

CLUB MEMBERSHIP PROPOSAL & RELATED ACTIONS

Alamo Heights Rotary Club

Revised August 2010

1. Proposer obtains proposal form and a copy of the Responsibilities for Proposer of New Member document from Executive Secretary or from the Alamo Heights Rotary Club web site (www.ahrotary.org). In the event the proposed new member is actually an individual “transferring” from another Rotary Club who has obtained a letter from the losing club that is functioning as the “proposer” in accordance with established RI guidelines, the Membership Committee will arrange for an Alamo Heights Rotarian to assist the proposed member transition into the club and will expedite the processing of the application and briefing based on the actual familiarity of the proposed new member with Rotary.
2. Proposer reviews his/her responsibilities (see Alamo Heights Rotary web site), completes the proposal form and turns it in to the Executive Secretary.
3. The Executive Secretary forwards the proposal to the Classification/Eligibility Committee which determines appropriate classification and eligibility and returns the form to the Executive Secretary who puts the proposal before the Board of Directors.
4. The Board of Directors approves or disapproves the proposal. The goal is to have completed this action within 14 days of submission. In the event of disapproval, the Executive Secretary will inform the proposer of the action taken.
5. If the proposed new member is a former Rotarian, the Executive Secretary will forward a request to the last Rotary Club the individual was a member requesting a certificate confirming the fact that the individual was a member of the Club, is no longer an active member of the club, and has paid all debts owed to that club. This request is not required if provided by the proposed member when his/her proposal is turned in. The Executive Secretary will follow up on this request at least once every two weeks until received. The Board will be kept informed of the progress of the response.
6. The approved proposal is provided to the Membership Information Committee immediately following Board approval.
7. The Membership Information Committee immediately coordinates with the proposer to arrange for the proposed member to receive a briefing by a representative of that committee. When possible, the proposer should be at that briefing. The goal is to have this action completed within 14 days of Board approval.
8. A representative of the Membership Information Committee along with others, as appropriate, will meet with and brief all of the proposers and prospective members who have been approved by the board. The prospective member(s) will be given a copy of the Application for Membership, Rotary Information Sheet, and an addressed envelope to the club’s POB. The proposer will follow up with the proposed member if no response is

received within two weeks and continue following up with the proposed member until the application form and monies are received or the individual decides they are not interested in becoming a Rotarian. The proposer will keep the Executive Secretary informed no later than the 15th and 30th of each month of the status. The Executive Secretary will keep the Board informed of the progress of this action.

9. Upon receipt of the fees/dues, the Executive Secretary will forward the moneys to the treasurer. Upon receipt of the completed application and information sheet and, if a former Rotarian, receipt of the certificate from the previous Rotary Club, the Executive Secretary will notify the Rotator Editor to place the membership proposal notice in the next Rotator.

10. If a written objection stating the reason and providing supporting material has been received by the Board of Directors from any member within seven days of publication in the Rotator, payment for admission fees and dues having already been received, the objection will be considered as specified in the club bylaws at the next Board meeting. If no written objection is received within seven days of publication of the notice, the proposed member is considered to be elected to membership on the eighth day following publication. The Executive Secretary will schedule the new member's introduction to the club and provide the membership packet of information. The Membership committee will prepare the new member's badge.