

# **Bylaws of the Randolph Sunrise Rotary Club**

Revised July 10<sup>th</sup> 2025

These Bylaws and the Randolph Sunrise Club Constitution constitute the governing documents for this club.

## **Article 1 Definitions**

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: One-third of the club membership, or more than fifty percent of the board.
5. Chair: Person in charge of the Board, committee or sub-committee
6. RI: Rotary International.
7. Year: The twelve-month period that begins on 1 July.

## Article 2: Board

The governing body of this club shall be the board of directors elected in accordance with Article 3—Section 1.

## Article 3: Election and Terms of Office

Section 1. At a regular meeting one month prior to the meeting for the election of officers, in accordance with Article 5, Section 1, the presiding officer shall ask for nominations by the members of the club for President, President-elect, Secretary, Treasurer, Sergeant-at-Arms, and four other directors. The nominations may be presented by a nominating committee or by members from the floor. The nominating committee shall consist of the President-elect, acting as chairman, and two other members in good standing of the Club who are not presently directors of the club; these members being appointed by the President.

The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for Secretary, Treasurer, and Sergeant-at-arms, receiving a majority of votes, shall be declared elected to their respective offices for a three-year term. The four candidates for director, receiving a majority of votes shall be declared elected as directors for a one-year term.

The President, elected in such balloting, shall serve as President-elect for the year commencing on the first day of July next following election; then shall serve as President for the year beginning the first day of July following service on the board as President-elect.

Section 2. The officers and directors, so elected, together with the Immediate Past President, shall constitute the board of directors.

Section 3. A vacancy in the board of directors or any office shall be filled by action of the remaining board members.

Section 4. A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors- elect.

Section 5. Terms of office for each role are as follows:

President — 1 year

President-elect — 1 year

Directors — Limited to 3 terms of 1 year each

Treasurer — 3 years

Secretary — 3 years

Sergeant-at-arms — 3 years

## Article 4: Duties of Officers

Section 1. President. The President shall:

- Preside at club and board meetings.

Send out notices of club and board meetings.

- Request reward money from the District for Young Leaders and Family Members bi-yearly, January 1st and July 1st.
- Send a welcome message to the incoming new member.
- Send a thank you letter to departing members in good standing.

Section 2. Immediate Past President. The Immediate Past President shall:

- Serve as a director.
- Preside at club and board meetings in the absence of the President.
- Shall attend club and Board meetings.

Section 3. President-elect. The President-elect shall:

- Preside at meetings of the club and board in the absence of the President.
- Shall prepare for their year in office and serve as directors.
- Shall attend club and Board meetings.
- Ensure that new members attend Rotary Leadership Institute (RLI) as well as those who have not attended in the past.

Section 4. Secretary. It shall be the duty of the secretary to:

- Record and preserve the minutes of such meetings and produce and disseminate the weekly meeting minutes to members.
- A monthly newsletter may be developed and distributed to the members and friends of the Sunrise Rotary Club.
- Ordering of plaques for changeover meeting.
- The secretary shall make the required reports to RL.
- The secretary shall maintain revisions to the

By- Laws and the Club Constitution.

- The secretary shall work with the incoming secretary for two months to ensure a smooth transition.

Section 5. Treasurer. It shall be the duty of the treasurer to:

- Manage club funds, collect and submit dues and fees [see Article 6], and report on the state of the club's finances.
- Pay the club's six-month invoices from District and Rotary International. These invoices are based on the number of members in Rotary's database for our club as of July 1st and January 1st. *[For other Dues and Fees, see Article 6.]*
- Shall inform members that club dues should be paid and report delinquent members to the President in accordance with Article 6 Section 1
- The club bank account shall be in the name of the treasurer and president.
- Upon the treasurer's retirement from office, all funds, books of accounts, and all other club property shall be turned over to the President or the incoming treasurer.
- Work with the incoming treasurer to ensure a smooth transition.

Section 6. Sergeant-At-Arms. The duties of the sergeant at arms shall be:

- As prescribed by the President or board.
- They shall include preparing the meeting room for the meeting.
- Storing all Rotary items away after the meeting.
- Collecting Happy Dollars and transferring them to the Treasurer.
- The Sergeant-At-Arms is responsible for keeping order during the club meetings.

Section 7. Board members may perform additional duties as assigned.

***NOTE: See Rotary club leader manuals for details on the roles of club officers.***

## **Article 5: Meetings**

Section I. Annual Meeting. An annual meeting of this club shall take place at the second regular

meeting of each December. The election of officers and directors shall take place at this time. An annual report of the club's activities and finances shall be given to the membership at this time.

Section 2. This club's weekly meetings are held each Tuesday at 7:00 AM. Meetings may be held in person or electronically (e.g., Zoom). Two meetings each month will conform to the Order of Business contained in Article 13. The other two meetings of the month may be open forum type to, among other things, investigate new ideas, concentrate on service-related activities, address new ways to increase membership, allow for a Member Presentation, etc.

If there is a fifth Tuesday in any month that meeting will be reserved for a social function. Adaptive meetings are of the free flow type and may be called with sufficient advance notice.

All members excepting members excused by the board of directors of this club, on the day of each meeting, must be counted as present or absent. Members are encouraged to attend meetings.

Section 3. The board of directors shall meet every other month on the first open forum club meeting of the month in lieu of the weekly club meeting, or whenever deemed necessary by the President or by the request of a board member or club member. Electronic meetings e.g., Emails, Zoom, etc. are authorized.

Members may attend the board meeting and will be allotted 2 minutes prior to the board meeting to share thoughts with the board. The board will listen, but not respond. Members are to remain silent during the board meeting after their allotted 2 minutes so that the board may conduct their meeting.

Section 4. A majority of the board members shall constitute a quorum of the board.

## **Article 6: Dues and Fees.**

Section 1. The treasurer shall inform members that club dues should be paid in advance for six- month increments beginning on January 1 and July 1. However, members may have the option to pay in six equal monthly increments until their dues for the six-month period are paid in full. If members choose this option, their dues and other payments shall be

due by the **10th of each month.**

Any member who fails to pay dues within 30 days after they are due shall be notified in writing by the treasurer via snail mail. If the dues are not paid within 15 days after the notification, the treasurer notifies the president, and the president reaches out to the delinquent member via phone. At 60 days, it's brought to the board for discussion.

Reinstatement. The board may reinstate the former member to membership if the former member requests and pays all debts to this club.

Section 2. At least annually, after the announcement of District and RI dues schedule changes, or as otherwise necessary or desirable, the Board shall review a schedule of all dues and fees and may propose a vote to amend the dues and fees schedule for the Club. The vote shall include an effective date, at which time the schedule will supersede all previous schedules. The revised fees shall be incorporated into the Bylaws by reference as Appendix 1. The following dues and membership fees shall be addressed:

Admission fee: The fee paid by each new member or company.

Membership dues for each of the following member categories:

- Standard or Primary Member Dues
- Young Leader Dues
- Family Member Dues

Company plan shall be as follows:

- a. Company Executive:
- b. Designee #1
- c. Designee #2
- d. Designee #3

Definition of the Young Leader, Family Member, and Company plans are included in Appendix 2.

## **Article 7. Method of Voting**

The business of this club is conducted by voice vote or show of hands except for the election of officers and directors and specific resolutions, which are conducted by ballot. Ballot voting may be conducted electronically. The Board may provide a ballot for a vote on a particular

resolution and may also vote by electronic means.

## **Article 8: Avenues of Service**

The 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.

## **Article 9: Purpose and Duties of Committees.**

There are four standing committees, each with an elected Director acting as Chair. These shall be the Membership, Club Administration, Public Relations, and Service Projects committees. Each committee chair may create sub-committees from existing committee members as necessary to further its work. All committee chairs shall work with their incoming committee chair to ensure a smooth transition at least two months before the expiration of their term.

**Section 1: Membership:** The purpose of the Membership Chair is to support and encourage the Club in the retention and recruitment of members. The Membership Chair shall maintain and revise, as necessary, the club's Membership Development Plan.

. Duties include:

- Engagement/Retention of Members in accordance with the Plan.
- Attraction/Recruitment of Members in accordance with the Plan.
- Potential Membership list during the Membership Minute.
- Assigning mentors/sponsors to new members.
- New Member Packets, ordering of supplies and other items, such as, name tags, Rotary pins, award plaques, Rotary T-shirts/aprons, etc.
- Enter new members into RI.
- Develop and deliver membership certificates.
- Person Awards: Sunrise Hero of the Year. Rotarian of the Year.
- Make the required reports to RI of membership.

**Section 2: Club Administration:** The purpose of the Club Administration Committee is to support the weekly meeting activities of the Club and to promote the general welfare of our members. Duties include:

- Coordinating with the Rotary Noon Club to share speakers and programs. Programs may include any person or event other than a speaker, e.g., musical performances, magicians, poets/storytellers, etc.
- Developing a list of Member Talks.
- Fellowship Activities such as informal meetings for meals, hiking, biking, walks, bowling, golf etc.
- Club Awards: Investigate District and RI awards the club may be eligible for.
- Maintaining and updating the yearly calendar of events.
- Potential Speaker list during Membership Minute.

**Section 3: Public Relations:** The purpose of the Public Relations Committee is to inform our members and the general public about our club's activities and how Rotary strives to make life better for people. Duties include:

- Press Releases/Flyers/Letters to the Editor.
- Advertise relevant activities on Social media, ClubRunner Website, and other relevant platforms.
- Maintaining social media platforms
- Ensure that someone is available to take photos at meetings, service projects, and other events.
- Update upcoming events on ClubRunner calendar.
- Update upcoming speakers in ClubRunner.

**Section 4: Service Projects:** The purpose of the Service Projects Committee is to identify, plan, fundraise, and report on service projects. In coordination with the club president, a task leader for each project will be appointed. Duties include:

- Community Service – Identify the needs
- International Service – Explore options
- Noon Club/Combined Projects

Section 5. The President may appoint additional permanent or ad hoc committees as needed.

Section 6. The President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership in those

committees.

Section 7. Except where special authority is given by the Board, committees shall not take action until a report has been made and approved by the Board. The board shall refer additional business to a specific committee as needed.

Section 8. Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities. Board directors shall provide a report of their activities at each board meeting. If a director cannot attend, he/she must appoint someone to attend for him/her or as a minimum submit a written report to the Club Secretary prior to the meeting.

## **Article 10: Finances**

Section 1. Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, 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 of club operations and one in respect of charitable/service operations.

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. With the exception of mandatory dues or other RI and District dues and fees such as those authorized herein (See Section 6), payments shall be approved in advance by the Board through approval of the Club budget, a project or activity budget, or by special vote. All bills under \$500.00 shall be paid by the treasurer or other authorized officer. For bills and/or checks over \$500.00 it will require signature by one other board officer.

Section 4. A thorough review of all financial transactions by a qualified person shall be made once each fiscal year.

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

Section 7. The treasurer shall provide the club's annual financial statement to club members on the second

Tuesday of December.

## **Article 11: Method of Electing Members**

**Section 1. Active members:** A member of this club or another club proposes a candidate for membership to the board. The proposed member shall attend at least one meeting of the club before the board acts.

**Section 2** — The board approves or rejects the candidate's potential membership within 30 days and notifies the proposing member of its decision.

**Section 3.** If the decision of the board is favorable, the proposer shall ask the prospective member to complete an application for membership. This application is submitted to the board and the secretary.

**Section 4** — If the board approves the candidate's membership, the board will notify the membership. If no written objection to the proposal, stating reasons, is received by the board within seven days following notification, the prospective member shall be considered as elected to membership in the club.

**Section 5** — The new member shall be formally introduced as a new member of the club and shall be duly inducted into the club at an appropriate regular meeting of the club. The Secretary shall arrange for the new member's induction, membership card, and new member Rotary literature. Family members and friends should be invited to attend the ceremony.

**Section 6** — Following the election, the Secretary will report the new member information to RI and inform the Sunrise Club treasurer of the new member's status and the start billing date for dues.

**Section 7** — The Membership Chair will assign the sponsor to act as a mentor and assist with the new member's assimilation into the club.

**Section 8. Honorary members.** Honorary membership is the highest distinction that a club may bestow and should be conferred only

in exceptional cases but may not be conferred upon an active member by the members of one's own club.

- (a) The proposed candidate's name shall be submitted to the board of directors in writing listing the candidate's unique qualifications.
- (b) The board may proceed to ballot on the proposed member.
- (c) The proposed member may be considered to be elected if not more than 3 negative votes are cast by the members of the board at that meeting.

## **Article 12: 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 referred to the board without discussion.

**Article 13: Resignation.** A member's resignation from this club shall be in writing, addressed to the president or secretary. The board shall accept the resignation unless the member owes debt to this club.

**Article 14: Order of Business.** Meetings of the Club shall follow this format.

- Bell - Meeting called to order
- Pledge
- 4 Way Test
- Opening Inspiration
- Welcoming of guests and speakers
- Rotary Moment (2 Minutes –funny, inspirational, patriotic – audio/visual may be used)
- Rotary Minute on the 2nd, 3rd, and 4th Tuesday (1 Minute)
- Membership Minute, 1st Tuesday (1 Minute)
- Happy Dollars
- Introduction of speaker
- Correspondence and announcements  
Board/Committee reports (at Club Assembly meeting, i.e., First Tuesday after the Board meeting.)
- Speaker or other Program 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays (15 Minutes, with 5 Minute

## Q&A)

- Member Presentation on 2<sup>nd</sup> or 4<sup>th</sup> Tuesdays (10 Minutes with 5 Minute Q&A or Free Flow Discussion on any topic.
- Closing Inspiration (Poem, quotes, etc. 1 Minute
- President's close:
  - "Keep a smile on your face,
  - Don't forget random acts of kindness,
  - Let's go forth and change the world,
  - Together, we can do it -- one step at a time."
- Bell – Adjournment (7:50 AM)

*Note: This order of business may be changed for those meetings held to 1.) plan or conduct service projects; 2.) to engage in fellowship/networking or Vocational service.*

## Article 15: Amendments

These Bylaws may be amended at any regular Board of Directors' meeting. Major changes will require approval by the membership.

The following Appendixes are incorporated by reference and may be changed by the Board without requiring a change to the Bylaws:

Appendix 1: Dues Structure Randolph Sunrise Rotary Club.

Appendix 2: Membership Plans and Applications: Family Membership, Young Leaders Plan, and Company/Organization Membership Plan. Corporate and Member application

Appendix 3: Membership Application Form

Appendix 4: Members Presentation

Appendix 5: Thank You Letter: Past Members



## Appendix 1. Sunrise Yearly Dues

<b>Membership Dues - Randolph Sunrise Rotary</b>			<b>Members</b>
<b>Per capita costs</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>26</b>
Rotary International Dues	\$ 85.50	\$ 85.75	
District Dues	\$ 52.00	\$ 52.00	
Rotarian Magazine	\$ 12.00	\$ 12.00	
RI Insurance	\$ 1.09	\$ 1.09	
Council on Legislation	\$ 2.00	\$ 2.00	
Club GL Insurance - VT	\$ 4.52	\$ 4.52	
PELS* \$375 per club	\$ 14.42	\$ 14.42	\$375
Leadership Training ** \$125 per club	\$ 4.81	\$ 4.81	\$125
Club Runner \$400	\$ 15.38	\$ 15.38	\$400
Treasurer's Software \$300	\$ 11.54	\$ 11.54	\$300
Firehouse Rental \$250	\$ 9.62	\$ 9.62	\$250
Post Office Box 2	\$5	\$5	\$122
Website \$90	\$ 3.46	\$ 3.46	\$90
Total Year Cost =	\$ 221.03	\$ 221.28	
<b>Member Per Month Cost =</b>	<b>\$ 18.42</b>	<b>\$ 18.44</b>	
<b>Happy Dollars Per Month = \$100</b>	<b>\$ 3.85</b>	<b>\$ 3.85</b>	\$100
<b>Adjusted Member Cost Per Month =</b>	<b>\$ 14.57</b>	<b>\$ 14.59</b>	
<b>Member Dues =</b>	<b>\$ 15.00</b>	<b>\$ 15.00</b>	
<b>Dues for 6 Months =</b>	<b>\$ 90.00</b>	<b>\$ 90.00</b>	
<b>Monthly Dues for</b>	<b>Family</b>	<b>Yng Ldr</b>	
Member Cost Per Month	\$ 14.57	\$ 14.59	
District award \$40/yr =	\$ 3.33	\$ 3.33	
Minus \$1.00 Rotary Magazine =	\$ 1.00		
Adjusted cost =	\$ 10.24	\$ 11.26	
Admin adjust =	\$ 2.24	\$ 2.26	
<b>Monthly Dues =</b>	<b>\$ 8.00</b>	<b>\$ 9.00</b>	
<b>Dues for 6 Months =</b>	<b>\$ 48.00</b>	<b>\$ 54.00</b>	



## Appendix 2: Family Membership, Young Leaders Plan, and Company Membership

**The Family Membership** plan encourages spouses/partners (or any family member) of Rotarians who otherwise would qualify for membership to join Rotary by offering the incentive of reduced dues payments.

**The Young Leaders plan** encourages professionals 35 years of age or younger to join Rotary by offering the incentive of reduced dues payments. Professionals who qualify for this plan will be encouraged to bring another member to Rotary within 12 months to retain their status as Young Leaders. The reduction in dues payments will come from two sources: district dues and Club dues.

The Company Plan encourages companies to become involved in Rotary by appointing at least two but not more than four persons to be its designees, one of whom must be a member of that entity's leadership team. This plan allows participation in Rotary while understanding that the CEO/President of a company may not always be available due to work commitments. However, in this case, any or all designees may attend on their behalf.

### **General**

When Family Members become members, our club president will ensure that RI is informed that only one subscription to the Rotarian Magazine will be required for that household.

Company Plan members /designees may also qualify for a reduction in dues if they meet the requirements of the Family Membership plan.

### **Section I – Family Plan Membership**

#### **A. Definitions:**

**Primary Member:** A Primary Member is a fully qualified Rotarian. Each Family Plan household must have one Rotarian designated as the primary member.

**Family Member:** A Family Member is a potential Rotarian who meets, or will meet, all membership requirements for their club, is a partner/spouse, a legal dependent of the Primary Member, and resides in the same household of at least one Primary Member. A Family Member may belong to a different club in District 7850 from the Primary Member. More than one Family Member in the same household may be eligible for this discount.

#### **B. Program details:** If ALL the following apply, the potential Family Member will qualify for the program:

1. The Primary Member will pay the standard member dues of \$15.00 monthly.
2. The Family Member will pay \$8.00/month (a savings of 46%).

3. Because the Family Member plan is a tool to increase membership once a Family Plan unit is established, it is strongly encouraged to bring in one new member within 12 months of attaining Family Member status.
  4. Family Members will be reported to Rotary International as members.
  5. Each year, in January and July, our club President reports to the District Secretary and Treasurer the total number of active members in their clubs and the number of qualifying Family Members (not Primary Members) within that total.
- C. **Awards:** Each year, in February and August, the District will award each club \$20 for all Family Members reported.

## **Section II – Young Leader Plan Membership**

A. **Definition:**

A **Young Leader** is a fully qualified potential Rotarian who will meet all Club and Rotary International membership requirements and is 35 years of age or younger.

- B. **Program details:** If ALL the following apply, the potential Young Leader will qualify for the program:
1. The Young Leader will pay dues of \$9.00/month (a savings of 40%)
  2. If two Young Leader members reside in the same household, both may qualify for the program
  3. Because the Young Leader membership plan is a tool to both increase membership and increase leadership potential, once a Rotarian qualifies for Young Leader status, to retain that status, he/she shall be encouraged to bring in at least one new member within 12 months after attaining Young Leader status.
  4. Young Leader members will be reported to Rotary International as members.
  5. Each year, in January and July, our club President reports to the District Secretary and Treasurer the total number of active members in their clubs and the number of qualifying Young Leaders within that total.
- C. **Awards:** Each year, in February and August, the District will award each club \$20 for all Young Leaders reported.

### **Section III – Company Plan Membership**

**Considerations:** *The Company Plan Membership is offered for new enrollees into the Rotary Sunrise club of Randolph, Vermont.*

**A. Approval.** A company entity or organization can become an eligible company member of this Rotary Club by consideration and approval of the Board of Directors of this club.

**B. Designees.** Once an entity becomes an eligible company member, it shall appoint at least two but not more than four persons to be its designees, one of whom must be a member of that entity's leadership team; the others can be managerial/professional individuals.

**C. Rotary International registration.** Each designee will be listed as an official member of this Rotary club, the Rotary District, and Rotary International.

**D. Financial obligations.** The financial obligations of an eligible company shall be as follows:

- Company Initiation fee: A one-time fee of \$100.00
- Monthly club dues:
  - Company Executive: \$15.00
  - Designee #1: \$15.00
  - Designee #2: \$15.00
  - Designee #3: \$15.00

*(Monthly club dues include all dues payable to Rotary International, District 7850, and this club. These dues amounts may be periodically updated due to inflation or other rising costs.)*

**E. Conversion.** A designee of the eligible company, while still an employee or a former employee of the eligible company, may convert to an individual membership of the club by written request to the Board of Directors of this club.

**F. Termination.** The process for terminating the membership of a designee or the eligible company will be determined by the club.

**G. Company Plan members /designees** who have spouses or other household members requesting membership in our club may qualify for a reduction in dues if they meet the requirements of the Family Membership plan.

## Randolph Sunrise Rotary Club Company Membership Application



### CORPORATE MEMBERSHIP APPLICATION FORM

Randolph Sunrise Rotary Club

#### Corporate Information

Corporate Name: \_\_\_\_\_ Primary Business: \_\_\_\_\_

\_\_\_\_\_

Corporate Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Describe your corporate interest in Rotary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- We were provided information regarding the Corporate Membership in the Randolph Sunrise Rotary Club.
- We understand the privileges and responsibilities associated with Rotary Membership.
- We agree to promote the ideals of Rotary and to comply with the By-Laws and requirements of the Randolph Sunrise Rotary Club.
- The Primary Member receives full membership, including participation in all club activities, full voting rights, and the right to hold leadership positions.
- The two Associate Members receive full membership, including participation in all club activities, except no voting rights or rights to hold office.
- The corporate membership team is required to attend at least four monthly activities per month. The requirement can be met by any combination of members (primary designate or associate designate) and activities.
- Corporate members receive a unique name badge.
- Corporate membership includes the right to sponsor one annual regular membership meeting, including a speaking opportunity at the meeting and a table display privilege

## Primary Member - Personal Information

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Education/Professional Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trade Associations and Community Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Spouse/Partner:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Are you a Past Member of Rotary?

Yes ☐

No ☐

District #: \_\_\_\_\_

Club Name: \_\_\_\_\_

Years/Dates: \_\_\_\_\_

Position: \_\_\_\_\_

RI Membership#: \_\_\_\_\_

## Associate Member (1) - Personal Information

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_

Last Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Education/Professional Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trade Associations and Community Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Personal Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Spouse/Partner:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Are you a Past Member of Rotary?

Yes ☐

No ☐

District #: \_\_\_\_\_

Club Name: \_\_\_\_\_

Years/Dates: \_\_\_\_\_

Position: \_\_\_\_\_

RI Membership#: \_\_\_\_\_

## Associate Member (2) - Personal Information

Title: \_\_\_\_\_

First Name: \_\_\_\_\_

MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Home Email: \_\_\_\_\_

\_\_\_\_\_ Home Address: \_\_\_\_\_

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

Education/Professional Qualifications:

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Trade Associations and Community Involvement:

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Personal Interests:

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Spouse/Partner:

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Are you a Past Member of Rotary?

Yes ☐

No ☐

District #: \_\_\_\_\_

Club Name: \_\_\_\_\_

Years/Dates: \_\_\_\_\_

Position: \_\_\_\_\_

RI Membership#: \_\_\_\_\_



## Appendix 3. Membership Application Form



### MEMBERSHIP APPLICATION FORM

Randolph Sunrise Rotary Club

Proposal for Membership of Rotary Club of \_\_\_\_\_

Name:

Home Address:

Postcode:

Home Telephone:

Mobile:

Business/Employer Name:

Position Title or Description:

Business Address:

Postcode:

Business Telephone:

Fax:

Email:

Date of Birth:

35 and Under

☐

Partners Name:

Children/Legal Guardian of Names (and their ages if under 18)

Proposed Member Presentation Topic:

Previous Rotary Club (if applicable):

*Service Above Self* is the Rotary Motto. Do you have interests or hobbies that bring you joy?  
Please share:

I hereby certify that if accepted to Membership in the Randolph Sunrise Rotary Club, I, as a Rotarian, will exemplify the Object of Rotary in all my daily contacts and will abide by the constitutional documents of Rotary International and the club. I agree to pay an admission fee and dues in accordance with the club's bylaws.

Signature:

Date:

Proposed Member Nominated by: Board

Approval on:

## Appendix 4. Member Presentation



### MEMBER PRESENTATION

Randolph Sunrise Rotary Club

The Member Presentation is an opportunity for you to share something about yourself with the club and allows the club members to get to know you. Several topics are listed below. You will develop a presentation to share with the club members (10 Minutes max with 5 minutes Q&A)

Suggested topics include:

- Place of birth, where you grew up, and meaningful memories
- Education
- Current or former Employment/Profession
- Work history: how did you get to where you are today?
- Parts of your job you find most rewarding and most difficult
- Advice you would give persons entering your career field
- What have you learned about work relationships and life in general during your employment history?
- What is your real passion in life?
- Are there any life-changing experiences that brought you to where you are today?
- What attracted you to Rotary service?
- What would you like to accomplish in Rotary?
- Hobbies
- Travel to other countries
- Share service projects you've been involved in

## Appendix 5. Thank You Letter: Past Members



### Thank You Letter

Randolph Sunrise Rotary Club

Dear [Member's Name],

As your time with our club ends, I want to express my sincere gratitude for your contributions. Whether you were actively involved in club events or quietly supported us behind the scenes, your presence has made a difference.

For our active members:

- **During your tenure**, we witnessed remarkable growth in our club. Your dedication to organizing events, engaging with fellow members, and fostering a sense of community has been invaluable.
- **Your efforts** in areas such as [mention specific achievements] have left a lasting impact. We appreciate your tenacity, perseverance, and unwavering commitment.
- **Your presence** at meetings, workshops, and social gatherings enriched our club experience. Your insights and camaraderie will be missed.

For our inactive members:

- **Although life commitments** may have pulled you away, please know that your membership mattered. Your initial enthusiasm and support laid the foundation for our club's success.
- **Your behind-the-scenes work**—whether it was helping with logistics, sharing ideas, or quietly cheering us on—has not gone unnoticed.
- **You are always welcome back.** Our doors remain open, and we hope to see you return whenever your schedule allows.

Thank you for being part of our club family. May your journey ahead be filled with joy, growth, and new adventures.

Warm regards,

[Club President's Name] Randolph Sunrise Rotary Club