

## **CTCD POLICY ELECTION TO MEMBERSHIP**

In order to more easily understand the application process for membership into the Cairn Terrier Club of Denver, we here consolidate the procedure as extracted from the Club's Constitution & By-Laws, Standing Rules and steps previously approved by the membership.

1. Applicants for membership shall attend at least two Club meetings or one Club meeting and one Club function prior to submitting their application form. Out of state applicants eligible for associate membership shall have a letter of recommendation submitted by one of their two sponsors in lieu of the attendance requirement stated above. Associate membership is not available to Colorado residents.
2. The applicant shall apply on the approved application form agreeing to abide by such as stated therein. The application shall carry the endorsement of two members in good standing. Accompanying the application, the prospective member shall submit dues payment for the current year
3. Associate membership will not be available to residents of Colorado.
4. All applications shall be filed with the Secretary and each application is to be read at the first meeting of the Club following the application's receipt.
5. In the month following the first reading of the application, any comments regarding the applicant will be accepted by the Secretary from members in good standing. The Secretary will review all such submitted comments and, if appropriate, refer them to the Board of Directors for review.
6. At the next club meeting the application will be voted upon and an affirmative vote of three-quarters of the members present and voting at the meeting shall be required to elect the applicant to membership. This vote will be by secret ballot. The applicant shall be notified by the close of the meeting of the voting results (unless the applicant is not present at the meeting in which case the applicant shall be notified by the Club Secretary as soon as practical).
7. Applicants rejected by the Club may not re-apply for membership within six months after rejection.
8. Dues shall be prorated the last quarter of the fiscal year so that a new applicant being elected into membership after September 30<sup>th</sup> will be submitting dues for the current year, but these dues shall encompass paid up membership for the ensuing fiscal year as well. (i.e. Dues paid in October, November or December of one year shall cover membership through December of the following year.)

(Policy approved by the Board of Directors and General Membership in May 1992, Revised January 2006)