



SCOTTISH TERRIER CLUB OF AMERICA

Membership Committee SOP

The membership committee may consist of three members, a Chairperson and two other members, appointed for a one-year term by the Board at the Annual STCA Board meeting following the annual dinner meeting.

DUTIES OF THE MEMBERSHIP COMMITTEE

The primary function of the Committee is to act as processors of applications for membership and to determine that all initial requirements to apply for membership have been met by an applicant. The /Chair/Committee should not attempt to make a finding as to whether an applicant should become a member by reason of answers given on the application or because of any other information received by the committee. This decision is to be made by the STCA Board by written ballot.

All membership application forms, the code of ethics, the sponsor forms and instructions for each type of membership are available on the STCA website. If an applicant does not have access to the STCA website, the Chairman shall furnish current membership application forms to all persons requesting directly or on behalf of those persons by STCA members.

The application packets consist of:

1. Membership information, 1 page
 2. Application for membership: choose a, b, or c.
 - a. Adult single or family membership form, 1 page
 - b. Junior membership form, 1 page
 - c. Reapplication form and reapplication instructions for members lapsed less than 1 year, 1 page
 3. Code of Ethics, 1 page
 4. Two sponsor's questionnaire forms, each consisting of 1 page
- Always use current forms.

The Chairperson shall be primarily responsible for the processing of applications. In the event the Chairperson is not available for any given period, the Chairperson may designate a member of the committee to process the applications for the time period requested by the Chairperson. The Chairperson may designate duties of the other two members as mutually agreed upon.

MEMBERSHIP APPLICATION INFORMATION FOR PROCESSING

INDIVIDUAL MEMBERSHIP. An individual membership is for any person 18 years of age or older. Dues currently are \$35.00 per year.

FAMILY MEMBERSHIP. A family membership consists of any two persons both 18 years of age and older residing at the same address. Dues currently are \$50.00 per year.

A one-time initiation fee of \$30.00 per application is payable with the application.



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Applicants submit directly to the Chairperson a signed application and Code of Ethics along with the membership dues and initiation fee. Total fees due with the application are \$65.00 for Individual Membership, and \$80.00 for Family membership.

JUNIOR MEMBERSHIP. Junior membership is for young adults, 10 to 17 years of age. The Junior membership dues are \$15.00 per year. There is no initiation fee. The total fees due with this application are \$15.00. Once a junior member has reached 18 years of age, the junior member may convert the membership to single adult membership or join as a second person on a family membership providing the junior lives in the same household as another STCA member who has a single membership.

MEMBERSHIP REAPPLICATION:

The member who is reapplying pays the dues for the current year but does not pay the one-time initiation fee. The total fees due with this application are \$15.00 for junior members, \$35.00 for single adult members and \$50.00 for family memberships (US).

A. An STCA member whose membership has lapsed due to non-payment of dues may reapply for membership if the membership lapsed in the current dues cycle. They may reapply with no initiation fee and waive the publishing of name in Bagpiper.

B. If more than one dues cycle has passed since the membership lapsed, then the former member must reapply as a new member and be published in the Bagpiper and pay an initiation fee.

Each sponsor should furnish accurate information on the Sponsor's Questionnaire form, to be emailed or mailed directly by each sponsor to the Chairperson. There is no limit to the number of applicants an STCA member may sponsor during the fiscal year of the STCA, which currently is January 1 through December 31 – of each calendar year. (this motion passed April 10, 2003)

Upon receipt of an application, a letter of acknowledgement should be sent to the applicant, advising that the initial application process is complete; or what else needs to be completed before the applicant can be published in The Bagpiper.

Explain to the applicant the remaining process before a vote can be taken by the Board and help in any way possible to expedite the application.

The Chairperson should document all checks received on an Income Voucher and forward the voucher and checks to the STCA Treasurer within (10) days of receipt. Properly identify the type of membership application including the name, address, phone numbers, e-mail address(es) and kennel name if applicable.



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PROCEDURE FOR COMPLETED APPLICATIONS

Applicants whose completed application and supporting documents are received on or before the Bagpiper deadlines will have their names published in the next Bagpiper. Former STCA members who are applying under the reapplication process will not be published as re-applicants, they are eligible for the closest membership vote following the date of their completed reapplication.

Current Bagpiper deadlines are:

January 30

April 15

July 15

October 15

Before the deadline for each Bagpiper issue, forward to the Bagpiper editor the following:

The following completed applications for membership in the Scottish Terrier Club of America that have been received and are determined to be complete by the membership committee for publication. Members are encouraged to contact the Membership Chairperson (insert name of present Membership Chairperson and his/her correct address) in writing within four weeks following the mailing of the Bagpiper to voice their opinions on the applicants. Following this four-week period, the Board will review the applications. The Membership Committee will notify each applicant in writing of the Board action.

After the above paragraph, the following should appear:

Name(s) of the Applicant(s) – Designate the type of membership

Complete address of the Applicant(s) – Street, City, Zip Code

Telephone Number

E-Mail Address(es) – each member should have a distinct email address

Kennel Name

Names of Both Sponsors

Following the publication of the applicable Bagpiper issue, obtain the date of mailing from the Bagpiper Editor. That date will be the date used in counting the four-week period for input by members prior to voting by the Board. During the four-week waiting period following publication of the Bagpiper, scan all completed applications and upload to the electronic Board list (or send as requested) for review by the Board prior to the membership vote.

Furnish Board members with any information received from members during the four-week period. Unless otherwise advised by the Board, there will be a voting delay until the Board has a meeting for any applicant who has received written negative input from members. Unless otherwise advised by the board, any applicant who has had a sponsor withdraw support of the application will not be eligible for voting until their application has been properly completed (two sponsors) and republished in the Bagpiper. Other applicants may be voted upon after the four-week period. For those applicants who will be voted on at an in-person board meeting, the Membership Chair will provide ballots for the meeting. For those applicants who will be voted on by electronic means,



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the Membership Chair will prepare the ballot and send them to the Board via the electronic Board list. The board may vote electronically via email. Board members to follow up by mailing a hard copy of their completed ballot to the Recording Secretary, who will complete the voting process. The ballot will include these voting choices: accept, deny, defer.

An applicant must achieve 66% of the vote to be granted membership. Following the voting, send the following report to the President, Recording Secretary, Corresponding Secretary, Treasurer, Bagpiper Editor and Tallies Chair:

Welcome New member effective (insert effective date) The effective date is the date the Board ballots are tallied at the board meeting, or the date votes have been received by mail by the Recording Secretary.

The membership chair will provide the Bagpiper editor with the same information on the new members as when they were published as applicants with the exception of the sponsor's names. The Recording Secretary will immediately add new members to the electronic roster so that the new members are placed on the Bagpiper mailing list. The new members will also need to be added to the online roster at the website for access to the Member's Only section and to receive the Wrap-Up or other electronic correspondence.

The membership chair will send all completed applications to the recording secretary for filing after the membership vote has been completed. This includes applications from applicants not admitted to membership. Membership applications are to be retained by the Recording Secretary as long as the membership is active.

MEMBERSHIP DUES

The STCA dues cycle runs from January 1 to December 31, annually. In addition to dues there will be a \$20 postage and handling fee for US first class mailing of The Bagpiper. Canada will incur a \$20 Bagpiper mailing fee and all other countries will incur a \$40 postage and handling fee for their Bagpiper mailing (included in their dues amount).

During the membership application process, the applicant pays an application fee and their first year's dues. Any applicant voted to membership after September 15 will be considered to have paid their dues for the following year's membership cycle.

MEMBERSHIP COMMITTEE REPORT TO BOARD

If a membership vote occurs by electronic means instead of at a board meeting, the recording secretary should include these names in the meeting minutes.

In addition to recording the applicants accepted to membership, the Membership Chairman's report will include applicants whose applications will be republished due to a sponsor withdrawing, and any applicants who withdrew their applications. Once an application has been published in the Bagpiper, it is imperative that the board action on all applications be included in the



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Membership Chair's report to the Board. In the event an applicant is declined membership, the action will be noted in the Membership Chair's report, but the name shall not be published.

INVESTIGATIVE DUTIES

In the event that negative input on an applicant is received from the membership, the Membership chair will notify the board upon receipt of written, negative information.

The Board may direct this Committee to conduct an investigation and further contact all parties as directed by the Board. The applicant will be notified that negative input has been received, and that the application will be held for voting at a meeting. The letters themselves will not be directly shared with the applicant, but the applicant will be informed of the nature of the complaint. This will allow the applicant to respond if He/ She so chooses. The applicant may also have further information or letters of sponsorship sent to the membership committee, provided that the letters are sent by STCA members.

Sponsors of an applicant who has received negative input on their application will also be notified that the applicant has received negative input, and that the application will be held for voting at the next board meeting. This will allow the sponsor to provide further information on the applicant if the sponsor so chooses. The membership chair will acknowledge receipt of all letters regarding the application that is being investigated. The role of this committee is fact finding. Recommendations should be made to the Board only if requested by the board. Report to the board the findings of the investigation.

Suggested guidelines for an investigation include, but are not limited to, the following questions about the nature of the complaint.

Is the applicant in good standing with the AKC? Has the applicant been denied membership in an all-breed or regional club? Is the concern related to maintenance of dogs, or abuse of dogs? Is the concern related to a statement on the STCA code of ethics? The board will disallow any information that is hearsay in nature and will only consider information which can be documented by the provider. In certain cases, a report from a veterinarian or law officer will be considered. The report to the board will include pertinent information about the applicant, review of the sponsor's letters and review of all letters received from STCA members regarding positive or negative input on the application.

After reviewing the information, the board may direct the membership committee to gather additional information for the following board meeting or vote on the membership application at the current meeting.



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If called upon to investigate an applicant, a member of this committee who thinks there is a conflict of interest for that committee member, may withdraw from an investigation of that applicant and request the Board to appoint another member of the Board as a temporary member of this committee for the purpose of investigating that particular applicant. If the Board decides that the investigation of an applicant is or appears to be a conflict of interest for a member of this committee, the Board may request the withdrawal of that member in that particular investigation and appoint another member of the Board as a temporary member of this committee for purposes of investigating a particular applicant.