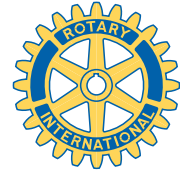


# The Rotary Club of Kent

## Member Proposal



Name \_\_\_\_\_ Nick name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long? \_\_\_\_\_

Employed by \_\_\_\_\_ Position \_\_\_\_\_

Work Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long? \_\_\_\_\_

Fax number \_\_\_\_\_ Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Suggested Classification \_\_\_\_\_

Proposer: Why do you recommend this person for club membership? \_\_\_\_\_

Commitment to service (past/present activities... how long?... type of involvement: member, chair, officer) \_\_\_\_\_

Past Rotarian  Yes  No When? \_\_\_\_\_ Where? \_\_\_\_\_

Why did they leave the club? \_\_\_\_\_

Proposed by \_\_\_\_\_

## Member Questionnaire - to be completed during interview

Spouse name \_\_\_\_\_ Member birthdate \_\_\_\_\_

Children:	Name	Birth date	Name	Birth date
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Mailings should be sent to:  Home  Office

Hobbies and interests \_\_\_\_\_

	received	action taken
<input type="checkbox"/> New Member Coordinator	_____	_____
<input type="checkbox"/> Classification - Membership	_____	_____
<input type="checkbox"/> Rotary Information	_____	_____
<input type="checkbox"/> Board of Directors Approval	_____	_____
<input type="checkbox"/> Roster Printing	_____	_____
<input type="checkbox"/> Secretary	_____	_____
<input type="checkbox"/> Induction Scheduled (Rotary Info)	_____	_____

## Taking the Mystery out of Proposing a New Member

1. Invite a prospective member to a Rotary meeting.
2. Through general discussion, develop a sense of:
  - Would they make "good" Rotarians?
  - Are they interested in "Service Above Self?"
  - Are they interested in community service?  
*Note: they should not be expecting to promote their own business or gain business from membership.*
  - Do they have the time?
  - Do they have the resources?
  - Are they in a position within their business to be able to meet attendance requirements?
3. Complete a proposal form and deliver to the Club President or Membership Chair.

## New Member Proposal Procedure

1. Proposal submitted to Club President or Membership Chair who determines if the proposed member meets criteria for membership.
2. Proposal submitted to Rotary Information Committee. One or two members of the committee (past presidents) will meet with the proposed member to discuss (using the New Member Guide):
  - a. Rotary International - history
  - b. Kent Rotary - history, club structure, avenues of service, club activities
  - c. Obligations and responsibilities - attendance, dues and other financial requirements
  - c. Secure permission to publish their name as a prospect in club bulletin.
3. Publish name of proposed new member in bulletin or email for two weeks.  
If no objections from membership, proposed member is advised of acceptance.
4. Present proposal to the Board for approval
5. Arrange for induction - payment of initiation fee and pro rata dues.

Note: After the first visitation, it is not necessary to bring them to each meeting. It's a custom in our club that the sponsoring club member pay for the prospect's lunch (the club will pay for the first one). Continuous attendance by a proposed member can create the impression of acceptance. Occasionally, a problem can develop. Don't put yourself, the club or the proposed member in an awkward position.

The time frame for processing proposals average 2-4 weeks. It can be longer due to a conflict in schedules or failure of committees to function in a timely manner.

## The Sponsor of a New Member

The bylaws of Rotary clearly outline the procedure for a prospective member to be proposed for Rotary club membership.

The "proposer" is the key person in the growth and advancement of Rotary. Without a sponsor, an individual will never have the opportunity to become a Rotarian.

The task of the proposer should not end merely by submitting a name to the club secretary or membership committee. Rotary has not established formal responsibilities for the proposers or sponsors, however, by custom and tradition these procedures are recommended in many clubs. The sponsor should:

1. Invite a prospective member to a meeting prior to proposing the individual for membership.
2. Accompany the prospective new member to one or more orientation/informational meetings.
3. Introduce the new member to other club members each week for the first month.
4. Invite the new member to accompany the sponsor to neighboring clubs for the first makeup meeting to learn the process and observe the spirit of fellowship.
5. Ask the new member and spouse to accompany the sponsor to the club's social activities, dinners or other special occasions.
6. Urge the new member and spouse to attend the district conference with the sponsor.
7. Serve as a special friend to assure that the new member becomes an active Rotarian.
8. Assist the new member in earning their "Blue Badge."

When the proposer follows these guidelines, Rotary becomes stronger with each new member.