

ENTERING CORPORATE MEMBERSHIPS

Hello Club Secretaries,

I recently shared a document with you regarding the **Corporate Membership Program**. Some of you have had questions regarding the adding of corporate members to your Club Roster on your Club, District and Rotary International Websites. I have corresponded both with ClubRunner and Rotary International regarding these items. I have some answers for you, and I'm sure there will be more questions and answers to come. So let's begin.

When adding new members for any membership situation such as Corporate Membership, members must be added as **INDIVIDUAL** people, as an **ACTIVE** member. For Corporate Membership, the Club can include the corporation as its member at the local level, but if the club wants any of the employees of that corporation to be considered members of Rotary, they must be added individually.

Along those lines, if a member is added who is an employee of a corporation, if they are added as an Active Member, the club is responsible for collecting RI and District dues from that member, and that member has full membership rights in terms of voting, serving as a club officer, receiving the magazine, etc. Always remember that ***Rotary has only 2 types of membership - Active and Honorary.***

So, let's say that ABC Company wants to join your club, and through your club's membership policy, this company's membership is approved. ***You should enter the main person from ABC Company that will most likely be attending meetings as the new Active Member.*** You can add up to 3 other designees from ABC Company who can attend meetings on behalf of the company, and you'll have to keep track of who they are for attendance reporting purposes. Also, these designees can and will probably change over time, so you will need to keep your records up to date on that.

If ABC Company wants to have more than 1 person as an Active Member, that is fine, if that is what your Club wishes to allow. Your Club has total flexibility here and can determine whether you will accept more than 1 person as an Active Member, just remembering that you must collect dues from every Active Member and these members will then have all the rights and privileges of belonging to a Rotary club. (Since Rotary International and District 5580 will invoice your club for dues on every Active Member, your club needs to collect these dues from your members.) For attendance reporting purposes, each of these Active Members would be counted present or absent, if they (or their designee) is present or absent.

For those of you using ClubRunner, you will enter your new Corporate Member the same way (entering the name of the person most likely to be attending meetings as shown above), and select **ACTIVE** as the Member Type. If your club has fully integrated your ClubRunner website with Rotary International's Website, you will only enter the member once and Rotary International will pick it up automatically. (Always double check in a day or two to make sure this has happened.) You can place your other company designees in the **OTHER USERS** list. That way, you can easily add them to your inter-club mailings. I understand that

ClubRunner will be adding a new Member Type soon, entitled "Corporate Active," and once that happens, you'll be able to go in and simply change the Member Type from Active to Corporate Active.

If you have other specific questions relating to the addition of Corporate Members, please feel free to contact me and I'll help you. I know this is an area that will continue to evolve, and there are more questions out there, but the main thing is that clubs have the ultimate flexibility and authority to decide how this works best for them. There will be some resources added to the Rotary International and District Website soon that will help guide clubs through this process, and I'll let you know as soon as that happens.

I hope that this information is helpful.

Regards,

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