

MARION ROTARY CLUB

GUEST MEALS, NEW MEMBER PROPOSAL PROCEDURE, AND BILLING GUIDELINES

(Approved by Board of Directors on October 15, 2018)

If a club member invites a guest to a club meeting, the member must sign-in the guest on the guest sheet and indicate **the member will be responsible for the cost of the guest's meal. If no indication is made on the guest sheet, it will be presumed the member will pay for the guest's meal.**

If a guest to a regular Rotary Club meeting is a prospective member, **the Club will pay for up to three (3) complimentary guest meals if the sponsoring member indicates on the weekly guest sheet that the guest is a prospective member; otherwise, the sponsoring member will be charged for the meal. After three complimentary meals, additional meals must be paid by the sponsoring member.**

Membership Proposal Forms can be found on the club's website or obtained from the Club Secretary. The proposed member completes the form and both the proposed member and sponsoring member sign the form. The form is then submitted to the Club Secretary, who will forward it to the Chair of the Membership Committee.

The Membership Committee Chair will submit the proposal to the Membership Committee for approval. After the Membership Committee approves the proposal, the Membership Committee Chair will forward that information to the Club Secretary and Club President. The Club President will then call for a special board meeting to immediately follow the next regular club meeting for the purpose of considering the proposal (unless a regularly scheduled board meeting will occur before the club meeting, in which case the board will act at the regular meeting).

If the board approves the proposal, the Club Secretary immediately publishes the proposed membership to the entire club membership to inquire of any objections to the proposed member. Any objections must be made within ten (10) days. If there are no objections, then the proposed member automatically becomes a full member of the club on the eleventh day. **At this point, the new member will be charged for meals.** The new member will then be inducted at the next regular club meeting, or at such other regular club meeting as is convenient for the sponsoring member and the new member.

Further details on the proposal of new members can be found in the Club's By-Laws, which take precedence over anything to the contrary in these guidelines.