

IDLE HOUR TENNIS CLUB, INC.
MEMBERSHIP CHAIRPERSON
GENERAL GUIDELINES

I. Responsibilities

A. Preparation and mailing of annual invoices

1. Develop invoices and accompanying letters with approval by President.
2. Have copies made for mailing, labels printed.
3. Mail invoices to members in late January (around Jan. 20)

B. Maintain list of current members

1. Process returns from dues invoices (i.e. address changes, returned letters)
 - a. Record date and amount of payment in master ledgers.
 - b. Move members from Senior List to Standby and vice versa.
Standby members are only permitted to be on standby for two years. Notify members of this rule and request full membership or drop from membership.
 - c. Bill Late Fee \$25.00/senior member who paid invoice after March 6 and failed to include late fee in payment.
 - d. Once new members are billed, they have 30 days to make payment from the date of the invoice. Payment plans consist of 30% of the total bill within the month billed, 35% if required the 15th of the following month. Balance due 1st of the following month. Only three (3) payments will be made.
 - e. Drop members who resign or failed to pay dues.
 - f. Upon determination of open membership positions, select and notify potential members from the selection process as follows:
 - Preferred list - invite one
 - Under 35 list - invite one
 - Regular list - invite two
 - g. Keep accurate notations at bottom of application forms of verbal or written contact with applicant. Applicants who do not respond are dropped from the appropriate waiting list. No more than two requests to remain on waiting list are permitted by applicant. Applicants who have been dropped and request to be reinstated are placed at the bottom of the waiting list.
 - h. Requests for refunds for \$50.00 deposits are denied unless club Directors reject application.
 - i. Junior members are accepted at any time upon completion of entrance form and payment of appropriate fees. There is currently no limit on the number of junior members.
 - j. The definition for "related to an immediate family member" as indicated on Membership application is spouse, parent, child, and sibling (does not include uncles, aunts, cousins, or in-laws).
 - k. The initiation fee and membership fee for senior members including married couples are \$500 and \$350, respectively.
 - l. Requests for change of status from regular membership to standby are honored until June 1. The Membership Chairperson requests refund check

from Treasurer with appropriate documentation attached. After June 1, requests for refunds are brought to the attention of the Board who reviews the requests.

m. All applications for membership in any category, except of honorary members, shall be proposed to the Chairman of the Membership Committee by any active member and seconded by two other active members. After approval by the Membership Committee, the applicant's name shall be posted on the bulletin board in the clubhouse for at least ten days. The Membership Committee shall then report to the Board of Directors upon the desirability of the members for final approval. The Board of Directors shall vote by ballot upon the acceptance of the applicant at its next meeting. (The negative votes of two members of the Board present at the meeting shall be sufficient to reject)

n. Former junior members (who have not become senior members by the age of 27) will receive no special consideration as far as entrance fee, but will be designated under "preferred" on the wait list under the former member category.

C. Prepare the annual list of current members for distribution by May 1. Number of copies to print approximately 200 (due to electronic distribution).

D. Maintain waiting lists

1. Process application forms
 - a. Check that form is properly completed.
 - b. Check that appropriate deposit was included.
2. Assign next position on appropriate list to potential new member using the date check was received as official application date.
3. Prepare monthly (May - Nov) updated waiting lists for posting on bulletin board
4. Maintain locker waiting list.

If a member requests standby status, the member will no longer be able to keep his locker. Once the standby member is considered a regular member, he/she may contact the membership chairperson to request another locker.

II. Resources

- A. The by-laws
- B. The former membership chairperson
- C. The President