



## New Member Process

1. An active club member (“Sponsor”) identifies a prospective new member and
  - a. invites them to attend a meeting.
    - i. The meal for the guest will be provided compliments of the Club.
  - b. determines whether or not the guest is interested in joining our club.
    - i. If the guest is undecided and requests to attend a subsequent meeting, the meal will be billed to the member who invited them to attend (“Sponsor”) on the next quarterly invoice.
2. Once the guest decides that they would like to join our Club,
  - a. the Sponsor will complete the **Membership Proposal Form** and submit the form to the members of the Board for review and approval.
  - b. The Board shall approve or disapprove the proposal within 30 calendar days.
3. Assuming that the proposal is accepted,
  - a. the Sponsor and the Club President (or his/her designee - another member of the Board) will meet with the prospective member at a mutually convenient place and time (perhaps over coffee or lunch).
  - b. The President or Board representative will review the **New Member Process** and the **New Member Agreement** (which covers New Member Responsibilities and Annual Fees).
  - c. The prospective member will be requested to complete and sign the **New Member Agreement** which gives the Club permission to publish the applicants name and proposed classification to the members of the Club.
  - d. Assuming that the prospective new member signs the **New Member Agreement**, the Secretary will publish the prospective new member’s name and classification to the general membership.
    - i. If no objection is received from any active member within 7 days of publication, then the Treasurer will instruct the billing service to send an invoice to the prospective new member for the initiation fee.
    - ii. If an objection is received from any active member within the 7-day publication period, the matter will be discussed and voted upon at the next scheduled Board meeting.

4. Once the proposed new member has paid the initiation fee, they will be considered duly elected to membership.
5. The Membership Committee Chair will schedule **New Member Orientation** for the newly elected member(s). Hopefully there will be several new members that can attend at one time. Both the New Member and Sponsor should be invited to attend.
6. At a suitable regular Club meeting, following election, the New Member will be formally inducted into the Club by the Club President or a District Officer. The New Member will be presented with a red name badge indicating that he or she is a New Member.
  - a. The Red Badge Program Requirements should be completed in a suitable time frame and no more than 60 days after Red Badge Induction.
7. Once the Requirements of the Red Badge Program have been completed, the Membership Chair will coordinate with the President and Program Chair to schedule the presentation of the New Member's Blue Badge

Presented at Red Badge Induction:

A copy of the 4-Way Test  
Rotary & Sponsor Pins  
Red Badge

Presented with Blue Badge:

Blue Badge  
Theme Pin  
Confirm & Introduce to Selected Committee