

MEMBERSHIP PROPOSAL

Private and Confidential

DATE _____



ROTARY CLUB OF CALGARY WEST



Fill in as much information as possible and hand it to the Club Secretary

Name _____ Approx age ____ Home phone _____

Home Address _____ Postal Code _____

Married _____ Spouse _____ Children _____

Name and type of business / profession _____

Place of business _____ Years of experience _____

Suggested Rotary Classification _____

Previous Rotary membership -Club _____ from ____ to _____

Club roles held _____

Other service club experience _____

Length of residence in Calgary _____ Previously _____ Where _____

List business, professional and community associations the proposed member supports _____

Names of Rotarians who know the proposed member _____

Activities of Rotary likely to benefit from the talents and ability of the proposed member _____

How long have you known the proposed member _____

Does the proposed member maintain high ethical standards in business, community and home _____

Is the proposed member a leader? Examples

Can the proposed member attend regularly? _____

Proposer _____

Print

signature

Guide for proposing members in Calgary West Rotary Club

- Proposer submits name and general information to Club Secretary
- Club Secretary requests report from Membership Committee on suitability of classification and membership
- Board reviews the proposal and the Committee report and approves the proposal and Secretary notifies the Proposer of decision
- Proposer (and a member of the Membership Committee or senior Rotarian) informs the proposed member of the privileges and responsibilities of Rotary membership and obtain written permission to publish their name and proposed classification to the club membership
- Prospect's name is published in the bulletin. If no objections are received by the Board (through the Secretary) within 7 days of publication of the prospect's name, then upon payment of initiation fee and annual dues, they are considered to be a member. If an objection is received then Board reviews the objection.
- An induction ceremony is held to formally welcome the member to the club. Club secretary reports name to Rotary International.
- Member is invited to participate in the activities of the Club based on information in the proposal and from the Proposer.

Condensed from the Club Constitution and Club Bylaws

Record of Action on Proposal *(to be completed by Club Secretary)*

Date Proposal Form Received _____ Date to Membership Committee _____

Date report of Membership committee received by Secretary _____

Date of Board review of proposal and report _____

Date Proposer notified of Board decision _____

Date Application and Consent from prospective member received _____

Date of publication _____ Objection filed no _____ yes _____

Induction date _____ Other comments _____

Date Rotary International notified _____

Club Secretary _____

Membership Application and Information
Rotary Club of Calgary West

Please print - the following membership information is for reference as needed

Last name _____ First and middle names _____

Call name _____ Preferred title (Mr. Mrs. Ms. Dr.) _____

Residence

Address _____

Phone _____ Fax _____ Cell _____ E-mail _____ @ _____

Business

Firm _____ Position _____

Address _____

Phone _____ Fax _____ Cell _____

Personal

Birth date _____ Spouse / Partner Name _____ Wedding anniversary _____
yy/mm/dd

Children

Name _____ Birth date _____

Name _____ Birth date _____

Name _____ Birth date _____

Prior Club / Community Service

Application

I apply, to become a member of the Rotary Club of Calgary West. Permission is granted to publish my name to the Calgary West members to indicate to them my desire for membership. Upon acceptance by the membership of the Club, I agree that I will abide by principles and bylaws that affect all Rotarians. My initiation fee of \$75 will be paid before formal admission to the Club.

Signature of Applicant Date _____

Name of Proposer _____ Date of Induction _____

Name of Mentor _____ Classification _____



Calgary West Rotary Club Recommended Sponsor /Mentor Activities



SPONSORS (primary person to seek and orient new members)

Invitation

- Bring to a meeting(s)
- Introduce to other Rotarians
- Outline objectives of Rotary
- Attend an information session for prospective members

Proposal

- Submit proposal to Secretary
- Receive report / approval from Board
- Ascertain interest, intent and expectations –both ways
- Inform about time commitment
- Meet proposed new member
- Obtain approval to publish name and give to Secretary
- Wait for 10 days from publication

At induction

- Introduce new member 2min

After induction

- 1 Identify possible areas of interest and advise Membership Chair
- 2 Introduce to existing members at weekly meetings
- 3 Encourage sitting at different tables at lunch meetings. See that new member meets other members. Arrange for several long-term members to invite new member to their table.
- 4 Follow-up on attendance at weekly meetings
- 5 Keep in touch re Rotary events and encourage attendance
- 6 Inform of the importance of attending assemblies
- 7 Attend next Fireside with new member and spouse
- 8 Request a profile for inclusion in the weekly bulletin. This should include profession/business, past experience with Rotary, family, hobbies and passions.
- 9 Periodically meet with new member and review progress on list of Recommended New Member Activities
- 10 Offer encouragement and access to many perspectives.
- 11 Record and thank accomplishments
- 12 Facilitate opportunities for the new member to perform, i.e. with head table, check-in committee, program chairman.
- 13 Explain, demonstrate and lead by example, i.e. how to be a greeter, how to make up a missed meeting, why they should wear their Rotary pin, how to select a club committee to work on.
- 14 Demonstrate the usefulness of the Official Club Directory.
- 15 Be a friend

“FOLLOW THROUGH IS AS IMPORTANT AS THE VISION AND THE PLAN”



Calgary West Rotary Club *Recommended NEW MEMBER ACTIVITIES*



1. Provide a profile for inclusion in the club's weekly bulletin. This should include profession/business, experience with service clubs, family, hobbies and passions.
2. New Member Orientation Meetings: Fireside meetings are hosted during the Rotary year and you are encouraged to attend. These will further acquaint you with Rotary and you will meet other new members.
3. Being a Greeter: This gives you the opportunity to meet as many other members as possible by greeting them as they arrive for meetings.
4. Introduce or thank a guest speaker: This is a great way of getting involved in the club's weekly meeting.
5. Present a Classification Talk: The purpose of this is to acquaint the club with your business or profession at a club meeting. It helps the membership to know you and broadens your acquaintance with the club.
6. Regular Attendance: While the minimum expected of members is at least 60 % of the Club meetings, some clubs have members who have maintain perfect attendance. Attending is sharing that is missed during absence. If you cannot attend our club meeting make up at another club – anywhere in the Rotary world.
7. Choose a committee or two on which you would like to serve. Discuss with your sponsor and mentor the club committees that are scheduled for the Rotary year.
8. Participate in a Hands-On Project: Identify a club project that meets your interests. There are many such projects that are carried out through the year. Get involved.
9. Attend a meeting of the Board of Directors: This will further your knowledge of our club's functions and enhance your acquaintance with members.
10. Attend club Assembly: It is important to attend an Assembly to get the business pulse of the club and informally share for future activities.
11. Become familiar with the Official Club Directory: This provides pertinent information about other clubs around the world.
12. Visit another Rotary club: Helps you to keep in touch with activities carried out by other clubs and hear new speakers.
13. Invite a guest to Rotary: Once involved with Rotary it is hoped that your enthusiasm will encourage you to seek out two or three guests to invite to a club meeting or club social.
14. Propose a new member: New members provide its energy and new ideas to existing and new service projects. Membership is a priority this year.

Calgary West Rotary Club
Membership Committee
November 2003
(Insert in new member package)