

**American Eskimo Dog Club of America, Inc.
Membership Application Processing Policy**

PURPOSE: To ensure that member-applicants are considered for membership in a timely fashion and in a manner consistent with the Constitution and Bylaws and other policies of the AEDCA.

This policy is tied to the AEDCA Bylaws that went into effect on March 16, 2009 (the 2008 Bylaws ratified by the AEDCA membership on July 15, 2008 and with the additional AKC mandated modifications made on March 16, 2009) that state:

ARTICLE III Membership

SECTION C. Application

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution and By-Laws, the club ethics statement listed on the membership application form and the rules of The American Kennel Club. This application shall contain the signatures of two members in good standing who shall not be of the same household or the same immediate family (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law) as the applicant or each other and who endorse the individual for membership in the club. Accompanying the application, the prospective member shall submit dues payment for the current year. Those members who are elected after September 1st shall be considered paid for the following fiscal year.

The applicant's name and location shall be published in the next issue of the official publication of the club known as The Review for comments. If no negative comments are received within (30) thirty days of the publication, the applicant is considered elected to membership and shall be notified by the Corresponding Secretary.

In the event of written negative comment(s) from a member(s) that is signed, mailed and received by the Corresponding Secretary within the (30) thirty day deadline, the application will then be held for action by the Board. The applicant will be notified of the unfavorable comment(s) and will have (30) thirty days to address the comment(s) in a written and signed form mailed to the Corresponding Secretary to be distributed to the Board. The Board shall then vote by secret written ballot on the application. Affirmative votes of 2/3 of the Board physically present at a meeting or 2/3 of the entire Board voting by mail shall be required to elect an applicant.

An application that has received a negative vote by the Board of Directors may be presented by one of the applicant's endorsers at the next annual meeting of the club. The applicant will also be invited to submit a brief statement either written or in person at that time. The Club may elect the applicant by a favorable vote by secret written ballot of 75% of the members present. Applicants for membership who have been rejected by the Club may not re-apply within six months after rejection.

AEDCA Board Responsibility:

The Board shall appoint a membership Chairperson who shall have full authority over the membership application process.

Membership Chairman Responsibilities:

• **Membership Application Processing:**

Only eligible and properly sponsored applicants for whom completed applications have been received by the Membership chairperson will be considered for Membership.

1. Receipt of Membership Application:

- a. Membership applications must arrive via USPS or express service (no faxes or electronic copies).
- b. Applications must contain the original signature of the applicant as well as all sponsors.
- c. Upon receipt of an application, the membership chairperson shall:
 - i. Check application for accuracy and completeness*:
 - Verify all fields on application form are completed.

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- Verify sponsors are current club members in good standing - check the current members list; if a sponsor membership is in question contact AEDCA Recording Secretary for verification.
- Verify application form is signed and dated by prospective member.

ii. Verify Dues: Verify check is completed and signed:

- U.S. Citizens:
 - A check for \$25.00 is enclosed for first member in household OR second member of household who wants a separate copy of the newsletter, OR
 - A check for \$15 is enclosed for second member in the same household that does **NOT** want an additional copy of the newsletter.
- Non-U.S. Citizens: Require a check for \$35 in US funds

* If any portion of the application is deficient, inaccurate or if the dues payment is not correct, the membership chairperson will attempt to contact the applicant in an effort to clarify and/or correct the application. If the membership chairperson is unable to reach applicant via phone and/or email within 15 days of receipt of application, the application shall be returned to the member-applicant accompanied by a letter explaining the problems and providing guidance for remedy. Applications will not be published if they are incomplete or if there is a problem with the dues payment.

- iii. Once application is deemed accurate and complete, it will be considered a "Verified Membership Application" and the back of each respective Membership Application shall be coded with the following:
- Date Received
 - Check #
 - Check Amount
 - "Verified by: (Name of Membership Chairperson)"

**The following applies to Membership Applications that have verified:
(Reviewed and considered accurate and complete therefore deemed "Verified")
Membership Application Acknowledgment:**

- a. Within fifteen (15) days of a Verified Membership Application, an acknowledgment letter shall be sent to applicant via email and/or USPS (The means of delivery determined at the discretion of Membership Chairperson):
 - i. Stating that the application has been received and successfully verified for accuracy and completeness,
 - ii. A clear explanation of the steps to follow,
 - iii. A copy of this policy
- b. A copy of the acknowledgement letter shall be sent to applicant's sponsors via email and/or USPS (The means of delivery determined at the discretion of Membership Chairperson).
- c. A copy of the acknowledgement letter shall be sent to Recording Secretary to file in the Official Club Records.

3. Dues to Treasurer for Immediate Deposit:

- a. Once application is deemed accurate and complete, the Membership Chairperson shall mail a complete copy of the verified Membership Application and the corresponding dues received to the Treasurer for immediate deposit.
- b. The Treasurer will notify the Membership Chairman and Recording Secretary when the check has cleared or when the check is returned for any reason including but not limited to nonsufficient funds (NSF). If a check is returned, The Membership Chairman will be responsible for notifying the applicant. An application will not be published until the application is complete and the applicant's check has cleared.

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Copies of all communications will be sent to the Recording Secretary for filing.

4. Membership Application Handling:

- a. Formats:
 - i. Electronic Format: The front and back of each Verified Membership Application shall be scanned and retained in electronic, PDF format by the Membership Chairman. At the end of each membership processing period, all verified applications received throughout the prior period shall be compiled into a single electronic file.
 - ii. Copies: The front and back of each Verified Membership Application shall copied (or printed from electronic file)
 - iii. Originals: Each original Verified Membership Application shall be sent to the Recording Secretary.
- b. At the end of each membership processing period the following individuals shall receive what is outlined below:
 - i. **AEDCA Corresponding Secretary and Recording Secretary**– Membership chairperson shall email the single electronic file consisting of all Verified Membership Applications as well as the Application Summary that is sent to the AEDCA Editor for the period just ended. Corresponding secretary shall distribute to all board members.
 - ii. **AEDCA editor of The Review** – Membership Chairperson shall compile and email an alphabetical list by applicant last name containing the full name, city, state and Application Summary for publication. An application will not be sent for publication until it is complete and the applicant's check has cleared.

Treasurer Responsibilities:

- a. Immediately deposit all dues submitted by the applicant(s) when received from the Membership Chairperson.
- b. Notify the Membership Chairman and the Recording Secretary when the check(s) clear or if the check(s) is returned for any reason including but not limited to nonsufficient funds (NSF).

The Review Editor Responsibilities:

Membership Application Publishing:

Subsequent to the end of a period, the applicant's name(s), city, state, sponsors and Application Summary of each applicant will be published in the next available issue of the club's newsletter "The Review" and a deadline will be published for the submission of written communications to the Corresponding secretary on the qualifications and/or ethical conduct of individual applicants. The deadline for receipt of such communications shall be the 15th of the subsequent month to the month the issue is published. (For example, for the July, August, September issue of the Review which is published and sent out in October, the deadline for the corresponding secretary to receive the signed letter would be November 15th)

Election to Membership:

1. AEDCA Membership:

- a. Review the membership applications published in The Review.
- b. Sign and mail any negative comment(s) to the Corresponding Secretary. Negative comments must be received by the Corresponding Secretary within (30) thirty days of the publishing date of The Review.

2. Corresponding Secretary Responsibilities:

- a. No Objections:
If no objections to the new applicant are received within 30 days of publishing date the new applicant's request to join the club, then the new applicant will automatically be considered elected to membership and

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they shall be officially notified and welcomed as a new member of the AEDCA by the Corresponding Secretary. Each new member shall receive the following:

- i. Welcome letter,
 - ii. Copy of the AEDCA Constitution and Bylaws (including the Code Of Ethics – Appendix B),
 - iii. The current membership directory which contains the
 - (1) Standard of the Breed
 - (2) Names, addresses and telephone numbers of all Board members,
 - (3) Names, addresses and telephone numbers of all Committee chairs
 - (4) Names addresses and telephone numbers of all members holding appointed positions
 - (5) Names addresses and telephone numbers of all AEDCA members.
 - iv. A copy of the American Eskimo Dog Breed Flyer
 - v. Instructions for accessing AEDCA policies and other club information via the AEDCA website (this information may be included as part of the welcome letter),
 - vi. Instructions for joining the AEDCA Members Only list (this information may be included as part of the welcome letter).
- b. Objections:
- i. In the event of written comment(s) from a member(s) that is signed, mailed and received by the Corresponding Secretary within the (30) thirty day deadline the application, opposing a new applicant's request to join the club, the application will be held for action by the board. The board will investigate the reasons and vote accordingly to approve or disapprove the new member applicant.
 - Written comments regarding applicants will be considered confidential communications to the Board and will not be disclosed to the applicant, their sponsors, or anyone outside of the AEDCA Board.
 - Notify the Board that negative comments were received on an applicant and provide the Board with a copy of all the comments received; both good and bad.
 - The applicant will be notified by the Corresponding Secretary of the unfavorable comment(s). The letter to the applicant will not contain the name(s) of the commenter(s).
 - ii. No follow-up or "second" letters from an applicant's sponsors will be required. However, the withdrawal of endorsement by a sponsor prior to a final vote of the Board of Directors on an applicant's admission to membership will render the application void, and the applicant would have to re-apply.
 - iii. The applicant will have (30) thirty days to address the comment(s) in a written and signed form mailed to the Corresponding Secretary to be distributed to the Board.
 - iv. Voting Packets/Counting Votes/Notification of Results
- The Board shall then vote by secret written ballot on the application:
- The Board's ballot package shall include a ballot listing each applicant's name and address and names of their sponsors. Next to or near each applicant's name shall be the space to mark YES, NO, or ABSTAIN.
 - If voting by mail, the package shall also include the blank ballot envelope and a pre-addressed (to the Corresponding Secretary) mailing envelope to ensure the secrecy of the ballots,
 - v. All Board ballots must be received by the Corresponding Secretary on or before the deadline set within this policy. The Corresponding Secretary shall then tabulate all of the ballots and determine who has been elected to membership and who has not. Affirmative votes of 2/3 of the Board

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physically present at a meeting or 2/3 of the entire Board voting by mail shall be required to elect an applicant.

- vi. Within 15 days of the tabulation the Corresponding Secretary shall send the Club's standard letters informing the applicants of the Board's action on their application. A copy of this letter will be sent to the Recording Secretary for filing.

Letters to applicants rejected for membership shall:

- a. Contain quotes from the Bylaws,
- b. Notify the applicant that they did not receive the necessary votes for membership,
- c. Describe the appeal process and any deadlines for compliance with that process.
- d. The letter will not give any details of the actual voting count or any additional explanation as to why the applicant was not elected to membership.

6. Rejected Applicant:

- a. An applicant who does not receive the necessary number of votes (2/3 of the Board members physically present at a meeting or 2/3 of the ENTIRE board voting by mail.) for admission to membership, will receive a letter within 30 days containing quotes from the Bylaws describing the appeal process and any deadlines for compliance with that process as well as applicant's right to have one of his or her sponsors present the applicant's name for election to membership at the next annual meeting.
 - Applicant will also be invited to submit a brief statement either written or in person at that time.
 - The Club may elect the applicant by a favorable vote by secret written ballot of 75% of the members present.
 - The sponsor who will present the applicant's name for election by the general membership must notify the Corresponding Secretary in writing no later than 45 days prior to the date of the Annual meeting to put the issue on the agenda for the annual meeting.
 - Applicants for membership who have been rejected by the club may not reapply within six months after such rejection.

7. Official Club Records:

Originals paperwork when available and copies if the original is not available of all correspondence shall be sent from the Corresponding Secretary to the Recording Secretary to be filed with the club records.

The Corresponding Secretary shall send the original ballots to the Recording Secretary for filing with the official club records.

8. Official Anniversary Dates:

- a. For a new member who received no negative comments shall be thirty (30) days after publication in The Review.
- b. For a new member who received a negative comment but was elected to membership by the Board shall be the date that the ballot package was due to the Corresponding Secretary.
- c. For a new member elected to membership by the members at an annual meeting shall be the date of the annual meeting.
- d. For a former member of the AEDCA who is making application after a period of time of being a non-member will be the same as for a new member who has never joined the AEDCA before.
- e. Each Member's Official Anniversary date will be documented in the Official Membership Roster maintained by the Recording Secretary and published in the Membership Directory.

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9. Announcement of New Members:

- a. The list of new members shall be published in the next regular edition of *The Review*.
- b. New members will be notified of their membership by the Corresponding Secretary by the first day of the month following their anniversary date.
- c. Names of member-applicants denied membership by the Board of Directors shall not be published in the Newsletter.

10. The following schedule shall be followed in processing membership applications:

APPLICATION ACCEPTANCE LETTER SENT BY MEMBERSHIP CHAIRMAN	FOR APPLICATIONS RECEIVED	APPLICATIONS DUE TO BOTH SECRETARIES & NEWSLETTER PUBLISHER (Corresponding Secretary will forward applications to the complete Board)	NEWSLETTER PUBLICATION DATE	MEMBER CONCERNS DUE TO CORRESPONDING SECRETARY	APPLICANTS NOTIFIED OF RESULTS
Within 15 days of acceptance. Letter states that application has been accepted and includes a copy of the membership processing.	December – February	March 10	April 15	May 15	June 1
	March – May	June 10	July 15	August 15	September 1
	June - August	September 10	October 15	November 15	December 1
	September – November	December 10	January 15	February 15	March 1