NEW MEMBER ON BOARDING PROCESS



PROSPECTIVE MEMBER completes a Membership Proposal

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SPONSOR signs the Membership Proposal

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Sponsor and Prospective Member attend Orientation Meeting

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Sponsor and Prospective Member decide to continue → If the answer is NO, no further action is required

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If the answer is YES, then the Prospective Member writes a check for the APPLICATION FEE

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The SPONSOR gives the Membership Proposal and the check to the Administration Manager (Claudine Dickson)

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ADMINISTRATION MANAGER emails the Membership Proposal to: Director of Membership, Classification Chair, MAC Chair (Member Assimilation Committee)

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CLASSIFICATION CHAIR assigns a classification to the Proposed Member

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DIRECTOR OF MEMBERSHIP nominates the Proposed Member to the Board of Directors (BOD) for membership



BOD votes on Proposed Member

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ADMINISTRATION MANAGER notifies the Club by email within 3 days of the BOD vote approving membership of the Proposed Member. Club members have 7 days to object in writing, via e-mail, to the Club President who will forward the protest to the BOD for further consideration. → If the Board votes to DENY membership the application fee will returned to the Proposed Member

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If there is no protest or if the BOD overrules the protest

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DIRECTOR OF MEMBERSHIP notifies the Club Treasurer to initiate the first quarterly billing with the meals being prorated and the Treasurer will deposit the application fee

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DIRECTOR OF MEMBERSHIP notifies the MAC Chair to schedule the New Member to attend the next MAC meeting

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ADMINISTRATION MANAGER schedules the RED BADGE presentation

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The NEW MEMBER completes the requirements checklist which they receive at the MAC meeting

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The NEW MEMBER turns in the requirements checklist to their Sponsor for review

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The SPONSOR schedules the WHITE BADGE presentation with the Administration Manager and Club President

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At a Club luncheon the NEW MEMBER will present a 3 minute biographical talk and receive their WHITE BADGE