



Process for Becoming a Member of the Rotary Club of Duvall

Step 1: Potential members are invited by a club member or self-select to attend a minimum of three meetings to see what the club is about and if it is a good fit.

Step 2: The potential member will identify a club sponsor who will support them in completing the application process.

Step 3: The sponsor will work with the potential member to submit an **Application for Membership** and the potential member will submit the \$50 admission fee.

Step 4: The Board of Directors will review the application and determine whether or not to present the potential member to the full club as a potential member. If the board votes to present the potential member to the full club, an email will be sent to the club seeking input about the potential member.

Step 5: Once the full club has had a minimum of three days to respond, the Board of Directors will review any input and vote on whether or not to extend an invitation to join the club.

Step 6: Once approved for membership, the approved candidate is announced to the membership (and must be present) at three Rotary Club meetings.

Step 7: The Membership Chair schedules the induction ceremony and secures the folder, certificate, and pin that will be given to the new member.

Step 8: The Membership Chair will distribute the approved application to the Secretary and to the Treasurer, so that the member-to-be may be added into our records and accounting system. Treasurer is responsible for communicating the new member join date, contact information, etc. to the book keepers for proper invoicing. Secretary is responsible for updating DacDB with the new member information from the application form, including contact information, join date, etc. and informing the Treasurer about the new official membership data.