

# Membership application process for Badger Kennel Club

## Objective:

To allow applying persons for BKC membership to become involved in BKC activities easily.

## Section I. Application Process

- A. Membership applications will be accepted on the first of each month by the Membership Committee
  1. The Membership Applicant Information sheet (Form A and Code of Ethics) will be submitted to the Membership Committee Chairperson
  2. A fee of \$15.00 must accompany the form
- B. The Membership Committee will process the application at that month's meeting and present it to the Board of Directors that same month
- C. Applicant will be presented to the BKC membership at that month's general meeting
  1. Applicant will begin the Probationary/participation Period
  2. Applicant can start recording participation hours
  3. Applicant will not have full membership and accompanying benefits
- D. At the completion of the required hours of participation, applicant will give to the membership committee chairperson the following:
  1. The completed participation form
  2. Two letters of recommendation- one of which must state that the sponsor has visited the applicant's home
  3. The completed Membership Application Forms B and C
  4. These must be submitted before April 1 or October 1
- E. Finalization of application will take place as follows:
  1. The membership committee will approve the application
  2. The Board of Directors will approve the application
  3. The application will be published in the BITS
    - a. Following the publication of the application, letters from the general membership regarding the applicant's qualification for Badger Kennel Club membership should be submitted to the Membership Committee Chairperson
    - b. Such letters must be signed and may be made available to the applicant
  4. Receiving the approval of both the Membership Committee and the Board of Directors, the general membership will vote upon the application at the January/June closed meeting

## **Section II. Sponsorship/Mentorship of New Member Applicants**

- A. Candidates for membership must have two sponsors/mentors who have had full BKC membership for at least one year
- B. Sponsors/Mentors should be actively involved with the applicant throughout the Probationary/participation period.
- C. One of the sponsors/mentors must have visited the home of the candidate and any other premises directly maintained by the candidate for housing his/her dogs and state this in his/her letter of recommendation
- D. If the applicant doesn't know any BKC members prior to applying for membership, the Membership Committee will supply a mentor whom shall have similar interests

## **Section III. Activity Participation**

- A. Hours of participation in Badger Kennel Club consists of x hours within one year of probationary status acceptance, depending upon the type of membership requested
- B. Activities to include at least three (3) different activities as suggested below:
  - 1. General meeting: two hours
  - 2. Taking a class: one hour per class
  - 3. Assisting/teaching a class: one hour per class period
  - 4. Cleaning building: x hours
  - 5. Working/participating in club event, to include seminars, special workshops, Dog Fair, Dog show: x hours
- C. Probationary/participation member is responsible for having the supervising person of the activity verify number of hours by signing the applicant's Participation Form immediately following completion of the activity
- D. Applicant may submit materials required to complete the application process as soon as the hours of participation requirement has been met
- E. If applicant does not fulfill all of the application requirements within one year, he/she must reapply for BKC membership
- F. Hours of participation can be recorded upon receipt of application form by Membership Committee Chairperson

## **Section IV. Returning Member Re-Application**

- A. Former BKC member who left in good standing
- B. Completion of Application: Forms A, B and C
- C. Does not need to meet the probation/participation requirement of new applicant
- D. Two letters of sponsorship are required

- E. Materials need to be submitted to the Membership Committee Chairperson by October and April first of each year
- F. Vote by BKC membership will take place at the January and June
  - 1. Applicant will need to receive 75% of the members present and voting
  - 2. This meeting is closed
- G. Full dues must accompany the application
- H. Finalization of application will proceed as with that of new members

## **Section V. Types of Membership**

- A. Single
  - 1. Dues to be paid according to the BKC Bylaws
  - 2. Complete 30 hours of participation
- B. Household
  - 1. Dues to be paid according to the BKC Bylaws
  - 2. Persons 18 years of age, living in the same household and dependent children
  - 3. Each household membership will have two votes
    - a. Voting members must be 18 years of age
    - b. Voting members must be identified when renewing BKC membership
    - c. Voting members must have established regular membership prior to becoming a voting member of a household
- C. Lifetime
  - 1. Dues to be paid according to the BKC Bylaws
  - 2. The Board of Directors may propose any individual who has rendered 25 years of service to the Club for inclusion in this membership
- D. Junior
  - 1. Applicant is under 18 years of age
  - 2. No other family member is applying for membership or is currently a member
  - 3. Dues to be paid according to the BKC bylaws
  - 4. Completion of 20 hours of participation

## **Section VI. Special Conditions of this Proposal**

- A. A summary of this proposal will be attached to the Membership Application forms in order that applicant be fully informed as to the process required to be undertaken
- B. The Membership Committee reserves the right to amend a particular portion of the process due to mitigating circumstances. Such changes would need the approval of the Board