

# Greater Twin Cities Golden Retriever Club

## New Member and Renewal Membership Process



## New Membership and Application Process

The following information defines the typical path to become a new GTCGRC member.

- An Individual or Household has an interest in learning about and becoming a new GTCGRC member
- Applicant may attend any club meeting and visit with membership chair and members
- Applicant selects or the club Membership Chair appoints a club sponsor to advise the applicant and advance the application process
- Applicant is given a New Member Application Form or finds one on the club web site
- Applicant fills out the New Member Application Form, writes check and mails both to the Membership Chair
- Chair works with sponsor to further socialize the applicant to club and invites applicant to club meetings.
- The club sponsor is responsible to process and track the application and works with Chair in this regard

- At first club meeting after making written application and writing a check, applicant is formally introduced to entire membership during the meeting by the Membership Chair
- During a second club meeting attendance, the applicant is introduced formally for the second time to the entire membership during the meeting by the Chair
- The Membership Chair makes a recommendation of acceptance or rejection of the Applicant's membership to the BOD by e-mail and delivers the applicant's check to the Treasurer
- The Applicant's membership acceptance is voted on at the next Board of Directors meeting
- BOD / (Secretary) notify the applicant of membership status in writing or e-mail.
- Treasurer processes the check or returns it per BOD vote
- Membership Chair contacts the applicant and gives the applicant the club's web site password if the applicant is voted in for membership.

## Renewal Membership Application Process

The following information defines the renewal process.

- A GTCGRC member is required to annually renew their membership
- A GTCGRC member is eligible for annual renewal if the member has been a member in good standing in the prior club year and the membership has not lapsed due to unpaid dues or outstanding club debt
- The new club year begins after the annual meeting and concludes with the next annual meeting election of offices. Per the bylaws, renewal application and payment is due within 45 days after the annual meeting and will be accepted after February 1.
- The renewal application is sent by the club Treasurer each year to each member. Members with e-mail addresses are notified by e-mail and members without e-mail capability are sent a paper notice by USPS.
- The renewal applicant fills in updated information on the renewal form and again agrees to the GRCA Code of Ethics, Bylaws, AKC rules and promoting good sportsmanship
- The renewal applicant sends the appropriate check (**IM** or **HM**) and application to Treasurer by USPS mail or provides these to the Treasurer at a club meeting
- The renewal form is also available on club web site as a backup.
- Lifetime (**LM**) and Honorary Members (**HM**) need not renew unless address or e-mail has changed. No dues are required.
- A new club member applying for membership after November 1 of the preceding club year is not required to renewal membership or pay additional dues in the following year per the club Bylaws
- Paid in renewing club members will be e-mailed the new club web log-in and password (for members only section on web site) after the banquet/annual meeting by the Membership Chair.