

**American Eskimo Dog Club of America, Inc.**  
**Membership Application Processing Policy**

**PURPOSE:** To ensure that member-applicants are considered for membership in a timely fashion and in a manner consistent with the Constitution and Bylaws and other policies of the AEDCA.

This policy is tied to the AEDCA Bylaws that went into effect on March 12, 2023 they state:

**ARTICLE II Membership:**

**SECTION 4 Election to Membership**

“Each applicant for membership shall apply on a form as approved by the Board of Directors (“Board” or “the Board”) and which shall provide that the applicant agrees to abide by these Bylaws, and The Rules and Regulations of The American Kennel Club and AKC’s Code of Sportsmanship. Accompanying the application, the prospective member shall submit dues payment for the Financial/Fiscal year.

All applications for membership shall be filed with the Corresponding Secretary who will read the applications at the next Board meeting. Immediately following the reading at the Board meeting, the Corresponding Secretary shall distribute the applicant’s information to the membership via email. Negative comments from the membership may be made to any Board member prior to the next Board meeting.

At the following Board meeting after the initial applicant’s reading, the Board shall vote to approve the applicant. Affirmative votes of 2/3 of the Board present at the meeting of the Board shall be required to elect an applicant.

An application which has received a negative vote by the Board may be presented by one of the applicant’s endorsers at the next Annual Meeting of the Club, and the members may elect such applicant by secret ballot and a favorable vote of 2/3 of the members present and voting. Members will be allowed to attend and vote by electronic means provided that the required notice of the Annual Meeting is provided to the membership. Applicants for membership who have been rejected by the Club may not reapply within 12 months after such rejection.”

**AEDCA Board Responsibility:**

The Board shall appoint a membership Chairperson who shall have full authority over the membership application process.

**Membership Chairman Responsibilities:**

• **Membership Application Processing:**

Only eligible and properly sponsored applicants for whom completed applications have been received by the Membership chairperson will be considered for Membership.

**1. Receipt of Membership Application:**

- a. Membership applications may arrive via USPS, express mail or via email addressed to [aedca.membership@hotmail.com](mailto:aedca.membership@hotmail.com).
- b. Applications must contain signatures of the applicant as well as all sponsors (electronic or facsimile signatures are acceptable).
- c. Upon receipt of an application, the membership chairperson shall:
  - i. Check application for accuracy and completeness\*:
    - Verify all fields on application form are completed;
    - Verify sponsors are current club members in good standing – check the current members list; if a sponsor membership is in question, contact the AEDCA Recording Secretary for verification; and
    - Verify application form is signed and dated by the prospective member.
    - If dues were paid electronic, verify with Treasurer that funds were received.
    - If signatures are scanned or PDF, contact sponsors and verify that they in fact did sponsor applicant.
  - ii. Verify Dues: Verify check is completed and signed or electronic funds were received:
    - U.S. Citizens:
      - A check in the current amount of the annual dues is enclosed or an electronic transaction was received for member.

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- Non-U.S. Citizens:
  - A check in the current amount of the annual dues in US Funds is enclosed or an electronic transaction was received for member.
- *AEDCA Review* newsletter – membership includes electronic delivery of the club’s quarterly newsletter

\*If any portion of the application is deficient, inaccurate or if the dues payment is not correct, the membership chairperson will attempt to contact the applicant in an effort to clarify and/or correct the application. If the membership chairperson is unable to reach applicant via phone and/or email within 15 days of receipt of application, the application shall be returned to the member-applicant accompanied by a letter explaining the problems and providing guidance for remedy. Applications will not be sent to the Corresponding Secretary if they are incomplete or if there is a problem with the dues payment.

- iii. Once the application is deemed accurate and complete, it will be considered a “Verified Membership Application” and the back of each respective Membership Application shall be coded with the following:
  - Date Received
  - Check # or electronic transaction receipt verification
  - Dues Amount Paid
  - “Verified by: (Name of Membership Chairperson)”

**The following applies to Membership Applications that have been verified:**  
*(Reviewed and considered accurate and complete therefore deemed “verified”)*

**2. Membership Application Acknowledgment:**

- a. Within (15) fifteen days of a Verified Membership Application, an acknowledgement letter shall be sent to applicant via email and/or USPS (The means of deliver determined at the discretion of Membership Chairperson):
  - i. Stating that the application has been received and successfully verified for accuracy and completeness;
  - ii. A clear explanation of the steps to follow;
  - iii. A copy of this policy.
- b. A copy of the acknowledgement letter shall be sent to Applicant’s sponsors via email and/or USPS (The means of delivery determined at the discretion of Membership Chairperson).
- c. A copy of the acknowledgment letter shall be sent to Recording Secretary via email or USPS to file in the Official Club Records.
- d. Once the application is deemed accurate and complete, the Membership Chairperson shall immediately deposit any dues paid by check with the Club’s financial institution and notify the Treasurer of the deposit.
- e. The Membership Chairperson will also email a complete copy of the verified Membership Application, whether the dues were paid by electronically or by check, to the Treasurer and advise the Treasurer of the date of the deposit of the checks.
- f. **Treasurers Responsibilities:** The Treasurer will notify the Membership Chairperson and Recording Secretary via email when the check(s) have cleared or when the check(s) is/are returned for any reason including but not limited to nonsufficient funds (NSF). If the check(s) is/are returned, the Membership Chairperson will be responsible for notifying the applicant. An application will not be sent to the Corresponding Secretary until the application is complete and the applicant’s check has cleared.
- g. Copies of all communications will be sent via email or USPS to the Recording Secretary for filing.

**3. Membership Application Handling:**

- a. Formats:
  - i. Electronic Format: The front and back of each Verified Membership Application shall be scanned and retained in electronic, PDF format by the Membership Chairman. At the end of each membership

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- processing period, all verified applications received throughout the prior period shall be compiled into a single electronic file.
- ii. Copies: The front and back of each Verified Membership Application shall be copied (or printed from electronic file);
  - iii. Each Verified Membership application shall be scanned front and back and sent electronically to the Recording Secretary.
- b. Each month no later than 5 days prior to the monthly Board meeting the Membership Chairperson shall email the single electronic file consisting of all verified Membership Applications as well as the Application Summary to the Corresponding Secretary who shall distribute to all board members at the upcoming monthly Board meeting.

**Treasurer Responsibilities**

- a. Notify the Membership Chairman when an electronic transaction for New Membership dues is received so the membership Chairman can timely verify the applicant's application.
- b. Notify the Membership Chairman and the Recording Secretary when the check(s) clear or if the check(s) is returned for any reason including but not limited to non-sufficient funds (NSF).

**AEDCA Membership Responsibilities:**

- a. Review the membership applications sent via email by the Corresponding Secretary.
- b. Sign (electronic signature is sufficient) and mail or email any negative comment(s) to the Corresponding Secretary. Negative comments must be received by the Corresponding Secretary prior to the next monthly Board meeting.

**Corresponding Secretary Responsibilities:**

- a. No Objections:

If no objections to the new applicant are received prior to the next subsequent Board meeting after publishing via email, the new applicant's request to join the club, then the Board will vote to approve the applicant (2/3 of the Board present is required to elect applicant), and they shall be officially notified and welcomed as a new member of the AEDCA by the Corresponding Secretary. Each new member shall receive the following:

  - i. Welcome letter containing the following information;
    - 1. Names, addresses and telephone numbers of all Board members;
    - 2. Instructions for accessing AEDCA policies and other club information including the AEDCA Constitution and Bylaws (including the Code of Ethics – which is on the application form) via the AEDCA website;
    - 3. Instructions for joining the AEDCA Members Only Groups email list; and
    - 4. Instructions for joining the closed AEDCA Members Only Facebook group page.
  - ii. Standard of the Breed;
- b. Objections:
  - i. In the event of written comment(s) from a member(s) that is signed, mailed via USPS or emailed and received by the Corresponding Secretary prior to the next monthly Board meeting deadline, opposing a new applicant's request to join the club, the application will be held for action by the board. The board will investigate the reasons and vote accordingly to approve or disapprove the new member applicant.
    - Written comments regarding applicants will be considered confidential communications to the Board and will not be disclosed to the applicant, their sponsors, or anyone outside of the AEDCA Board.
    - The Corresponding Secretary will notify the Board that negative comments were received on an applicant and provide the Board with a copy of all the comments received; both good and bad; and
    - The applicant will be notified by the Corresponding Secretary of the unfavorable comment(s), however the name(s) of the commenter(s) will not be disclosed to the applicant, only the negative comments.

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- ii. No follow-up or “second” letters from an applicant’s sponsors will be required. However, the withdrawal of endorsement by a sponsor prior to a final vote of the Board of Directors on an applicant’s admission to membership will render the application void, and the applicant would have to re-apply.
- iii. The applicant will have (30) thirty days to address the comment(s) in writing, signed and mailed via USPS or via email to the Corresponding Secretary to be distributed to the Board.
- iv. Voting /Counting Votes/Notification of Results  
The Board shall then vote live or via electronic voting (i.e. survey monkey or something similar) on the application:
  - The Board’s ballot shall include each applicant’s name and address and names of their sponsors. Next to or near each applicant’s name shall be the space to mark YES, NO, or ABSTAIN.
- v. If voting in person, the ballot shall include each applicant’s name and address and names of their sponsors. Next to or near each applicant’s name shall be the space to mark YES, NO, or ABSTAIN. All Board electronic votes must be received on or before the deadline set within this policy. The Corresponding Secretary shall then tabulate all the votes and determine who has been elected to membership and who has not. Affirmative votes of 2/3 of the Board physically present at a meeting or 2/3 of the entire Board voting electronically shall be required to elect an applicant.
- vi. Within 15 days of the tabulation the Corresponding Secretary shall send a letter informing the applicant(s) of the Board’s action on their application. A copy of this letter will be sent to the Recording Secretary for filing.

Letters to applicants rejected for membership shall:

- a. Contain quotes from the Bylaws;
- b. Notify the applicant that they did not receive the necessary votes for membership;
- c. Describe the appeal process and any deadlines for compliance with that process; and
- d. The letter will not give any details of the actual voting count or any additional explanation as to why the applicant was not elected to membership.

**4. Rejected Applicant:**

- a. An applicant who does not receive the necessary number of votes (2/3 of the Board members present at a meeting) for admission to membership, will receive a letter within 30 days containing quotes from the Bylaws describing the appeal process and any deadlines for compliance with that process as well as applicant’s right to have one of his or her sponsors present the applicant’s name for election to membership at the next annual meeting.
  - Applicant will also be invited to submit a brief statement either written or in person at that time;
  - The Club may elect the applicant by a favorable vote by secret written ballot of 2/3 of the members present and voting;
  - The sponsor who will present the applicant’s name for election by the general membership must notify the Corresponding Secretary in writing no later than 45 days prior to the date of the Annual meeting to put the issue on the agenda for the annual meeting; and
  - Applicants for membership who have been rejected by the club may not reapply within twelve months after such rejection.

**5. Official Club Records:**

All correspondence shall be scanned into electronic PDF format and sent from the Corresponding Secretary to the Recording Secretary to be filed with the club records.  
The Corresponding Secretary shall scan into electronic PDF format the original ballots and send to the Recording Secretary for filing with the official records.

**6. Official Anniversary Dates:**

- a. For a new member elected to membership by the Board of Directors at a monthly Board meeting it shall be the date of the Board meeting wherein their application was voted on.

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- b. For a new member elected to membership by the members at an annual meeting it shall be the date of the annual meeting.
- c. For a former member of the AEDCA who is making application after a period of time of being a non-member will be the same as for a new member who has never joined the AEDCA before.
- d. Each Member's Official Anniversary date will be documented in the Official Membership Roster maintained by the Recording Secretary and published in the Membership Directory.

**7. Announcement of New Members:**

- a. The list of new members shall be emailed to the membership after the Board meeting approving their applications.
- b. New members will be notified of their membership by the Corresponding Secretary by the first day of the month following their anniversary date.
- c. Names of member-applicants denied membership by the Board of Directors shall not be emailed to the membership and published quarterly in the *AEDCA Review*.