



# PROBUS Club of Prince Edward County

## Procedure for Joining the Club Membership Application Process

**GOAL:** To have an open and transparent process that is known by all members of the Management Committee in particular and by the members of the club.

### 1. Complete the application & waiver forms

- a. Potential members can access a form by emailing [countyprobus@gmail.com](mailto:countyprobus@gmail.com) or at the door at a regular meeting
- b. The form advises the potential member that the signature of a current member of the club is required as a sponsor (there are no exceptions to this requirement)
- c. They will be advised of the amount of the prorated membership dues by email or by the Treasurer if they are at the meeting
- d. An application form and waiver form must be completed per person
- e. The potential member will then send the form and cheque to the applicable mailing address, drop it off or hand it in to the Treasurer if they are at the meeting
- f. Note that if they are at the meeting they will be advised that they are a guest and cannot sign up for (or attend) any of the social & entertainment activities until they have been approved for membership in the club.

### 2. Completed application form to go to next Management Committee meeting

- a. This is a requirement of the by-laws
- b. The Management Committee will approve (or not approve) the application.

### 3. Applicant will be advised that they are now a member

- a. The applicant will be advised by email that their application was approved and that they are now a member of the PROBUS Club of Prince Edward County
- b. Email to include: copies of the Constitution & By-laws per by-laws; log in credentials to the members-only section of the website along with instruction sheet; a copy of the last newsletter
- c. New member is now eligible to sign up for and attend any club social & entertainment activities or events
- d. They will also be advised of the date of the next regular meeting.

### 4. Internal procedures to then be completed

- a. Badge is ordered – an order will be placed once a month following the Management Committee Meeting
- b. Name added to the Membership List
- c. Updated Membership List distributed to the members of the Management Committee;  
Social/Entertainment Chair to forward name, address, telephone & email columns to Leaders
- d. Name added to the distribution list for the Newsletter.

### 5. At the next regular meeting

- a. New member will receive their badge or a temporary badge (depending upon timing)
- b. New member is introduced to the club
- c. New member receives their lapel pin

NOTE: Only members can sign up for social & entertainment activities or events. Those attending a meeting as a guest cannot sign up until the membership application process is complete and the Management Committee approves the application for membership.

**As approved by the Management Committee on November 6, 2018. Revised October 15, 2019.**