

for membership are limited to those who are to fill open, established classifications. An "Outline of Classifications" has been prepared as a work of reference for the general guidance of Rotary clubs. This outline is supplied to each club upon admission to membership in Rotary International.

Classification Describes Service

Each classification term used by the club should describe a service offered, not a position held. In the "Outline of Classifications" the terms for certain related services are grouped together with a general heading termed a major classification. It is recommended that a club have not more than ten per cent of its membership in classifications falling under any one of these major classification headings. "Membership and Classifications in Rotary" (Pamphlet No. 17), and other material obtainable from the secretariat of Rotary International will prove helpful in properly applying the principle of membership by classifications.

In practically all clubs—whether large or small—it is desirable to have a classifications committee to attend to that phase of club service. Article VIII, Section 2(a) of the recommended club by-laws states the duties of this committee as follows: "This committee shall make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications using the "Outline of Classifications" as a guide; shall urge upon the members the importance of proposing names for the unfilled classifications; shall review, where necessary, existing classifications represented in the club;

and shall counsel with the board of directors on all classifications problems.'

Membership

A classification survey having been made and a list of filled and unfilled classifications having been established, the next step is to select desirable prospects to fill the unfilled classifications. This can be done by asking the club members to propose men for the unfilled classifications and then having the membership sub-committee pass on the qualifications of the men proposed.* Or, the club service committee or a sub-committee on membership can propose a man to fill the unfilled classification. When such a man has been selected and his proposal card has been approved, his application for membership should be secured. Much information concerning membership can be obtained from Pamphlet No. 17, "Membership and Classifications in Rotary." This pamphlet also lists and explains the fourteen steps in the procedure of proposing for and electing to membership.

The duties of the membership committee are described in Article VIII, Section 2(b) of the recommended club by-laws, as follows: "This committee

*Secret membership committee.—In clubs where the membership committee is a secret committee it will not be desired, of course, to have the chairman of that committee appear at the meeting of the club service committee. The president of the club, however, as ex-officio member of the club service committee, may be looked upon as representing the membership committee on the club service committee. It is through him that the club service committee will have contact with the membership committee.