



APPROVAL PROCESS FOR NEW MEMBERS

Each Rotarian has the obligation to seek qualified members to help our club achieve a full representation of our Community, Businesses, and Professions. Sponsoring a person for membership in the Rotary Club of Grande Prairie is an honor for the applicant and a special responsibility for the sponsoring Rotarian (Sponsor). The approval process can take up to two weeks and includes the following:

1. The Sponsor should bring the applicant to a **minimum of two** GP club meetings and are encouraged to escort applicant to other club meetings as well (see roster or check online for meeting times/locations). Please do not imply that membership in our Rotary Club is guaranteed. This can lead to embarrassment and hurt feelings should the applicant not be accepted. Never introduce your applicant as a "future Rotarian" at a lunch meeting.
2. Individuals of good character, good business, and professional reputation. In charge of their own schedule and willing to put effort in to help the club succeed. The Sponsor should discuss the types of membership options: See roster, club website, Club Runner or Google Drive for complete details. If any questions about the process please consult the club Membership Committee.

- **Active:** Individual, who participates in the Club's activities to the greatest extent possible. Holds one vote at the time of the club calling for a vote such as at the AGM.

- **Corporate:** A Corporate entity or organization may enjoy membership in the Rotary Club of Grande Prairie subject to meeting the current requirements for individual active membership. Corporate membership consists of at least 1 management individual and up to 3 employees within the same organization. A Senior Officer (Chairman, CEO, President, COO or General Manager) becomes an Executive member; attending as their schedule permits and pays dues/meal charges with regular participation in the Club's business and activities. Understanding the demands of Executive schedules impacting their ability to meet attendance requirements the Executive may select up to 3 alternates, 1 of whom would attend in the absence of the Executive member, these alternatives will be called Designees. Designees will be employed full time by the corporation. Each designee must meet the criteria for active membership and must complete the approval process. Note a person can only be member of one Rotary Club at a time, therefore designees can not be a member of another Rotary club. Only the Executive will be noted on file as a Rotary member with Rotary International, included in the club roster and they will hold the one vote of their organization when a vote of the club is called such as at the AGM. If the Executive is not able to attend then 1 of the designees can vote on their behalf. The Executive and their designees will receive all club correspondence to collectively keep up to date with club happenings.

A designee of the organization can at any time while still working for the organization convert their membership from being a designee to being an Active member.

3. The Sponsor should discuss both the time commitment; club meetings & service on committees, overall function and work of the club and the financial commitments of Rotary, both sponsor & applicant should sign the completed application and submit it to the Club Secretary.

FINANCIAL COMMITMENTS AS OF July 1, 2020 (invoicing done quarterly)

Active Membership & Corporate Membership

- Annual Membership \$300 (\$75/quarter)
- Weekly lunches \$20 /week – Active member, Corporate Executive & each designate when they attend with the Corporate Executive or multiple attend a meeting
- International Foundation (optional)

When a signed Membership Application is received by the Membership Committee Chair, it is reviewed by the committee including following up with the applicants listed references. Once a month, the entire Membership Committee meets to discuss and determine the vocational classifications that our club should seek out.

4. Acceptable Grounds for Objection of Proposed Member:

- Would not pass the 4-Way Test
- Moral or ethical
- Unable to meet the time commitments of Rotary (ie: away a lot, other commitments, etc.)

5. Unacceptable Grounds for Objection:

- Age
- Professional status
- Classification
- Gender
- Sexual Orientation
- Race

6. If the Membership Committee recommends an Applicant for membership, his/her name is forwarded to the Executive Board of Directors for approval. Once the applicant has been approved by the Board, notification will go out to all active members asking if there are any concerns about the application to ensure that no unknown factors are missed.

7. He/she is then invited to attend a mandatory orientation with their Sponsor, Membership Committee Chair or Committee Representative. At this meeting they will review how to use Club Runner, Google Suite, assign the new member a club email and set up their profile in Club Runner. The new Member will also be asked to provide a bio, picture, and fill out a billing form (members can pay with credit card on file, thru online banking or debit when they attend a meeting). Once the new member has been approved, they will be introduced as a new member to the club by the Club President at a regular Club meeting. The intent is to have the new member inducted into the Club as quickly as possible.

MEMBERSHIP PROPOSAL FORM (please print clearly)

I (sponsoring members name) _____ propose:

Name: _____ Date of Birth: _____

Home Address: _____ postal code: _____

Phone/Cell: _____ Email: _____

Business Name: _____

Business Address: _____ postal code: _____

Phone/Cell: _____ Email: _____

Position/Title: _____ Are you in control of your time? yes/no

Partner's name: _____ Wedding Anniversary Date:

Proposed Classification: _____

For (check one): **Active membership** **Corporate membership**

If a former Rotarian, list club(s) and date(s): _____

If Corporate membership please list the names of designees (up to 3):

Name	Position	Phone/Email
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Name	Position	Phone/Email
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Name	Position	Phone/Email
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References – min 2: (name, phone, email)

Please provide a brief introduction of yourself, your career & your reasons for wanting to join Rotary
(can use back of this page or a separate page)

Applicant's Signature

Date

SPONSOR TO COMPLETE:

How long have you known the proposed member? _____

What would make this person a worthy Rotarian? (i.e. is eager to serve, wants to get involved in the community, upright in business and personal dealings): She is looking to increase her activity in the community and already likes to volunteer for community positive projects.

Activities and qualities which indicate that this person would accept the Rotary mission of Service Above Self and would be likely to become a committed member of the worldwide fellowship of Rotary and this Club.

I believe that the Candidate exemplifies the Objects of Rotary in all his/her daily contacts and activities.

Sponsors Signature

Date

Once the application package is complete please submit to the Membership Chair.

Sponsor responsibility once member if announced to club:

- Meet your new member at the first several meetings, make them feel welcome, give them the lay of the land, review meeting procedures, introduce them to other members, and overall help them establish comfort and connection in the club.
- Do a make-up meeting together, escort your new member to another club meeting, walk them through the process and introduce them to other clubs' members.
- Attend fireside with your new member, answer any questions they may have, source answers from other members if you are unsure.
- Attend orientation sessions with your new member, Membership Committee Rep and Club Secretary and/or Club Admin and Club President.
- Support your new member with follow up items from the orientation session.
- Attend your new member induction meeting, plan to introduce them which includes giving a brief bio and why you chose them to be a member of our club.

Membership Committee Use Only

Step 1: Should be completed in approx. 2 -2.5-week timeline, membership committee and membership should have 1-week approval time max. If an applicant is declined at any stage of the approval process then the President will call the Sponsor with the update, then the President or Sponsor will call the applicant and update them on the declined status. When a member is approved the President calls the Sponsor to update and confirm when the new member will be attending to formally welcome them.

- New member application package received from Sponsor: _____
- Forwarded to Membership Committee: _____
- Contact applicants' references: _____
- Committee approval to proceed: __yes /no__
- Forwarded to Club Exec: _____
- Exec Approval: __yes / no __
- President present to Club for approval: _____ (announce at club meeting & email)
- Membership Approval: __yes / no __
- President announced New Member: _____

Step 2: The Membership Committee is responsible to ensure all parties work together & are included in the communication process to complete/support the new member thru the new member process.

C = committee rep(s), S= sponsor, NM= new member, P= president, CS= club secretary, CA= club admin

C - Give member welcome package to the new member (**CA** has packages): _____

(Package includes membership pin, membership card, Rotary window decal, RI info and more)

CS - Enter member into Club Runner & add to the new member program: _____

CS – order new member name tag: _____

CS/P – Enter new member into Google system: _____

C/S/NM/P/CS - Meet to review: _____

- Rotary structure, highlights
- Club/committee structure, processes, clubrunner app, make ups, myrotary.org etc.
- Give new member their vulnerable sector check letter & billing form/ways to pay (**CA** to supply)
- Determine committee(s) of interest (assign to no more than 3)

CS/P – Assigned to committee(s)/updated in CR & Google: _____

P – Present new member with name tag: _____

NM- Submit Vulnerable Sector Check to **CA**: _____

NM/S/C/P - Attended a Fireside: _____

NM/S/C/P - Induction (oath, plaques): _____

- Committee organizes induction details w/President & speakers committee
- Sponsor introduces new member
- President coordinates with long time member to read the Rotary Charge/Oath

NM- Brought a guest to Rotary: _____

NM- Participated with classification panel: _____

NM- Worked greeting table min 4: _____

NM- Attended a Make-up meeting: _____

