



### Procedure for approving new membership applications

1. Applicants should obtain and complete a membership application form (available from the Directors).
2. **Prospective new member**
  - completes the application form (signed by a proposer and seconder)
  - places the application form, together with a \$20 non-refundable application fee, in an envelope addressed to Linda Martin, Membership Secretary
  - hands the envelope to the Director.
3. **Director** places the envelope into the **Club White Mail Basket**.
4. **Club Membership Secretary**
  - makes two copies of the application form – the original is placed on the Club Noticeboard; one is given to the Club Secretary, and one is retained by the Club Membership Secretary
  - issues a receipt for the \$20 application fee.
5. If, after two weeks, there is no objection the **Club Membership Secretary** signs the form and obtains the signature of two Management Committee members.
6. **Club Membership Secretary** writes to the applicant advising them of their acceptance, and requesting payment of the annual subscription fee (or pro rata as appropriate) and enclosing information about the Club's Constitution and a copy of the Club Programme.
7. On payment of the subscription fee the **Club Membership Secretary** issues a receipt, orders a club member name badge and obtains an ABF number. On receipt of the ABF number the **Club Membership Secretary** notifies the new member.
8. Each month, the **Club Membership Secretary**
  - provides the Club Secretary with a list of new members
  - provides the **Treasurer** with documentation regarding the fees received
  - enters the member's details into the Club's membership database
  - places the approved application on file