

Guidelines for Proposing a New Member

If you propose a new member for Rotary, you are the sponsor. These are guidelines to help you in the process.

Identify qualified candidates

Adults of good character and good business and professional reputation, who hold or have held an executive position with discretionary authority in any worthy and recognized business or profession.

Type of membership: Active members and Honorary Members

Classifications: each active member of a Rotary club is classified according to the member's business or profession.

Proposing a new member

Give the prospective new member information about Rotary, the benefits and responsibilities. Invite them to visit the RI website, www.rotary.org and visit our club website, www.capitalrotary.com.

Invite them to attend a meeting on Wednesday at 7:30 a.m. They can attend as our guest for as many two meetings. Introduce them to the club.

Check with any current member of the club that has a similar classification to see if there is any objective or conflict. This can prevent any misunderstanding and embarrassment down the road.

A tradition in our club is 100% Paul Harris Benefactors. Explain to your proposed new member that after they have been an active member for one year, they will be asked to become a Paul Harris Benefactor. This means at their death \$1,000 from their estate will be given to Rotary International Foundation.

Complete the new membership application that is found on our website www.capitalrotary.org. Click on the link at the bottom "Forms for Members" which will take you to a page where you will find "Submit proposed member info." [It's important to fill this out completely and accurately. The secretary uses this info to enter the new member's information with Rotary International and our District website.]

When you click "submit" the completed form will be electronically delivered to the President Elect. He or she will forward the proposal to the board for approval.

After the board approves the candidate:

The proposing member meets with the prospective member to make sure he or she understands the expectations, benefits, programs, and purpose of Rotary.

The president announces the proposed members' name and classification to the club in two consecutive meetings. This gives the club members time to consider and file any objections, if any.

The proposing member asks the prospective new member not to attend these two meetings when he or she is being proposed.

If no objections are received, the proposed member pays the admission fee and becomes a Rotarian. The president informs the treasurer to send an invoice to the proposed member.

The proposing member informs the proposed member of their acceptance. As soon as possible the new member is inducted into Columbia Capital Rotary and welcomed into the club.

The secretary reports the new member to Rotary International and updates our club website and internal records. Currently an excel spread sheet containing member information is maintained by the secretary.

The president elect uses The New Member Checklist to shepard the new member proposal from the time the new member is proposed to his/her induction into the club.