



# AMERICAN CONNEMARA PONY SOCIETY

Document Number: MBR PO 1

Document Name: Membership Policies and Procedures

## **Policy:**

The By Laws Article III Membership states - Membership shall be open to persons interested in the objectives of the Society. A member in good standing is one who has paid dues described in III.2, and who has no charges pending, as described in III.3.

Article III.2 states - Dues shall be fixed at the membership meeting.

Article III.4 states - A member shall be dropped for non-payment of dues, but immediately reinstated upon payment.

## **Categories of Membership:**

LIFE: voting, eligible for awards: reduced fees for registration and transfer

SENIOR: adult; qualifies for awards: votes, reduced fees for registration and transfer

ASSOCIATE: adult: non-voting, no reduction in fees, eligible for awards

JUNIOR: Under 18 years; same privileges as Associate

FAMILY: spouses and/or parents, children under age 18; reduced fees for registration and transfer  
;eligible for awards; up to 2 votes per family but must have 2 members age 18 or older

## **Membership Secretary Role and Responsibilities:**

- Process all membership applications
- Maintain database of current members including name, address, phone, cell phone, e-mail address, region, and type of membership
- Send out membership cards in a timely manner and include a Directory of Membership for new members
- Send a bi-monthly updated mailing label list of current members to the Editor of the American Connemara or to designated mailing house
- Forward checks for memberships to the ACPS Treasurer. Send expenses to Treasurer for reimbursement (or maintain a working capital fund that can be renewed when you send in an account of expenses)
- Publish and send members a yearly membership roster by state in the form of a directory of membership to be posted online or mailed by May 1.
- Send labels to Region Chairs, ACPS Secretary, ACPS President, etc. upon request
- Send membership renewal notices in November to all but Life members, including a remittance envelope, if the reminder is sent via USPS, and follow up with a notice to current members who have not renewed by January 31.
- Request Editor of the American Connemara to include a renewal notice in the November/December and January/February issues
- Present a report at the Annual Meeting

## **Membership Committee Role and Responsibilities:**

- Respond promptly to all requests for information on membership in ACPS, and include a courtesy copy of the American Connemara and brochures as appropriate□
- Review transfers as listed in the American Connemara, verify their member or nonmember status, and refer to the appropriate region chair for a welcome letter and invitation to participate in region activities
- Encourage sellers to include a year's membership with all sales
- Promote a spirit of inclusion and outreach in the ACPS with the end goal of recruiting new members
- Contact non-renewing members and Connemara owners who are not active members to encourage membership
- Cooperate with other ACPS committees in any effort to increase membership
- Present a report along with proposed changes in dues or procedures to the Board of Governors at the mid-year meeting and at the Annual Meeting

## **Revision History:**

<b>Date</b>	<b>Changes</b>	<b>Author</b>
5/6/96	Created	Pat Lightbody
9/03	Revised Format	Charlie Morgan
10/08	Updated	Deb Busta
1/10	Updated	Anne Moe