

## Rotary Club of Livermore

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### 19. Prospective Member Procedure

The Membership Committee Chair manages the new member process.

1. **FIRST MEETING** - A member brings a **Prospective Member** to a club meeting, and any lunch cost shall be borne by the club for the **FIRST MEETING** only. If a prospective member comes by indirect referral, any member should ask about potential interest and be a Sponsor if interested. Be sure to introduce the prospective member to others at the table and to the President and Membership Chair if possible.
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 sponsor's or prospect's expense). The prospect shall be provided with materials about Rotary and our Club, including financial and attendance requirements Announcement of their interest in joining shall be considered the **FIRST NOTIFICATION** for the Prospective Member.
3. **REFERRAL TO MEMBERSHIP CHAIR** - After the second meeting, the Sponsor shall notify the Membership Chair of the name, address, email, and occupation of the prospective member by email. This message starts the New Member Process. If the Prospective Member is not sure about a commitment to Rotary, the person may be invited to a third meeting.
4. **MEMBERSHIP APPLICATION** - The Membership Chair shall provide an electronic form application along with a one-page summary of membership expectations, with a copy of the message to the Sponsor. The membership application includes a question about authorizing a background check, which is required for membership. In the transmittal message, the Membership Chair offers to address any questions and concerns, either by email, phone, or in person as preferred by the applicant.
5. **MEMBERSHIP APPLICATION SUBMITTAL** - If, after receiving the application, the Prospective Member still desires to join the club, the prospect fills out, signs, and submits the application to the Membership Chair. The Membership Chair shall ensure that the application is filled out completely before proceeding.
6. **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.
7. **SECOND NOTIFICATION** - The Prospective Member along with their picture is published in the Spur or to the Club's members via email.
8. **INFORMING THE BOARD** - One week after the second notification of the Prospective Member's name, the Membership Chair shall forward the application to the Club President together with any comments that have been received from Club members. *(If any Club member has raised an objection, the objection shall be reviewed by the Board. If two or more members of the Board vote against approving the application, the application is denied. The Membership Chair then informs the Sponsor who informs the candidate. This has been and should continue to be extremely rare.)* The Membership Chair informs the Sponsor, the Orientation team leader and the Membership Committee member(s) responsible for Red-Blue Badge Conversion and Mentoring. The assigned Mentor will attend the Orientation Meeting along with the Prospective Member.
9. **INDUCTION** - After payment of dues and initiation fees and either before or after a New Member Orientation, the Proposed Member shall be scheduled for induction at the next available club meeting.
10. **REGISTRATION**. - Upon induction, the Secretary shall enter the New Member into the current District and RI databases.
11. **PAYMENT OF DUES/FEES** - The Treasurer shall invoice the Prospective member for the appropriate dues/fees and inform the Membership Chair when the dues/fees are received.
12. **ORIENTATION** - The Membership Chair coordinates the Orientation Meeting and notifies the Sponsor and the Mentor about it. This formal Orientation Meeting, although a vital part of a new member's education in our club and Rotary in general, is not a prerequisite of membership but is part of the Blue Badge requirements.
13. **RED /BLUE BADGE PROCESS** - The assigned Mentor and Sponsor will assist the New Member in his/her progress of assimilation and attaining Blue Badge status.