



## MEMBERSHIP POLICY

3 February 2022

**PURPOSE:** This document is intended to provide a consolidated reference for matters relating to membership in Rotary District 5950 Rotary Club Ending Human Trafficking (RCEHT)

**RCEHT 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 a desire to help those less fortunate and to work within the club's mission to End Human Trafficking
- b. Understand that as a cause based club', participation in the activities the club undertakes to promote programs and partners is a requirement for fulfilling our mission.
- c. Be willing to interact with their fellow club members (despite our virtual nature) to both provide and receive the benefits of the network of like-minded people the club is creating.
- d. Have the ability to communicate fluently in the English Language.
- e. Have the qualities necessary to live by the Four Way Test.

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

**MEMBERSHIP COMMITTEE:** While all RCEHT Rotarians are responsible for attracting new members to our club, the Membership Committee is responsible for organizing and coordinating membership efforts. The Membership Committee will include: Membership Committee Chair, President, President-Elect, Secretary and other club members who wish to serve. RCEHT members wishing to join the committee, should contact the Membership Committee Chair.

### ATTRACTING NEW MEMBERS:

RCEHT members are encouraged to actively engage in the process of attracting new members. *However, this club is based on a cause and the cause requires engagement of*

*the members. Think first, “Is this a person who has a passion for the cause and is willing to put in some effort with the club to advance the cause”.* We are better having a fewer number of members who ‘do’, than a lot of members who are just on our rolls.

How we introduce the possibility of membership to our ‘virtual/cause based club’ is necessarily going to defer rather significantly from a traditional Rotary new member recruitment process. Each member will have their own take on how to approach a potential new member. Here are some thoughts for consideration.

- a. Listen, be observant, and identify people who are interested in the cause. These could be people who are already engaged in some activity related to ending human trafficking. It might be people you meet in other venues where the subject of ending human trafficking comes up.
- b. Where it is appropriate mention the work that you are doing with RCEHT. Try to be specific about the types of activities the club is engaged with and how that is making a difference.
- c. If your potential candidate shows interest, ask them if they would like to attend one of our meetings.
- d. Alternatively, you could ask them if they would be interested in learning more about the club. In that case, contact the Membership Committee who can set up time to meet with the candidate and you. You remaining engaged in the process is very important.
- e. Hopefully the candidate will be willing to attend some meetings to get a feel for the club and its members.
- f. We (you and the Membership Committee representative) will want to get into a honest dialog with the candidate on what the club needs from a member in terms of participation *but also what the member needs to get from the club* in order for membership to be fulfilling.
- g. You will want to discuss the Four-Way Test, code of ethics and code of conduct emphasizing their importance.
- h. We want to make sure candidates know they can attend any Rotary meeting in the world without reservation. This can be an important benefit if the member is looking for fellowship in their own community but still want to be mission focused as our club offers.
- i. In your communication
  - 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.

Not everyone belongs in Rotary. Remember we are an organization whose motto is

“Service Above Self”.

When someone expresses a sincere interest in membership follow up and keep in touch with them. Introduce them to fellow club members. Normally a potential member should attend meetings before the application process is formalized.

## **MEMBERSHIP APPLICATION PROCESS:**

**Transferring or Former Rotarians/Rotaractors** (See Rotary International 2019 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 (this will apply to former and transferring Rotarians, new Rotary applicants and transferring Rotaractors), with Board approval, adjustments can be made to this process:**

1. **Proposing member:** Present a brief description of the person to the Membership Chair (email is best), stating that you intend to propose this person for membership.
2. **Membership Chair:** Send the introduction to the Membership Committee for comments.
3. **Secretary:** If Membership Committee does not want to proceed, 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. Prospective member will be asked to sign the Child Protection Policy Declaration.
5. **Membership Chair:** If the Membership Committee agrees to recommend membership, send notice to the board.
6. **Board:** Approves or Rejects.
7. **Membership Chair:** If the Board disagrees, send notice to proposing member with reasons. **The process ends**
8. **Membership Chair:** If there are no objections notify the prospective member and his/her sponsor of the approved membership. Include in this notification the facts that:

- a. Treasurer will invoice the incoming member; Dues are payable to the RCEHT Treasurer as of the next quarter.
- b. The new member will become a full active member and be so registered with Rotary International, the Member Application Form and the RCEHT Child Protection Policy have been signed and submitted.

**Appoint Mentor:** Normally the proposing member becomes the new members sponsor and mentor. However, another member may be assigned as the mentor if circumstances warrant. The mentor must be able to work with new members ensuring they are comfortable with the club and it's resources, including the website and myrotary.org

**Secretary:** Enter the new member's information in the Club Runner / Rotary International System and notify the new member and sponsor / mentor.

**INDUCTION PROCESS:** New Member will be welcomed at next regular meeting

**NEW MEMBER ORIENTATION PROCESS:** The sponsor and mentor have 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 orientation 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 that new members will need time to develop interests and service roles in the club, 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 RCEHT, 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.

### ***Organizational membership POLICY & PROCEDURE***

Approved: Sept. 2, 2021

**Introduction:** An organizational membership allows Rotary clubs to involve an organization — or any business, nonprofit, or government entity — in Rotary by offering an alternative membership package to some of its employees. Having organizational members increases the club's membership while expanding its network and visibility in the community.

It is important to note that organizations cannot be a club member — only people can be members of a Rotary club. The club offers organizational membership to individuals based on their employment at an organization or other entity. If individuals leave that organization they can retain active membership in the club by switching over to full dues paying members.

#### **ORGANIZATIONAL DUES**

1. The organization pays or subsidizes the dues for the primary and all subsequent club members from their organization.
  2. Since the primary and subsequent members are charged RI and District dues they are reported as active members and listed on the club's membership roster in Rotary's database. As active members they can vote and hold office.
  3. The primary member will be charged the club's full dues amount. Subsequent members will be charged for RI dues + District dues + background check + a portion of their Paul Harris donation.
- a. As an example, for the 2021 fiscal year the primary member is charged \$400 annually with each subsequent member being charged **\$250 per year.**

#### **PROCEDURE**

Organizational membership must be approved by the board. There needs to be a business case to grant organizational membership. It is important to note that any organization can pay for their member's dues, but this does NOT automatically make them an organizational member. Examples of appropriate business cases include:

1. Organizations that are doing pro-bono work for the club.
2. Organizations that are substantial donors to The Rotary Club to End Human

Trafficking Foundation.

3. Organizations our club's board has identified as important to target because of strategic benefit. This could include government agencies, partner organizations, or exemplary anti-human trafficking groups.
4. Employees within an organization our club's board has identified as important to target because of strategic benefit. This could include human trafficking survivors.
5. Employees within an organization that due to their geographic location can not support the club's full dues amount.