

New Member Nomination Process for joining the Rotary Club of Ashburton Plains

The following are the steps in nominating a new member to join the Plains Rotary club. It is important to follow the steps in order to allow a smooth process without any embarrassments.

Proposer of a new member can access a nomination form from the club website. [CLICK HERE](#) or go to <https://plainsrotary.org.nz/document-list/> and click on 'RotaryMembershipNominationForm.pdf' (The form is an editable pdf which means you enter the nominee's details on the screen then save it to your hard drive, naming it with your nominee's name)

1. The proposer completes the form and saves it with the nominee's name and emails to the Secretary; **at this stage no contact with the person being nominated should take place.**
2. The Secretary will email the form to Directors on receipt of receiving it and ask for a return reply, **within 24hours with a yes/no.**
3. Once confirmed by all Directors the Secretary will circulate the form to all club members by email and ask for any comments which **are to be lodged within 7 days. A date for comments to be sent by, should be included in the email.**
4. The secretary will advise Directors of any feedback and if necessary the Directors may need to meet if any objections are received from any member.
5. The Secretary will advise the proposer of the outcome of the feedback from members and if ok advise the proposer that they can proceed and invite the prospect to join the club.
6. The proposer is to ask the new member to complete the new member form which they will receive from the Secretary and once completed is returned to the Secretary
7. The membership committee will arrange for the induction ceremony to take place at the next meeting opportunity. The committee will arrange with the secretary for a booklet to be put together to include a certificate of membership, lapel pin and name badge and any Rotary information available. The President will nominate the new member to a committee.
8. The secretary will advise the new member's details to Rotary International and district 9999 via their websites and create a user account on the club website
9. The President will coordinate with the Membership Committee to organise a fireside meeting to introduce the new member to the ways of Rotary. The Fireside meeting will cover the following topics
 - a. What We Do.
 - b. Our Values
 - c. Members Responsibilities
 - d. The Structure of Rotary from the bottom up
 - e. Where to find Rotary information
 - f. How to log on the Rotary Websites.