



PROCEDURES REQUIRED BY ROTARY CLUB OF BAILEY'S CROSSROADS ON HOW TO PROPOSE A NEW MEMBER



1. Determine the open classifications available. (See Classification Committee Chair).
2. Find a qualified man/woman to fill the classification.
3. Fully discuss Rotary International and our Club with the interested party. (NOTE: PLEASE DO NOT tell the individual you are considering sponsoring him/her for membership at this time).
4. Invite the individual to attend at least two or more meetings with you as your guest. (NOTE: DO NOT introduce your guest as a candidate for membership).
5. If, after several meetings the individual has enjoyed meeting our members, expressed an interest in Rotary and you believe he/she would make a good Rotarian, complete the Membership Proposal Form and submit it to the Club Secretary. (This is done without the knowledge of the proposed member). The sponsor and one (1) endorser must prepare and submit letters of recommendation.
6. The Club Secretary will:
 - Refer proposed member to the Classification Committee
 - Receive Classification Committee Report
 - Refer proposal to the Membership Chairman
 - Receive Membership Chairman's Report
 - Present proposal to the President and Board for approval decision
7. After the Board has approved the nominee for membership, the Club Secretary notifies the sponsor that he/she, accompanied by a member or members of the Club, should fully inform the proposed member of the privileges and responsibilities of membership in a Rotary Club. The sponsor then secures the proposed member's permission to publish his/her name and classification to the membership of the Club. Use the "This is Rotary" pamphlet, Club brochure and the Club By-Laws to provide accurate and detailed information to the prospective new member. Complete the Sponsor's Checklist for Prospective New Member to ensure the prospective new member is informed of all appropriate items. Deliver the checklist to the Club Secretary.
8. The Club Secretary then notifies the Club members of the proposal for membership by written communication for two consecutive Club meetings.
9. If no objection is filed with the Club Secretary within ten (10) days from the first notification, the proposed member is considered elected to the Club. The Club Secretary will notify the sponsor and the applicant with the date for induction as a new member.
10. After induction and payment of his/her admission fee and dues, he/she is a Rotary member of this Club. Note: all new members will complete the Red Badge Program.
11. The Club Secretary will issue a membership card, report his/her name to the District 7610 and Rotary International, and assure he/she is issued a Rotary badge and lapel pin.

SPONSOR'S CHECKLIST FOR PROSPECTIVE NEW MEMBER

- _____ Prospective member has been informed of \$100.00 initiation fee.
- _____ Prospective member has been informed of annual dues \$275.00, payable semiannually on the first day of July and of January, with the understanding that \$6.00 of each semiannual payment shall be applied to each member's subscription to *THE ROTARIAN* magazine.
- _____ Prospective member has been informed about the Rotary Foundation and Paul Harris Fellow/Sustaining Member Eligibility. Sponsor will give the prospective member a copy of the Rotary Foundation brochure "**EVERY ROTARIAN EVERY YEAR.**"
- _____ Prospective member has had explained to them what the various Club committees are and their functions, e.g., Club Service, Vocational Service, International Service and Community Service.
- _____ Prospective member has had Club fundraising projects explained. Specifically, the prospective member has been advised that he/she will be expected to take an active role in publicizing the Mustang raffle, selling tickets, and attending Mustang raffle related events, such as car-side ticket sales, car shows, etc., as personal schedule permits.
- _____ Prospective member is fully aware of attendance requirements. In Rotary, we pay our dues, but the real cost of being a Rotarian is attendance and participation. The emphasis on 100% meeting attendance has been reduced in the past two years. It is, however, still a desirable and attainable goal for all members. Perfect attendance is rewarded. The make-up period for a missed meeting has been expanded to 14 days on either side of a missed meeting so it is easy to get 100% attendance. A meeting can be made up by making a meeting at another club or specific Rotary activities. A member, to remain in good standing, must attend or make-up at least 16 regular meetings in each half of the Rotary year; and attend at least 8 meetings at the Bailey's Crossroads Rotary Club in each half of the Rotary year.
- _____ Prospective member is fully aware of the emphasis on individual participation.
- _____ Prospective member has indicated the areas of service in which they feel they can best contribute:
_____.
- _____ Prospective member has received copy of *This is Rotary* and copy of Rotary Club of Bailey's Crossroads brochure.
- _____ Prospective member accepts terms and responsibilities of membership and agrees to have their name placed in nomination.

_____ **SPONSOR**

_____ **PROSPECTIVE MEMBER**

_____ **DATE**



PROPOSAL FOR MEMBERSHIP

_____, 20____

TO THE SECRETARY OF THE ROTARY CLUB OF BAILEY'S CROSSROADS:

I propose for Membership _____
(Name) (Call Name)

Home Address _____ Home Phone _____

City, State and Zip _____ Cell Phone _____

Email address: _____ Home fax _____

Birth Date _____ Birthplace _____ Married or Single _____

Spouse's Name _____ Children's' Names _____

Name of Firm, Company or Institution _____

Address _____ Office Phone _____

City, State, Zip _____ Office Fax _____

Organization's Principal Business _____

Position with Firm _____ How long has the nominee lived in the area? _____

How many years have you known him/her? _____ Known his/her family _____

Entertained in his/her home or he/she in yours? _____ Is he/she of good moral and financial repute? _____

Has he/she ever been a Rotarian or a member of a similar organization? _____ Which? _____

If he/she was a former Rotarian, which Club? _____ Dates _____ RI # _____

Was he/she any of the following: Charter Member? _____ Past District Governor? _____ Past President? _____

_____ Sustaining Member _____ Paul Harris Fellow? _____ Benefactor? _____

To what other Social, Civic or Fraternal Associations or Directories does he/she belong? _____

Do you believe he/she will ATTEND MEETINGS REGULARLY and otherwise make a good Rotarian? _____

Classification _____ Signed by: _____, Sponsor

Endorsed by: _____ & _____
Rotarian Rotarian

NOTE: (1) The sponsor and one (1) endorser must prepare letters of recommendation.
(2) Please address covering letters to the Secretary, BAILEY'S CROSSROADS ROTARY CLUB