

Border Terrier Club of America Policies and Procedures Manual

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 Secretary 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.

Membership Coordinator - Job Description

The duties of the Membership 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 quarterly report by email to the BTCA Secretary, Treasurer and Borderline Editor on, or before, February 1, May 1, August 1, and November 1. In addition, mail full applications to Membership Database Manager quarterly.

The report to the Secretary, Treasurer 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 Secretary, BTCA Secretary address.**

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Mail the dues monies to the BTCA treasurer every two weeks so the checks can clear before the applicants are voted on by the Board.

NOTE: Payments should comply with the BTCA check policy (P&P 2-35). In the event the application is rejected (or withdrawn); the dues will be refunded.

Request that the secretary call for a vote of the Board on the new prospective members one month after publication in the Borderline.

Once the Membership Coordinator has received notification of the results of the Board vote from the Secretary, mail a letter to all approved applicants welcoming them into the club.

NOTE: 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

- BTCA Logo Sticker
- The Border Terrier Standard
- The Border Terrier in Brief Booklet
- Grooming Guide
- BTCA Statement on Presentation
- A copy of the current Border Connections

Request bulk materials contained in the various mailings from the General Education Coordinator and/or have copies 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.