

“S N A P”
New Member
Sponsorship, Nomination and Approval Process

The Longwood Rotary Club

- 1) Sponsor brings Prospective Member (Prospect) to at least two meetings as a guest. Sponsor buys breakfast at first meeting; the Club pays for the second one.
- 2) After these meetings, Sponsor obtains *Membership Application* from Club Secretary, completes it, and returns it to Club Secretary, who gives a copy to Membership Chair.
- 3) Membership Chair presents the Application to Board as soon as possible, either physically at a board meeting or digitally via email distribution. Board reviews the *Application* and checks for any Classification issues. Should a Classification issue arise, Club President will confer with those club members directly impacted by the issue at hand and shares the outcome with Board.
- 4) Board deliberates for 48 hours and Membership Chair shares Board’s decision with Sponsor.
- 5) Membership Chair (or a member of Membership Committee) schedules a meeting with Prospect. During this “*Fireside Chat*,” Prospect is extended an invitation *to be considered for membership* (subject to approval of membership-at-large). He or she is briefed on the expectations, duties, responsibilities, financial commitments, privileges, and attendance/make-up requirements associated with being a member.
- 6) Club President “reads” Prospect’s name at the next meeting. Reading includes name of Sponsor, occupation and Classification of Prospect, Board approval of application and Classification, and the completion or scheduling of the *Fireside Chat*. Prospect is notified by Membership Chair that he or she should not attend that meeting. Given no objections, the second reading is done via group email to membership-at-large.
- 7) Given no objections on the part of the membership-at-large after two readings, Prospect is notified that we are pleased to extend an offer of membership. Prospect (and guest) is invited to the next meeting, during which Club President conducts the Installation Ceremony.
- 8) Club Secretary orders the nametag, registers *our newest member* with Rotary International, collects the initiation fee, arranges for his or her subscription to *Rotarian* magazine, and provides contact information to Communications Chair and Sergeant-at-Arms. Sergeant-at-Arms takes photo and adds to the *Club Roster*.
- 9) Programs Chair schedules *our newest member* to give classification presentation during the next available slot in a subsequent club meeting. Before that meeting, *newest member* and Sponsor greet arriving members that morning just inside the door of the Terrace Restaurant.
- 10) The membership-at-large ensures that *our newest member* feels welcome and fully integrated into the operation and fellowship of our club as quickly as possible!