

MOUNT AIRY CHAPTER OF THE IZAAK WALTON LEAGUE
Procedures to Apply for Membership

Authority – excerpt from By-Laws:

ARTICLE XII

Club Policy, Procedures, Rules and Regulations

The President, in consultation with the Executive Committee, is authorized to develop, implement and enforce Club policies, procedures, rules and regulations. Club policies, procedures, rules and regulations shall be published by President, once approved, and communicated to all members for compliance. They shall be published on the Club web site and posted where appropriate on club property. The club Secretary shall maintain the official copies of all policies, procedures, rules and regulations.

Purpose for this procedure: (Implemented pursuant to By-Laws Articles VIII and XII)

To develop and implement a procedure to admit new members into the Mt Airy IWLA. Membership is open to the public. All phases of this process must be completed in person by the applicant.

- I. Definitions:
 - a) Prospective Member – Any person that expresses an interest in becoming a member.
 - b) Applicant - Any person that has qualified for and applied for membership but has not been voted in.
 - c) Probationary Member – As defined in the bylaws, Article II, 2g.
- II. Initial Prospective Member Contact – Introductory Meeting:
 - a. Prospective Members will come to a monthly membership meeting (from February to October) with their sponsor in accordance with Section IV below. You must show up 15 minutes before the start of the meeting.
 - b. The Prospective Member will request an “Applicant Work Card” from the membership secretary. Contact information will be logged for the Prospective Member.
 - c. An email will be sent to the Prospective Member, and their sponsor, with an introduction and a copy of these procedures.
- II. The following are Conditional Work Requirements for Prospective Members to be considered for membership:
 - a. All Prospective Member must complete a minimum four (4) hours of work as a precondition to applying for Probationary Membership.
 - b. The hours can be completed in supporting a Club sponsored event, a mandatory workday event, or such other work as defined by the Executive Committee.

- c. Conditional work hours shall be defined and assigned by the Executive Committee, who will ensure the opportunities for these work hours are aligned with the applicant's capabilities.
- d. The four (4) work hours must be completed prior to submitting the membership application.
- e. The "Applicant Work Card" must be signed by the appropriate Committee Chairperson and attached to the membership application at the time of submission.
- f. The twelve-hour work requirement has been rescinded. Members that have started, or finished, their twelve hours will have those hours credited to their 2023 work hours.

III. Application Process:

- a. The membership process shall be completed in accordance with Article II of the By-Laws.
- b. In consultation with their sponsor, Applicants may submit a membership application and petition for membership at a monthly Club membership meeting held from February through October of each year.
- c. Applicants must include payment of the current "Working Participant" annual dues amount at the time of their membership application submission.
- d. The Applicant's sponsor shall review the submission (application, work hours, and dues) for correctness, and if approved, submit it to the Membership Secretary prior to the start of the monthly membership meeting.
- e. During the new members portion of the Club's monthly membership meeting, the Applicant's sponsor will introduce the Applicant to the members in attendance.
- f. The Applicant will provide a brief statement to the members on why they would like to join the Club.
- g. Applicant review and membership approval shall be conducted consistent with Article II of the By-Laws.
- h. If granted Probationary Membership status, the provisions of Article II, section 2(h) of the By-Laws shall apply.
- i. All Probationary Members must participate in and successfully complete "New Member Orientation" and the Club's "Range Safety Officer" course, along with any additional training subsequently approved and published by the Executive Committee.
- j. Upon completion of all training requirements, a Member Range Badge shall be issued.
- k. After the probationary period, in accordance with the Bylaws, Article II, 2g, full membership is granted.

IV. Sponsor Responsibilities:

- a. All sponsors for applicants must be a Club member in good standing for a minimum of two (2) years.
- b. Sponsors shall brief applicants on the procedures for applying for Club membership prior to their participation in an introductory meeting.
- c. In addition to the Sponsor vouching for the Applicant, they shall accompany and mentor the applicant throughout the application process. This includes, but is not limited to, club orientation, rules and regulations, work details, etc.
- d. Current Club Members may only sponsor two (2) new members per calendar year. The Executive Committee can make exceptions to this limitation, for cause, on a case-by-case basis.

V. Applying Without a Sponsor:

- a) Individuals of the public may not know a current member that will sponsor them. They may use one of the following methods:
 - i) Attend a Thursday Night Trap/Skeet to find a member to sponsor them.
 - ii) Attend a public trap shoot to find a member to sponsor them.
 - iii) Attend a monthly shoot to find a member to sponsor them.
 - iv) Meet with board members at an Executive Committee meeting. This will be a board sponsorship. The board members must agree that the prospective member is a good candidate. Any board member may act as a sponsor.
 - v) A board sponsorship does not count against the sponsorship limit for any board member.
- b) When a sponsor is found:
 - i) The sponsor should get to know the prospective member well enough to vouch for them.
 - ii) The procedures in all sections must be followed.
 - iii) All requirements for becoming a member must be met.

Adopted and approved, after consultation with the Executive Committee, on this _____ day of

_____, 2023:

Larry Davidson, President