



“Each One, Bring One!”

A charge to Rotarians Everywhere from RI President Shekhar Mehta

How to Propose a New Member

Proposing new members is essential to achieving Rotary’s goals of providing community and international service. As a Rotarian, one of your primary responsibilities is to help identify and propose new members.

Contribute to your club’s membership by bringing in qualified business, professional, and non-profit leaders who are interested in and committed to advancing the mission of Rotary. Together with your fellow Rotarians, you can help your club fully represent your community’s business and professional life.

Use the Membership Application form to propose a new member.

You’ll be strengthening your club and ensuring its growth and longevity.

Attracting Prospective Members

Consider these approaches for attracting prospective members:

- Rotary Basics (699-EN), Is an overview of our International organization. You can use this link to download a copy (https://clubrunner.blob.core.windows.net/00000009198/en-ca/files/homepage/rotary-basics/rotary_basics_en.pdf). Additional information about Rotary and The Rotary Club of Santa Fe will be presented during Orientation and Mentoring Sessions.
- Encourage prospective members to visit The Rotary Club’s website and tour the RI Web site, www.rotary.org.
- Invite the prospective member to coffee or lunch and tell them your Rotary story.
- Invite prospective members to a club meeting and/or an activity or a service project.

Identifying Qualified Candidates

Qualified candidates for Rotary membership are adults of good character with good business and professional reputation, who hold or have held positions of leadership in any worthy and recognized business or profession, live by the Rotary 4-Way Test, demonstrate a willingness to participate in the Club and its activities and understand the importance of supporting the Rotary Foundation and the Rotary Club of Santa Fe’s Foundation.

Proposing a New Member

Once it becomes clear that the prospective member is interested in membership:

- The Sponsor and the New Member should complete and sign the New Member Application and attach a short bio and business resume. As sponsor you will need to write a letter of recommendation. Once completed these documents should be given to the Club's Membership Chair or the Membership Subcommittee Chair.
- The membership application after being approved by the Membership Committee will be submitted to the Club's Board of Directors at the next monthly board meeting. If approved by the board the application is presented to the full membership of the Club for a seven (7) day comment period. If a member opposes the application, it must be submitted in writing, and the application is returned to the Board for additional consideration. If there is no opposition to the application or if the Board approves the candidate a second time, the candidate will be accepted for membership.

After Board Approval

Inform the New Member, and the Membership committee will arrange for induction as soon as possible. Assist in coordinating with the Membership Chair and Club Secretary.

The club secretary and treasurer will collect the required dues and fees and report the new member to Rotary International.

The New Member will be appointed a Mentor by the Membership Committee. This Rotarian will be in addition to the Sponsor.

The New Member will be expected to participate in the New Member Orientation, complete the New Member Engagement Program and meet with their appointed Mentor.

Important Reminder

Before you submit your proposal, have you...

- Allowed the prospective member opportunity to visit club meetings?
- Given copy of Rotary Basics to the prospective member?
- Provided the prospective member with information about membership benefits and responsibilities?
- Encouraged the prospective member to tour the RI Web site, www.rotary.org?
- Presented the club's projects and programs to the prospective member?

Submit the form to the Club's Membership chair, or Membership Subcommittee chair preferably by delivering it at a regular club meeting. For faster processing the completed form may be scanned and emailed.

Our current Membership Chair is Jim Roghair, jroghair@comcast.net, cell 847-738-9594, and he has deputized John Adams as Membership Subcommittee chair, adams.john.r.73@gmail.com or 505-690-1763.