

**DRAFT**  
**California Alpine Club**  
**Board of Directors**  
**Resolution 11: New Member Application Procedures**

**Purpose:** To establish procedures to be followed by the Membership Committee and others as required by Article II Section 3 of the by-laws.

**Whereas:** The Board of Directors (BOD) has determined that it would facilitate operations if new member application procedures were separated from the by-laws and adopted as a Board Resolution.

**Resolved:** The BOD approves the following procedures to be used by the Membership Committee and others for administering the application for Club membership by prospective new members:

1. Activity Participation: To become eligible for membership in the California Alpine Club, a prospective member is required to attend at least two Club activities within the 12-month period immediately preceding submission of the membership application. At least one of the activities must be active participation in a work party at either lodge or other work project as approved by a board member, lodge trustee, or a committee chairperson.
2. Application Form: Following completion of the two activities, the prospective member should complete and sign the CAC Membership Application Form (available on the website).
3. Sponsors: A prospective member will need the signatures of two sponsors on his or her application. The role of the sponsor is to explain to the prospective member the purposes and goals of CAC, its governance, the responsibilities of membership, and the importance of volunteerism. Sponsors must be members in good standing. Joint members are considered a single sponsor for the purpose of signing new member applications.
4. Finding a Sponsor: In some cases, prospective members will already know CAC members who might act as their sponsors. In other cases, prospective members should consult a recent edition of TRAILS and decide which activities might bring them into contact with CAC members who could become sponsors. Examples of such activities might be Sunday hikes or events at Alpine Lodge, and work parties at either lodge; however, any event or activity involving an overnight stay at either lodge requires that a CAC member accompany a prospective member.
5. Submission of Application Form: Applications, entrance fees, and annual dues (see below) shall be submitted to the Membership Chairperson. The candidate shall be entitled to the full rights and privileges of membership, except for voting rights and holding office, from the date of submission of a completed application.

6. Conversion of Regular to Joint Membership:
  - a. If two regular members marry or otherwise establish a relationship which qualifies them for joint membership (as defined in Section 2.2 of the by-laws), they may communicate their change of status to the Registrar who will permit them to submit the appropriate annual dues for joint membership the following April 1.
  - b. If the spouse or partner of a regular member wishes to join the Club and thereby create a joint membership, he or she must complete the two activities. The regular member may be one of the sponsors. Upon completion of the two activities, the couple should then complete the CAC Membership Application Form as if they were applying for joint membership except that a notation should be made on the form that this is a 'Spouse Application' or 'Partner Application.' Applicable entrance fees and annual dues are described in Sections 8 and 9.
7. Student Members: Students must make application for membership as if they were applying for regular membership.
8. Entrance Fees: An entrance fee (shown on the application form) must accompany an application for regular or joint membership. There are no entrance fees for student membership. In the case of a spouse or partner application an entrance fee equal to the entrance fee for a regular member shall be included with the application.
9. New Member Annual Dues: The annual membership dues are shown on the application form. New member annual dues should be included with the application and may be adjusted depending upon the date of application. Those applying from:
  - a. April 1 through June 30 shall pay dues for a full year.
  - b. July 1 through Dec 31 shall pay dues for one-half year.
  - c. January 1 through March 31 shall pay dues for a full year; such dues shall be considered full payment for the following fiscal year.

In the case of a spousal or partner application, the new member annual dues shall equal the difference between the dues of joint and regular membership and may be adjusted depending on the date of application. Those applying from:

- a. April 1 through June 30 shall pay such difference.
  - b. July 1 through December 31 shall pay 50% of such difference.
  - c. January 1 through March 31 shall pay nothing. On April 1 the couple will pay annual dues for joint membership.
10. Election of New Members: The Membership Committee shall determine whether the application is complete as determined by these procedures. The name(s) of the proposed member(s) shall be submitted by the Membership Committee to the Board of Directors for its review and board action to accept at its next meeting.

The Membership Committee shall inform the candidate(s) of the board action and the new member names shall be published in the next issue of TRAILS. In the event the application for membership is not approved, the prepaid dues and entrance fee shall be refunded and membership rights terminated.

Jim Nixon, President

Approved: October 18 2014