

March, 2023

Dear Members,

RE: NEW MEMBERSHIP APPLICATIONS

We are happy to have received many inquiries and applications for membership this past year. The purpose of this letter is to review the process for new membership applications to ensure that all members have a good understanding of the required steps.

As you may know, the Board of Directors establishes targets for membership, and ultimately approves new membership applications. Our role at the Membership Committee is to support members who are proposing and seconding candidates, to vet the candidates, and to make recommendations to the Board of Directors.

The application process is as follows:

- Candidates for membership must be invited to join the club by a member. This member typically becomes the Proposer and must have been a club member for at least 5 years.
- The Proposer should reach out to the Chair of the Membership Committee in the early stages of the process (email on website) to inform them that they are intending to start to pull together an application. The Chair will offer some guidance regarding the process and share insight on the timing of application. This initial consultation will give the Proposer a good idea if the application is likely to be successful, and a rough idea of timing for application and admission, based on volume of candidates and potential Board approval.
- Once having exchanged with the Chair, the Proposer will work with the candidate to identify two Seconders. Seconders must be in a different family unit from the Proposer, and each other, and have also been members for at least 5 years.
- Neither the Proposer, nor the Seconders may be members of the Board of Directors or the Membership committee.
- The Proposer and both Seconders should know the candidate. Should the application go forward, each must write a letter of support for the candidate.
- The Proposer, together with the Seconders, will ensure that the candidate has met as many members as possible including;
 - o A minimum of 3 Membership Committee members; and
 - o A minimum of 5 Board of Director members.
- The candidate (candidate family) should be invited by one of their sponsors to attend club functions and to participate in the daily life of the club in order to get a good feel for the culture of the club, and an appreciation for the activities available, including the somewhat unique facet of club life which requires volunteers to run many of the club functions.
- Once the candidate has met members and visited the club on several occasions, and the Proposer and Seconders have found good support for the candidate, the Proposer may co-ordinate the submission of the application to the Chair of the Membership Committee. *Note* that the application is not available on the website, the Proposer must request the application document from the Chair.
- The application itself is straightforward and must be accompanied by the 3 letters of support mentioned above.

- The Proposer is responsible for collecting the letters and the application and sending it electronically to the Chair prior to the October 1st deadline in any given year. The candidate will have an opportunity to describe why they would like to join the club and list any other members they know.
- The Chair of the Membership Committee will follow up with Proposers, Seconders and candidates following the vetting process, and the Board meeting, if the application is recommended for membership.

The application review process by the Membership Committee is as follows:

- Legacy applications (former members), followed by relatives of current and former members, are given priority. *Note* that the full application process must still be followed.
- Applications are not necessarily considered in order of submission.
- The Membership Committee vets the applications with the Proposer, Seconders and other members who are known to the applicant.
- Consideration is given to maintaining the stated 'mix' of the membership base: 1/3 local, 1/3 rest of Canada and 1/3 International.
- Consideration is also given to the category of membership (family, senior couple etc.) in an effort to maintain a good level of services and activities to age groups.

While the club operates near capacity, we are open to new membership applications which are well supported by the members. We also endeavor to communicate promptly and with professionalism and transparency.

Please do not hesitate to contact the Chair should you have questions about the process, or to discuss a potential application.

Regards,

Chair, Nancy Wells

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On behalf of the Membership Committee