

Rotary Club Ending Human Trafficking

MEMBERSHIP POLICY

21 January 2021

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 the ability to communicate fluently in the English language,
- b. Have a desire to help those less fortunate and to work within the club's mission to End Human Trafficking.
- c. 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 CMIRC, 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. The process will vary from individual to individual; however, there are several established techniques given here for 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 help end human trafficking.
- c. If you think someone would be interested in membership invite them to attend one of our club meetings or social events 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 RCEHT:
 - 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 Four-Way Test, 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".

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 or Executive 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 1st of January and 1st 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.