



# How to Propose a new member

## Important Reminder

Before you submit your proposal, have you...

- Provided the prospective member with information about membership benefits and responsibilities?
- Encouraged the prospective member to tour the RI Web site, [www.rotary.org](http://www.rotary.org)?
- Presented your club's projects and programs to the prospective member?
- Completed and signed Part A of the Membership Proposal Form?**

Rotary International  
One Rotary Center  
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USA [www.rotary.org](http://www.rotary.org)

Proposing new members is essential to achieving Rotary's goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members.

Contribute to your club's membership by bringing in qualified business and professional leaders who are interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community's business and professional life.

Use the form inside to propose a new member. You'll be strengthening your club and ensuring its growth and longevity.

## Do it today!

### Attracting Prospective Members

Consider these approaches for attracting prospective members:

- Hand out Rotary Basics (595-EN), This Is Rotary (OOI-EN), and What's Rotary? (419-EN). All three are available from either [www.rotary.org](http://www.rotary.org), the RI Catalog, or your international office.
- Encourage prospective members to tour the RI Web site, [www.rotary.org](http://www.rotary.org).
- Or our club website, [www.oberlinrotary.org](http://www.oberlinrotary.org)
- Create a pamphlet that outlines the club's history and highlights recent service projects and social events.

- Invite prospective members to a club activity or a service project.

## Identifying Qualified Candidates

Qualified candidates for Rotary membership are 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.

### Types of Membership

There are two types of Rotary club membership, active and honorary:

- **Active members** must meet the above qualifications, as well as live or work within the club's locality or surrounding area.
- **Honorary members** have distinguished themselves by meritorious service in the furtherance of Rotary ideals and are considered friends of Rotary for their permanent support of Rotary's cause.
- **Friend of Rotary:** Allows a person to share our ideals and objectives without the responsibility or commitment required from a full member. In our club a Friend of Rotary will be on the email list and is encouraged to participate in club meetings and events

For more information on qualifications, see the Manual of Procedure (035-EN); the Bylaws of Rotary

International, Article 4; and the Standard Rotary Club Constitution, Articles 6 and 7.

## Proposing a New Member

Once it becomes clear that the prospective member is interested in membership:

- Complete Part A of the Membership Proposal Form and return the form to club secretary for submission to the club's board of directors. Remember: Don't inform a prospective member of the proposal until after the board approves it.
- Wait for the club secretary to notify you of the board's decision, which should come within 30 days of the submission.

**After your club board approves the candidate:** Have the club or proposer arrange an information session for the proposed member.

### # Ask the proposed member to complete and sign Part B of the proposal form.

- The Recommended Rotary Club Bylaws allow seven days for club members to consider and file objections, if any.
- If no objections are received, the proposed member is welcomed to the club and becomes a Rotarian.
- The club secretary or president reports the new member to Rotary International.

*To be completed by a club officer*

Membership type (check one):

Active: \_\_\_\_\_ Honorary: \_\_\_\_\_ OR  
Friend of Rotary: \_\_\_\_\_

Action on Proposal: Dates

Received by secretary: \_\_\_\_\_

Submitted to board: \_\_\_\_\_

Board decision received:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Proposed to club:

(If any objection has been filed, the board should address  
the issue at its next meeting.)

Rotary information session held: \_\_\_\_\_

Admitted to membership: \_\_\_\_\_

# Membership Proposal Form Part A

(To be completed by proposer and returned to the club secretary)

I propose:

Title (e.g., Mr., Ms., Mrs., Dr., Rev.): \_\_\_\_\_ Suffix (e.g., Jr., Sr., III): \_\_\_\_\_

Full Name: First: \_\_\_\_\_ Last: \_\_\_\_\_

Current firm and position: \_\_\_\_\_

Telephone (including area codes): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address:

Home: \_\_\_\_\_

Business \_\_\_\_\_

Preferred e-mail address:

Residence: \_\_\_\_\_ OR Business: \_\_\_\_\_

If a transferring or former Rotarian, list previous club information:

Name: \_\_\_\_\_ Dates: \_\_\_\_\_

Recent transfer (one year or less): Yes \_\_\_ or No \_\_\_

Activities that would enhance consideration as a Rotarian:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rotarian Proposing this person: \_\_\_\_\_

Date: \_\_\_\_\_

5/25/2022

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**Part B (to be completed by proposed member after board approval)**

I hereby certify that I am qualified for (check one):

- Active membership by both my current/former executive position and having a place of business or residence within the club's locality or surrounding area
  - Honorary membership by my meritorious service
  - Friend of Rotary

I understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary/ in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay annual dues of in accordance with the bylaws of the club. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership.

- Not applicable to honorary members or transferring or former members of another club

**Proposed Member's Signature**

**Date**

5/25/2022

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