

Rotary Club of Salmon Arm - Daybreak

Our process for proposing a new member

1. A candidate is identified and asked to attend a meeting to see what we're all about. We allow them to attend up to three meetings at the club's expense for them to get a feel for our club. Please introduce the guest as a visitor and not as "someone who will be joining our club". Until their proposal is accepted by the executive and membership, we would like to simply refer to them as a guest.
2. The membership chair or the person who is proposing the member then asks the prospect to fill in the membership application form; which is given to the club secretary and write up a short background/bio document. This document covers work history, volunteer history, miscellaneous family and personal history. A good format to follow is Family, Occupation, recreation and Volunteerism. It is usually best to have the prospect put this in an email format. If the guest was not invited by anyone, the membership chair or president will handle the proposal if they support the individual. If they are a member of another club, their current club president will need to apply for a transfer and they will provide the necessary information.
3. This proposal document is sent out via email to the executive members and either approved or more information may be requested. Once the executive is comfortable with the nomination they will either approve it or not.
4. If the prospect is not approved the club member proposing the prospect will inform the prospect of the executive's decision. If the prospect is approved the club president will announce the prospect at the next club meeting. The president can either read out their bio document or email it out to the members. [Note the membership chair can also do this depending on the president's work load] The general membership now has a week to respond in writing to the president with any objections to this prospect.
5. If there are no objections the prospect is asked to join our club.

6. If the prospect accepts, the president shall arrange for the new members induction, membership card and rotary literature. The club secretary or the president will report the new member info to RI. Plus the club treasurer will invoice the new member for their membership dues.

7. The club member who proposed the new member now works with the new member to help them assimilate into the club. The new member should also be assigned an area of service, project or function.

8. The club member who proposed the new member also works with the membership chair in the education of the new member. Please see the "Education of new member's document."