



The Rotary Club of Oviedo, FL

Bylaws

Revision: 1
Effective 18 June, 2014

Replaces Revision: Original
dated 17 January, 2007

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The Rotary Club of Oviedo, FL

Bylaws

Revision: 1

Effective: 18 June, 2014

Approved by the Board of Directors: 9 June, 2014

Approved by the Membership: 11 June, 2014

Signature: _____


Ron Jacobs, President, for the Board

Date: _____

6/18/2014

The 2013-2014 Board of Directors

President: Ron Jacobs;

Vice President: Parks Wilson; Secretary: Tracy Zanowick;

Treasurer: Todd Cluxton; Past-President: Harold Davis;

Directors: Jeffery Campbell, Jim Morical, Alex Sacharoff, Carl Wolary

Prepared by Carl Wolary

Article 1: Definitions

1. Board: The board of directors of this club.
2. Officer: The president, vice president, secretary, treasurer and past president, all members of this Club's board of directors.
3. Director: A member of this club's board of directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month Rotary year; 1 July-30 June.
7. SRCC: Standard Rotary Club Constitution (for reference - available on-line at RI).

Article 2: Board

Section 1 - The governing body of this club shall be the elected board of directors consisting of nine members of this club, namely, the president, vice-president, secretary, treasurer, and four directors, plus the immediate past president. All are voting members of the board.

Section 2 - The board shall provide for the business and direction of the club according to Rotary ideals, the club bylaws and the SRCC.

Section 3 - At the discretion of the board, the board shall present significant issues, large in scope, cost, effort, or club commitment, with their recommendation, to members in a regular meeting, for a membership vote.

Section 4 - The board shall keep the membership informed of board actions.

Section 5 - The Board shall be guided by the 4-Way Test.

Article 3: Election of Officers and Directors

Section 1

(a) The board of directors shall serve as the nominating committee for club officers and directors.

(b) At the October board meeting, the president and board must make plans for the upcoming nominations and elections of officers and directors: allowing for cancelled meetings for holidays or club functions in November and December, consider the remaining regular club meetings planned to be held and thus available to set aside, with one in November for nominations, and two in December: the first week for elections; the second follow-on week as a contingency run-off in case of a tie. A time interval of at least three weeks should elapse between the November nomination meeting and the December election meeting.

(c) At the last regular club meeting in October, prior to any member being approached on the subject, the president shall remind the members of the upcoming nomination process for the

December election of officers and directors, and ask that any member who does not want to be considered a candidate to so advise the president within 7 days (the secretary shall provide for notification to those absent).

(d) To qualify, each officer and director candidate shall be a member in good standing of this club and shall have served as an active member of this club for at least one year prior to being nominated for such office, and ideally, the president-nominee should have prior service on the board as a director or officer.

(e) The board shall meet in November to discuss and select candidates, and by majority vote of the board for each candidate, nominate club officers and directors. A board member shall contact each candidate so nominated. If a member then declines their nomination, the board will repeat the selection process to fill the vacancy.

(f) The president shall present the nominations to the members at a club assembly at least three weeks prior to the December meeting for election of officers and directors. The president, using Robert's Rules of Order, shall ask for any additional nominations by members from the floor.

(g) Nominations duly made, if there is one nominee for each office, members may vote, as determined by the board, either by voice vote, or secret ballot, at the meeting for election of officers and directors at the club assembly in December. If there is more than one nominee for an office, nominees shall be placed on a ballot in alphabetical order under each office, and shall be voted on by the members in secret ballot. The president will appoint two past presidents to count the ballots and report the results to the president, who will announce the results to members.

(h) The candidates for president, vice-president, secretary, and treasurer, receiving a majority of the votes in December shall be declared elected to their respective offices. The two candidates for director receiving a majority of the votes shall be declared elected as directors..

(i) In case of a tie, a second vote for that office will be held at a club assembly the following week in December.

(j) The candidate for president elected in December shall serve the next six months as vice president/president-elect until taking office as president the first day of July next following the election, and serve for one year.

(k) The president-elect shall attend the district presidents-elect training seminar and the district training assembly.

(l) The candidate for vice president elected in December shall serve as the vice president and take office the first day of July next following the election and serve for one year. The vice president shall also serve the next 12 months (December election to December election) with the title of president-nominee, satisfying SRCC requirements.

(m) The two candidates for director elected in December shall serve as directors for a term of two years commencing the first day of July next following the election. For club continuity, each

year the two directors elected to serve two years replace two directors leaving the board who have served two years.

Section 2 - The officers and directors, so elected, together with the immediate past president, shall constitute the incoming board, the board-elect. The board-elect shall meet and elect a member of the club to act as sergeant-at-arms before 1 July.

Section 3 - A vacancy on the serving board shall be filled by action of the remaining board members.

Section 4 - A vacancy on the board-elect shall be filled by action of the remaining board-elect members.

Article 4: Duties of Officers and Directors

Section 1 - President: It shall be the duty of the president to preside at meetings of the club and the board and perform other duties that ordinarily pertain to the office of president and these bylaws.

Section 2 - Vice-President: It shall be the duty of the vice-president to preside at meetings of the club and the board, in the absence of the president, and to perform other duties as ordinarily pertain to the office of vice-president and these bylaws.

Section 3 - Secretary: It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April, of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; provide for the new member application form (RCO/M1) and leave of absence form (RCO/L1); and perform other duties according to these bylaws, and those that usually pertain to the office of secretary. Upon retirement from office, the secretary will turn over to the incoming secretary membership records, meeting minutes, club roster, attendance records and other such documents listed above to facilitate the transition and preserve club history. From time to time the secretary will provide a comprehensive membership roster with contact and other information to members.

Section 4 - Treasurer: It shall be the duty of the treasurer to have custody of all club funds, accounting for the funds to the club annually; provide an updated treasurer's report to the board at the monthly board meetings or at any other time required by the board; and perform other duties as pertains to the office of treasurer and these bylaws. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 5 - Directors: It shall be the duty of directors to chair standing or ad-hoc committees including the Avenues of Service; perform other functions for the club as appointed by the president or the board; contribute to board deliberations; provide recommendations and guidance for club goals and objectives; and perform other duties as required and according to these bylaws.

Section 6 - Sergeant-at-Arms: The duties of the sergeant-at-arms shall be such as are usually prescribed for such office including ensuring meeting room preparation, maintaining good order, and performing other duties as may be prescribed by the president or the board.

Article 5: Meetings

Section 1 - As determined by the board, to satisfy the RI requirement that elections of officers and directors for the upcoming Rotary year be accomplished not later than 31 December, an annual club assembly of this club shall be held in November for nominations, followed by an annual club assembly in December at which time the election of officers and directors to serve for the following year shall take place.

Section 2 - The regular weekly meetings of this club shall be held on Wednesday from 7:30am to 8:30am. Each member should attend this club's regular meetings and club assemblies, and engage in this club's service projects and other club events and activities. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members with the exception of an honorary member (or member excused pursuant to these bylaws or the SRCC) in good standing in this club, on the day of the regular meeting, must be counted as present or absent by the secretary, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting or club assembly, either at this club or at any other Rotary club, or as otherwise provided in the SRCC.

Section 3 - The board of directors shall determine if member participation in a certain club function will count as a meeting make-up for attendance purposes, and the president will inform members of the make-up credit available in advance of the club function.

Section 4 - "Rule of 85". A member may be excused from attending meetings if the aggregate of the member's years of age and years of Rotary membership in one or more clubs is 85 years or more, and the member has notified the club secretary in writing of the member's desire to be excused from attendance, and the board has approved the request. The absence shall not count against the member or be reported in the club's attendance records.

Section 5 - One-half plus one of the membership present shall constitute a quorum at the annual meetings, regular meetings, or club assemblies of this club.

Section 6 - Regular monthly meetings of the board shall be held at a time and place as determined by the board. Members shall be advised of board meetings and invited to attend. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two (2) board members, due notice having been given.

Section 7 - Five board members shall constitute a quorum of the board.

Section 8 - Minutes of the board meetings will be available to members.

Section 9 - The president may call for a club assembly in lieu of a regular meeting, to conduct club business.

Section 10 – Prior to the end of the Rotary year, a meeting for the installation of incoming officers and directors shall be held at a time, place and venue as determined by the board. The board will determine if the installation meeting counts in lieu of a regular meeting. (Also see Section 3).

Article 6: Method of Voting

The business of this club shall be transacted by voice vote except the election of officers and directors, which shall be by voice vote or secret ballot as determined by the board. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 7: Five Avenues of Service

The Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. This club will be active in each of the Five Avenues of Service.

Article 8: Committees

Section 1 - Club committees are charged with carrying out the annual and long-range goals of the club. Each committee shall have a specific mandate, with clearly defined goals and action plans established by the beginning of each year for implementation during the course of the year.

Section 2 - It shall be the primary responsibility of the vice president/president-elect to provide the necessary leadership to prepare a recommendation for club committees, their mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above. When developing plans for the year, and to meet the objectives and ideals of the Five Avenues of Service, these avenues may either be included within the duties of other committees or as stand-alone committees.

Section 3 - The duties of all committees shall be established by the vice-president/president-elect for his or her upcoming year, who will appoint committee members, fill vacancies, appoint committee chairs, conduct planning meetings prior to the start of their year in office, and keep the incoming board informed of these actions. In declaring the duties of each committee, the vice-president/ president-elect shall be guided by appropriate RI materials and these bylaws.

Section 4 - The vice-president/president-elect, when president, and while keeping the board informed, may establish committees as needed, assign duties and fill vacancies on existing

committees, or have planning meetings as required to ensure fulfillment of club and committee goals and objectives, in accordance with these bylaws.

Section 5 - The vice president/president-elect, president, and immediate past president should work together to ensure committee continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for more than one year to ensure consistency. It is recommended that the chair have previous experience as a member of the committee.

Section 6 - Standing committees should be appointed as follows, with these guidelines:

(a) Membership/classification

Develop and implement a comprehensive plan for the retention and recruitment of members, review for compliance a prospective member's application and classification for the board, review current classifications for compliance according to these bylaws and RI Guidelines, recommend classification changes to the board, and prepare a classification survey of the community to identify unfilled classifications for potential new members.

(b) Club Public Relations

Develop and implement plans and methods to provide the public with timely information about our club's service projects and activities within the community, and Rotary in general.

(c) Club Administration

Conduct activities associated with improving the effective internal operation of the club to include member communications, overview and assistance, if needed, with meals on wheels, programs, bulletins, and provide for accumulation and storage of club historical documents and items.

(d) Community Service Projects

Develop and implement educational, humanitarian, vocational and volunteer club projects that address the needs of the community.

(e) The Rotary Foundation

Develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

(f) Other Committees

Additional ad-hoc committees may be appointed as needed.

Section 7 - The president shall be ex-officio member of all committees and as such, shall have all the privileges of membership thereon, establish ad-hoc committees as needed, and replace committee members as needed.

Section 8 - Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, committees shall not take independent action until a report has been made and approved by the board.

Section 9 - Each chair shall be responsible for regular meetings and activities of their committee, provide direction, and coordinate the work of the committee. The chair shall keep the president and board informed of the committee's activities.

Article 9: Fees and Dues

Section 1 - The new member admission fee shall be determined by the board and must be paid before the applicant can qualify as a member (the admission fee is waived for former Rotarians or Rotarians transferring from another club).

Section 2 - Annual membership dues shall be determined by the board, and are payable in advance quarterly, semiannually or annually (new member dues will be pro-rated for the quarter in which they join). The board may provide for a discount to members who pay their annual dues in full at the beginning of the Rotary year. A portion of membership dues shall be applied to each member's subscription to the RI official magazine.

Section 3 - The board may raise dues to cover increased costs beyond the control of the club, e.g. meals, RI or District charges, and shall notify members of the pass-through increase. The board shall present any discretionary spending proposals requiring an increase in dues, along with the board's recommendation, to the membership for a vote.

Section 4

(a) This section applies to the first and all subsequent leaves of absence requested, board-approved, and taken after the effective date of these bylaws, Revision 1.

(b) As a member on leave of absence pays dues in advance that include meals not consumed, upon the member's return from leave a full meal credit shall be applied by the treasurer to future dues based on the number of absences accumulated on leave as determined by the secretary and so entered on the leave of absence form. The treasurer shall compute meal credits based on that number of absences and cost of meals during the leave period and apply these meal credits to the number of weeks in the next dues period. If weeks missed exceed the weeks in the next dues period, remaining meal credit weeks are carried over to the next dues period until full credit for all meals paid for but missed while on leave has been applied to the member's future dues.

Article 10: Finances

Section 1 - Prior to the beginning of each year, the president, in close consultation with the treasurer, shall prepare a budget of estimated income and expenditures for the year, for board approval, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect to club operations and one in respect to charitable/service operations. A copy of the approved budget shall be presented to the members in a club assembly.

Section 2 - The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 - All bills approved by the board shall be paid by the treasurer.

Section 4 - A thorough review or audit of all financial transactions by a qualified person selected by the board shall be made at least once each year.

Section 5 - Officers having charge or control of club funds shall give bond if required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 - The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 11: Method of Electing New Members

Section 1 - Prospective candidates for membership are proposed by active members of the club (also see Section 9).

Section 2 - Qualifications

When considering someone as a candidate for membership (the candidate), and before approaching the person, the proposing club member (the sponsor) should first consider, among other things, the following RI qualifications for Rotary club membership: that the candidate is of good character and has a good business, professional and community reputation; that they are the owner, partner, corporate officer or manager of any worthy and recognized business or profession; or hold any important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority; and has their place of business or residence located in the locality of the club or the surrounding area.

Section 3 - Introduction to Rotary

(a) If the candidate meets the qualifications, the sponsor should approach the candidate and provide an overview of the club, purpose of Rotary, membership expectations, anticipated financial obligations, club activities, club bylaws, attendance requirements, and answer other Rotary questions the candidate may have.

(b) If the candidate is interested in becoming a member of the Rotary Club of Oviedo, the sponsor shall invite the candidate to club meetings, introduce them to club members, and provide the candidate an opportunity to experience club activities. During this get-acquainted period, the candidate will be considered a guest of the club for up to three breakfast meals.

(c) Following this introduction, and providing the candidate remains interested in joining Rotary, the membership proposal process begins.

Section 4 - Membership Proposal

(a) The sponsor shall guide the candidate through the membership process, keep them informed, and serve as the point of contact between the candidate and the club.

(b) The sponsor and candidate shall complete the Membership Proposal Form (RCO/M1), including the candidate's signature and permission to publish his/her name to the club members for a vote. The sponsor shall submit the completed form to the secretary, who will forward it to the membership and classification committee.

(c) The membership and classification committee shall ensure that the candidate meets all the classification and membership requirements, determine and enter the candidate's classification on the Membership Proposal Form, and submit the form with their recommendation to the board.

Section 5 - Board Review

The board shall review the candidate's application, consider the membership and classification committee's recommendation, the bylaws, and SRCC, and shall approve or disapprove the proposal within 14 days of its submission at a regular board meeting, or special board meeting called by the president. The board shall notify the sponsor, through the secretary, of its decision. The secretary shall maintain the Membership Proposal Form on file.

Section 6 - Rotary Orientation

If the decision of the board is favorable, the candidate, through a fireside chat, or as determined by the president, shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership including a review of the bylaws. If the candidate remains interested in joining, they then stand for election by the club membership.

Section 7 - Membership Election

(a) The president shall provide for club membership notification, with copies of the candidate's Membership Application Form for their review and approval or objection to the candidate's membership.

(b) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following the club member's receiving the candidate's application, the candidate is considered elected to membership and ready for induction into the club.

(c) If any such objection has been filed with the board, the president shall call a special board meeting to review the objection, and may invite the objecting member to attend to express their objection prior to the board deliberation and vote on the matter. If the objection stands, and the proposed member fails to be elected, the board will be guided by the SRCC for resolution.

(d) If the board approves despite the objection, the candidate is considered elected to membership and ready for induction into the club.

Section 8 - Induction

(a) Following the election, the president shall arrange with the sponsor and the newly elected member a date for induction into the club, and provide for new member Rotary materials including a copy of the current club bylaws.

(b) The president shall ensure that the new member understands the requirement to pay the admission fee and pro-rated quarterly dues at their induction meeting, which establishes that date as the beginning of their Rotary service and membership in the club.

(c) The president shall determine when the induction ceremony will be held, at a regular club meeting, to include 'pinning' the new member with Rotary pin and introducing the new member to the club, all members standing. The sponsor should be present and accompany the new member at the induction.

(d) The new member may be inducted without new member materials due to mail or printing delays; and such material, as soon as available, will be presented to the new member by the president in a club meeting.

(e) The secretary will report the new member information to District and RI as required.

(f) The president will provide for assisting the new member's assimilation into the club as well as assign the new member to a club project or function.

Section 9 - Former or Transferring Member

A member may propose to active membership a member or former member of a club. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The transferring or former members changing clubs should be asked to bring a letter of recommendation from their previous club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of this club who are current or former members of another club who have debts to the other club are ineligible for membership in this club.

The proposal shall be kept confidential except as otherwise provided in this procedure. The president may waive certain provisions of this article, e.g. fireside chat, but the transferring or former member must sign the membership proposal form to permit his or her name to be published to the club, and stand for election by the members as provided for in this article. If elected, a transferring member's service will be bridged including any perfect attendance earned at their former club, provided perfect attendance remains intact throughout the membership transfer. A former member's service will be bridged less time away from Rotary membership.

Section 10 - Other

(a) In the event a person is a 'walk-in' to our meeting, expressing an interest in Rotary, the greeter will introduce him/her to other members and the president, who will ensure the guest feels welcomed, and ask a member(s) to consider being their sponsor. The member(s) so assigned should attempt to ascertain if the newcomer meets the basic qualification requirements stated in Section 2 above, and if so, begin the membership process provided in this Article. The newcomer shall be a guest of the club for their breakfast meal.

(b) In the event a person approaches members at a club community event, and expresses interest in Rotary, the members present should ascertain if the interested person meets the basic qualification requirements stated in Section 2 above, and if so, invite them to attend our next regular meeting as the guest of the club for breakfast. If the person attends, guidelines provided in (a) above apply.

Section 11 - Honorary Member

The board may recommend and the club shall elect by unanimous vote an honorary member of this club in accordance with these bylaws and the SRCC. Honorary members are exempt from initiation fees and dues, and the Membership Proposal Form requirement is waived. In the future, should the honorary member fail to meet the high standards, qualifications and ideals of RI and this club, their status may be revoked at any time by the board by a majority vote.

Article 12: Method of Membership Termination

Section 1 - Good Cause

The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than six of the board members at a meeting called for that purpose. The guiding principles for this meeting shall be the SRCC; Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.

Section 2 - Dues

Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the board through the secretary that non-payment is cause for termination. If the dues are not paid on or before ten (10) days of the date of notification, the board, by a majority vote, may terminate the member's membership.

Section 3 - Attendance Percentage

A member must:

- (a) Attend or make up at least 50 percent of club regular meetings in each half of the year; and
- (b) Attend at least 30 percent of this club's regular meetings in each half of the year.

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

Section 4 - Consecutive Absences

Unless otherwise excused by the board, any member who fails to attend or make up four consecutive regular meetings shall be notified in writing by the board through the secretary that the member's non-attendance is cause for termination of membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Article 13: Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be tabled by the president and referred to the board without discussion. The president shall call a special board meeting to review the resolution or motion and report the board decision at the next club meeting.

Article 14: Bylaws Revisions

These bylaws may be revised from time to time by the board to improve the existing bylaws or where required by changes to the SRCC. No amendment or change to these bylaws can be made which is not in harmony with the SRCC. When a revision is approved by the board, the president shall present the revision to the members for their approval in a club assembly. Following membership approval, the president shall sign and date the revision for the board and the revision becomes effective that date. The president shall provide for signed copies to be published and issued to each member at a club meeting.

Article 15: Club Standard Operating Procedures

Section 1 - A Standard Operating Procedure (SOP) establishes specific subject-matter methods and procedures, requirements, operational details, or steps, to be followed for administrative functions on routine yet important issues, or for infrequent subjects, or for any other issue the board may determine that should be a SOP, and so documented, to provide for clear and consistent application of a process.

Section 2 - A member may suggest to the board a new SOP, or a revision to an existing SOP. The board will approve or disapprove the suggestion at a board meeting, and so advise the proposing member of the results.

Section 3 - Each suggested new or revised SOP, after board approval, shall be presented to the membership for their approval, by the president, in a regular meeting. Upon membership approval, the SOP becomes effective.

Section 4 - The board shall provide for SOP preparation, numbering, and printing, and the president shall initial and date each approved SOP.

Section 5 - Each stand-alone SOP may be changed, or deleted, or a new SOP may be added, with board and membership approval, without requiring a revision to club bylaws.

Section 6 - In the event a SOP in practice proves to be untenable or has adverse, unintended consequences, the board shall immediately suspend its use, advise the membership, make any necessary remedies, correct the SOP, and present the revised SOP to the membership for their approval.

Section 7 - Each SOP is subordinate to, and must be in compliance with, club bylaws and the SRCC.

Section 8- The Standard Operating Procedure Manual (SOPM) contains the aggregate of approved SOPs, and shall be maintained by a board member appointed by the president.

**Rotary Club of Oviedo
New Member Application**

Date: _____

Proposing Member:

I propose for club membership: _____

(Print proposed member name)

Suggested Classification: _____

Proposing club member: _____

(Print proposing member name)

Signature

Proposed member:

DOB: _____ Place of birth: _____

Current Street Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Cell: _____ Work: _____ Email: _____

Spouse/significant other name: _____

Business Name: _____

Address: _____

Years firm has been in business here: _____ Position in Firm: _____ Years in Firm: _____

School or College: _____ Military Affiliation: _____

Professional/Volunteer Organizations: _____

Activities that would enhance consideration as Rotarian: _____

Hobbies: _____

Form RCO/M1

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Proposed member, please read and sign:

“I hereby certify that I am qualified for active membership by my current or former status as a business, professional, or community leader, or as a Rotary Foundation alumnus/a, and by having a place of business or residence within the club’s locality or surrounding area.

I understand that, if accepted for membership, it will be my duty to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay any admission fees required by the club and to pay dues in accordance with the club bylaws. I hereby give permission to the club to publish my name and proposed classification, if applicable, to its membership”

Proposed member signature: _____ **Date:** _____

Proposing member: please submit form to Secretary _____ **Date:** _____

Secretary: please forward form to Classification/Membership Committee **Date:** _____

Classification/Membership Committee: Recommend for membership: Yes: _____ No: _____

Proposed member classification: _____

Committee Chair signature: _____

Forwarded to Board: _____ **Board review:** _____ **Board approval:** Yes ___ No ___
(Date) (Date)

President’s signature, for the Board: _____

Proposed member application published by the Board to club membership for approval:

Date: _____

After prescribed voting interval, **Proposing and Proposed member** notified of club membership decision by the Board.

Date: _____ (**Secretary: retain form for file**)