

Membership Application Process

1. A prospective member will be asked to submit an application to the club membership chair.
2. The membership chair will review the application and coordinate an interview between the potential member and an assigned club member.
3. An interview will be conducted using suggested questions. (The interviewer will provide details to the applicant about the club and membership criteria, including financial obligations).
4. The interviewer will share feedback with the membership chair following the interview, including their recommendation on whether or not the process should continue.
5. If the interviewer determines that the potential member would **not** be a good candidate for membership, they may share the application, and their findings with a three-person review panel, consisting of the membership chair, club president and president-elect (if position is vacant another member may be appointed by the club president).
6. Once the three-person review panel has assessed the application and made a decision, they may either:
	1. Inform the potential member that their application has been denied and end the process
	2. Continue with step 6
7. If the recommendation is to continue, the membership chair will send a copy of the application to the club secretary for distribution to the club board.
8. The club board will review and discuss the application and interview results, and determine whether or not to approve the applicant for membership.
9. If the applicant is accepted for membership, the club secretary will send two notices (over consecutive weeks) to all the club members for approval.
10. If no member voices any objections, the new member will be informed that their application has been approved and the club secretary will create a new member profile on the DACdb and RI rosters.
11. If a member does raise an objection, the Board will discuss the objection and make a final decision.
12. A sponsor/mentor will be determined (if not already assigned) and an induction will be scheduled.

Relevant documents:

1. New Member Application
2. Potential Interview Questions/Discussion Topics
3. Membership Cost Sheet