



Procedure for approving new membership applications

1. Applicants should obtain and complete a membership application form (available from the Club Secretary, Membership Secretary or Directors – a supply is kept in the office).
2. Prospective new member hands the completed application form together with a \$10 non-refundable application fee to a **Director**.
3. **Director** puts the application form and \$10 fee into an envelope addressed to the **Club Secretary** and places the envelope into the **Club Mail Basket**.
4. **Club Secretary** (1) notes on the application the receipt of \$10 and signs and dates the application; (2) makes two copies of the application form; (3) places the original on the notice board; (4) provides a copy with the \$10 fee to the **Assistant Treasurer** and retains the second copy.
5. **Assistant Treasurer** issues a receipt for the \$10 application fee.
6. After two weeks the **Club Secretary** obtains ratification either by presenting the application to the Management Committee or obtaining the signature of another Management Committee member.
7. **Club Secretary** provides **Membership Secretary** with the approved application form (with the two Management Committee signatures).
8. **Club Secretary** advises **Management Committee** of new members at each Committee meeting.
9. **Membership Secretary** writes to the applicant advising them of their acceptance; requesting payment of the annual subscription fee (or pro rata as appropriate) and enclosing a copy of the Club Programme. In the letter, the new member is asked to return their membership fee in a sealed envelope to the **Membership Secretary** and to leave the envelope in the **Club Mail Basket**.
10. On receipt of the membership fee the **Membership Secretary** (1) enters the member's details into the Club's membership database; (2) places the approved application on file; (3) arranges for the printing of badges, and (4) provides the member's name and membership fee to the **Assistant Treasurer**.
11. **Assistant Treasurer** issues receipt to the new member.