



Rotary Club of Oak Bay

Preferred Practice For Induction of a New Member

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay Preferred Practices For Induction of a New Member

KEY FUNCTION

To ensure that there is a set of guidelines and consistent procedures for the Induction of a new member to the Rotary Club of Oak Bay.

AIM OF THIS DOCUMENT

To provide terms of reference for the Induction of a new member to the Rotary Club of Oak Bay.

PREFERRED PRACTICES

Recommended Procedure

Send a letter to the "Rotarian Elect" approximately two weeks before the meeting, signed by the president, requesting that he or she attend the meeting on (date) with his or her sponsor Rotarian for induction into membership of the Rotary Club of Oak Bay.

Send a copy to the sponsor who should also contact the Rotarian Elect. The Rotarian Elect and partner are the guests of the club for the meeting.

President:

Asks the Sergeant at Arms to present the sponsor, inductee (and partner if present). Sponsor introduces inductee, mentions his or her profession or trade, his or her position therein, and family and other interests.

The sergeant concludes with: "President (name) I present to you Mr, Mrs, Miss, Ms, (name) for induction to membership of this club."

Request all present to stand. It is suggested that a club member reads the "Objects of Rotary" and the Induction Preamble (see below).

The President then reads or recites the "Induction Charge" (see below).

(At the end of the Induction Charge a presentation is made of a lapel badge and name badge, a copy of "The Object of Rotary", "Four Way Test", and the ABC of Rotary.)

Induction Preamble

"Rotary is not a political organisation, but all Rotarians are vitally concerned with everything pertaining to good citizenship and the election of good men and women to public office.

"Rotary is not a charitable organisation, yet its activities exemplify the charity and the sacrifices that one should expect from people who believe that they have a responsibility to help others.

"Rotary is not a religious organisation, but it is built on those eternal principles that have served as the moral compass for people throughout the ages.

"Rotary is an organisation of business and professional people pledged to upholding the highest professional standards. Rotarians believe that worldwide fellowship and international peace can be achieved when business people unite under the banner of service."

(President requests those present to stand for the delivery of the charge that follows)

Induction charge for New Member

_____ (Name)

You have been chosen for membership in the Rotary Club of Oak Bay because our members believe you to be a leader in your particular vocation, and that you manifest those qualities of heart and mind which fit you to interpret and impart the message of Rotary to the community at large.

You will represent your vocation as _____ (state category), and any contribution of an educational value pertaining to your business must, naturally, come to us through you. On the other hand, you become an ambassador from us to your classification and it becomes your duty to carry the ideals and principles of service, which we seek to inspire, to the persons whom you have the honour thus to represent.

Membership in Rotary places upon you many obligations, and we believe that you will welcome such responsibilities as opportunities for service. As the cultivation of Fellowship is one of the first aims and rewards of your Rotary membership, your regular attendance at our weekly meetings is of prime importance.

You will find Rotary a congenial and helpful influence, to which you are expected to contribute in Service and Fellowship.

The community will know and judge Rotary by your actions and ideals as associated with your business and we commend as your guiding light "The Rotary Four Way Test" and the motto: "Service Above Self".

I now present you with the lapel pin by which your fellow Rotarians and the public at large will recognize you as a Rotarian. I present you your name/category badge, which you will wear at all regular weekly meetings of the club. "It is also my pleasure to present you with this folder of information pertaining to Rotary, which I hope you will read and think about.

We trust that you enjoy this new adventure in service and we most heartily offer you the right hand of Rotary Fellowship.

Congratulations.
(Ask new member's partners to come forward.)

To _____, we particularly welcome you as the partner of _____ and I am sure that you will thoroughly enjoy Rotary.

Fellow Rotarians, I now present to you Rotarian (name) who fills the classification of and his (or her) partner (name). Rotarian (name) will be a member of the Committee whose chairperson is (name). Please join with me in welcoming them.

Inductee

The inductee is given an opportunity to respond.

Induction Ceremony Former Rotarian

Thank you (name) for accepting the invitation of the members of this club to rejoin us in the Worldwide Fellowship and Service work of Rotary. This invitation was extended to you because we believe that your leadership qualities are allied to those qualities of head and heart, which fit you to interpret and impart the message of Rotary to your fellow members.

The principles and practices of Rotary, the privileges and obligations of a Rotarian are already well known to you through your active membership of the Rotary Club of

We hope that you will give this Club the benefits of your previous Rotary experience to further strengthen the fellowship of this Club, to help us serve even more effectively this community and the wider world fields of Rotary Service. In this Club all members are expected to carry out those Rotary duties allotted to them.

I am proud to present to you this Rotary Badge. I also hand you your name/category badge and some literature relative to Rotary and the activities of our Club. Please visit our club's website at www.oakbayrotary.com to familiarize yourself with our history and activities.

You have been appointed to the Committee under the Chairmanship of (name) and we look forward with confidence to your participation in and contribution to your Club's programmes, projects and activities. Much is expected from you in help and inspiration to enable us to better serve Society. I congratulate you and offer you the right hand of Rotary Fellowship.

Fellow Rotarians, please join me in extending a warm welcome to our new Rotarian (name)

Induction Charge for an Honorary Member

_____ (name), you have been chosen for Honorary Membership of the Rotary Club of Oak Bay because our members believe your commitment to this club over the years warrants this recognition.

[Or: We believe you to be a leader in your particular vocation, and that you manifest those qualities which fit you for membership of the world wide community of Rotary.]

The community will know and judge Rotary by your actions and ideals. You will become an ambassador for Rotary and you will carry these ideals and the principles of Rotary service to those who know you or with those with whom you are associated.

Honorary Membership in Rotary is a privilege, which carries with it many obligations, and we believe that you will recognise these and welcome them as opportunities for service.

I now present you with the lapel pin by which you're fellow Rotarians and the public at large will recognise you as an honorary Rotarian. It is also my pleasure to present you with this folder of information pertaining to Rotary, which I hope you will read and think about.

We trust that you take the opportunity to enjoy the fellowship of Rotary, and assist your community in service through Rotary.

We most heartily offer you the right hand of Rotary Fellowship.

Congratulations.

To _____ (partner's name) we particularly welcome you as the partner of _____ . I am sure that you will both thoroughly enjoy your involvement with Rotary.

RISK MANAGEMENT

At present there are no risk management guidelines for this preferred practice

This Preferred Practice is compiled by:

Rotarian: Tricia Timmermans as adopted from Rotary District 9790's Rotary Protocol.

Date: July 20, 2011

Approved by the Board of Rotary Club of Oak Bay on:

Revised By:

Date: