



# How to Propose a New Member

It's as easy as 1 • 2 • 3!



ROTARY INTERNATIONAL®

Contribute to your club's membership by bringing in qualified business and professional leaders who are interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community's business and professional life.

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

**Do it today!**

## STEP 1 ENGAGE WITH YOUR COMMUNITY

Proposing new 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. **Consider the following approaches for finding future Rotarians:**

- Wear your Rotary pin to initiate conversations about your involvement with Rotary.
- Share stories of exciting club projects with colleagues, friends, and acquaintances.
- Distribute *Rotary Basics* (595-EN), *This Is Rotary* (001-EN), and *What's Rotary?* (419-EN). All three are available from [shop.rotary.org](http://shop.rotary.org), the *RI Catalog*, or your international office.
- Invite friends, co-workers, and colleagues to join you at your weekly Rotary meeting.
- Offer an information brochure that outlines the club's history and highlights recent service projects and social events.
- Ask potential members to become involved with a club activity or service project.
- Encourage prospective members to tour the RI Web site, view membership videos, and complete a Prospective Member Form ([www.rotary.org/membershipreferral](http://www.rotary.org/membershipreferral)).

Visit [www.rotary.org](http://www.rotary.org) for the latest news, videos, and membership development materials.

## STEP 2 COMPLETE YOUR PAPERWORK

**Once a prospective member demonstrates an interest 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: Do not inform the 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.

*Note: If the club board does not approve the candidate, please talk to your club secretary or board for next steps.*

**After your club board approves the candidate:**

- Arrange an information session for the proposed member, or have the club arrange one.
- Ask the proposed member to complete and sign Part B of the proposal form. Return the form to the club secretary.
- Publish the proposed member's name and classification to the club. The Recommended 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 immediately reports the new member to Rotary International via Member Access at [www.rotary.org](http://www.rotary.org).

*For information on membership qualifications, see the Manual of Procedure (035-EN), RI Constitution Article 5, RI Bylaws Article 4, and Standard Rotary Club Constitution Articles 7 and 8. All are available at [www.rotary.org](http://www.rotary.org).*

**Membership Proposal Form**  
**Part A (to be completed by proposer and returned to the club secretary)**

**I propose:**

Title: \_\_\_\_\_

Full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone (including country/city or area codes) \_\_\_\_\_ Fax (including country/city or area codes) \_\_\_\_\_

Residence: \_\_\_\_\_

Business: \_\_\_\_\_

Cellular/Other: \_\_\_\_\_

Preferred e-mail address: ☐ Residence ☐ Business \_\_\_\_\_

Proposed classification: \_\_\_\_\_

If rejoining or a former Rotarian, list most recent club information:

Previous club name: \_\_\_\_\_

Dates: \_\_\_\_\_ Previous Rotary membership ID: \_\_\_\_\_  
From To

Recent Rotarian (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

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

I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club's locality or surrounding area.

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 any admission fees required by the club and to pay annual dues in accordance with the club bylaws. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

Proposed Member's Signature

Date

To be completed by a club officer

Classification:

If member is a former Rotarian, provide previous club and district information:

Club name:

District number:

Club ID number\*:

Dates: From To

Rotary membership ID number\*:

\*If unsure of number, contact your Club and District Support representative. Find contact information at [www.rotary.org](http://www.rotary.org).

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

Mentor assigned to assist with orientation:

Rotary magazine subscription:

- ☐ The Rotarian
- ☐ Rotary regional magazine:

| Action on Proposal                                                                                                                            | Date |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------|
| Received by secretary:                                                                                                                        |      |
| Former Rotary club contacted (if former Rotarian):<br><input type="checkbox"/> In good standing <input type="checkbox"/> Not in good standing |      |
| Submitted to membership committee:                                                                                                            |      |
| Committee decision received:<br><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved                                        |      |
| Submitted to board:                                                                                                                           |      |
| Board decision received:<br><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved                                            |      |
| Proposed to club:<br>(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 fee received:                                                                                                       |      |
| Admitted to membership:                                                                                                                       |      |
| Entered into Member Access:                                                                                                                   |      |

**STEP 3**  
**ENJOY A DIVERSE,**  
**THRIVING ROTARY CLUB!**

# **SHARE YOUR PASSION FOR ROTARY! REFER A MEMBER!**

Complete the Membership Referral Form at [\*\*www.rotary.org/membershipreferral\*\*](http://www.rotary.org/membershipreferral) to recommend a friend, family member, business associate, or other qualified individual for potential membership in a club other than your own.



Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)

254-EN—(709)