Membership Proposal

Rotary and Rotaract Clubs • One form for both club types

Companion to the District-wide Procedure: Joining a Rotary or Rotaract Club (v0.6) — Section 5.

Rotary clubs and Rotaract clubs hold the same standing in Rotary International, so one form serves both. Name the club at Section 1 and tick which kind it is. Only two things then differ, and both are marked where they appear: a classification is asked for by Rotary clubs only, and a Rotaract candidate confirms they are aged 18 or over.

This form does two things. First, it records a proposal: a member of the club proposes a candidate, and says why. Second, it records what the candidate undertakes on joining. The two parts are completed by two different people, and both are needed before the board can consider the proposal.

How to complete this form

1. **Decide who completes what.**
   Part A is completed and signed by the PROPOSER — the member of the club making the proposal. A ROTARY club always begins at Part A: By-Law 3.1 requires a proposer. A ROTARACT club begins at Part A only where a member is proposing the candidate; a prospective member applying directly, which Article 7 allows, begins at Part B. Part B is completed and signed by the person being proposed, whatever the club type. Part C is for the club secretary; leave it blank.
2. **Fill it in.**
   In the fillable version, type into the boxes and tick the boxes that apply, on your device. In the printed version, complete it by hand in pen. A tick means yes; anything left blank is treated as no.
3. **Sign.**
   The proposer signs at the end of Part A, the proposed member at the end of Part B. Typing your full name in the signature field is your signature.
4. **Save the completed form.**
   In the fillable version, use Save or Save As in your PDF app so your answers are kept — they are not saved automatically.
5. **Give it to the club secretary.**
   The secretary puts the proposal to the board, which decides within 30 days.

> **Good to know**
> A proposal may be withdrawn at any time, by either the proposer or the person being proposed, and no reason need be given. Every proposal is treated as confidential.

> **If you need help**
> If you need help to understand this form, contact the club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

About this form

This form gives effect to Section 5 of the Rotary District 9815 District Procedure: Joining a Rotary or Rotaract Club, and to By-Law 3 of the club By-Laws made under Article 18 of the D9815 Club Rules. It is used by Rotary clubs and Rotaract clubs of the District alike. The Procedure is anchored by District By-Law 2: Joining a Rotary or Rotaract Club (District 9815 By-Laws V2.0).

Membership is decided by the club board. A completed form is a proposal, not an acceptance. The board considers it within 30 days; if approved, the name and proposed classification are published to the members of the club, and members have seven days to object in writing with reasons. If no objection is received, the candidate is invited to join and is elected on payment of the relevant pro-rata dues. There is no joining or admission fee. Your club will tell you how much before you are asked to pay.

In this form, a reference to Rotary District 9815 includes any successor district (for example, following a merger or boundary change), and an undertaking given here continues to apply to that successor district.

Part A — Completed and signed by the proposer

In a ROTARY club a proposal is made BY a member and a candidate does not propose themselves. An active member may propose; an honorary member may not (By-Law 3.1). In a ROTARACT club a member may propose, and an honorary member may not; Article 7 also allows a prospective member to apply directly, or another club to propose a transferring or former member — where the candidate applies directly, leave this Part blank and begin at Part B.

1. About the club

Name of the club

This club is a: (tick one)

- ☐ Rotary club
- ☐ Rotaract club

Rotary clubs and Rotaract clubs are equal in standing. A Rotaract club is a club of Rotary International in its own right — not a junior club, a feeder club, or a stepping stone — and a proposal to one is the same act, with the same seriousness, as a proposal to the other.

Kind of membership proposed

Date of proposal

DD / MM / YYYY

Kinds of membership are set by the club's By-Laws: active, or honorary (which may include associate and family sub-types). Honorary members do not vote and pay no dues. Ask the club which applies.

2. Who is being proposed, and by whom

Proposed member — given name(s)

Proposed member — family name

Given Names of **Proposer**

Family Name of **Proposer**

How long have you known the candidate, and in what capacity?

Proposed classification — ROTARY CLUBS ONLY

A classification names the candidate's business or profession, and By-Law 3.3 requires a Rotary club to publish it with the name. A Rotaract club leaves this blank: the Standard Rotaract Club Constitution has no classification, and the Rotaract Club By-Laws Template carries none.

3. Why they would strengthen the club

Their vocation and standing, their commitment to service, and anything else the board should know.

4. Proposer's declaration

I propose this candidate for membership. I know of no reason why they would not be a suitable member of this club.

- ☐ I have explained the obligations of membership — attendance, pro-rata dues on election, and annual dues.
- ☐ I have explained the membership approval process set out under About this form.
- ☐ I have explained Rotary International's programs and governance arrangements, and the public liability insurance cover available to the club, its members, and volunteers.
- ☐ I have given the candidate a copy of the Respectful Rotary Code of Conduct.
- ☐ I have told the candidate that a current WWC Clearance (or, for a registered teacher, VIT registration) is required before election (By-Law 2.5.2).

Proposer signature — type your full name

Date

DD / MM / YYYY

Now go to the next page — Part B is completed and signed by the person being proposed.

Part B — Completed and signed by the proposed member

5. Your details

Given name(s)

Family name

Preferred name

Home address — street

Home address — town

Home address — postcode

Mobile

Email

Given name(s) and family name are recorded separately so that names are entered correctly in club and Rotary International records, whichever order a person writes them in. Preferred name is the name you would like to be called and to appear on your badge.

☐ ROTARACT CLUBS ONLY — I am aged 18 years or over.

Article 5, Section 1(a) of the Standard Rotaract Club Constitution requires a Rotaract member to be aged 18 or over. Your date of birth is not asked for, so this confirmation is what records it. A candidate for a Rotary club leaves the box blank.

6. Your work or study

Are you currently: (tick one)

☐ Working ☐ Studying ☐ Both ☐ Retired ☐ Neither at present

Employer or place of study

Your role, course, or field of study

Skills, experience, or interests you could bring to the club

The club is asking what you do and what you can offer, not where your workplace is. If you are studying, or between things, say so — neither is a barrier to membership.

7. How you came to Rotary or Rotaract

Optional, and a decision on your proposal does not depend on any of it. It helps the District understand what actually brings people to Rotary and to Rotaract.

How did you first hear about Rotary or Rotaract, or about this club? (optional)

Have you taken part in any of these before? Tick all that apply.

☐ EarlyAct ☐ Interact ☐ Rotaract ☐ Rotary club member ☐ RYLA

☐ RYPEN ☐ MUNA ☐ Youth Exchange ☐ Family of a Rotary or Rotaract member

Other — please say what

8. Clubs you have belonged to

Are you currently a member of a Rotary or Rotaract club?

☐ Yes ☐ No

If yes — name of that club

☐ I am currently a member of that club and am transferring.

If you are currently a member of another club, do not resign from it until you have been elected to this one — the two secretaries will arrange the dates so that your membership history is continuous. Ticking the box above tells the club secretary that this is a transfer rather than a new proposal assessed from scratch.

Any earlier Rotary or Rotaract clubs. Years only — the year you joined and the year you left.

Club name — Years — from and to ____ / ____

Club name — Years — from and to ____ / ____

Club name — Years — from and to ____ / ____

Total years of Rotary or Rotaract membership

9. WWC Clearance

By-Law 2.5.2 of the District 9815 By-Laws requires every new member to hold a current WWC Clearance, or the equivalent registration; a registered teacher's VIT registration counts. Give the number and expiry date below. The club verifies it online before the board elects you. The volunteer WWC Check is free.

WWC Clearance card number (or VIT registration number)

Expiry date ____ / ____ (MM / YY)

If you do not yet hold a current Clearance, apply as a volunteer at the Working with Children Check Victoria website — the volunteer Check is free — and give the number to your club when it issues; the club cannot elect you until it has verified a current Clearance. The club records the number and the expiry date; it does not need, and will not hold, a photograph or scan of your card. Separately, if you work with children through the club, the Worker Screening Act 2020 (Vic) requires you to hold a Check — an obligation the law places on you. Section 7.1 of the Procedure sets out the position in full.

Date of birth, gender, and other demographic details are not collected on this form. They are collected after you are elected, for Rotary International membership records — there is no reason to hold them for a proposal that may not proceed.

10. Collection notice

Rotary District 9815 and its clubs collect this information to consider your proposal, to administer your membership if you are elected, and to meet reporting obligations to Rotary International. It is handled under the D9815 Privacy Policy at rotary9815.org.au, which sets out how to access or correct your information and how to complain.

It is held by the club to which you are proposed and by the District, and disclosed to Rotary International and My Rotary for membership records. If your proposal does not proceed, this form is destroyed; if you are elected, the club holds it for the duration of your membership and destroys it within twelve months of its ending.

On election your name, an address, and the date you became a member go on the club's register of members, which members may inspect. You may ask that anything other than your name be withheld, and the club must comply.

We do not collect the names or ages of your children on this form. Where a club runs a family or youth activity, any details needed are collected for that activity, at the time, with consent.

11. Child safety

The Rotary Code of Policies provides:

> **A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment.**

12. Your declaration

By signing below, I confirm that:

- I consent to this proposal being considered, and to the club making reasonable enquiries about me.
- I authorise my name and proposed classification to be published to the members of the club.
- I understand that members may object, that a proposal may not succeed, and that reasons are not given.
- I may withdraw this proposal at any time.
- If elected, I agree to be bound by the constitutional documents of Rotary International, by the Rules (or Constitution) and By-Laws of my club, and by the Respectful Rotary Code of Conduct of Rotary District 9815; to apply the Four-Way Test; and to exemplify the Object of Rotary.
- I agree to pay the pro-rata dues on election and the annual dues set by the club.
- I have read Section 9, and understand that I must hold a current WWC Clearance (or VIT registration) before I can be elected, and that if I work with children through the club I must hold a Check under the Worker Screening Act 2020 (Vic).
- I have not admitted to, been convicted of, or otherwise been found to have engaged in sexual abuse or harassment.
- A reference to Rotary District 9815 includes any successor district, and my undertakings continue to apply to it.
- The information I have given is true and complete to the best of my knowledge.

By typing your full name in the signature field you confirm that to be your signature.

Proposed member signature — type your full name

Date

DD / MM / YYYY

Now go to the next page — Part C is completed by the club secretary.

Part C — Office use only: club record

Completed by the club secretary. This is the club's record that the steps required by the By-Laws were followed, and the club retains it with the completed form.

Received by secretary
DD / MM / YYYY

Board considered
DD / MM / YYYY

Board decision
☐ Approved ☐ Not approved

Name published to members
DD / MM / YYYY

Objection period closes
DD / MM / YYYY

Objections received (number — enter 0 if none)

Elected to membership
DD / MM / YYYY

Pro-rata dues paid
DD / MM / YYYY

Annual dues invoiced
DD / MM / YYYY

Clearance verified online
DD / MM / YYYY

Clearance expiry recorded
MM / YY

Connected in WWC Connect (club account)
DD / MM / YYYY

Inducted
DD / MM / YYYY

Reported to Rotary International
DD / MM / YYYY

Entered on register
DD / MM / YYYY

New member ID

The club also arranges a member to assist the new member in settling in, and an initial role on a club project or committee within their first three months.

Notes (any condition, restriction, or clarification recorded by the board)

Club secretary signature — type your full name

Date
DD / MM / YYYY

Derivative authorisation

This is a derivative artefact, kept in step with its parent document.
Parent: District Procedure: Joining a Rotary or Rotaract Club
Reflects parent version: 0.6
Production-side confirmation that this derivative reflects the parent at the version shown — not a District Board approval.

Confirmed by: **Barry Rogers** Date: _____
Role: Governance and Policy Making Chair
governance@rotary9815.org.au *Any queries, contact this email address.*

End of form.