



Columbia Valley Daybreak Rotary

Proposing a New Member

1. When a prospective member is identified, the sponsoring member is responsible for:
 - a. Bringing the prospective member to meetings and introducing them to the club.
 - b. Providing the prospective member with the Prospective Member Information Packet and any other information deemed appropriate by the sponsoring member.
 - c. Submitting a completed Membership Proposal Form to the board.
2. The board acts on the membership proposal. If approved, the sponsoring member is responsible for:
 - a. Obtaining the proposed member's signature on the membership proposal form.
 - b. Publishing the proposed member's name to the club (through President or Secretary).
3. If no objections are received within seven days following publication of the proposed member's name, the sponsoring member is responsible for:
 - a. Collecting initiation fee (\$35) and club dues/fees (\$155/qtr.) (through Secretary) – once paid, the proposed member is considered “elected to membership”.
 - b. Ordering the club badge and pin for the new member (through Secretary).
 - c. Scheduling the new member induction ceremony with club President.
4. At the new member induction ceremony, the President presides over the induction of the new member who is accompanied by the sponsoring member.
5. The sponsoring member's responsibilities continue after induction as the sponsoring member assumes the role of mentor to the new member by:
 - a. Reviewing “Getting Started in Rotary” with the new member, completing and signing the sponsor's section.
 - b. Scheduling the new member for orientation with the President or his designee.
 - c. Encouraging the new member to become involved in Club committees and activities.