How to transfer membership to another Rotary Club

The "originating club" or former club is the club the member originally belonged to.

The "receiving club" or new club is the club that the member is transferring to.

- An important point to remember is that this person is already a Rotarian and has served a club. So, the board is not approving someone becoming a Rotarian, they are merely determining "fit" in the club and approving membership in that club. Most clubs waive any initial fees as the transferring member has already received a membership packet, pin, certificate and other supplies.
- Having done this several times myself, my recommendation is always that the transferring member retain membership in the current club and take a Leave of Absence until they have visited the new club and confirmed they will be welcomed into the new club and that it is a good "fit".
- Members may not transfer into a new club unless a member of the leadership team (President, Secretary, Executive Secretary, Membership Chair) in the originating club has confirmed officially (by phone or email) to the receiving club that all bills and dues for the transferring member are current. (The transferring member can forward an email from the originating club stating this to the receiving club.)

The "originating club":

- Terminates the member in their roster and (if using DACDB) runs the RI Member Compare function to process the termination.
- Communicates to the receiving club the RI Member number and that the termination is complete.
- It is also good practice to let the receiving club now if the transferring member has been active and what positions they may have held.

The "receiving club" checks with the former/originating club of the proposed member:

- To confirm that the proposed member is in good standing and doesn't owe any bills or dues.
- To find out how active the member has been and what positions they may have held.
- To request their RI member number and confirm they have been terminated in their former club and are eligible for transfer.
- Once approved, the receiving club uses the "transfer" function in DACDB to add the member to their roster.