

Procedures for introducing a new member to the Club

There are four categories of prospective member:

1. Prospective members who know a club member who has introduced them to the club and has offered to be their sponsor.
2. Current Rotary members and who wish to transfer from another club.
3. Prospective members who have approached the club with an interest in joining, including new residents in the club locality who may not know club members.
4. My Rotary Leads – this category of prospective member has applied through Rotary.org/join and has been referred to the club where there is an expectation that a club officer will follow up.

The following club members are involved in the process.

Sponsor (proposer)	A club member who introduces the prospective member to the club and supports them with the application process.
Membership Coordinator 1	Administers the application process.
Membership Coordinator 2	Provides support for the new member after their induction to the club <i>In future years the Membership Coordinator may become a single position.</i>
Secretary	Contact person for external enquiries and membership record keeping.
President Elect	Delegated responsibility with the Membership Coordinator to make recommendations to the Board.

The steps in the membership process are outlined below

Step 1: Initial Contact with the Club

Prospective members are invited to contact the Club Secretary for further information or to register an interest in applying for membership. The Club Secretary will forward details to the Membership Coordinator 1 who will then make contact with the prospective member. A Club sponsor may contact the Membership Coordinator 1 to arrange a meeting with the prospective member.

Step 2: Introduction Meeting. (Overlap with step 3)

The Membership Coordinator 1 has an informal meeting with the prospective member to share information about the club and answer questions. The club brochure, membership information sheet and application form will be provided at this meeting. If the prospective member has a club sponsor, then this sponsor may attend this meeting. The Membership Coordinator 2 or President Elect may also attend this meeting. The main purpose of this meeting is to provide information about the

operation of the Rotary Club of Ocean Grove and to assist the prospective applicant to make their own self assessment of their suitability for membership of the Rotary Club of Ocean Grove.

Step 3. Introducing a Prospective Club Member to the Club (Overlap with step 2)

A club member or the Membership Coordinators can invite a prospective member to the club to attend up to two meetings as a paid guest to establish their interest in Rotary and their compatibility within the club. The club members or Membership Coordinators must advise the Club Attendance Officer through JotForm, by the required date to assist with catering and seating arrangements. If a member brings a prospective member to a club meeting then they must introduce the prospective member to the Membership Coordinator 1 prior to the commencement of the meeting. The Membership Coordinator 1 will communicate with the President who will introduce the prospective member to the club membership during the meeting. The club member or Membership Coordinator is expected to accompany their guest at the meeting and help them to meet members.

Step 4 Application Form

All prospective club members will be required to complete an Application Form and forward this form to Membership Coordinator 1 who will record the date of receipt of the form.

Step 5 Club Member Notification and Opportunity to Respond.

Club members will receive written notification through email that a named person has applied for membership of The Rotary Club of Ocean Grove. Members are provided with the opportunity to express concerns about the prospective member if they have knowledge that they consider to be relevant to the Board decision on the application. This statement must be submitted in writing to the Secretary with name provided and within 7 days of the notification. If members do not reply to the email this is considered to be consent for the application. This step must take place **prior** to the prospective member being invited to join the club.

Step 6 Recommendation to the Board.

The Membership Coordinator(s) and the President Elect (or nominee) will have responsibility delegated by the Board to make a recommendation on the suitability of a prospective member for active membership of the Rotary Club of Ocean Grove. The following sources of information can be used:

- Responses on the application form
- Sponsor recommendations
- Objections from the membership that are deemed to 'be of reasonable grounds'
- Observations based on personal interactions at club dinner meetings.
- Other information that the prospective member chooses to provide to support the application.

The following criteria can be used to guide the recommendation -

1. A record of a productive contribution through business, employment, volunteer work or community service.
2. A commitment to the Rotary values of Integrity, Fellowship, Diversity, Service and Leadership.

3. An interest in Rotary International causes and the community based programs and activities of the Rotary Club of Ocean Grove.
4. A record of working cooperatively with other people in organisations and a willingness to be involved in effective teamwork at the Rotary Club of Ocean Grove.

The recommendation can be -

1. Accept the application
2. Seek further information on the application
3. Reject the application.

If there were membership concerns or objections these will need to be tabled at the Board for consideration. If further information is required, the Board may recommend referee checks, a formal interview process or in some cases a Police check. If an interview is required, the Board will set up an interview panel.

Step 7 Board Decision and Communication with the Prospective Member

The Board will make the decision on whether to accept or reject the application or seek further information prior to making a final decision. This decision should be made within 30 days of receipt of the application form or at the earliest possible opportunity. If the application is approved The Secretary will forward a package to the prospective member including:

- A letter of offer of membership from the President
- A New Member Information Form prepared by the Secretary to cover the information required for the RI data base
- The Media Consent Form – Optional
- Membership fee and payment information – Prepared by the Treasurer.

The new member is asked to return the required forms to the Secretary and the acceptance of membership will be tabled at the next Board meeting. The Secretary has the responsibility for entering the required membership information on the Rotary International Data base. If the member is transferring from another Rotary Club there are forms that need to be exchanged between the Clubs and this will be through the Secretary.

If the application is rejected it is the President's responsibility to inform the applicant in writing.

Step 8 Induction

The Membership Coordinator 1 will contact the new member to arrange a suitable time for the induction to take place and to explain what happens during the induction ceremony at a club meeting.

The President and Secretary shall arrange for the new member's induction, membership card, badge and Welcome Pack to be presented at the club meeting. A Membership Coordinator will be asked to assist at the induction presentation.

Step 9 New Member Support

The Membership Coordinator 2 is expected to sit with the new member at the first few meetings and introduce the new member to other club members. The President will work with the Membership

Coordinator 2 to allocate a club mentor to the new member. The member will have opportunity to express interest in a particular line of service and after time to experience how the club operates. They will inform the President of their choice of service committee involvement.

Step 10 Member Concerns

The mentor should be the first point of contact if the new member is experiencing difficulties or is unhappy at the club. If the new member feels they have been treated unfairly or if there has been inappropriate behaviour there are procedures set down in the Club Complaints and Grievance Procedures document which is on the web site.

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