

**Border Terrier Club of America
Policies and Procedures Manual**

Membership Policy and Procedure

Application Process

- (a) Membership applications must be submitted on the "BTCA Membership Application form". Copies of this form are available from the BTCA New Member Coordinator. It will also be included in the Border Connections and available in a downloadable PDF file at: <http://www.btcoa.org/policy/pp-index.html>. The membership application shall have the application form on the front and the Ethical Standard printed on the back.
- (b) Membership dues and initiation fee must accompany the application that must be mailed to the New Member Coordinator.
- (c) Types of membership:
- **Single Membership:** Open to all persons 18 years of age or older and who will enjoy all Club privileges, and who are entitled to one vote on any matter placed before the membership.
 - **Household Membership:** Open to two adults living at the same household, both of whom will enjoy all Club privileges and each will be entitled to one vote on any matter placed before the membership.
 - **Junior Membership*:** Open to all persons 17 years of age and younger who will enjoy all club privileges except those of voting and holding office. Juniors will not be required to pay an initiation fee with their application for membership. Upon reaching the age of 18, Junior members may renew their membership with the club, pending Board approval, as either an Individual Membership or as part of a Household Membership. Their names will be published in the October issue of the Borderline - for club member comment.
* Junior Members may not be listed in the Breeder's Directory. They are eligible for listing in the Breeder's Directory after they have been an Individual or Household Member for two years.
- (d) Endorsement for new members must be from two members in good standing, who have been members for at least two years. Endorsers must be from a different household than the applicant and different households than each other; for example, a husband and wife both may not endorse an applicant or each other's application (if applying for separate memberships). One endorser must have known the applicant for at least one year.
- (e) All checks for membership must be in US currency. See Check Policy for Funds Submitted to the BTCA.
- (f) There will be a 30-day period from the date of publication of new member applications in which to allow members to comment about the suitability of an applicant to join the BTCA. Should an existing member have a comment regarding an applicant, the comments should be sent in writing to the BTCA Recording Secretary.
- (g) For current membership dues, refer to P&P Section 3, Documents: Membership Application. Should a Single Membership decide to change to a Household Membership during the year before renewals, the additional member must apply for membership and pay the difference between a Single and a Household membership. U.S members may add an additional \$15 to their renewal or application fee to receive The Borderline by First Class Mail. Canadian Members must add \$20 U.S. and overseas members must add \$50 U.S. for mailing of The Borderline.

Membership Renewal

Membership categories are outlined in Section 1(c) of the Membership Policy (see above).

Dues: Membership dues shall be determined by the Board of Directors and be payable on the first day of January of each year. No member may vote whose dues are not paid for the current year. During the month of November, the Treasurer shall send to each member a statement of dues for the ensuing year. (BTCA Constitution and Bylaws Article 1, Section 2.) Members who are approved after October 1 each year will not be required to renew or pay dues for the following year.

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There shall be a 30-day grace period after January 1st of each year with no penalty for renewals. The Board may grant an additional 60 days of grace to a delinquent member in meritorious cases. (BTCA Constitution and Bylaws, Article 1, Section 4, Paragraph b).

Lapsed Memberships

Members who have let their membership lapse for less than a year may reapply by completing a membership application form, mailing it with a check for the full membership fee to the BTCA Membership Coordinator, making note it is a "lapsed membership". The initiation fee will not apply to these members. The Membership Coordinator will process the lapsed membership just as other new memberships, including publication of the applicant(s) name in the Borderline. Members who reapply during the same year that they lapsed will not lose any time towards their 25-year anniversary. Memberships that have lapsed for over one year will lose time accumulated towards their 25-year recognition and their time towards their 25-year recognition will start over with the year of their reapplication.

New Member Coordinator - Job Description

The duties of the New Member Coordinator include the following tasks:

- Distribute applications by mail to prospective members
- Receive applications
- Verify the application form is the current form being used by the club
- Verify that applicants have signed the application
- Verify that there are two (2) endorsement signatures
- Verify that the endorsers are from different households
- Verify that the endorsers are members in good standing in the BTCA
- Verify that the endorsers have been members of the BTCA for a minimum of two years
- Verify that one of the endorsers has known the applicant for a minimum of one year
- Verify that a check is included and is the correct amount for the membership type

If any irregularity exists with any part of the application then the application and check will be returned to the applicant with a letter explaining the problem and how to correct it. If a revised application form is needed, one is enclosed with the letter.

Mail a letter to all applicants explaining the membership process with the following enclosures:

- BTCA Constitution and By-laws
- BTCA Ethical Standard
- Brochure listing publications and regional clubs

Submit a bimonthly report by email to the BTCA Recording Secretary, Treasurer, Borderline Editor and E-newsletter Editor on, or before the first of February, April, June August, October, and December.

In addition, mail full applications to Membership Database Manager bi-monthly.

The report to the Recording Secretary, Treasurer, E-newsletter Editor and Borderline Editor shall include the following information for each new prospective member:

Name of applicant
Address
Phone number
Names of endorsers
Membership type
Season and year

The applicants (with the above information) will be published in the Borderline along with the comment:

Membership applications have been received from the following individuals. If you have concerns or comments regarding any of the applicants, please send your comments to:

_____ BTCA Recording Secretary, address.

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New Member Coordinator - Job Description (cont'd)

Mail the dues monies and applications to the BTCA treasurer monthly so the checks can clear before the applicants are voted on by the Board. NOTE: Payments should comply with the BTCA check policy. In the event the application is rejected (or withdrawn); the dues will be refunded.

Request that the Recording Secretary call for a vote of the Board on the new prospective members one month after publication in the newsletter. Once the New Member Coordinator has received notification of the results of the Board vote from the Recording Secretary, she shall mail a letter to all approved applicants welcoming them into the club. Enclose the following materials in the packet:

- BTCA Logo Sticker
- The Border Terrier Standard
- The Border Terrier in Brief Booklet
- Grooming Guide
- BTCA Statement on Presentation

Applicants will be added to the Borderline mailing list immediately as a gesture of goodwill. In the event that the application is rejected (or withdrawn), they will be removed from the mailing list

Have copies of bulk materials made locally. Purchase mailing supplies, paper, and postage as needed.

Respond to club related email and miscellaneous correspondence.

Treasurer's duties for membership applications and renewals

- Verify the checks have no irregularities and are in US Funds.
- Verify the amount on the application and/or renewal form agrees with the amount included.
- Enter the name and amounts in separate categories on a spreadsheet.
- From the spreadsheet prepare a deposit that details the separate categories – i.e. membership dues, international postage, donation, etc.
- Forward the renewal database to the Membership Database Manager and Membership Coordinator within one week.

Database manager duties for membership applications and renewals.

- All paper copies of applications for membership are to be maintained for retention period of two years. Retention period starts on first day of fiscal year following receipt of application.
- All paper copies of membership renewal are to be maintained for retention period of current year plus ninety (90) days. Retention period is from receipt of renewal form until April 1 of following year.
- All paper forms herein identified are to be shredded at the end of the retention period.