

Rotary Club of Stratford

Steps to Propose and Process New Member Applications

1. General Qualifications – Rotarians are adults of good character and good business or professional reputation, who hold or have held an executive position with discretionary authority in any worthy and recognized business or profession.

Before a new member is proposed he or she should be made aware of the commitment and expectations of Rotary membership.

Note: Until approval is granted by the Board of Directors, prospective members should not be informed that they have been proposed for membership. The proposing member should complete the Membership proposal form as completely as possible without informing the prospective member.

2. Proposing member submits Membership Proposal Form to Executive Secretary:

Margaret Warren
PO Box 5242
Winston-Salem, NC 27113-5242
Phone: (336) 784-8667
Fax: (336) 784-6276
stratfordrotary@triad.rr.com

3. Executive Secretary clarifies any questions about new member with the proposer.
4. Executive Secretary gives copy of application to Membership Classifications Chair (Bill Sexton) to assign classification, with additional copies to Membership Admissions Chair (Larry Gray) and Membership Recruitment Chair (Bob Harrell).
5. After assignment of classification, Membership Classifications Chair notifies Membership Admissions Chair of proposed member assigned classification.
6. Membership Admissions Chair sends e-mail with subject of "new member name" to the Board of Directors and Membership Committee for approval or questions. No response within five (5) days means approval of the proposed membership.
7. If questions occur, then Membership Admissions Chair will contact Executive Secretary and decide a reasonable and appropriate manner to address the questions, always keeping in mind the new member's vulnerability in these situations.

8. Once Board approval occurs, Executive Secretary contacts the proposing member to contact the prospective member to:
 - Gain approval to publish his or her name and proposed classification to the club membership
 - Obtain any missing information for the proposal form
9. Once permission is granted, Executive Secretary publishes proposed member name in the club bulletin, where members are asked to submit objections or questions about the proposed member to the board in writing within seven (7) days of the bulletin date.
10. After seven days, questions or objections are passed to Membership Admissions Chair and Recruitment Chair for review. Admissions and Recruitment will then propose their suggestions for resolution to the board. Care should be used here if e-mails are exchanged. Usually, a regularly scheduled Board Meeting or a called Board Meeting after a regularly scheduled weekly meetings is where these situations will be discussed.
11. After final approval, Membership Admissions Chair tells Member Orientation Chair, who can then proceed with a new member orientation.

In no case should the process take more than one month, from application to acceptance, unless involved questions arise that prolong things. That happens in few cases. When relatively minor or simple questions come up, we should not take more than a month to get through the process.

Contact names and information are for the Rotary year July 1, 2002 – June 30, 2003.