**STEPS IN THE WILLIAMSTON ROTARY MEMBERSHIP APPLICATION PROCESS**

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| **DATE OF OCCURRENCE** | **INITIATOR/RESPONDER** | **ACTION STEP** |
| **Contact** |  | **1. Interest in potential Rotary membership or active recruitment leads to contact with a club member or the club website.** |
| **Club Info** |  | **2. If the contact is via a club member, the club member should provide information on Rotary and extend an invitation to attend a club meeting. Alternatively the potential applicant may explore Rotary membership via the club website.** |
| **Membership packet** |  | **3. The potential candidate for membership receives/obtains a Membership Information Packet from his/her member contact or online.**  |
| **App Receipt** |  | **4. A. The applicant completes the Membership Application form and submits it to the Board President or the Chair of the Membership Committee. The application should be date-stamped upon receipt, as receipt triggers the 30 day clock for responding.** |
| **PM/sponsor** |  | **4. B. The initial member contact or the Chair of the Membership Committee will serve as the “member of the club proposing a candidate for club membership” also known as “proposing member” or the applicant’s “sponsor”** |
| **Forward** |  | **4. C. If the Membership Application is received by the Membership Committee, the Committee Chair will promptly forward the application to the Board.**  |
| **Input** |  | **5. The Board notifies the club members of the proposed new member, with a timeline for feedback should any member desire to do so.** |
| **30 day** |  | **6. The Board approves or rejects the candidate’s membership within 30 days of its receipt of the application, and notifies the proposing member/sponsor in writing of its decision.** |
| **Invite** |  | **7. If the Board approves the candidate’s membership, the Board extends a written invitation to the prospective member to join the club.**  |
| **Dues** |  | **8. If the candidate accepts the Board’s invitation to join the club, the Treasurer will submit a dues invoice to the new member**  |
| **induction** |  | **9. The President will make arrangements for the new member’s induction, membership card, and new member Rotary literature.**  |
| **Mentor** |  | **10. The President will assign a mentor to assist with the new member’s connection and participation with the club.** |
| **Committee** |  | **11. Committee assignments will be selected.** |