



New Member Proposal Procedures

THE IMPORTANCE OF THE RIGHT FIT

While Rotary encourages its members to promote the organization and actively bring new people into it, it is important that potential new members be informed about the expectations of being a Rotarian and that they become active and engaged members of their Rotary club.

WHO IS A POTENTIAL ROTARIAN?

A candidate for Rotary membership is an adult of good character and reputation. Traditionally members hold or have held an executive position with discretionary authority in a business or profession. They should preferably live or work within the local area and be willing and able to attend most meetings. Lastly, they must have time and resources which they wish to give back to their local and world community through Rotary.

SIMPLIFIED PROCEDURE FOR PROPOSING A NEW MEMBER

Potential members are sponsored by an existing club member. The membership request is processed through the club according to procedures outlined by Rotary International and/or established in the club's bylaws.

To minimize any possible embarrassment in case a potential member should decide during the process not to join the club, or the club decide not to invite the person to join, no one should ever be introduced or spoken of as a "potential new member" or someone who "wants to join our club". They should always be referred to as a guest.

The application should be reviewed by the membership committee, then the club board. The application is then announced to the club members, who are given an opportunity to raise objections if they feel they have relevant information.



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DETAILED MEMBERSHIP APPLICATION PROCESS

The following is an outline of the process that should be used to turn an interested party into a new member of your Rotary club.

When a member becomes aware of a candidate who they think would be a good fit for our club, the sponsor should first invite that person to a meeting as a guest. The member should also share information with the candidate about Rotary and about the club.

If the candidate seems interested in joining Rotary, the sponsor should bring the person as a guest to at least three meetings. If the date or time of your club meeting does not fit for the potential member, the member should bring the person as a guest to other clubs.

If the sponsor determines that the candidate meets all of the qualifications for membership and wishes to recommend them for membership, the sponsor (not the candidate) completes part "A" of the Membership Proposal Form and turns it in to the club Membership Chair.

The Membership Chair then gives the completed form to the Membership Committee for consideration to "thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership".

The Membership Committee should have someone meet with the candidate for an informational meeting (see section below).

The Membership Committee Chair will report the committee's recommendation, for or against inviting the candidate to become a member of the club, to the club president for consideration at the next Board of Directors meeting. If the decision is made not to accept the candidate into the club, the club president will immediately notify the sponsor of the Board's decision and its reasons. If the decision is made to accept the candidate into the club, the club president will then announce the name of the candidate to the club membership at a regular meeting and by emailing all members, informing club members that the person is being considered for membership.



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If any member knows of any good reason why the candidate should not be invited to become a member of the club, they should immediately notify the club president of their concerns. If a concern is reported, the Board shall reconsider the proposal in light of the objection as soon as possible and decide whether or not to invite the candidate to be a member.

Membership can be challenged by any member of the club for reasons of character or motive, but not because of classification. Rotary guidelines recommend no more than 10% of the club's membership be held by any one classification. Other than that, members may not prohibit membership into the club because of a candidate's proposed classification.

If the decision is made not to invite the candidate into the club, the sponsor should be informed as soon as possible, and it shall be the sponsor's responsibility to inform the candidate.

If the decision is made to invite the candidate into the club the Membership Committee will put together all of the necessary materials for a complete new member kit for the candidate, and notify the club president that the candidate is ready for induction.

The president will schedule the induction to occur as soon as possible at a regular club meeting, and the candidate will be asked to attend that meeting prepared to be inducted into the club.

THE INDUCTION CEREMONY

The installation of the new member usually takes place at a regular club meeting but can be done during a special event. The ceremony should be treated as a special ceremony. Family and friends of the new member should be invited to attend.

The new member should be presented with a new member package - to include such things as a framed copy of the Four Way Test, a Rotary pin, a Four Way Test coin and other items.

Existing members should be encouraged to greet and get to know the new member.



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INFORMATIONAL MEETING

Before a candidate shall be considered for membership, one or more members of the club should meet with that person to provide useful information to help the candidate decide whether that person is interested in joining and understands the expectations, including the time and financial commitments involved, as well as to answer questions regarding membership in Rotary.

What is Rotary?

- International service organization
- Founded in 1905 by Chicago attorney Paul P. Harris
- Now, 1.2 million Rotarians, over 34,000 Clubs, in over 200 countries around the world
- More Rotary History at <https://www.rotary.org/en/about-rotary>

The 4-Way Test (Rotary's Ethical Guideline)

1. Is it the truth?
2. Is it Fair to all concerned?
3. Will it build good will and better friendships?
4. Will it be beneficial to all concerned?

Object of Rotary

Rotary is a organization of business and professional persons united worldwide that

- Provides local and international humanitarian service
- Encourages high ethical standards in all vocations
- Helps build goodwill and peace in the world.

The Six Avenues of Service

- | | |
|----------------------|------------------|
| 1. Club | 2. Membership |
| 3. Community | 4. International |
| 5. Rotary Foundation | 6. Youth |

About Our Rotary Club

- History
- Members
- Meeting date and time
- Community and international activities



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Club Culture - "Our Rotary Family"

The following member characteristics are vital to our club:

Leadership - A proposed member is a leader or potential leader in business and/or the community.

Commitment - A proposed member is expected to be willing and able to attend weekly club meetings.

Involvement - A proposed member is expected to be willing and able to become actively involved in a club committee and to help that group set and achieve its goals.

Generosity - A proposed member is expected to be willing and able to personally contribute to the Rotary Foundation of at least \$100 per year.

Fun - A proposed member must be willing and able to have fun!

Financial Commitments

- Initiation Fee (if applicable)
- Annual Dues
- Weekly meal costs and occasional "Happy Bucks"
- Annual Contribution to Rotary Foundation of at least \$100
- Attendance at club and District events, including fundraisers

Time Commitment

- Weekly meetings or make-ups
- Committee meetings and events (Many of these can be used as makeup meetings)
- Participation in club fundraising events and other activities.
- District sessions such as Rotary Leadership Institute, District Training Assembly, District Conference (Optional - All members encouraged to attend).
- International Convention (Optional – Held in a different country each year).

Discussion

- Why each of us in this information meeting joined Rotary
- Tell us about yourself, your business, your interests
- Why do you want to join Rotary?



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MENTORING

Selecting Mentors

Mentoring is an effective way to promote a new member's involvement in our club. The person chosen as a mentor is to be an ongoing Rotary resource and source of support for the new member.

The following are the considerations in choosing a mentor:

- high level of knowledge and interest about the club and Rotary
- willing and able to devote the time and energy necessary to help the new member fully participate in the club
- common interest with the new member (hobbies, interests, profession)

Mentor's Responsibilities

Mentors are chosen before a new member is inducted and should attend the induction, be a part of the ceremony, and publicly state their dedication to the new member's success in the club.

Mentors should be actively engaged with a new member. If the club has a "New Member Checklist" and/or a New Member ribbon/badge, then the mentor should assist the member in completing those items.

The following are also important mentoring responsibilities..

- Monitor the new member's comfort level and involvement in the club through periodic personal meetings.
- Accompany the new member to club meetings on occasion.
- Introduce the new member to every club member.
- Explain the various club committees and suggest a committee assignment that is compatible with the new member's interests, if possible.
- Inform the new member about special meetings and Rotary social events held throughout the year. Attend as many of these events as possible, and act as an informal host to the new member and the member's family, introducing them to other club members and making them feel at home.

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- Ensure that the new member understands all club rules, including the attendance requirement and options.
- Monitor the new member's attendance. Suggest make-up alternatives, when necessary, and accompany new members to meeting make-ups, if possible.
- Be readily available to answer questions and provide advice or guidance if asked.

Family Involvement

Because participating in Rotary activities often conflicts with family time, mentors should encourage new members to inform their family members about Rotary and help them to understand the responsibilities and benefits of membership.

Mentors should inform new members of appropriate ways in which their families can become involved in our club's activities such as the following:

- Invite family members to attend a Rotary club meeting.
- Invite family to participate in various club service projects and social activities.
- Encourage the spouse/partner (and children, when permitted and appropriate) to attend the District Conference and the Rotary International Convention.
- Encourage their children who meet the age requirement to join an Interact club (ages 14-18) or Rotaract club (ages 18-30).
- Encourage the spouse/partner to consider joining Rotary also.

Mentoring Resources

Present the following items to new members, and review the materials with them:

- Welcome to Rotary Brochure
- Club Information for New Members
- New member Inventory of Interests Form
- New Member/Mentor Information Form
- New Member Checklist Form

Note: Both the mentor and new member should keep a copy of the completed forms.