

Purpose of the Ridgefield Men's Club Membership Committee

The Membership Committee's primary role is to maintain a Waiting List of candidates requesting to join the RMC and, as openings occur in the membership, to fill such vacancies from those on that Waiting List.

The second function of the Membership Committee is to maintain accurate and detailed records of Members' attendance at RMC Meetings, and Waiting List candidates' attendance at RMC programs. The former attendance is necessary to determine member adherence to the Constitution & Bylaw requirement that members attend a minimum of 8 meetings per club year, July 1st to June 30th. The latter record of Waiting List attendance is to be used as the determining factor in awarding any position advancement due to program participation, as may be authorized by the Executive Committee or the Constitution & Bylaw.

Thirdly, the Membership Committee will recommend to the Executive Committee the movement of a member from Active to Honorary Status as the MC becomes aware of health circumstances that impact a member's ability to attend meetings.

A. Structure of the Membership Committee:

The Membership Committee shall consist of a Chairman appointed by the President, a data record keeper and other members deemed by the chairman as necessary to perform the committee functions.

B. Conditions that may create an opening in the RMC membership:

1. Passing of a member.
2. The relocation of a member's residence such that he will not be able to meet the attendance requirement of the Constitution.
3. Resignation by a member.
4. Request by a member to return to Waiting List status (this will be granted with the member being positioned as last on the Waiting List.)
5. Election of a member to Honorary status.
6. Any action by the RMC that might alter the authorized membership total number.

C. Functional steps performed by the Membership Committee:

1. The Membership Committee will develop an application to be used by active members to recommend an individual for addition to the Waiting List for membership in the RMC.
2. The filled out application will be presented to a person on the Membership Committee.
3. The application will be reviewed. If acceptable, the individual will be added to the current RMC Waiting List in the last position.
4. Pertinent candidate data will be distributed to other RMC groups, including Data Distribution and RMC Website personnel, as required for RMC functions.
5. Data Base Administrator will assign a membership number to the candidate.
6. The Waiting List candidate in the #1 position will be invited to become an "Active" RMC member immediately after a position becomes available. See Section B, Pg. 1.
7. The Membership Committee will make every effort to contact the top ranked Waiting List candidate to determine his acceptance of membership.

If the Chairperson cannot reach that candidate, he will make the decision as to the course of action:

- a. Select the next available candidate to fill the opening.
 - b. Move the prior selected person to last on the Waiting List.
 - c. If no communication is possible after a letter of Advisement of Action is sent, the Membership Committee will remove the candidate from the Waiting List.
8. Any Waiting List candidate contacted who is not able to accept membership within one month will be moved to the end of the WL.
 9. Member attendance tracking responsibilities:
 - a. The Membership Committee will generate an attendance sheet for each meeting.
 - b. The Committee will endeavor to keep the attendance information as accurately as possible, but is the member's responsibility to ensure that they report to the Sign-in Desk and observe that his name is being recorded on the Attendance Sheet.
 - c. The Membership Committee will compile attendance data immediately after each meeting.
 - d. Data will be forwarded to the Web Master for inclusion on the Website.

- e. It is recommended that the member periodically review his attendance on the Website or via a Membership Committee member. Any discrepancy should be pointed out to the MC for review and adjustment.
10. Periodically, the Membership Committee will review the Member Attendance Statistics to determine if any member appears to be at risk of not achieving the RMC requirement of attending 8 meetings per Club year.

The MC Chairperson will attempt to contact the individual to determine the reason for his attendance problem. The results of this review will be forwarded to the President for his use at Executive Committee Meetings.

The Membership Committee's review will begin after Meeting #12 or earlier if there is evidence of a protracted, unexplained string of missed meetings. Monthly reviews thereafter will occur and be reported to the President as required.

11. A final Member Attendance Report for the Club Year will be forwarded to the present and future President and the Recording Secretary for their action at the 1st Executive Committee meeting of the new administration.

D. Exception to the Natural Advancement of Waiting List Personnel to Position #1.

Under ordinary circumstances, as a person moves from Candidacy to Membership, the entire Waiting List advances in numerical order. To encourage fellowship and recognize WL candidates who have demonstrated significantly above average attendance at the semi-monthly speaker programs, and the June and December Annual Ladies Luncheon Programs, the Executive Committee has approved a procedure that would advance one WL candidate per quarter to the #1 Waiting List position, thereby ensuring he would become the next RMC member.

The procedure entails:

1. Records are kept on Waiting List candidates' attendance at each Program session (including the Ladies Luncheon). These statistics are extant for the past two years.

2. Quarterly, i.e., after the 2nd Meeting of Sept, Dec., Mar. and June, the attendance for the preceding 12 contiguous months will be reviewed and candidates attending at least 50% of the programs will be noted and rank ordered by number of programs attended.
3. The candidate with the highest attendance figure will be queried as to his availability to accept membership if it immediately became available. If he is ready, he will be positioned as #1 on the Waiting List. All others will slip one position.
4. If the selected candidate cannot accept membership in the immediate future, he will remain in his current position and the next person on the list as established in Item #2 above will be queried. This continues until a candidate is moved up.
5. In the event of a tie in the number of programs the candidates attended, then the candidate highest on the Waiting List will be selected.
6. If no membership openings occur in the next three months, the "Award Process" will stop until an opening occurs.
7. The name of the Advanced Candidate will be forwarded to the President for his information.
8. It is the candidate's responsibility to ensure his presence is recorded at the sign-in desk for each program. He can verify his position and attendance dates on the RMC Website.
9. N.B.: Nothing in the above procedure implies that there is any minimal attendance requirements for any candidate on the Waiting List or that the candidate will not continue to advance in Rank Position until that time when he is ultimately available for membership selection.