

# Rotary Club of Knoxville Membership Proposal Process



## I. Membership Proposal Form

- a. Fill out the front of the proposal form and have it signed by at least three other Rotarians who personally know your prospect.
- b. Return the completed form to the Club Administrator or someone on the Membership Committee.

## II. Membership Screening & Classification Committees

- a. Applications are sent simultaneously to the Membership Screening and Classification Committees for approval and classification assignment.
- b. The Classification Committee will meet the first Tuesday following receipt of a new member proposal to assign an appropriate classification.

## III. Board of Directors

- a. The RCK Board of Directors votes to approve the proposed member. The vote is usually taken at a regularly scheduled meeting (the 3<sup>rd</sup> Tuesday of each month) but may be considered by written ballot submitted by mail, personal delivery, facsimile or electronic mail. Approval must be by unanimous vote.  
(NOTE: The proposer of the prospective member may be asked to appear before the Board of Directors to provide information about the proposed member and to answer any questions members of the board may have.)

## IV. Ralph Caldwell College of Knowledge

- a. Upon approval of the Board of Directors, the Club Administrator will contact the prospective member and their sponsor to attend the Ralph Caldwell College of Rotary Knowledge (scheduled as needed – typically the 3<sup>rd</sup> or 4<sup>th</sup> week of each month).

## V. Final Membership Approval

- a. At the conclusion of the College of Knowledge, the prospective member is asked to join. If the prospective member agrees, his/her name is published in the next issue of the *Rotary Forward*. Members have seven business days to register an objection with the Board of Directors. If no objections are filed, the member is approved.

## VI. Member Introduction

- a. After approval, the prospective member pays the membership fee and pro-rata dues and lunches for the quarter and is contacted by the Club Administrator to schedule their official introduction.