider and file objections with the board, if any.
- ☐ If no objections are received, proposed member completes Part C, pays dues and becomes a Rotarian upon induction at a club meeting.



Rotary Club of
Idaho Falls
www.ifrotary.org

Membership Proposal Instructions



Identifying Qualified Candidates

Qualified candidates for Rotary membership are adults of good character and good business and professional reputation, who hold or have held an executive position with discretionary authority in any worthy and recognized business or profession.

Types of Membership

There are two types of Rotary club membership, active and honorary:

- **Active members** must meet the above qualifications, as well as live or work within the club's locality or surrounding area.
- **Honorary members** have distinguished themselves by meritorious service in the furtherance of Rotary ideals and are considered friends of Rotary for their permanent support of Rotary's cause.

Classifications

Each active member of a Rotary club is classified according to the member's business or profession. A classification describes either the principal and recognized activity of the firm with which an active member is connected or the member's principal and recognized business or professional activity.

For more information on qualifications, see the Manual of Procedure (035-EN); the Bylaws of Rotary International, Article 4; and the Standard Rotary Club Constitution, Articles 6 and 7.

Proposing a New Member

Once it becomes clear that the prospective member is interested 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:** Don't inform a 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.
- Visit **Membership** at www.rotary.org to check for the latest materials.

After your club board approves the candidate:

- Meet with the prospective member, explain the purpose of Rotary, overview of our club events and projects, financial obligations of club membership, and help the prospective member understand committee and service opportunities.
- Ask the proposed member to complete and sign Part B of the proposal form.
- Publish the proposed member's name and classification to the club. The Idaho Falls 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 reports the new member to Rotary International.

Membership Proposal Form



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

I propose:

Title (e.g., Mr., Ms., Mrs., Dr., Rev.): _____ Suffix (e.g., Jr., Sr., III): _____

Family name: _____

First name: _____ Middle name: _____

Current (or former) firm and position: _____

Telephone (including country/city or area codes) _____ Fax (including country/city or area codes) _____

Residence: _____

Business: _____

Cellular/Other: _____

Preferred e-mail address: ☐ Residence ☐ Business _____

Membership type (*check one*): ☐ Active ☐ Honorary

If active, proposed classification: _____

If a transferring or former Rotarian, list previous club information:

Name: _____ Name: _____

Dates: _____ Dates: _____
From To From To

Recent transfer (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 _____

Membership Proposal Form



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

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 an admission dues of **\$75*** and the quarterly dues of **\$185** in accordance with the bylaws of the club. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

* Not applicable to honorary members or transferring or former members of another club

Proposed Member's Signature _____

Date _____

To be completed by a club officer

Classification: _____

If a transferring or former Rotarian, previous club information:

Name: _____

Club ID number: _____

Dates: _____
From To

Membership ID number: _____

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

Mentor assigned to assist with orientation:

☐ Induction Materials Ordered

☐ Induction Scheduled for: _____

Action on Proposal

Date

Received by secretary: _____

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 dues received: _____

Admitted to membership: _____



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Part C (to be completed by proposed member *after* board approval and presentation to club)

Induction Information

A proposed member is eligible to be inducted into membership as soon as this completed form is submitted with a check for \$150 made out to the Rotary Club of Idaho Falls for initiation fees. Please list date(s) following eligibility that the new member* will be in attendance at a regular club meeting:

**New member's spouse is also encouraged to attend on the day of induction*

Member Information

Member's Name: _____ Spouse's Name: _____

Residential Mailing Address: _____

City, State, and Zip: _____

Preferred Name: _____ Birthday (mm/dd): _____

Committees/Rotary Projects
of Interest _____

Email: _____ Phone: _____

Company/Corporate Name: _____

Company Mailing Address: _____

City, State, Zip: _____

Miscellaneous Information

This personal background information will be used in new member profiles in the newsletter to help club members get to know you.

1. Hobby/Spare Time Activity: _____
2. Favorite Sport or Game: _____
3. Favorite Book or Movie: _____
4. Favorite Vacation or Get-Away Spot: _____
5. Favorite Snackfoods: _____
6. Anything else you would like us to know?

