

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 weekly club meetings, and possibly to a club social event. (Lunch costs for Prospective Members attending two weekly meetings are paid for by the club.)
2. Provide your Prospective Member with basic information about the Rotary Club of Webster Groves and 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 and Bio Handout with your nominee. (Please include complete birthdate, with year.) NOTE: The attached "Bio Handout" sheet is merely a guide for the type of information that should be included in the Bio. Please use the most recent application, which is available on the website or from the Membership Committee. Using the fillable PDF application is preferable, but not required.
4. Please be sure to sign the Membership Proposal Form as Sponsor and submit it with the Bio to the Club Secretary. NOTE: The Prospective Member will not sign the Membership Proposal Form until after completing the Membership Committee's Orientation session, following membership approval by the Board of Directors.
5. The Club Secretary will submit the Membership Proposal Form and Bio to the Board of Directors and the Membership Committee. The Committee will ensure the Prospective Member meets all membership requirements according to the Club's Constitution and will confer with the Prospective Member in order to determine the appropriate Rotary Classification. The Committee will notify the Club Secretary and the Board of its membership recommendation within fourteen (14) days of receiving the Membership Proposal Form.
6. Concurrently, the Club Secretary shall publish the Bio Handout to all Active Members by e-mail and by placing copies on the lunch tables during one or more meetings. Active Members who object to having the Prospective Member approved for membership must submit objections to the Board in writing, stating reasons, within ten (10) days of its publication.
7. The Board will review all submitted documents, including the recommendation of the Membership Committee and any Active Members' objections, and it will approve or disapprove membership within thirty (30) days after receiving the Prospective Member's Proposal Form. The Club Secretary will immediately notify both you and the Membership Committee of that decision.
8. If membership is approved, the Membership Committee will 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. After Orientation, the Prospective Member will be asked to sign the Membership Proposal Information Form, officially acknowledging election to membership.
9. The Membership Committee and the President will make arrangements to induct the New Member as soon as is convenient for both you and the New Member to be available. The New Member's family members are encouraged to attend the induction ceremony, if at all possible.
10. The Club Secretary shall register the new member with Rotary International to obtain an RI number, and will then enter all membership information into our ClubRunner records and District 6060's DACdb records.
11. As Sponsor, you will serve as both Mentor and Buddy for the New Member through the first year of induction.
12. You will also work with the President to discuss possible committee interests and to introduce the New Member to the appropriate committee chairs.
13. When possible, a New Member social event will be held during the first year; 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.