

MEMBERSHIP

PURPOSE

These policies and procedures describe the qualifications for membership, explain how one becomes a member, and provide guidelines for the maintenance, accessibility, and security of membership information.

POLICIES

1. Members are individuals or households who have paid annual dues set by the membership or who have provided pre-approved in-kind contribution of labor.¹ Payment of dues entitles an individual or household to membership for twelve months, from February 1 to January 31.² Dues are not prorated if paid after February 1. Dues are not refunded if a member resigns.³
2. There are no other qualifications for membership beyond payment of dues.
3. No person will be prohibited from being a member based on race, color, creed, religion, national origin, age, disability, gender, sexual orientation, or veteran status.
4. Family membership includes all individuals residing in the home of a member.¹
5. Membership rolls will be kept by the secretary in accordance with state law.
6. In order to vote in an election for directors, officers, and bylaw revisions, a member must have his or her signature on file on the household's membership form¹ (Attachment 1). The form is not proof of membership.
7. The board may declare a Member Not in Good Standing. Grounds for such action are:
 - willfully acting in defiance of a club decision;
 - displaying grossly inappropriate behavior towards another member while interacting on club business;
 - deliberately misleading the club about club business;
 - falsely presenting oneself as acting for the club when not authorized to do so;
 - engaging in activities that endanger the club's finances or legal status or bring discredit to the club.

PROCEDURES

1. **Dues:** Annual dues are set by the membership at the last scheduled membership meeting of the calendar year.⁴ After that meeting, the Secretary notifies members, by email if available and otherwise by U.S. mail, of any change in the amount of dues, and of the date for required payment of dues.⁵ Dues may be paid by check or cash. Dues may be paid in either of these ways: (1) mailed to the Glide Community Club or (2) delivered in person to the Treasurer. The Treasurer fills out double-copy receipts for each payment,⁶ noting membership expiration date. The original is given to the member and the duplicate retained with the Treasurer's records.
2. **Membership Form:** New members should fill out the form when they join. Renewing members should be asked if there have been any changes to their information, and if so, they should fill out a new form. Each person in the household over the age of 18 must sign the form in order to be eligible to vote. Forms can be printed from the Club's website or obtained from the Secretary or the Glide Community Center. Forms should be returned with the dues. Membership forms are kept by the Secretary in alphabetical order in a binder reserved for that purpose and are brought to all meetings.
3. **Membership List:** To comply with ORS 65, the Secretary maintains an alphabetical list of current members, which is used for member inspection⁷ and for determining voter eligibility. This list contains names of all eligible voters in the household, mailing address, and date of membership expiration.⁸ Email addresses, phone numbers, and other personal information is kept in club records but are not to be included on this list. A copy of the current list will be available for inspection at each membership meeting.⁹

4. **Access to Membership List:** Any member (or the agent or attorney of a member¹⁰) may receive a copy of the membership list by making a request in writing to the Secretary.⁷ The Secretary shall provide a copy of the list no later than five business days after receiving the request.¹¹ The list provided will show the membership as of the date of the request.¹² The Secretary may choose the time and location for providing the copy.¹¹ The member must pay any cost of making and mailing the copy.¹³ The member's request must be made in good faith and for a proper purpose¹⁴ related to a member's interest as a member,¹⁵ such as communication with other members about a meeting.¹⁶ The list may not be used to solicit money or property or for any commercial purpose, and may not be sold or purchased.¹⁷
5. **Responsibility:** The Secretary and Treasurer are responsible for ensuring the procedures are followed.¹⁷ However, another individual may serve as Membership Coordinator and actually perform the tasks described.
6. **Member Not in Good Standing:**
 - a. If the board learns that a member's behavior could be considered grounds for declaring Member Not in Good Standing, as defined in the policy, the board researches the issue confidentially.
 - b. If the research indicates that the concerns could be valid, the board calls a closed meeting. The member must be given at least 7 days notice¹⁸ and be allowed to address the board at that meeting. The board may also hear from witnesses who have knowledge of the actions in question, including witnesses for the member. Witnesses are called into the meeting individually for their statements and questioning. The member attends throughout the statements and questioning of witnesses, but leaves before board discussion and voting.
 - c. The board votes by secret written ballot. The board may vote to declare the Member Not in Good Standing, or to take another action they consider appropriate. A declaration of Member Not in Good Standing is public and will include a summary of the events and concerns that prompted the action. Additional details from the review are confidential.
 - d. A member not in good standing may vote and participate in club activities, but may not be a director¹⁹ or officer, handle club funds, or possess building keys. The declaration of Member Not in Good Standing has no time limit. The member may petition the board to be reinstated as a Member in Good Standing, but no sooner than one year after the original vote.

NOTES:

1. Bylaws, Article 3, Section 1.
2. Bylaws, Article 3, Section 3.
3. Bylaws, Article 3, Section 4.
4. Bylaws, Article 3, Section 2.
5. Bylaws, Article 3, Section 6.
6. Bylaws, Article 5, Section 6.
7. ORS 65.224 (2), ORS 65.774 (2).
8. ORS 65.224 (1).
9. ORS 65.224 (3).
10. ORS 65.777 (1).
11. ORS 65.774 (2).
12. ORS 65.777 (4).
13. ORS 65.777 (3).
14. ORS 65.774 (3) a.
15. ORS 65.782.
16. ORS 65.224 (2).
17. Bylaws, Article 5, Sections 5 and 6.
18. Bylaws, Article 3, Sections 6 and 8.
19. Bylaws, Article 4, Section 2.

ATTACHMENT 1: MEMBERSHIP FORM

Glide Community Club		<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div> <p style="font-size: small; margin: 0;">Club Use Only</p>
Membership Form		
Name 1 _____	Signature _____	
Name 2 _____	Signature _____	
Address _____	E-mail _____	

Best phone number to reach you: _____		
Dues per household: \$10.00		
Names of Family members (not those listed above) living with you over 18 years of age:		
1. _____	Signature _____	
2. _____	Signature _____	
3. _____	Signature _____	
4. _____	Signature _____	
Names of family members living with you under 18 years of age:		
1. _____		
2. _____		
3. _____		
4. _____		
Are you renewing?	Yes ___	
Is this your first year with GCC?	Yes ___ No ___	
Would you be interested in being called for volunteer opportunities?	Yes ___ No ___	
Revised March 2013		