

## **PLEASE READ THOROUGHLY**

### **PROCEDURE FOR ADMITTANCE OF NEW MEMBERS**

*It is recommended that the following procedure be followed for admittance of new members.*

1. Obtain a proposal form from the club secretary, fill it out and return it to the secretary with a proposal letter which should include a resume containing the following information:
  - A - How long have you known the individual?
  - B - Any other club members who are acquainted with the individual.
  - C - How long has he or she been in Paradise?
  - D - His or her family status.
  - E - His or her previous residence and occupation, business or profession.
  - F - Any hobbies he or she may have.
  - G - His or her civic activities and involvements.
  - H - Any other pertinent information you have concerning the individual.
2. The form is then given to the Classification Committee for determination of classification.
3. The Membership Committee contacts, in confidence, those club members who have the same classification or profession for their approval.
4. The proposal is then presented to the Board of Directors for approval. The proposed individual should still not be aware that he or she is being considered for membership.
5. The proposer shall invite the proposed individual as a guest to our regular meetings (at the Clubs expense) for two (2) meetings and only TWO (2) meetings for the purpose of enabling the club members to see and meet the proposed individual.
6. If the Board approves the proposal and the individual desires to join our club he or she will need to sign a permission form to allow the club to circulate a notice to all members of the club for possible objections. If no such objection is received at the end a seven days the orientation will proceed. The form is available from the club secretary.

The by-laws of Rotary International require that any new proposed member be thoroughly investigated as regards to character, reputation, service mindedness and ability to attend weekly meetings.

If the above procedures have been followed, the proposer will not be placed in an embarrassing position if it happens that the proposed individual be unacceptable for membership for one reason or another. (No reason should have to be given for a turn-down).

**MEMBERSHIP PROPOSAL FORM**

I propose:

Name \_\_\_\_\_

Business: Address \_\_\_\_\_ Telephone \_\_\_\_\_

Residence: Address \_\_\_\_\_ Telephone \_\_\_\_\_

for (check one):  active  additional active) If a former Rotarian, list club(s) and dates: \_\_\_\_\_

past service  senior active  honorary membership

Proposed classification (if active or additional active): \_\_\_\_\_

If active/additional active, provide the name of firm and executive position: \_\_\_\_\_

If retired, employer/profession and executive position at time of retirement: \_\_\_\_\_

Activities x\*, which would enhance consideration as a Rotarian: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ **Proposer's Signature** \_\_\_\_\_

**The Orientation Statement is to be signed by the Proposed Member after Club's Board has approved the Proposal and he or she has attended an Orientation meeting given by the Membership Chairman.**

Date \_\_\_\_\_

Proposal Form received by secretary on: \_\_\_\_\_

Submitted to the board on: \_\_\_\_\_

Proposed Member 's Signature \_\_\_\_\_

Board decision on: \_\_\_\_\_

Proposer notified on: \_\_\_\_\_

Favorable  Unfavorable

Rotary orientation session held on: \_\_\_\_\_

Signed card and admission fee and dues received on; \_\_\_\_\_

Publication of name to membership on: \_\_\_\_\_

Inducted on: \_\_\_\_\_

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

ROTARIAN NAME  
ADDRESS  
PARADISE, CA 95969

Date

Re: Membership Proposal, (Prospective Members Name)

Dear Board of Directors:

It is with great pleasure that I propose (Prospective Members Name) as a member of Paradise Rotary. I have known (Prospective Members Name) professionally for a \_\_\_\_\_ and personally for \_\_\_\_\_. He/she would be a great asset to our Club. He/she is currently a (prospective member's profession) with the (prospective members business) where he/she has worked for the past \_\_\_\_\_ years.

He/she has lived in Paradise for the last \_\_\_\_\_ years, been married for \_\_\_\_\_ and they have \_\_\_\_\_ children. He/she currently supports other local non-profit organization such as \_\_\_\_\_ and \_\_\_\_\_. His/her interests and hobbies include \_\_\_\_\_ and \_\_\_\_\_. He/she already knows and socializes with \_\_\_\_\_ (another Rotarian) and they would be a good reference for this new member.

I have talked at length with (Prospective Members Name) about Rotary and its principals He/she is committed to contributing to this community and world through our Rotary Projects. He/she has attended or will be attending the \_\_\_\_\_ new member orientation and has attended two Rotary meetings.

Sincerely,

\_\_\_\_\_  
Nominating Rotarian's name