

# Chiang Mai International Rotary Club

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## **MEMBERSHIP POLICY**

**PURPOSE:** This document is intended to provide a consolidated reference for matters relating to membership in Chiang Mai International Rotary Club (CMIRC)

**CMIRC PHILOSOPHY:** Membership acquisition and retention is perhaps our most important function. We need good people to do the good work we are here to do. We are looking for new members who are willing and able to participate. Good candidates should:

- a. Have the ability to communicate in the English language,
- b. Have a desire to help those less fortunate. (Should be a giver, not a taker).
- c. Have the ability to get along with others. (Should be someone you would want to spend time with).
- d. Have the qualities necessary to live by the Four Way Test.

CMIRC is a non-sectarian, non-political organization. We actively seek members from diverse backgrounds.

### **ATTRACTING NEW MEMBERS:**

CMIRC members are encouraged to actively engage in the process of attracting new members. If every member brings in one new member during the Rotary Year we will meet our membership goal for the year. The exact process will vary from individual to individual; however, there are several established techniques given here for your consideration:

- a. Wear something that identifies you as a Rotarian. Often people will start a conversation just because you have on a Rotary pin, hat, shirt etc.
- b. Ask people if they would like an opportunity to contribute to the community in meaningful ways.
- c. If you think someone would be interested in membership invite them to attend as your guest. Attendance at a few meetings is a great way to determine if a potential member would be a good fit in our club.
- d. When discussing membership in CMIRC:
  - 1) Use your own words.
  - 2) Be passionate.
  - 3) Be honest,
  - 4) Answer all questions in a positive manner.
  - 5) Let the other person bring up any objections.
  - 6) Discuss the code of ethics and code of conduct; emphasize their importance.

Not everyone belongs in Rotary. Remember we are an organization whose motto is "Service Above Self". Use your common sense and follow your "gut". Avoid people who:

- a. Have an agenda of self-promotion (they may want Rotary for selfish purposes).
- b. Present excuses for not joining (they really don't want to join).
- c. Are not interested. (many really good people have no interest in Rotary, that's O.K.).

When someone expresses a sincere interest in membership follow up and keep in touch with them. Normally a potential member should attend 2 or 3 meetings before the application process is formalized.

### **MEMBERSHIP APPLICATION PROCESS:**

**Transferring or Former Rotarians** (See Rotary International 2016 Manual of Procedures; an excerpt is attached to this document).

1. Proposing Member will provide Secretary with Rotarian's previous club information.  
Note: Membership can be proposed by the former club. Such a proposal will include verification that the Rotarian is leaving the former club in good standing.
2. Secretary will contact previous club to verify the Rotarian's status. One of three things will happen:
  - a. The former club will verify that the Rotarian left that club in good standing, not owing any money or property.
  - b. The former club will not respond within 30 days. This will be interpreted to mean the Rotarian left the previous club in good standing, not owing any money or property.
  - c. The former club will state that the Rotarian did not leave the club in good standing. Should this happen the Proposing member will be notified and the application process ends.

### **Vetting Process:**

1. **Proposing Member:** Present a brief description of the person to the Secretary (email is best), stating that you intend to propose this person for membership.
2. **Secretary:** Send the introduction to the membership committee for comments.
3. **Secretary:** If membership committee disagrees, send notice to proposing member with reasons. **The process ends**
4. **Membership Chair:** Normally schedule a pre-induction meeting (PIM). Attendees should include the prospective member with the membership committee. The session should be open to any current member wanting to attend.
5. **Secretary:** If the membership committee agrees, send notice to the board.
6. **Secretary:** If the board disagrees, send notice to proposing member with reasons. **The process ends**
7. **Secretary:** If the board agrees, send notice to the proposing member.

## Proposal Process:

1. **Proposing Member:** Advise prospect of your intent to propose him / her for membership.
2. **Proposing Member:** Work with prospect to fill out the membership application forms plus a brief bio. Discuss code of ethics and conduct.
3. **Proposing Member:** Advise the Secretary that the application / proposal has been completed and arrange for hand off to Secretary. Also send brief bio to Secretary in electronic format.
4. **Secretary:** Send notice of membership proposal, with brief bio to the board.
5. **Secretary:** If the board disagrees, notify proposing member with reasons. **The process ends.**
6. **Secretary:** If the board agrees, notify the membership of the intent to induct the prospective member giving them 7 days to respond with any objections.
7. **Secretary:** If there are any objections, refer the process back to the board for decision.
8. **Secretary:** If there are no objections schedule prospect for induction.
9. **Appoint mentor:** The club will maintain a roster of members who desire to mentor new members. This does not have to be the sponsor but someone who can take the time to go through the whole process.

## Induction Process:

1. **Secretary:** Verify that the proposing member or sponsor will be the mentor, if not coordinate with the membership committee on a mentor.
  2. **Secretary:** Coordinate with President, Sponsor/Mentor and New member to insure the induction is well planned.
    - a. Prepare CMIRC business cards
    - b. Make sure family is invited, if appropriate
- Treasurer:** Collect the full or pro-rated amount of dues for the initial period of membership.
3. **President:** Induct new member. Gifts typically given to new members include:
    - a. CMIRC Business Cards – from Secretary
    - b. ABC's of Rotary – from Mentor (if not sponsor)
    - c. Rotary Pin – from Sponsor
    - d. Banner – From President
    - e. Brief membership guidelines – From Mentor

**NEW MEMBER PROCESS:** The sponsor has the critical role of ensuring that the new member understands the club, is comfortable and involved. The mentor should record the new member's progress on the New Member Check List. When the list is completed, it should be given to the secretary for filing.

**MEMBER RETENTION:** Membership retention is critical. Best practices include:

- a. Making sure the NEW MEMBER PROCESS is well done through the mentor system.
- b. Giving the member opportunities to be involved.
- c. President makes it clear that the Club understands life intervenes and there can be flexibility when needed

**MEMBER TERMINATION:**

- a. **Member resigns:** Notification by either written letter or email to the secretary who notifies the board and removes member from roles.
  - 1) In cases where the member has indicated he or she will not renew membership in CMIRC, that member will be dropped from the roles 3 – 5 days prior to the end of the current billing period; this is to ensure records at Rotary International are correct on the 1<sup>st</sup> of January and 1<sup>st</sup> of July.
  - 2) If the resignation is due to re-location make sure the member understands the process of finding a Rotary Club at the new location. The board may want to propose the member to a new club.
  - 3) If the resignation is for reasons of dissatisfaction the secretary will notify the membership committee so it can be discussed at the next membership committee meeting.
  - 4) In all cases, make sure member understands that dues are nonrefundable.
  - 5) After a resignation has been accepted by the board and before the effective date of the resignation, the member is free to submit a petition to the board to be reinstated. Approval is at the discretion of the board.
  - 6) Former members may apply for membership in accordance with the procedures above.
- b. **Member Expulsion:** If a case arises where a member's behavior clearly indicates that his or her continued membership will have an adverse effect on the club the board of directors may terminate that individual's membership. There is a warning procedure laid out in Rotary guidelines that needs to be followed. Members who do not pay their dues in a timely fashion can be terminated but need several warnings.
- c. **Exit Interview:** President is to conduct an exit interview with the terminating member. Documentation as to reasons for leaving, and suggestions should be created and given to the secretary for filing.

**REFERENCES: Available in the Documents area of the club website [www.cmirotary.org](http://www.cmirotary.org)**

- 1. Rotary Code of policies**
- 2. Rotary International Manual of Procedure**
- 3. Club Membership Committee Manual**
- 4. Club Secretary's Manual**
- 5. Club Speakers Policy**
- 6. Club Bylaws**
- 7. Club Constitution**

**ATTACHMENTS: Available in the Documents area of the club website [www.cmirotary.org](http://www.cmirotary.org)**

- 1. New Member Orientation Check List**
- 2. CMIRC Dues- notice that they are not refundable will be online also**
- 3. Information Session Guidelines**
- 4. Induction Process**
- 5. Membership Best Practices**
- 6. Membership Proposal / Application**
- 7. Excerpt: 2016 Manual of Procedures from Rotary International**

## CMIRC NEW MEMBER ORIENTATION CHECKLIST

<b>Rotarian</b> <u>Action</u>	<b>Sponsor</b> <u>Done with</u>	<b>Mentor</b> <u>Date completed</u>
Assignment of Mentor	President/Secretary	_____
Payment of dues	Treasurer	_____
Induction into club	President	_____
Lunch with sponsor/mentor and Membership Chair	Mentor/ Membership chair	_____
Review of new member Brief Guidelines brochure	Mentor/ Membership Chair	_____
Orientation to club website (Sponsor/mentor will review website with Webmaster & new member in private meeting)	Webmaster	_____
Orientation to myrotary.org	Mentor/Webmaster	_____
Time with the President (4 to 6 weeks after induction)		_____
Attend a board meeting	Mentor	_____
Attend meeting at Another Club	Mentor	_____
Act as greeter	Secretary	_____
Present craft talk / self Introduction to club	President	_____
Submit Questionnaire	Service Projects Chair	_____
Project assignment	Service Projects Chair	_____
Fund raising assignment	Fundraising Chair	_____
Bring a guest to a meeting		_____
Completed within 2 - 3 months of induction <b>member / mentor</b>		_____
<b>File this with membership papers</b>	<b>Secretary</b>	_____

# CHIANG MAI INTERNATIONAL ROTARY CLUB

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## DUES POLICY ROTARY YEAR 2017 – 2018

**Dues are set at 10,000 baht per year. They may be paid in 5,000 baht increments on the 1<sup>st</sup> of July and the 1<sup>st</sup> of January.**

**Family members are afforded a 50% reduction in dues. A family of two would pay 15,000 baht per year, payable in two 7,500 baht increments on the 1<sup>st</sup> of July and the 1<sup>st</sup> of January.**

**New member dues are pro-rated depending on the month in which they are inducted**

Induct during July or January	100%	(5,000 currently)
Induct during August or February	80%	(4,000 currently)
Induct during September or March	60%	(3,000 currently)
Induct during October or April	40%	(2,000 currently with option to pay next 6 months)
Induct during November or May	20%	(1,000 currently with option to pay next 6 months)
Induct during December or June	0%	plus 100 % of next six months

**New members who are inducted during the period August through December are given an option to pay 100% of the dues for that half year period, thus rendering them eligible for inclusion in the club's Every Rotarian Every Year (EREY) contribution which is made during the 2<sup>nd</sup> half of the Rotary year on behalf of all members who have paid a full years dues.**

**Dues paid to Chiang Mai International Rotary Club are non-refundable**

# CHIANG MAI INTERNATIONAL ROTARY CLUB

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## PRE-INDUCTION MEETING GUIDELINES (PIM)

An information meeting (IM) should be scheduled with most prospective members. This is a meeting with the prospect to get to know him or her better and to allow him or her to get to know us better. The format should be casual. As of 1 February 2016 this involves inviting the prospect to meet with his proposed sponsor and representatives of the membership committee.

Depending on the individual and the situation the IM should include the prospect, the sponsor and perhaps 3 members of the membership committee.

Points to consider at this meeting are:

- a. Questions we would encourage the prospective member to ask.
  - Ask about service expectations
  - Ask about financial expectations
  - Ask about time expectations
- b. Question we should be prepared to answer **if** they are mentioned:
  - Work Permit
  - Visa / Passport Status
- c. Questions we should ask the prospective member:
  - Why do you want to join Rotary?
  - What kinds of projects would you be interested in proposing?
  - Why CMIRC as opposed to another club?
  - Are you O.K. with the time requirements as explained?
  - Will you have any challenges keeping your involvement with Rotary non-political and non-sectarian?
  - How do you see yourself fitting into CMIRC? What projects and activities pique your interest?

At the discretion of the Membership Committee Chair, this step may be by-passed in cases where the prospective member is very well known to the board and the membership, and the membership committee is satisfied that we already have true answers to the questions above, and there are no “red flags”.

# CMIRC Induction Process

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The purpose of this document is to provide a consistent and distinguished standard procedure for inducting a new member. The reason is simple; a great first impression will help with retention and recruitment.

## Before the meeting

1. Membership Chair - Once a person has been approved for membership, contact him or her and schedule an induction date. If the new member has a significant other, be sure to invite that person.
2. Membership Chair – Notify the President and the Sergeant at Arms of the induction.

Name of new Member  
Name of Sponsor  
Name of Mentor

3. Sergeant at Arms - Put the induction on the agenda just before the main program.
4. Secretary – Make sure the membership application is complete and attach it to a new member check list

## At the induction meeting:

5. **Sergeant at Arms** - Invite the new member to come forward
6. **Sponsoring Member** - Introduce the new member to the club and present him / her **business cards**
7. **Mentor** – Say a few words about the mentoring process and present the new member with a copy of the book “**The ABC’s of Rotary**”
8. **President** – Say a few words of welcome and **pin** the new member.
9. **President** – Invite all present to come forward and welcome the new member.
10. **Sergeant at Arms** – Collect everyone present for a group photograph.

# Chiang Mai International Rotary Club

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## Membership Best Practices

1. A club must understand why each potential member wants to join Rotary and what he/she wants out of Rotary membership. If the club cannot or will not provide it, that person should not be brought into the club but should be encouraged to join another club that can/will.
2. Information about Rotary and especially the expectations of members and membership should be communicated to potential members before they are proposed for membership.
  - a. Utilize an information sheet and/or brochure that talks about attendance, involvement, service, club dues, support of Foundation, and other expectations of members.
  - b. There should be interviews of prospective members to gauge their interest in Rotary and in particular why they want to join Rotary, what they expect from membership, etc., to determine if they will become productive, long term members.
3. The Club should have an active and engaged Membership Chairperson and committee that is given the support of the Club Officers and Board. The committee should deal with membership development and member retention and engagement as a unified whole, recognizing that retention is a whole club effort. The Chair and President should communicate regularly to discuss club activities and changes necessary to facilitate membership growth.
4. A meaningful induction ceremony should be conducted for each new member (or new member class). At that ceremony the importance of Rotary and involvement by each member should be communicated to the entire club as well as the new member.
5. There should be a thorough and effective new member training and orientation process for each new member. The emphasis should not be on getting the member through quickly and easily but to ensure the member fully understands Rotary, the Club and the duties of membership.
6. A meaningful mentor system should be established and a mentor assigned to each new member. The mentor should both train the new member and encourage his/her involvement (including serving as his/her advocate to club officers to ensure the member's involvement).
7. Get to know new members, their "hot buttons," why they want to join Rotary and what they hope to get out of membership. New members must be immediately involved in significant club projects or functions, consistent with their interests and capabilities.
8. Require classes of new members to come up with their own class service project of their own interest, and engage club resources to assist them in executing that project.

9. Survey all members to assess their satisfaction with the club, as well as their interests and whether the club is meeting them. If not add, delete, or change club projects, activities, and processes so that members' interests are addressed to their satisfaction. The surveys and necessary changes should be repeated frequently to measure progress.
10. Survey exiting members to find out why they are leaving.
11. Utilize RI materials, including the Club Assessment Tools (RI Publication EN-808)
12. Ensure all club officers go out of their way to get to know new members: sit with them at meetings; meet with them away from Rotary to talk, etc.
13. Make sure all club officers and board members, and the membership chair, attends the District Membership Seminar every year.
14. Consider putting variety in meeting locations and times. Don't be afraid to exchange a "regular" meeting with a monthly social event (happy hour, party, etc), or an onsite service project.
15. Will one of the Rotary pilot programs help your club? Contact the District Membership Chair to discuss implementing a satellite club, associate membership, corporate membership, or "flexible and innovative" program for your club.
16. Have fun programs!!! Don't be afraid to laugh! Make sure all members are greeted warmly and made to feel welcome.
17. Adopt liberal attendance policies. Attendance at any club activity and committee meetings should be counted. Use leaves of absence to keep members.
18. Keep a roster of former members and keep in touch with them. Send them your newsletter and invite them back periodically.
19. Service is a privilege of membership. While each project champion has autonomy care must be taken to ensure potential members are encouraged to join CMIRC, not just participate in one project or another.



## MEMBER INFORMATION FORM (Continued)

CLUB MEMBER SPONSORING \_\_\_\_\_

PRIOR MEMBER OF ROTARY? \_\_\_\_\_ IF YES AND IF KNOWN:

ROTARY ID \_\_\_\_\_ CLUB NAME \_\_\_\_\_

CLUB CITY \_\_\_\_\_ CLUB COUNTRY \_\_\_\_\_

Classification for CMIRC \_\_\_\_\_

**To be completed by proposed member after board approval for membership:**

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 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 Signature

\_\_\_\_\_  
Date

## MEMBER INFORMATION (Continued)

CHECK LIST

DATE

Received by Secretary			
Check with former club for good standing if Former Rotarian			
Submitted to Membership Committee			
Committee Decision	Yes	No	
Submitted to Board			
Board Decision	Yes	No	
Proposed to the club			
Final Board Decision			
Rotary Information Session Held			
Signed Form and Dues Received			
Admitted to Membership			
Entered into Member Access			
Member Badge Made			
Member Business Cards Ordered			

## **This is an extract from the 2016 Manual of Procedures from Rotary International.**

4.010. Types of Membership in a Club. A club may have two kinds of membership, active and honorary.

4.020. Active Membership. A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in a club.

4.030. Transferring or Former Rotarian. A member may propose to active membership a transferring member or former member of a club. The transferring or former member of a club being proposed to active membership may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of a club who have debts to another club are ineligible for membership. Any club wishing to admit a former member shall demand that the potential member provide written proof from the previous club that all debts have been paid. The admission of a transferring or former Rotarian as 21 an active member shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club. A club shall provide a statement whether debts are owed when requested by another club with respect to its current or former member being considered for membership in the other club. If such a statement is not provided within 30 days of being requested, it shall be assumed that the member does not owe any money to the club.

4.040. Dual Membership. No person shall simultaneously hold active membership in more than one club, other than in a satellite of that club. No person shall simultaneously be a member and an honorary member in the same club.

4.050. Honorary Membership.

4.050.1. Eligibility for Honorary Membership. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their support of Rotary's cause may be elected to honorary membership in more than one club. The term of such membership shall be as determined by the board of the club in which they hold membership.

4.050.2. Rights and Privileges. Honorary members shall be exempt from the payment of dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club in which they hold such membership. No honorary member of a club is entitled to any rights or privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.