

Sharing Rotary

How to Propose a New Member

(Please read prior to completing proposal form on the reverse side.)

How to Propose a New Member:

Recommended procedure for proposing and electing members:

1. An active member of the club or the membership development committee submits the name of a prospective member to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club or a member of that former club. The proposal should be kept confidential except as otherwise provided in this procedure.
2. The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution, consulting with the classifications and membership committees as needed.
3. The board shall approve or disapprove the proposal within 30 days of its submission and should notify the proposer, through the club secretary, of its decision.
4. If the decision of the board is favorable, the prospective member should be informed of the purposes of Rotary and of the privileges and responsibilities of membership. The prospective member should then sign the membership proposal form and give permission for his or her name and proposed classification (if not honorary membership) to be published to the club.
5. If no written objection to the proposal is received by the board from any active member of the club within seven days following publication of information about the prospective member, the prospective member will be considered elected to membership, upon payments of the admission fee (except for transferring or former members of another club and honorary members) as prescribed in the bylaws.

If any objection has been filed with the board, it should vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (except for transferring or former members of another club and honorary members), will be considered elected to membership.

6. Following a new member's election, appropriate club leaders should arrange for the member's induction and orientation. The club secretary will issue a membership identification card, if applicable, to the member and will report the new member to RI. The Rotary information committee should provide appropriate literature for presentation at the induction and assign a member to help the new member become involved in the club.

Member Proposal Form

I propose:

Name _____

Business Address _____ Telephone _____

Fax _____ E-mail _____

Residence Address: _____ Telephone _____

Fax _____ E-mail _____

For (check one): active membership honorary membership

If a former Rotarian, list club(s) and date(s): _____

Proposed classification (if active): _____

Name of firm and executive position (former firm and executive position, if retired):

Activities that would enhance consideration as a Rotarian: _____

Date _____ Proposer's Signature _____

Statement to be Signed by Proposed Member after Board has Approved the Proposal

I hereby certify that I am qualified for membership both by my current/former executive position and by having a place of business or residence within the club's locality or surrounding area. I understand that it will be my duty, if elected, 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 an admission fee* of _____ and the annual dues of _____ in accordance with the bylaws of the club. I hereby give permission to the club to publish my name and proposed classification to its membership.

*Not applicable to transferring or former members of another club.

Date _____ Proposed Member's Signature _____

Record of Action on the Proposal:

- Card received by secretary on: _____
- Submitted to the board on: _____
- Board decision on: _____
- Proposed notified on: _____
- Rotary information session held on: _____
- Signed card and admission fee and dues received on: _____
- Publication of name to membership on: _____
- Inducted on: _____
- Classification: _____