



The Rotary Club of Frederick

P.O. Box 13, Frederick, MD 21705

Instructions for Sponsoring a New Member

- ⊗ Membership is a responsibility, not a right. Membership is by invitation after a review process and is not automatic. Due to the nature of this process, discretion is advised.
- ⊗ Each applicant must be proposed for membership by an active member of the club.
- ⊗ Each applicant should be an active member of the community with a history of service in the community.
 - Has he or she served on a non-profit board?
 - Has he or she volunteered in the community?
- ⊗ Qualified candidates hold or have held an executive or responsible supporting position with discretionary authority in any worthy and recognized business or profession.
- ⊗ All candidates should be able to meet the club's attendance and community project participation requirements, and live or work in the vicinity of the club or the surrounding area.
- ⊗ The person you propose for club membership should come to a meeting or two as your guest to have an opportunity to meet members and experience our weekly meeting. The Rotary Club of Frederick will pay for the first lunch of the proposed member; the sponsor is responsible for other lunches.
- ⊗ Though some of the necessary information will be supplied by the applicant, the sponsor is responsible for the application and for ultimately submitting a complete application (available in writeable PDF format on the club website) to the Club Coordinator. **The process is driven by the sponsor, not the proposed member.** Incomplete proposal forms will be returned to the sponsor for completion.
- ⊗ Please note that while it is appropriate to determine if a candidate is interested in club membership, it is inappropriate to introduce him or her as a candidate for membership.

How to Propose a New Member

- Send the completed application to the Club Coordinator, Meredith Lawler, at meredith@grapecreekfarm.com. The application is available in writeable PDF format on the club website.
 - After review, the Membership Committee will send its recommendation to the Board of Directors. The Board makes the final decision on all applications.
 - Upon the Board's approval, the applicant is proposed to the club membership via confidential email for written objections only within 7 days. The Board reviews any objection and may either support or dismiss it; the Board has the final decision on all proposal forms. The sponsor and the applicant will be notified by the Club Coordinator or Secretary with a final decision.
 - Upon final approval, the applicant will be scheduled for a brief club orientation, after which the new member's induction date can be scheduled.
 - Once a completed proposal form is submitted, this review process may take up to four weeks from start to finish.
- ⚙ The sponsor must convey the following financial requirements and recommendations to the proposed member:

Required Annual Expenses

Annual dues: \$350 (prorated by month based on date of induction)
Processing fee: \$50
Weekly luncheon: \$18 (approximately 50 lunches/year)

Other Optional Annual Expenses

Rotary Foundation contribution: \$100 per year, more if one is able.
Weekly 50/50 ticket raffle for Rotary causes.
Tickets for yearly fundraising project(s) to benefit major community needs.