



## SWCSD Membership Application Process

### PURPOSE

An expansion on the process for receiving, evaluating, and approving new members to the Scent Work Club of San Diego. The high-level outline of this process is defined in the Constitution & Bylaws, however this document describes the entire process in detail.

### DATE OF ADOPTION

February 2nd, 2025

### DETAILED PROCESS - INITIAL APPLICATION

1. A prospective member submits an application form via the SWCSD website, along with dues via Paypal or check mailed to the Treasurer. An application is not without the payment of dues.
2. The **Vice President** or **Secretary** receives the application and alerts the Board via the "Membership" slack channel. Once the Board is notified of an application, the prospective member should be marked as "In Review" in the website application portal.
3. **Board** reviews the prospective member's application for eligibility via discussion on "Membership" slack channel. If all Board members approve, or 7 days pass since notification (whichever comes first), proceed to the next step.
4. The **Vice President** or **Secretary** shall periodically (once per month or as-needed) send out a list or form to voting membership containing prospective member name(s) and the option to comment/object on said prospective member(s).
  - a. Generic form:  
<https://docs.google.com/forms/d/1PcWqvvkf9auAbKO7Ng772hqZCbntTZflzDBj1-2lzRE/edit>
5. If no comments are received in 14 days, prospective member(s) shall be admitted as an Associate ("Social") Member (assuming payment has been received).
  - a. A confirmation email should be sent to the new member.

### DETAILED PROCESS - UPGRADE TO REGULAR VOTING MEMBERSHIP

1. An Associate ("Social") Member may request to be upgraded to Regular Voting Membership status after the following conditions are met:
  - a. Have been a member in good standing for a minimum of four (4) months
  - b. Attended at least one General Members Meeting
  - c. Volunteered at least once on behalf of or for the Club
2. The Associate Member submits an application for Regular Voting Membership attesting to the above via the SWCSD website.
3. The **Vice President** or **Secretary** shall receive the application and confirm if the requirements above have been met.
4. If the requirements have been met, the Associate Member shall be upgraded to a Regular Voting Member.





## **GUIDANCE FROM BYLAWS - REFERENCE (September 7th, 2024)**

### **SECTION 3. Election to Membership**

- 1) Each applicant for membership shall apply on a form approved by the Board of Directors ("Board" or "the Board") and which shall provide that the applicant agrees to subscribe to the purpose of the Club, to abide by this Constitution and these Bylaws, and to follow the Club's Code of Conduct, Special Rules, club policies, and the rules and regulations of The American Kennel Club.
- 2) All applications for membership shall be filed with the Secretary who in turn shall submit the application to the Board for review of eligibility. Once eligibility is determined, the Board will direct the Secretary to post the names of prospective members by written or electronic communication. If no objections are received by the Secretary within 14 days of publication, the applicant is automatically admitted to the applied-for level.
- 3) If objections are received, the application goes to a vote of the General Membership at the next general meeting where the objection may be presented to the membership before the vote is taken. Each membership application shall be voted upon by secret ballot which will be made available to eligible voting members prior to the beginning of the meeting. An affirmative vote of 2/3 of voting members present at the Club's meeting shall be required to elect the applicant.
- 4) Applicants for membership who have been rejected by the Club can reapply six (6) months after the date of rejection.
- 5) Accepted applications for new members will only be admitted at the Associate Membership level and may apply for Regular Membership after four (4) months.