

## Proposing a New Member

Following is a list of actions to be taken in order to propose and prepare an individual to become a member of the Rotary Club of Woodland Sunrise. This list is intended to give guidance to members and committees and to define the responsibilities of each person and committee in the process. This process should be complete in less than 90 days.

It is the responsibility of the Classification Committee to make all members aware of key open classifications and to encourage members to try to find qualified people to fill those classifications.

### Step 1 - Club member:

Talks with Classification Committee about the individual he/she plans to propose for membership and the classification he/she will hold.

Talks with proposed member about the Club and describes opportunities and responsibilities of membership (from this date, the process should last no more than 90 days)

Asks if the individual would like to come to a meeting and see what it is like. The member is encouraged to bring the prospect to only one or two meetings before turning in a membership application. The member should also try not to bring the prospect to more than one or two meetings between the time of application and membership as repeated attendance can cause the prospect to question the length of time, sincerity of the club in its desire to ask the individual to join, etc. It is the responsibility of the member to meet the prospective member at the door and act as his/her host (i.e., pay for the meal and sit with the prospect) each time he/she is invited.

### Step 2 - If the individual shows interest:

Club member fills out Member Information Form and turns it in to the Membership/Classification Committee Chair.

### Step 3 - Membership/Classification Committee (within 4 weeks of receipt of membership proposal):

Assigns a member to determine the correct classification for the proposed member .

Assigns a member to do an investigation into the individual's suitability for membership, verify that the individual meets the qualifications for membership in the club in that classification and check with all members in related classifications for approval.

Makes recommendation to the Board either that the member be accepted or rejected.

Step 4 - Board of Directors meets to formally approve or disapprove the application.

\*Step 5 - If the Board recommends in favor of membership, the Indoctrination Committee assigns one or two members to meet with the prospective member and his/her sponsor to accomplish the following:

Give the new member information about the Rotary Club of Woodland Sunrise, and, about Rotary International.

Inform the member of the rights and responsibilities of Club membership.

Describe both the financial obligation and the participation requirements.

Ask if the individual is ready to join the club and ask that he/she carefully read the Commitment and Release Form. State that if he/she is ready to sign now, we can complete the process or if he/she wants to give it some more thought, he/she has 1 week to get the signed form back.

Inform the individual of the time required prior to full acceptance and introduction to the members. The prospective member must be fully aware that membership is subject to a number of final checks, including ensuring that the classification assigned to the individual is available and that the proposal meets with the approval of the membership. It is important that we work as a team and for that reason, we let current members comment on any proposed new member. Since we do not want to embarrass anyone, if for some reason, the membership is denied, we will state that the proposed member decided he/she could not commit at this time to the requirements of membership.

It is the responsibility of the proposing member to see that the prospective member has a copy of the Rookie Rotarian Checklist and Cost of membership handouts as well as formal Rotary handouts available for new members. It is also the responsibility of the proposing member to follow the new member's progress in fulfilling the requirements of a Rookie Rotarian.

Step 6 - The name of the Individual who has been approved for membership must be posted in two consecutive week's issues of the Wake-Up Call. Posting should be done per the attached guidelines.

Step 7 - Introduce the member to the Club and make first committee assignments.

Step 8 - New Rotarian is a member of the Rookie Rotarian's Committee for his/her first full year in the Club. After one year - and - after fulfilling all the requirements on the Rookie Rotarian Checklist, has "rookie" status removed and is congratulated (fined) for becoming a full and competent member of the club.

\* Prior to this point, the process is quiet. Only the Membership/Classification Committee and the proposer are aware of the intent to propose a new member.