

MEMBERSHIP COMMITTEE

Admissions Committee

The Admissions Committee falls under Membership and consists of six (6) members each with a three (3) year term. Two members rotate off each year and the members elect two new members to replace them each year as recommended by the Governance Committee.

Duties of the Admissions Committee

The Admissions Committee, under the direction of the Admissions Chair, is responsible for shepherding a proposed new members' application through the admissions process and ensures that the new member feels welcome and becomes involved in The Weeders activities as soon as possible.

The Admissions Committee should play a role in encouraging sponsorship of new members, particularly in a year where not many new members are brought forward.

Procedure for proposing new members

Weeders are encouraged to bring new members into our Club. A member who suggests someone as a candidate for admission to The Weeders will serve as the Proposer.

1. The Proposer, who is the primary sponsor, will accompany the candidate to at least two Weeders meetings or combination of meetings, other events (i.e. Potluck) and/or workshops to allow her to meet members and see the club at work.
2. The Proposer should give the candidate a copy of the "Who We Are" booklet, going over material with her and insuring that she understands expectations that go with membership.
3. The Proposer notifies the Admissions Chair of the potential candidate. A member of the Admissions Committee will contact the Proposer that she may proceed.
4. The Proposer obtains written letters of support from a Secunder and three additional Supporters (a total of five letters), and presents these letters to the Admissions Chair, with a copy to the President. Email is considered a written communication for By-Law compliance.
5. If no objections are made, the candidates name and proposing letters will be sent to the membership by email. Following a four-week period* and there have been no objections, membership is confirmed, and The Admissions Chair informs the President, who notifies the Proposer.
6. The Admissions Chair should check with the President to be sure a name badge has been ordered for the new member.
7. The President will call the new member and her Proposer (now the Sponsor) to welcome the new member and encourage her to come to the next meeting.
8. The President will write a letter of welcome and make certain the new member receives a GCA Welcome Kit, Weeders magnet, other membership materials, and

instructions for completion of the online questionnaire, including all contact information, to be returned to the President.

9. The Sponsor is responsible for contacting the new member to accompany her to the next available meeting.
10. The Sponsor, Secunder and Supporters will support the new member for at least a year in Weeders activities.
11. The new member is introduced to The Weeders membership, at the first opportunity by the Admissions Chair.
12. A simple gathering of Weeders should be planned to invite the candidate, proposing team members, and other key Weeders, so that aspect of Weeders membership can be fully explained. (See duties of Membership Chair.) This meeting should be casual and not overwhelm the new member and may include more than one new member if appropriate. Information will include the expectation that new Weeder will serve at club flower shows as available, and join one of the major committees (Conservation, Floral Design/Flower Show, Horticulture). She will be informed about other committee opportunities, such as community projects, and encouraged to join more than one committee and as many activities as possible.
13. At the end of each program year the chair is responsible for preparing a year-end report of the activities of the committee to be presented at the annual meeting. This should be provided to both the President and the Recording Secretary 1) electronically in advance of the meeting and 2) brought to the meeting as a hard copy. A hard copy should be handed or sent to the Archivist/Historian. Confer with the Archivist/Historian about providing her with hard copies of other materials to be archived.

*The four-week period may be waived at the discretion of the President, to allow the new member to attend a meeting in advance of the full four-week period.

Duties of Sponsors and Supporters

The Admissions Committee should monitor new members to be certain sponsors are providing enough support. The duties of a Sponsor should include:

1. Arranging for the new member to be accompanied to meetings and events for at least a year. If the Sponsor and other supporters cannot be in attendance, one of them should find someone who can take on this responsibility.
2. Planning to accompany the new member or finding someone who is going to a PCGCA meeting, a workday at a Weeders Civic Affairs project, Weeder workshops, Magnolia Tribute Garden workday, etc., as each new Weeder should be exposed to these aspects of club community service and comradery .
3. In the event of delinquency of dues, the Sponsor may be asked to intervene.

Classes of Membership

There are two classes of membership: Active and Sustaining.

The number of Sustaining Members shall not exceed 20% of the number of Active Members, except on a temporary basis.

Any member who has been an active Weeder for a minimum of 10 years is eligible to apply to the Executive Committee for Sustaining Membership, with preference to be given to those members who have been most active and valuable to the club.

Sustaining Members have all privileges. They are charged the full dues, have a vote but are not required to hostess meetings. They do not hold offices or chair committees. Should a sustaining member revert to active membership, she must write a letter to the President requesting that change. The President will present the request to the Executive Committee at its next meeting for approval.

Dropped Membership:

A Weeder may be dropped from the membership after two (2) years of non-payment of dues. The Treasurer notifies the President of such a situation. The President sends a letter informing the delinquent member that she is being dropped from the club. She may be given the option of paying the outstanding dues and late fees for both years for which she is delinquent, which would allow her to retain her membership. If she is dropped, her name is then removed from all appropriate lists.

Dual Membership

If a Weeder is a member of more than one GCA Club, she must choose which club is the Primary Club. Only the Primary Club pays the GCA Head Tax for her. Dues are adjusted accordingly.

Reinstatement procedure:

An active member who has left in good standing (dues paid, etc.) may be reinstated by attending two Weeders meetings or activities with an active Weeder who will serve as Sponsor. She will write a letter to the Executive Committee requesting reinstatement. The Executive and Admissions Committees will vote to reinstate the member. Dues will be prorated for the current year with no penalty for years as a non-member. The Sponsor will review expectations of membership and take responsibility for the reinstated member.