## Membership Committee

**I**. Duties

This Committee processes membership applications and hands off paper membership registration forms to the Database and Directory Committee for entry and preservation.

The Director appoints the Chairman of this Committee who serves on the Council. He reports on Committee activities and the status of membership.

**II**. Procedures

#### A. New Members

1. All guests upon arrival at their first general meeting should be directed to the back table for sign in and to receive a “Guest Kit” (contains an Application Form, current Monthly Bulletin and Old Guard Color Flyer). The Membership Committee man at the back table should inspect the sign-in sheet for legibility, especially of the telephone number. He must copy the name and contact information of the guest on his own paper in order to be prepared for the follow up telephone call, usually on the following Thursday. The sign-in sheet will be taken to the Director soon after the meeting begins and therefore is no longer available to the Back-Table Membership Committee man.

2. After a prospective member (guest) has been introduced at the first general membership meeting, usually by his sponsor (the existing O.G. member who invited him), the Membership Committee man who greeted the guest at the back table should follow up with a telephone call to the guest two or three days later to inquire about how the guest enjoyed the meeting and ask him if he would like to join the Old Guard. In addition, the sponsor should also call the guest and discuss possible membership.

3. At his initial meeting, if a guest has no sponsor, someone from the Membership Committee, usually the Back-Table Committee man, will be assigned to him.

4. Assuming that the guest would like to join the Old Guard, his sponsor, or the Membership Committee man following up with him, will explain the process to become a member.

5. The initial dues payment (including $5.00 installation fee) depends on the month of installation. The sponsor should consult with the Treasurer for the exact amount required.

6. The prospective new member must fill out the Application Form and bring it with him on the week that he will presented and nominated for membership. The sponsor, or the Membership Committeeman assigned to him, should inspect the application form for completeness and legibility. In addition, the prospective new member should bring a check for the relevant amount for dues and initiation fee (to pay $5.00 for the plastic name badge).

7. Ideally, the sponsor will introduce the prospective member. Therefore, the date for presentation of the new member candidate for nomination and voting should be coordinated to coincide with the presence of the sponsor. In the event that the sponsor’s absence .would cause an extended delay, then a Membership Committee member should present the candidate so that he may join without delay.

8. The sponsor will introduce the guest at his first meeting and insure that the Sign-In-Sheet (on back table) has been properly completed.

9. After the Membership Committee has received a completed application with dues, it will review the candidate’s information and, if appropriate, proceed to recommend membership.

10. A “Membership Kit” consisting of Name Badge (first and last name with blue dot to indicate new member status), current Directory, current Bulletin, Committee Sign-Up Sheet and welcoming letter will be presented for presentation by the Director after installation.

11. The Committee coordinates the installation date with the sponsor who formally proposes the candidate for membership at a general meeting. The Committee also insures that the Sign-In Sheet has been properly completed so that the Director includes this in his agenda.

12. The new member’s information is provided to the Database and Directory Committee which will add the information to the Membership Database. Data is obtained from the Application for Membership form.

#### B. Honorary Members

1. Any proposal for Honorary Membership is first presented to the Council. If the Council approves the proposal, a sponsor will be designated to obtain a completed application from the candidate, except that no fees are payable for this designated class of membership.

2. Honorary Members are included in the Database.

#### C. 20- and 30-Year Members

1. Members who have maintained their membership for 20 years, or for 30 years, receive special recognition. The recognition is accomplished through the award of 20- or 30-year pins. The oral presentation of the award(s) should be made by the Chairman of the Membership Committee, or someone agreed to by the Committee.

2. The new 20- or 30-year member is presented with a new membership pin of brass/gold, bearing the inscription:

**TWENTY YEARS** or **THIRTY YEARS**

**MEMBER’S NAME MEMBER’S NAME**

3. The presentation is normally made at the Ladies Day Luncheon in October. In presenting the award, assure that the new 20- or 30-year Member will be present, if possible. After reading the prologue, have him brought forward for the presentation of the new membership pin.

#### D. Former Members

Former members are retained in the Database for at least two years after they become inactive.

#### E. Records Retention

Applications for Membership are retained by the Membership Committee and by this Committee for at least three years.

**III**. Reports

#### A. Monthly

* Council report of membership changes and counts.
* Member changes for monthly bulletin.
* Birthday list for the Birthday Committee

#### B. Annual

* Various reports for the Directory
* The Directory

**IV**. Records Retention

* Applications for Membership are retained for at least three years. Electronic copies are desirable.
* The Membership Database is kept as a current, up-to-date electronic file.



### Sign-In Sheet

**Old Guard of Summit Sign-In Sheet Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_[[🢡]](#_Table_of_Contents)

**Old Guard Returnees**

**# Name Returning From**



**Guests**

**# Sponsor Guest Name Town, State Phone Number**



**Candidates ready for membership, who are present** (Check with Membership Committee)

**# Sponsor Candidate Name Town, State Phone Number**



**Total People Present: \_\_\_\_\_\_\_\_\_\_\_\_**

**Distribution: (1) Sign-in Desk, (2) Director, (3) Membership Committee, (4) Recording Secretary**

**\* [ ] *continued on back***

### Membership Application Form

Summit Old Guard Membership Application Form

For use only .by the Summit Old Guard Tel: ( keep unlisted)

Name: Mobile: ( is primary  keep unlisted)

Nickname: Wife:

Email: ( keep unlisted)

Address:

Other Places Lived:

Birthplace: Birth Date (m/d/y) (list as: )

Vocation: Retired from:

Principal Title: Longest Employer:

College: Degree:

Postgraduate: Degree:

Postgraduate: Degree:

Other:

Military Service & Rank:

The information on this sheet will aid in exploring the member’s abilities and interests, widening sociability, discovering historical facts, and determining the nature of the audience that our speakers reach. Please check the items below that are of special interest to you.

(bc) Bocce (cd) Cards (br) Bridge (ch) Chess (cm) Computers/Tech (fh) Fishing

(gf) Golf (hi) History (ma) Math (pn) Painting (ph) Photography (pi) Piano

(sn) Singing (mu) Concerts (th) Theater (tr) Travel (tt) Timely Topics (wk) Walking

(ca) Canoeing/Kayaking (he) Hearing Improvement (lu) Lunches (rd) Reading (fm) Films

Other Interests:\*

Noteworthy Accomplishments:\*

Civic & Volunteer Activities:\*

Signature (if paper): Sponsor:

Additional information:\*

Internal use: Date elected to membership: Member #  ***\*continued on next page***

