

AMSC MEMBERSHIP AND INSIGNIA COMMITTEE GUIDELINES

I. PURPOSE:

The Membership and Insignia Committee receives and processes AMSC New Member applications which will be provided to the Board and membership for review. Each new member voted in will be presented with a new member welcome information.

The Membership & Insignia Committee is responsible to maintain a list of the AMSC members who have achieved 5, 25, and 50 consecutive years as active members in the club and eligible for this recognition. The President will present the pins at the Annual Meeting to the members present. All others will be mailed to absent recipients by the Membership Chair.

This committee is also responsible for maintaining the inventory of pins and decals. Pins (for replacement) and decals will be available to the membership at large for purchase throughout the year via the website.

II PROCEDURES

A. NEW MEMBER APPLICATIONS

1. Applications and sponsor forms are available on the website:
<https://amsc.us/about-amsc/>
2. The New Member Application includes a statement that the Code of Ethics and the Breed Standard has been read by the candidate and affirms his/her agreement.
 - The Code of Ethics is available on the website: <https://amsc.us/about-amsc/>
 - The Breed Standard is available on the website:
<https://amsc.us/all-about-miniature-schnauzers/breed-standard/>
3. Eligible sponsors should be members in good standing and have an active and continuous membership of at least 3 years.

B PROCESSING APPLICATIONS

1. New Member Applications will require annual dues to accompany the application to the Membership Chairperson.
2. Dues will be paid by check or an AMSC approved electronic payment source.
3. Applicants will be notified when their **completed** application has been processed.
4. Applications are NOT complete until the application, the 2 sponsorship forms, and the dues payment are received and processed.

5. Incomplete Applications (i.e. Dues incorrect or other lack of required information) will be filed as "pending" and the applicant will be notified by the Membership chair.

C. PROCEDURES FOR MEMBERSHIP NOTIFICATION

1. The Membership Chair
 - a. Will prepare a notice for member distribution which contains the applicant name/names, membership application class (regular- individual/joint, etc.), resident address (including city and state), email, names of sponsors, and a brief biographical narrative derived from the application.
 - b. At least 30 days prior to the next scheduled board meeting, the Chair will forward a list of new Membership Applicants and their brief biographical narratives to the AMSC Secretary to be emailed/distributed to the entire AMSC membership with instructions to direct any correspondence regarding the applicant to the Membership Chair at membership@amsc.us
2. Members will be instructed following the new members notifications to direct any correspondence regarding an applicant to the Membership Chair.

D. PROCEDURE FOR THE AMSC BOARD

1. Membership Chair will provide the completed member applications including sponsorship forms to each Board Member via the Board email list when it is processed.
2. Membership Chair will send a complete list of new member applications to the AMSC Secretary for inclusion in the agenda for the next upcoming Board meeting that is at least 30 days after distribution to membership.
3. Membership Chair will provide all letters received for or against a New Member Applicant to the AMSC President only. NOTE: All correspondence regarding New Member Applications must be forwarded to the Membership Chair to ensure Application packets are complete no later than 24 hours before the Board Meeting.
4. The Board will vote on the applicants the next board meeting. In the case of a disputed applicant, the discussion and vote will take place in confidential Executive Session.

E. APPROVED APPLICANTS

1. After the applicant has been approved for membership by the Board, the Membership Chair will notify the new members via email and will send a membership packet and a Welcome Letter from the President.
2. If the application is tabled, the Membership Chair will notify that applicant via email of the delay.

3. If the application is denied, the Membership Chair will notify applicant and request the Treasurer return the dues payment received with initial application.
4. Membership Chair will email the complete contact information of new members to AMSC Secretary, AMSC Treasurer, AMSCOPE editor, AMSC Website Chair and the AMSC-L Chair to be added to the roster, invited to the list, receive website members section log-in instructions, and receive AMSCOPE.

III. NEW MEMBER WELCOME INFORMATION

Contents of the New Membership packets will include at least the following:

- Letter of Welcome by the AMSC President – emailed and mailed
- 2 Decals – mailed
- Illustrated Discussion of the Standard PDF – emailed
- Official Standard of the Breed <https://amsc.us/all-about-miniature-schnauzers/breed-standard/>
- Instructions for application to the Referral list <https://amsc.us/wp-content/uploads/2018/09/APPLICATION-FOR-REFERRAL-LISTING-IN-AMSC-WEBPAGE-2018.pdf>
- Constitution and Bylaws <https://amsc.us/wp-content/uploads/2022/07/AMSC-Constitution-and-Bylaws.pdf>
- History of the breed and of the AMSC <https://amsc.us/all-about-miniature-schnauzers/history-of-the-miniature-schnauzer>

IV. PIN DISTRIBUTION & INVENTORY

Any member who has achieved continuous membership for 5 years, 25 years, or 50 years shall be eligible for a membership pin; **bronze, silver, or gold respectively**. Members eligible for Membership pins for the current year will be presented their pin at the Annual Meeting in October.

1. The Membership Chair will compile a list of all members who are eligible for Membership pins for the current year's **Annual Meeting**. An excel spreadsheet listing all active members and the year they joined will be provided by the AMSC Treasurer upon request.
2. Eligible members will be presented their membership pins at the Annual Meeting in October. Those receiving pins will have their names and years of membership sent to the AMSCOPE editor for publication in the next issue of the magazine.
3. The Membership Chair will ensure that pins will be available to the President for presentation
4. Membership pins for persons not present for the presentation will be mailed their pins using the form letter in a small, padded envelope.

E Sale of Lapel Pins and Decals

1. Information regarding purchase of pins and decals will be provided to the-Website Committee for inclusion in the Members section on the website. This information should include the committee chairperson's email address, the price of the pin and decal with a notation that pins may be purchased only by members who have met the specific year eligibility requirement.

2. Pins and/or decals should be mailed to eligible members upon receiving requests and proper funds. Verify eligibility.
3. Pins and decals are ordered and maintained by the Membership Chair

Ordering Information

Pins – Recognition Products International (for all pins)

<https://www.recognitionproducts.com/>

Ordering Information

Decals —3” round vinyl label of AMSC logo

<https://www.curcioprinting.com/>

4. REPORT TO BOARD

The Committee Chair will inventory supplies of pins, (brass, silver, and gold) at the end of each club year, request funding for replacement as necessary before the Annual Meeting and shall submit a report to the Board. 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.

V. REVISION:

The Chair of the Membership Committee will review this policy every 3 years and shall coordinate changes/revisions with the Guidelines Chair. Any content changes recommended shall be submitted to the Board for approval through the Guidelines Committee Chair.

Written by J Ebersbach/L Nedich 8/2019

Approved by AMSC Board 9/2019

Revised D Herrell/V Kubic 9/2023

Board Approval 9/2023

AMERICAN MINIATURE SCHNAUZER CLUB, INC.



A Member of the American Kennel Club

Month day, year

Applicant Name
Street Address
City, State, Zip
Email:

Dear New AMSC Member:

We are pleased to welcome you as a new member of the American Miniature Schnauzer Club, Inc. Your membership was approved by the AMSC Board at the most recent Meeting.

You will have 2 AMSC decals mailed to you shortly.

In a follow up email, you will receive the following information, including links:

- Illustrated Discussion of the Standard in PDF
- Official Standard of the Breed
- Instructions for application to the Referral list
- Constitution and Bylaws
- History of the breed and of the AMSC

Your contact information has been sent to the AMSC Secretary, AMSC Treasurer, AMSCOPE editors, AMSC Website Chair and the AMSC-L Chair for you to be added to the roster, invited to the proprietary AMSC email list, receive website members section log-in instructions, and receive AMSCOPE.

If you have any questions, please feel free to contact your sponsors or any member of the Board.

Cordially,

Name

President
American Miniature Schnauzer Club, Inc.

AMERICAN MINIATURE SCHNAUZER CLUB, INC.



A Member of the American Kennel Club

Month day, year

Applicant Name
Street Address
City, State, Zip
Email:

Dear AMSC Applicant:

We regret to inform you that your application to join the American Miniature Schnauzer Club, Inc. has not been accepted by the AMSC Board at the Month, Day, Year Meeting.

As prescribed in our Constitution and Bylaws, applicants may be presented to the Board for reconsideration after six (6) months from the previous consideration.

If you have any questions, please feel free to contact your sponsors or any member of the Board of Governors.

Cordially,

Name,

President
American Miniature Schnauzer Club, Inc.