

# JCCA Policies and Guidelines

## Membership Committee Guidelines

The purpose of the JCCA Membership Committee is to process new membership applications. It is the responsibility of the Committee Chair to designate specific duties to the Committee members.

Applications will be mailed/mailed to the Membership Committee Chair. If the application is complete, the Chair will keep a copy for his/her records and transmit a copy to the Secretary. All forms of payment from complete applications will be forwarded to the Treasurer. If the application is found to be incomplete, the Chair will contact the applicant with regard to the missing information. If the missing information is not available within 30 days, the Chair may return the application, including the payment.

The Membership Committee will notify the applicant(s) that their application has been received, explain the process for membership and ways to contact the committee if they have any questions. The Membership Committee may also contact the applicant or their sponsors if they have any questions regarding the application.

The information gathered by the Committee, along with its recommendation of approval/disapproval of the candidate(s), will be sent to the Board in a monthly report. The Membership Committee will prepare the applicant's information for publication in the CCC and on a password-protected section of the website. The information will include: Name, address, sponsors' names, and a brief bio taken from the information provided on the application. This information will be emailed to the Secretary to be included in the Secretary's Report. The membership will be notified via the Announce that new application information is available for viewing on the club website, and that members who would like to give feedback on these applications should contact the board. After the membership has been given the opportunity to view the information for two weeks, the board may vote on the membership application.

After the Board accepts the candidate(s) for membership, the CCC Editor and the Membership Committee Chair will be notified of such action by the Club Secretary. The Committee Chair will then send a letter of welcome to the new member(s). The Secretary will see that the new applicant receives the most recent Membership Directory and a copy of the *Japanese Chin Illustrated Guide to the Standard*.

In the event that an applicant is denied membership, the Secretary will request a check from the Treasurer for the return of dues the applicant(s) tendered with the application. The Secretary will then send a letter to the applicant informing him/her of the denial and informing him/her of their rights regarding reconsideration of the application under the Club's By-Laws. The check for return of dues will accompany the letter. This letter should be sent to the applicant(s) within thirty (30) days of the negative vote on the application, or as soon thereafter as is practical.

The Membership Committee will send letters of congratulations to non-member owners of new title holders and invite the individuals to apply for membership. An application form should be included with each letter. The secretary will provide the list of non-member owners based on the monthly new title reports from AKC.

These guidelines may be updated as necessary.

Revised: January 13, 2016