



THE ROTARY CLUB OF COLUMBIA, MISSOURI

New Member Procedures and Proposal Form

New Member Procedures:

1. Before proposing a new member, it is good practice for the sponsor(s) to introduce a prospective new member as a guest at one or two club meetings. *Do not introduce the guest as a potential new member to avoid embarrassment if the membership proposal is not approved.*
2. The sponsor(s) should then submit this membership proposal form to the Club Secretary.
3. Upon Membership Committee and Board of Directors approval and absent protest after publication, the Club Secretary will inform the prospective new member of his or her eligibility to join.
4. The new member will complete a review of self-orientation materials and certify this in writing. Thereafter, the new member will be eligible to be introduced as a member at a club meeting.
5. At the meeting when the new member is officially introduced, he or she will receive a lapel pin and give a 3-4 minute talk to introduce himself or herself to the club.
6. The new member must complete a member data form and give it to the club secretary so he or she can be officially enrolled. The new member will then be billed for club dues and initiation fees.
7. It is expected that new members will serve as a greeter for at least one meeting within the first six months of membership.
8. It is hoped that new members will volunteer to join a committee and participate in committee activity.

Sponsor(s) – Only One Required
Printed Name:
Signature:
Date:
Home Address and Phone:
Work Address and Phone:
Printed Name:
Signature:
Date:
Home Address and Phone:
Work Address and Phone:

Proposed New Member
Name:
Home Address:
Home Phone:
Email Address:
Work Address (if employed):
Work Phone:
Job Title:
Business Name:
Business Type:
Principal activity of proposed member, if different from employer or if engaged in independent profession:
If retired, former position and employer or profession:
Activities which would enhance consideration as a Rotarian:
If a former Rotarian, list club(s) and dates:

Activity	Date	Initials
Received by Secretary		
Forwarded to Membership Committee		
Approved by Membership Committee		
Forwarded to Board		
Approved by Board		
Forwarded to club members		
Finally approved		
Newly eligible member notified		