

# Rotary Club of Orange, VA

## How to Propose a New Member

1. THE PROPOSER / SPONSOR SHOULD FIRST COMPLETE "PART A" OF THE MEMBERSHIP PROPOSAL FORM AND RETURN THE FORM TO THE CLUB'S SECRETARY FOR CONSIDERATION BY THE CLUB'S BOARD OF DIRECTORS.
2. ONCE THE NAME IS APPROVED BY THE CLUB'S BOARD OF DIRECTORS, THE CLUB SECRETARY PUBLISHES THE PROPOSED NAME AND CLASSIFICATION TO THE ENTIRE CLUB MEMBERSHIP. THIS IMPORTANT STEP OF THE APPROVAL PROCESS IS COMMONLY REFERRED TO AS "PUTTING THE NAME ON THE TABLE."

ONCE THE PROPOSED NAME IS "PUT ONTO THE TABLE", ALL CLUB MEMBERS HAVE SEVEN (7) CALANDER DAYS TO FILE A WRITTEN OBJECTION WITH THE CLUB PRESIDENT AND/OR THE CLUB SECRETARY.

3. IF NO WRITTEN OBJECTIONS ARE RECEIVED BY EITHER THE CLUB PRESIDENT OR THE CLUB SECRETARY WITHIN THESE SEVEN (7) DAYS, THE PROPOSED MEMBER IS OFFICIALLY APPROVED FOR MEMBERSHIP WITH OUR ROTARY CLUB.
4. WITH NO WRITTEN OBJECTIONS RECEIVED, THE SECRETARY SHALL NOTIFY THE SPONSOR OF THE PROSPECTIVE MEMBER AND INFORM HIM/HER THAT THE PROPOSED INDIVIDUAL CAN BE OFFERED MEMBERSHIP BY THE SPONSOR/PROPOSER.
5. AT THIS POINT, IT IS A NECESSITY THAT THE PROPOSER/SPONSOR TAKES THE LEAD AND CARRY THROUGH WITH THE OPPORTUNITY TO OFFER MEMBERSHIP TO A NEWLY APPROVED MEMBER AS OUTLINED ABOVE. THE SPONSOR SHALL MEET PERSONALLY WITH THE APPROVED INDIVIDUAL AND INFORM HIM/HER OF THE CLUB'S DECISION TO OFFER THEM MEMBERSHIP INTO OUR CLUB.

IT IS THE SOLE RESPONSIBILITY OF THE PROPOSER TO FOLLOW UP WITH THE CANDIDATE, AND REVIEW ALL RESPONSIBILITIES, DUTIES, AND REQUIREMENTS THAT COME ALONG WITH ROTARY CLUB MEMBERSHIP.

6. IF THE PROPOSED MEMBER WOULD LIKE TO ACCEPT MEMBERSHIP INTO OUR CLUB, THE SPONSOR IS TO ASK THE NEW MEMBER TO COMPLETE AND SIGN "PART B" OF THE PROPOSAL FORM. ONCE THE "PART B" IS EXECUTED, IT IS TO BE RETURNED TO THE CLUB SECRETARY.
7. THE SPONSOR SHALL ARRANGE A TIME WITH THE CLUB PRESIDENT AND SECRETARY FOR THE NEW MEMBER TO BE OFFICIALLY INDUCTED INTO OUR CLUB.
8. THE CLUB SECRETARY IMMEDIATELY IS TO REPORT THE NEW MEMBER TO ROTARY INTERNATIONAL.