

## **PROCEDURE FOR INTRODUCING A NEW MEMBER TO THE CLUB**

The procedure for proposing a new member to Suburban Rotary is as follows:

Rotarians are encouraged to bring Prospective Members and other guests to visit Suburban Rotary. All visitors should be introduced as guests and not as “considering membership” or a “prospective member”.

Any current member may propose an individual for membership if he/she believes the person meets the qualifications for membership. A Proposer should know (or learn) enough about the person to determine if he/she is a good fit for Rotary. A current member must fill out the first part of the application ***without the knowledge*** of the prospective member.

The completed application must be signed by the Proposer and two Endorsers (members of the club who vouch for the Prospective Member).

The Membership Committee will vote on the application and forward it to the Board for approval. The Board and Membership Committees will determine an appropriate Classification for the prospective member and determine if the prospective member meets the qualifications for membership. They will also make sure that the club is not exceeding capacity (no more than 10%- Rotary Intl. by-law) in a Classification or over-representation from any one employer.

After a prospective member has been approved, the Proposer contacts the prospective member and lets him or her know that the Board believes that he/she is qualified for membership and would make a good Rotarian. The application acknowledging the responsibilities of being a Suburban Rotarian should be completed together by the Proposer and Prospective Member. The application needs to be signed by the Prospective Member.

The Prospective Member's name will be published for one week in the Scuttlebutt thereby allowing the membership at large to protest if there is some reason a member feels he/she should not be a member (questionable business practices, etc.)

If no protest is received within 10 days of publication (in writing to the Board), the Prospective Member is considered approved. The Executive Director will create an account on the website, assign a membership number, and invoice the new member.

Dues must be paid in full for a new member to be introduced to the club. The new member will be introduced by his/her sponsor to the club at a regular Thursday meeting. The new member's family is welcome to attend.