



# How to Propose a New Member

It's as easy as 1 • 2 • 3!



ROTARY INTERNATIONAL®

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

**Do it today!**

## STEP 1 ENGAGE WITH YOUR COMMUNITY

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. **Consider the following approaches for finding future Rotarians:**

- Wear your Rotary pin to initiate conversations about your involvement with Rotary.
- Share stories of exciting club projects with colleagues, friends, and acquaintances.
- Distribute *Rotary Basics* (595-EN), *This Is Rotary* (001-EN), and *What's Rotary?* (419-EN). All three are available from [shop.rotary.org](http://shop.rotary.org), the *RI Catalog*, or your international office.
- Invite friends, co-workers, and colleagues to join you at your weekly Rotary meeting.
- Offer an information brochure that outlines the club's history and highlights recent service projects and social events.
- Ask potential members to become involved with a club activity or service project.
- Encourage prospective members to tour the RI Web site, view membership videos, and complete a Prospective Member Form ([www.rotary.org/membershipreferral](http://www.rotary.org/membershipreferral)).

Visit [www.rotary.org](http://www.rotary.org) for the latest news, videos, and membership development materials.

## STEP 2 COMPLETE YOUR PAPERWORK

**Once a prospective member demonstrates an interest 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: Do not inform the 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.

*Note: If the club board does not approve the candidate, please talk to your club secretary or board for next steps.*

**After your club board approves the candidate:**

- Arrange an information session for the proposed member, or have the club arrange one.
- Ask the proposed member to complete and sign Part B of the proposal form. Return the form to the club secretary.
- 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 immediately reports the new member to Rotary International via Member Access at [www.rotary.org](http://www.rotary.org).

*For information on membership qualifications, see the Manual of Procedure (035-EN), RI Constitution Article 5, RI Bylaws Article 4, and Standard Rotary Club Constitution Articles 7 and 8. All are available at [www.rotary.org](http://www.rotary.org).*



# Thursday Rotary Club of Hickory

Chartered 1921 - District 7670 - Hickory, North Carolina, USA

## Membership Proposal

Name in full \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Preferred email address \_\_\_\_\_

Birth date \_\_\_\_\_

Proposed Classification (focus of proposed member's business, not job title) \_\_\_\_\_

Company name \_\_\_\_\_

Proposed member's position & duties in company \_\_\_\_\_

Length of service with company \_\_\_\_\_ Time in Hickory \_\_\_\_\_

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

Belongs to these civic/social organizations & offices held \_\_\_\_\_

Chamber of Commerce member \_\_\_\_\_ (Y/N)

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

College attended \_\_\_\_\_

Spouse's name \_\_\_\_\_

Children: names & ages \_\_\_\_\_

Other activities \_\_\_\_\_

***Do not inform the prospect that he or she has been elected into Rotary until you are advised to do so.***



# Thursday Rotary Club of Hickory

Chartered 1921 - District 7670 - Hickory, North Carolina, USA

P.O. Box 2628  
Hickory, NC 28603

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Name of Proposed Member (First, Middle Initial, Last)

e-Mail Address

## MEMO TO PROPOSERS:

Is the person you are proposing?

1. A top person in his or her firm or area of expertise.
2. Able to observe Rotary's attendance rules.
3. Aware of the financial expectations.
4. Part of an enterprise that is successful in the community.
5. Active in community and civic undertakings.
6. A member of any other civic club in our area.

## DIRECTIONS:

1. Do not tell the proposed member that you are getting them into Rotary until the process is complete and you have been notified. Try to obtain all of the information to complete the proposal from friends and business associates.
2. Complete the proposal in detail so the Membership Committee will have sufficient information to determine the eligibility of the proposed member.
3. Mail or give the proposal to the club secretary.
4. If this proposal is favorably acted upon by the Membership Committee, as well as the Board of Directors, the name will be submitted to the entire membership of the club. If no written objections are received, the proposal goes back to the Board for election or rejection.
5. If the proposed member is elected, the secretary will notify you to inform that person of the election. The Information Committee will contact the person to arrange for their attendance at an orientation session.

Proposer: \_\_\_\_\_

Signature

Print

Date

Endorser #1 \_\_\_\_\_

Signature

Print

Date

Endorser #2 \_\_\_\_\_

Signature

Print

Date

STEP 3  
ENJOY A DIVERSE,  
THRIVING ROTARY CLUB!

## SHARE YOUR PASSION FOR ROTARY! REFER A MEMBER!

Complete the Membership Referral Form at [www.rotary.org/membershipreferral](http://www.rotary.org/membershipreferral) to recommend a friend, family member, business associate, or other qualified individual for potential membership in a club other than your own.



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