

Membership Chair Procedures

New Membership Procedures For Committee Chair, CVVC Officers, Breeders, Members

- 1) New-Member Chair is to mail out information packets to individuals expressing interest via snail-mail (Thank You for Inquiry Letter; Copy of latest Newsletter, Application For Membership). If interest is received via email, email back asking for snail-mail address so that we can snail-mail them a packet.
- 2) New-Member Chair is to receive applications from prospective members, acknowledge receipt and notify the applicants of our procedures (this can be done via snail-mail or e-mail). Notification should include an explanation that membership is contingent upon new member's names, with 2 sponsors, being published in the next Newsletter followed by an affirmative vote at the meeting after that publication. However, as a courtesy and because the process is slow, New-Member Chair is to advise we place applicants on our mailing list pending approval of their application so that they can be up to date on club functions and they will be notified when their membership has been approved via a snail-mail Welcome Letter from the President.

In the event the application does not have the bylaw mandated 2 sponsor signatures, the New-Member Chair will advise the applicant that their application is in a "pending" state and that it will remain as such until the 2 CVVC sponsor signatures are received. The New-Member Chair is to advise the applicant of the very next CVVC meeting and/or event that they can attend to get to know members and obtain the required 2 sponsorships. However, the New-Member Chair will be allowed to be the 2nd sponsor if an application is received with the CVVC breeder's sponsorship signature.

New-Member Chair shall not forward the New Member Application to the President nor email any New Member information to either the Treasurer, Secretary, Committee Chairs or Newsletter Editors until such time as the Application is fully completed and acceptable and New-Member Chair is to follow up if missing Application items aren't received in a reasonable time frame. The date of the Application shall then be the date at which the Application has all the required information and signatures rather than the date it was originally received.

- 3) Each quarter and prior to publication of the newsletter, the New-Member Chair is to notify the Newsletter Editors, Club Secretary and the President of pending applicant's information (full name, address and names of the 2 CVVC member sponsors) so they, along with the 2 sponsor names, can be published in the newsletter and placed on the meeting agenda for vote. Also, the New-Member Chair is to provide a copy of each Application to the President so that they are available, if needed, at the applicable meeting for information purposes.

- 4) The PRESIDENT will notify the prospective applicants when they have been voted in and are officially members (Welcome Letter & Copy of Membership Directory).
- 5) New-Member Chair is to send applicable member's name, address, etc. to the appropriate Committee Chair that they have indicated an interest to serve on, when their application has been acceptably received, so that they can be contacted as well as advised by the Committee Chair they will be voting members of the applicable Committee when they are fully approved for CVVC membership.
- 6) CVVC Policy is that new members who join between June through October of any given year do not pay dues for the subsequent year so the New-Member Chair is to keep track of this and advise the Treasurer in September of each year of those not to request membership renewal fees from in that year. Date of membership is to be based on date of vote approval and Meeting Minutes will be the source of that date.
- 7) Newsletter Editors are to insure that each Newsletter contains the following in a conspicuous place:

“MEMBERSHIP.....CURRENT & FUTURE “BREEDERS:

Breeders: Please Make Sure To Let Your Puppy People Know About CVVC – CVVC Offers Breeders The Option Of Providing First Year Membership To New Puppy People At ½ Price – Applications Can Be Downloaded From Our Website & Only You Need To Sponsor As The New-Member Chair Will Be The 2nd Sponsor In This Case. New Puppy People Are Extended The ½ Price Membership Fee During The First Year Even If Paying Directly As Long As Breeder Sponsors New Puppy Person.

CVVC Members: New Members Are The Future Of CVVC. Help The Future By Always Chatting Up Vizsla Folk You May Encounter Who Are Within Our Area. Remember, New Members Are The Life Blood of CVVC.