

AMSC MEMBERSHIP AND INSIGNIA COMMITTEE GUIDELINES

I. PURPOSE:

In line with the policies and procedures approved by the AMSC Board of Governors, this committee will:

- A. Provide, process and submit to the Board membership applications (Attachment 1).
- B. Provide the annual distribution of 5 year, 25 year and 50 year pins to eligible members at the Annual Meeting.
- C. Sell pins and decals to the membership at large throughout the year when requested.
- D. Provide membership applications (Attachment 1) via email or postal mail to those persons requesting them. Provide access to application and sponsor sheets at the AMSC Website.
- E. Receive and acknowledge applications and will check the applications for completeness of information, appropriate sponsors and dues. These items are required if applicant is to be considered for membership by the Board. Records of any additional correspondence to be maintained with the original application.
- F. Deal with any problems that may arise during the application process, and when application is complete send the dues check to the Treasurer. Make a copy of the applicants check for membership records.
- G. Provide a list of applicants to the Editor of AMSCOPE on an appropriate schedule for publication in the AMSCOPE not less than a full 30 days before a Board Meeting, or prior to the 16th of the month which is 45 days before the Board Meeting. This allows the list to be published in two AMSCOPEs.
- H. Receive any comments regarding applicants and prepare a report for the Board of Governors.
- I. Upon approval of the applicants by the Board of Governors, promptly acknowledge Board approval to new members via email and send each new member a membership packet. (see procedures, Sec. 1)
- J. Concerned with the annual distribution of pins to 5, 25 and 50 year eligible members at the Annual Meeting.
- K. Sell pins and decals to the membership at large throughout the year.

II PROCEDURES

A. RESPONSE TO REQUESTS FOR APPLICATIONS

1. Individual requests from prospective new members or current members wishing to sponsor a new member will be responded to promptly.
2. Applications and sponsor sheets to be sent immediately via email or USPO.
3. Members will be reminded periodically that applications and sponsor sheets are also available at www.amsc.us under Membership.
4. A copy of the AMSC Code of Ethics will be included with all membership applications sent to prospective members.

B. PROCESSING APPLICATIONS

1. Each correctly completed application, with the dues check in the proper amount, to be acknowledged via U.S. Postal mail if email is not available. Prospects will be notified when application has been processed and that their names will appear in the next AMSCope issue approximately 45 days before the Board will vote on their application.
2. The application must be signed by the applicant denoting the Code of Ethics has been read. Application must include the address and telephone number of applicant.
3. Dues amount on the check must be correct and made payable to AMSC. (If made out to Chairman, Chairman must endorse to the AMSC.
4. Applications received which are incomplete (i.e. Dues incorrect or other lack of required information) will be filed as "pending". Membership chair shall follow up with applicant to correct problems so application can be processed at the earliest, next Board Meeting.
5. Completed and accepted applications are to be filed, alphabetically, in a folder set up for that purpose. Checks are to be listed with the applicant's name, the bank number of the check, and the amount of the check and placed in the folder.
6. The checks and a copy of the check's list are to be forward to the Treasurer after application is processed. Send by registered or certified mail.

C. SPONSOR ELEGIBILITY

Effective March 6, 2009, qualified sponsors are defined as:

1. Any Regular Member or Life Member, in good standing, that has had continuous membership of at least 3 years.
2. Junior and Foreign members cannot sponsor new members unless they have had continuous membership for at least 3 years.

3. The two required sponsors may NOT be members of the same household.
4. All sponsors must be paid in full members in good standing.
5. A database will be set up and maintained for the purpose of determining sponsor eligibility.

D. PROCEDURES AND DEADLINES FOR AMSCOPE

1. A publishing deadline is set by the AMSCOPE Editor. Membership will provide the Editor with a list of all prospective member information to be published a full month before the individual applicant will appear on the Board's agenda for approval.
2. Type in triplicate, an alphabetical list of the applicants, their addresses, and the names of their sponsors. Create a paragraph from application data for publication in the AMSCOPE. Keep one copy for the file, and mail or email a copy to: AMSC President, AMSCOPE Editor, and the AMSC Secretary for inclusion in the Agenda for the Board Meeting. A copy of each application is also recommended.
3. The new member list must meet the AMSCOPE deadline for publishing. Members will be instructed to direct any correspondence in regard to an applicant to the Membership Chairman.

E. REPORTING TO THE AMSC BOARD

1. A notebook, complete with copies of all new-member applications that will appear on the Board's agenda, will be provided at each Board meeting to allow the Board access to the original application information.
2. The Membership Chairman will report to the Board any correspondence with regard to any applicant.
3. The Board will vote on the applicants at the completion of the Chairman's report.

F. PROCEDURE AFTER APPLICATION APPROVAL

1. After the applicant has been approved for membership by the Board, the Membership Chairman will notify all new members via email and will send each of them a membership packet with a letter of welcome from the President.
2. Membership Chairman will notify AMSC Secretary, AMSCOPE editor and the Chairman of the AMSC-L of newly approved members so they can be started on the list and begin receiving AMSCOPE.

G. MEMBERSHIP PACKET

The packet will be supplied on a thumb drive (if available) to each approved applicant. Contents are listed below:

1. Letter of Welcome by the AMSC President.
2. Illustrated Discussion of the Standard.
3. Copy of the Breed Standard CD.
4. Official Standard of the Breed
5. AMSC Code of Ethics and application for Referral List
6. Why Have an AMSC (updated, 2015)
7. History of the AMSC (updated, 2016)
8. Constitution and Bylaws (2004), printed from the Yahoo Files
9. Two Decals
10. Membership Application Packet (includes Membership Application, two (2) Sponsorship Forms
11. Copy of the colored sheet titled AMERICAN MINIATURE SCHNAUZER CLUB.

H. PIN DISTRIBUTION

Membership Chairman will maintain up-to-date copies of all computer files pertinent to membership activities. Compile a list of all members who are eligible for Membership pins to be announced at **the Annual Meeting in October**. A list of approved members for the pertinent year should be obtained from the official Club Roster (obtained from Secretary or Treasurer). This list is computerized and should give a list of current members who joined in the year in question. If for some reason this list is unavailable, the same information can be obtained by comparing the lists of newly approved members from AMSCOPE with the current Roster deleting those persons who have not maintained their membership.

NOTE: Members who have lapsed and rejoined will be treated as new members.

1. All members who have maintained continuous membership for 5 years shall be eligible for a **bronze** membership pin.
2. All members who have maintained continuous membership for 25 years shall be eligible for a **silver** membership pin.
3. All members who have maintained continuous membership for 50 years shall be eligible for a **gold** membership pin.
4. A list of recipients of each pin shall be compiled and submitted to the AMSCOPE editor no later than September 15th for inclusion in the October AMSCOPE shall be created.
5. The lists shall be announced at the Annual Meeting on Montgomery Weekend.
6. An appropriate number of pins will be given to the President for presentation at the annual meeting.
7. Membership pins for persons not present should be mailed to them using the form letter in a small padded envelope.

I. Sale of Lapel Pins and Decals

1. Information regarding purchase of pins and decals should be forwarded to the AMSCOPE editor for frequent publication. This information should include the committee chairperson's address, the price of the pin and of the decal, and a notation that pins may be purchased only by members who have met the 5 year eligibility requirement.
2. Pins and/or decals should be mailed to eligible members upon receiving requests and proper funds. Verify eligibility.
3. Checks should be forwarded to the Treasurer with a notation as to origin.

J. Pins and decals are ordered and maintained by the Membership Chairman

Ordering Information

Pins – Recognition Products International (for all pins)

Decals — Dri-Mark Vinyl

P464960-001-02

222-1-79

Replacement Cost: \$1.00 The Meyercord Co.

Carol Stream, Il.

K. List of Supplies and Materials Required

1. Letterhead
2. Form Letter to Prospective Members
3. Membership Application and Sponsor Forms
4. Form Letter for Acknowledgement of Application and Check
5. Items for Membership Packet
6. Pins and decals

L. INVENTORY

Chairman will inventory supplies of pins, brass, silver and gold, at the end of each club year and request funding for replacement if necessary, before the Annual Meeting. An itemized list of expenses, with receipts, is submitted to the Treasurer for reimbursement and a report of same made to the Board.

M. REPORT TO BOARD

The Committee Chairman shall submit a report to the Board as necessary. A final report must be submitted at the last Board meeting of the official club year. This report shall include the number of pins distributed, broken down into 5 year, 25 year, 50 year and replacement pins, as well as the number of decals sold and the number of new members approved.

N. GUIDELINE REVISIONS

The Chairman, as necessary, shall recommend changes in these committee guidelines and shall make revisions and provide the Guideline Chairman with the revised guidelines to be submitted to the Board for approval.

Written by Jacquelyn Ebersbach/L.Nedich 8-2019

Approved by AMSC Board/9-2019