**Rotary Club of Salamanca Inc.**

**STEPS TO BECOMING A MEMBER (GUIDELINES)**

1. Member invites candidate to Club – First meeting, no charge
2. After 3 meetings, member asks candidate their intentions (if not already done so)
3. If they wish to continue, an Individual Membership Application Form (IMAF) provided by Membership Leader for completion. If the nominee wishes to take part in the Club’s Youth programs, a Working With Vulnerable People (Child Related Activity) Card will also be required (with RC Salamanca as the employer).
4. Completed IMAF & CV (work, family, interests) provided to Membership Leader.
5. Membership Leader advises Board of Nomination (via email).
6. Membership Leader circulates CV and Classification to membership (via email). Members only to advise Club Secretary of any issues arising within 7 days. If there are issues, Secretary to advise the Board for resolution
7. Secretary to advise Membership Leader result (via email).
8. Membership Leader to advise Board and request resolution of Nomination within 7 days (via email).
9. Secretary to order badge.
10. Following resolution, Membership Leader to advise President, candidate and proposer to select mutual date for induction.
11. President to Induct new member at a mutually convenient time and appoint a mentor.
12. Treasurer to issue invoice for $25.00 membership fee and proportional subs to new member
13. If a member of another club wishes to transfer in, all of the above steps are to be taken plus a letter from their previous/existing club as to the member’s club financial status is required.