



HOUSATONIC

CAIRN TERRIER

CLUB

Procedure

Title: Membership Application

Date: August 1, 1998

Upon receipt of interest in joining HCTC, the person receiving such interest should immediately notify the Corresponding Secretary, providing the name of the potential applicant(s), their address and telephone number.

The Corresponding Secretary shall forward, to the proposed applicant, a membership packet which shall consist of:

1. Membership Application
2. Copy of the HCTC Constitution
3. Copy of the Code of Ethics
4. Copy of the Membership List
5. Copy of Proposing Sponsor Form
6. Copy of Seconding Sponsor Form
7. Description of committee activities (not currently available)

It shall be the responsibility of the applicant to attend Club functions and to solicit the sponsorship of two members, as outlined in the membership requirements.

It shall be the responsibility of the applicant to forward the Proposing Sponsor form and the Seconding Sponsor form to active members who have agreed to be his/her sponsors. Said form, when completed, should be returned to the applicant.

It shall be the responsibility of the applicant to forward the completed documents to the Corresponding Secretary with the appropriate fee.

The Corresponding Secretary shall advise the recording Secretary of the receipt of the completed application. The Recording Secretary shall then assure that the consideration of the application is made a part of the agenda of the next Board of Governors meeting. It shall be the responsibility of the Corresponding Secretary to make the application package available at said Board meeting.

The application shall be presented to the Club membership when the applicant(s) has/have attended the required number of Club functions.