

Rotary Club of Livermore

Revision Number: 4

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19. Prospective Member Procedure The Membership Committee Chair utilizing the “*Expediting Team*”, manages the new member process.

1. invite a **prospective member** to a club meeting, the cost of which shall be borne by the club, for the first meeting only.
2. **SECOND MEETING** - If the Prospective Member shows interest in joining the club the Sponsor shall invite the Prospective Member to a second meeting, (at the sponsors or prospects expense). The prospect is to be provided with materials about Rotary and our Club, including financial and attendance requirements, at the first or second meeting.
3. **PROSPECTIVE MEMBER CARD** - At the first or second meeting, the Sponsor shall notify the Membership Chair of the name, address and occupation of the prospective member using the Prospective Member Card; email will suffice. Submitting this card starts the New Member Process. The prospect also is to be told that a background check will be conducted and show acceptance of this by initialing the card. If the Prospective Member is not sure about a commitment to Rotary, the person may be invited to a third meeting.
4. **EXPEDITER** - The Expediting Team Leader assigns an Expediter to this Prospective Member.
5. **BACKGROUND CHECK** -The Membership Chair does a background check of the candidate. If the background check reveals a legal problem, the Membership Chair will inform the Board so that it may decide whether to accept the application as still viable.
6. **MINI-(LUNCH) MEETING** – *At this point in the process, schedules permitting, a “Mini-(Lunch) Meeting” will be held with the new candidate and other members of the club. This meeting is not a prerequisite for membership.*
7. **FIRST PUBLICATION** - The Membership Chair causes the name of the Prospective Member to be printed in the SPUR.
8. **SECOND PUBLICATION** - The Prospective Member is to be published in the Spur for a second time.
9. **MEMBERSHIP APPLICATION** – If, after attending the second (or later) meeting, the Prospective Member now expresses a desire to join the club, with the assistance of the Sponsor the prospect will fill out and sign a Membership Application and submit it to the Membership Chair. The Sponsor collects the Initiation fee and gives it to the Front Desk.
10. **BOARD APPROVAL** - One week after the second publication of the Prospective Member’s name, the Membership Chair shall forward the application to the Board of Directors for review together with any comments, which have been received, from Club members. The Board shall make the final decision on the application and inform the Membership Chair of its decision. If the Board declines the application then the Membership Chair informs the Sponsor who informs the candidate. If the application is approved, the Membership Chair informs the Sponsor, the Orientation team leader and the Red/Blue Badge/Mentoring team leader. The latter will assign a mentor who will attend the Orientation Meeting along with the Prospective Member.
11. **PAYMENT OF DUES** – The Treasurer shall invoice the Prospective member for the appropriate dues and inform the Membership Chair when the dues are received.
12. **ORIENTATION** – The team leader coordinates the Orientation meeting. This formal Orientation Meeting, although a vital part of a new members’ education in our club and Rotary in general, is not a prerequisite of membership but is part of the Blue Badge requirements.
13. **INDUCTION** – After payment of dues and preferably after a New Member Orientation, the Proposed Member shall be scheduled for induction at the next available club meeting. Upon induction, the Prospective Member becomes a member of the club and a Rotarian.
14. **REGISTRATION** - The Secretary shall register the new Rotarian with Rotary International.
15. **RED /BLUE BADGE PROCESS** – The assigned Mentor and the Sponsor will assist the New Member in his/her progress of assimilation and attaining Blue Badge status.

NEW MEMBER SPONSOR PROCEDURE

The primary duty of the New Member Sponsor is to help a Prospective Member obtain a good experience while attending Club meetings by introducing him/her to the Club and Rotary. The club will pay the cost of only the first meeting; the Sponsor or the guest will pay for subsequent meetings. The following steps should be taken in following the New Member Process described on the other side of this sheet:

1. **NOTIFICATION** - Fill out a Prospective Member Card, available at the check-in table, have the Prospective Member initial permission of the background check, and give the card to the Membership Chair.
2. **INTRODUCTION** - When escorting a Prospective Member into a Club meeting, introduce the person to as many Club members as is convenient. Introduce the Prospective Member to the check-in crew and to all persons at the table you select. If convenient, introduce the Prospective Member to the Chair of the Membership Committee and to the Club President. When the meeting starts, introduce the Prospective Member to the Club as your Guest.
3. **INFORMATION** - Give the Prospective Member the “What is Rotary” and other relevant brochures.
4. **NEXT MEETING** - If the Prospective Member shows an interest in joining the Club, invite him/her to another meeting, following the same procedure described in 2 above.
5. **APPLICATION** - If after the second (or later) meeting the Prospective Member expresses a desire to join the club, help her/him fill out a Membership Application and give it to the Membership Chair.
6. **OBLIGATIONS** - Be certain to give the Prospective Member the financial and attendance obligations listed below.
7. **INDUCTION & ORIENTATION** - If the Board approves the Prospective Member’s application and the person is accepted into the club, be present at the formal Orientation of the New Member and also be present at the Induction of the New Member at a regular club meeting.

NEW MEMBER OBLIGATIONS

Financial and Attendance

1 July 2013

Financial

Initiation Fee: \$120

Dues: \$360 per year, payable all at once or \$180 on 1 July and on 1 January.

Fines: All members are expected to donate at least \$50 to the club each year, usually in the form of fines.

Foundations: Although not required, all members are expected to support both the Rotary Foundation of Rotary International and the Rotarian Foundation of Livermore.

Attendance

Active Member: Attend or make up 50% of meetings in each half-year.

Active-Engaged Member: Attend or make up one meeting per month.

Associate Member: No attendance requirement.