

MEMBERSHIP

Budget: _____

Members: 5

The Membership Committee is responsible for maintaining all records of membership and attendance and for processing all requests for changes in membership status. The membership chairman will provide an end of the year report for the president.

This committee should have at least 5 members and some should not be board members so they can handle membership activities before the board joins the general membership at the monthly meetings.

GENERAL PROCEDURES

1. Accept and maintain all records for all types of membership status and keep members informed of changes through the newsletter.
2. Take and maintain records for attendance at all meetings throughout the club year. Contact members who have had at least two unexcused absences.
3. Secure name tags for new members and replacements and repairs for old tags. The replacement of lost or repaired tags are paid for by the member.
4. Receive telephone calls from members concerning anticipated absences from meetings and relay the information to the monthly hostess chairman.
5. The treasurer distributes the yearbook at the first meeting of the club year or when dues are paid. The membership chairman will receive the rest of the books for distribution to new members or to replace a book for a fee to a member.
6. Secure letters of resignation from members leaving the club if at all possible.

PROSPECTIVE MEMBERSHIP PROCEDURES

Individuals wishing to join The Friendly Garden Club need to be sponsored by two members who have belonged to the club at least one year. A current member may sponsor one new member per year. Prospective members must attend at least two general meetings and sponsors must share membership expectations and club history before a recommendation is made for membership.

To be considered for membership a completed Membership Recommendation form should be given to the Membership Committee chairman. After all information is gathered and reviewed by the committee, the membership chairman will present the information to the board for action. If the request is approved, the membership chairman will notify the perspective member and request that she pay current dues to the club treasurer. If not approved, the sponsors should inform the prospective member of the board decision.

MEMBERSHIP Cont'd . . .

After approval, the new member will be introduced at the next general meeting and given the following items by the Membership chairman:

1. A copy of Policy & Procedures
2. A current yearbook containing the Constitution and By-Laws
3. A history of the club
4. A name tag

A new member's sponsors shall be responsible for mentoring her through the first year providing further information and guidance as needed. A new member tea will be held at the beginning of each new administration hosted by the membership committee.

ASSOCIATE & TEMPORARY ASSOCIATE MEMBERSHIP

Those members wishing to become associate or temporary associate members should fill out an Associate Membership Request Form and turn it in to the Membership Committee for review. After membership committee review, the membership chairman will present the request to the board for action. (see By-Laws Art. I, Sections 5 & 6).

Except for attendance requirements, members granted associate status must if physically able continue to meet all other membership obligations including:

1. Serving on at least one club committee
2. Helping on the Hostess Committee for one meeting a year.
3. Buying designated number of garden walk tickets
4. Baking cookies for and working on the day of the garden walk or
5. Finding a suitable substitute to do the above

FRIENDLY LIFE MEMBERSHIP

A member with outstanding service to The Friendly Garden Club may be recommended for a Friendly Life Membership. Board approval is needed for the member to receive the Friendly Life status.