

### **Standing Rules: Membership Application Process**

1. Applicant(s) sends completed membership application and application fee to the Recording Secretary.
2. Recording Secretary assesses application for completeness and confirms that the application is complete, including appropriate fees. If application is incomplete, application and fee will be returned to applicant(s) for update and resubmission. If application is deemed complete, applicant(s) will be informed that the application was received and is ready for the review and feedback phase of application process.
3. Recording Secretary shall forward completed application to Board for 10-day acknowledgement review.
4. Once Board acknowledgement review period is complete, the Recording Secretary shall forward/ publish the application to the general membership for a 30-day review and feedback period.
5. At the completion of the 30-day review period, the Recording Secretary shall forward all responses received from the membership to the Board for review. Only documented responses of feedback from current members of the ETSCA shall be forwarded to the Board for review.
6. The Board shall review all feedback and vote on the applicants' membership at the next scheduled board meeting. A two-thirds majority vote of the attending Board members is required to elect applicant(s) to membership. If the vote is conducting via mail, a two-thirds majority vote of the entire Board is required to elect applicant(s) to membership.
7. The Recording Secretary shall notify the applicant(s) and general membership on the outcome of the membership process within two (2) weeks of the Board vote. Should a majority vote not be achieved by the Board, the Recording Secretary shall return the completed application and membership fee to the applicant(s).
8. 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 Club may elect such applicant by favorable vote of 75% of the members present.
9. An application which has received a negative vote by the Board and a subsequent negative vote from the membership through an annual meeting vote are ineligible to re-apply to membership to the Club for a period of thirty-six (36) months from the date of the annual meeting vote.