

GPCA MEMBERSHIP CHAIR PROCEDURES

1. When an application is received, review it for completeness (the application, bio, and a check should be included). If any items are missing, notify the applicant immediately.
2. When a complete application is received, email the applicant (with a copy to the sponsor) to let them know it has been received and inform them of the process of membership and Board approval.
3. Before the submission deadline for the next issue of the Pinscher Press, email the GPCA Membership Report to the Pinscher Press Editor. The Report should include:
 - a. A welcome to new members of the GPCA - include their name and state only.
 - b. Individuals who have applied for GPCA membership - include their name, state, bio, and sponsor's name.
4. After 30 days of publication, if no negative comments are received regarding potential members, forward their names and bios to the Board for final approval. If an applicant is not approved by the Board, they should be notified in writing. Do not include the reason for denial.
5. Once approved by the Board, forward application checks to the Treasurer.
6. Add new members to the membership directory and forward the updated file to the editor of the Pinscher Press, the Webmaster, the Legislative Liaison and the Corresponding Secretary. The Corresponding Secretary will upload the revised directory to the Boardroom.
7. Send Welcome Packets to each approved member. The Packet should include:
 - Constitution, By-laws, and Breed Standard
 - GPCA Code of Ethics
 - Updated membership list
 - GPCA car decals
 - A copy of the GPCA brochure
 - Five GPCA business cards
8. The Membership Chair is also responsible for overseeing the membership of the GPCA Discussion Group and the GPCA Online Newsletter. At the time new members are officially approved by the Board, the Membership Chair will forward an invite to all new members to join the GPCA Discussion Group. The Welcome Letter to new members will explain how they can register for the GPCA Online Newsletter.

Committee chairs must submit a quarterly report each quarter for publication in the Pinscher Press. The current deadlines are: March 10, June 10, September 10 and December 10. If no committee action has occurred during a quarter that should also be reported. The yearly report required for the annual membership meeting will count as one of the quarterly reports.

By the authority of the GPCA Constitution/Bylaws, any committee member who does not follow these guidelines may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint a successor for the person whose service has been terminated.