

# **ROTARY CLUB OF MECHANICSBURG NORTH**

## **Sponsor Responsibilities and Process for Proposing a New Member**

### **Responsibilities of a Rotarian Sponsor**

Every active member of the club is encouraged to propose new members to the club. Before submitting the name of a prospective member, the active member, with the assistance of the membership chair, should meet with the prospective member and share the following:

- the “Prospective Member” informational document
- the mission of Rotary International and the Mechanicsburg North Rotary Club
- the Four Way Test
- club expectations regarding member engagement including:
  - attendance at meetings or make-up at another club or online
  - participation in club committees and fundraisers
  - participation in club service activities
  - paying dues on time
- costs associated with being a member
- privileges of being a member of Rotary including: attending meetings at other clubs worldwide; networking with community leaders; providing service to the community and world; and exposure to community organizations, etc. through weekly programs
- process to become a member including:
  - submission of name to the Board and Club for approval
  - after approval the new member will receive confirmation from the Club secretary, a mentor will be assigned and a temporary red badge will be given to the new member
    - a permanent blue badge will be presented after the following are completed
      - Met with mentor at least 2 times to discuss Rotary and the responsibilities of being a Rotarian
      - Gave Classification speech at a club meeting after approval of membership. (This typically occurs 10-14 weeks after membership approval and is coordinated in collaboration with the Club President.)
      - Attended a PM meeting if an AM member or attended an AM meeting if a PM member
      - Met with President
      - Paid in full two consecutive billing cycles by the due date

After meeting with the prospective member and ascertaining the person's interest in joining Rotary, the prospective member shall be requested to sign a membership proposal form and attach the initiation fee to permit his/her name and proposed classification to be submitted to the Board and Club for approval.

## **Sponsor Duties for New Member Application Process**

The following guidelines are to be followed when processing a new member application:

1. Before submitting the name of a prospective member, the active member, with the assistance of the membership chair, should inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership, including the attendance and financial requirements, following which the prospective member shall be requested to sign a membership proposal form (see attached) and to permit his/her name and proposed classification to be submitted to the board and published to the club.
2. A transferring or former member of another club may be proposed to active membership by the former club or by an active member of the club. According to RI rules for transferring members, a transferring member's previous club will be contacted by the club secretary to determine if the proposed member has any outstanding financial obligations. In accordance with the RI Constitution, potential members of a club who have debts to another club are ineligible for membership.
3. The board shall approve or disapprove the proposal within 30 days. If a Board meeting is not held within 30 days of the application submission, a vote can be taken electronically by the secretary.
4. The proposer and the prospective member, through the club secretary or the membership chair, will be notified of the Board's decision.
5. The prospective member will submit the \$50 initiation fee and the prospective member's name and classification will be published to the club members after receipt of the initiation fee.
6. If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, shall be considered to be elected to membership.
7. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. The filing of an objection must be done in writing, with the prospective member being given the opportunity to review the objection and respond to it in writing. If approved despite the objection, the proposed member shall be considered to be elected to membership.
8. If the Board does not approve the prospective member based on the objection(s), the initiation fee will be returned.
9. The secretary will send a "welcome" letter via email to the new member and upon receipt of the proposed new member's completed paperwork the person will be considered a member of the Club and inducted within 30 days.