

**HOW TO PROPOSE A NEW MEMBER TO THE
ROTARY CLUB OF WEBSTER GROVES**
A Step-by-Step Guide for Sponsors of Prospective Members

1. As a Sponsor, invite your Prospective Member to at least two Friday lunch meetings, and possibly to a club social event. (Lunch costs for Prospective Members attending two weekly meetings are paid for by the club.)
2. It is essential that you provide your Prospective Member with basic information about the Rotary Club of Webster Groves, including the costs and obligations of membership. (Be sure to verify this information with the Treasurer before beginning the process, so you can convey accurate information.)
3. Once your Prospective Member is ready to proceed with membership, fill out the Membership Proposal Form with your nominee. (Please include complete birthdate, with year.) Classification questions should be directed to the Membership Chair.
4. Please use the most recent form, a fillable PDF that is available on the website or from the Membership Chair. NOTE: The Membership Proposal Form now consists of only one page; it includes several fields formerly included only on the "Bio Handout" sheet.
5. Please be sure to sign and date the Membership Proposal Form as Sponsor – you may type your name - and email it to the Membership Chair, who shall forward it to all Active Members; this action is called publication.
6. At the next opportunity, the Membership Committee shall place printed copies of the Proposal Form on the lunch tables for at least one Friday meeting.
7. Active Members in good standing who object to the membership proposal must submit their objections to the Board in writing, stating reasons, within seven (7) days of publication.
8. The Membership Committee shall ensure the Proposal Form meets all classification and membership requirements of the Constitution of the Rotary Club of Webster Groves, and it shall advise the Board of its findings within seven (7) days of publication.
9. The Board shall review all submitted documents, including the recommendation of the Membership Committee and any Active Members' objections, and it shall approve or disapprove membership within fourteen (14) days of receiving these documents, immediately notifying the Membership Chair of that decision. In order to facilitate a timely approval process, voting may take place by email or Zoom.
10. The Membership Chair shall immediately notify the Sponsor and the Membership Committee of that decision.
11. Following membership approval, the Membership Committee shall conduct an Orientation session to provide the Prospective Member with Rotary membership literature outlining the purposes of Rotary and the privileges and responsibilities of membership.
12. After Orientation, the Prospective Member will be asked to sign the New Member affirmation included in each Orientation packet, formally acknowledging a decision to proceed with membership in the Rotary Club of Webster Groves.
13. The Membership Chair and the President shall promptly make arrangements with the Sponsor to induct the New Member during a Friday lunch meeting, as soon as it is convenient for all parties to be available. The New Member's family members are encouraged to attend the Induction ceremony, if at all possible.
14. The Club Webmasters shall register the New Member with Rotary International (RI) by entering all membership information into our ClubRunner roster; RI will sync the data with District 6060's DACdb roster.
15. As Sponsor, you will serve as both Mentor and Buddy for the New Member until July 1 of the next Rotary Year. You will also work with the President to discuss possible committee interests and to introduce the New Member to the appropriate committee chairs.
16. When possible, a New Member social event will be held annually; committee chairs will be available to answer questions and provide expanded information about Rotary. Sponsors and spouses are encouraged to attend these events, as well.