



## **MEMBERSHIP APPLICATIONS** **GUIDELINES FOR PROPOSER AND SECONDER**

- Membership application forms will only be provided to the proposer or seconder of an applicant (must be members in good standing). The proposer or seconder will be required to “sign out” the application form. At the time of signing, they are required to provide the full name of the applicant.
- If an applicant does not know any two people within the membership who will write a letter of recommendation, then personal and professional letters of reference may be provided.  
In this case, the Membership Director and Membership Committee will review the letters of reference, contact the authors as required and should they accept to do so, act as a proposer and seconder for the applicant once the introductory process has been completed to their satisfaction.
- Since the proposer and seconder both play an important part in assuring the continuity of your Club, letters should be as informative as possible and must include such information as:
  - 1.) The nature of the relationship between the proposer/seconder and the applicant.
  - 2.) A brief summary of the applicant and any subsidiary applicants (spouse, children).
  - 3.) Background of the applicant, emphasizing on their involvement in community activities.
  - 4.) A short account of their impression of the general character of the applicant and what the applicant’s interests and reasons are for wanting to join the Club.
  - 5.) Ensure that any other relevant information is provided.
- The proposer and/or seconder, having filled out and signed the form, with the applicant, are responsible for returning the application form, entrance fee cheque, (annual fee cheque if after May 1<sup>st</sup>) and letters of recommendation directly to the Secretary-Manager of the Club.
- The Director of Membership or a member of the Membership Committee will call the applicant to arrange an orientation tour of the Club and facilities.

**\* NOTE: *In addition to the preparation of a letter of recommendation, it is expected that the Proposer and Seconder will participate in the introduction of the new member(s) into the Club and some of its varied activities. I.E. acquaint them with the programs available in the playground, pool, junior sailing areas or bring them down to a Ladies Committee Wednesday Night Dinner, Friday Night BBQ, Saturday dinner/dance or Beach BBQ.***

**Your assistance in this important process is appreciated.**