



Rotary International®

## Important Reminder

Before you submit your proposal, have you...

- Given copies of *Rotary Basics*, *This Is Rotary*, and *What's Rotary?* to the prospective member?
- 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?

## How to Propose a New Member

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!**



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254-EN—(1205)

## Attracting Prospective Members

Consider these approaches for attracting prospective members:

- Hand out *Rotary Basics* (595-EN), *This Is Rotary* (001-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).
- 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.

Click on **Membership** at [www.rotary.org](http://www.rotary.org) to check for the latest materials.

## 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.

## Classifications

Each active member of a Rotary club is classified according to the member's business or profession. A classification describes either the principal and recognized activity of the firm with which an active member is connected or the member's principal and recognized business or professional activity.

*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 your 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.
- Publish the proposed member's name and classification to the club. 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 pays the admission fee and becomes a Rotarian.
- The club secretary or president reports the new member to Rotary International.

## 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

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 an admission fee\* of \_\_\_\_\_ and the 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 \_\_\_\_\_

## To be completed by a club officer

Classification: \_\_\_\_\_

If a transferring or former Rotarian, previous club information: \_\_\_\_\_

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

Club ID number: \_\_\_\_\_

Dates: \_\_\_\_\_  
From To

Membership ID number: \_\_\_\_\_

If an RI program participant or Foundation alumnus/a, program(s) and date(s): \_\_\_\_\_

Mentor assigned to assist with orientation: \_\_\_\_\_

Rotary magazine subscription:

- The Rotarian*
- Rotary regional magazine: \_\_\_\_\_

### Action on Proposal

### Date

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

Submitted to membership committee: \_\_\_\_\_

Committee decision received: \_\_\_\_\_

Approved  Disapproved

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.)

Final approval by board: \_\_\_\_\_

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

Signed form and admission fee received: \_\_\_\_\_

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): \_\_\_\_\_

Family name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Current (or former) firm and position: \_\_\_\_\_

Telephone (including country/city or area codes)

Fax (including country/city or area codes)

Residence: \_\_\_\_\_

Business: \_\_\_\_\_

Cellular/Other: \_\_\_\_\_

Preferred e-mail address:  Residence  Business \_\_\_\_\_

Membership type (*check one*):  Active  Honorary

If active, proposed classification: \_\_\_\_\_

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

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

Dates: \_\_\_\_\_ Dates: \_\_\_\_\_  
From To From To

Recent transfer (one year or less):  Yes  No

If an RI program participant or Foundation alumnus/a, list program(s) and date(s):

\_\_\_\_\_

\_\_\_\_\_

Activities that would enhance consideration as a Rotarian: \_\_\_\_\_

\_\_\_\_\_

Proposer's Signature

Date