

MEMBERSHIP COMMITTEE GUIDELINES

The Membership committee shall be appointed by the Board of Directors at the first meeting of the board after the Annual Meeting. The committee should consist of the Chairperson and two additional members. If at all possible, the committee should have sectional representation. These members, spearheaded by the Chair, shall work to promote BHCA membership through the specialty clubs within their section. The goal is to have 100% of all the members of local clubs to also become members of BHCA.

In order to accomplish this goal, once a year the Chair shall contact the Corresponding Secretary and request a copy of the most current membership lists that have been submitted to BHCA from the local BHCA Specialty Clubs.

The committee shall review each Specialty Club's membership list. The members of the committee should then contact any member of a local Specialty club that is not already a member of BHCA and encourage them to join. The committee may use Constant Contact to make the initial contact and to encourage them to contact a committee member.

The Committee will contact non-BHCA members for three years. If, after those three years, the non-BHCA member still has not applied for membership, they will be dropped from the contact list and no longer contacted.

If possible, after each AKC sponsored Meet the Breed event, the committee should follow-up with any individuals or families that attended this public event and expressed some interest in BHCA.

At the beginning of each calendar year, the Chair shall contact the BHCA Treasurer and the Corresponding Secretary concerning the list of all non-paid members that have not renewed their membership for the current membership year. If deemed necessary, the committee shall contact those on the list and advise them that they are still eligible to continue their membership in BHCA for the current year by paying their dues and the current late fee. The dues and late fee need to be paid before the Annual Meeting held at the fall Nationals. If a member has not paid their dues by the Annual Meeting they will be permanently removed from the membership rolls and would have to re-apply for membership. The Committee should also provide the members with instructions on how to pay their dues and fees online or to send them a renewal form if one is requested. The renewal form and instructions for paying online can be provided by the Treasurer to the Chair. It is important that the Committee Chair work closely with the Treasurer in order to keep each other updated on those who may have paid their dues after the January 1st date.

The Committee Chair may contact the Rescue Advisory Chair after their annual Rescue Day held at Nationals each year to see if there were any attendees who expressed an interest in becoming a member.

In addition to the above listed responsibilities, the Membership Committee will review all new applications for membership and report its recommendations to the BHCA Board of Directors. These applications will be sent from the Corresponding Secretary. The

review can include but is not limited to a review of the applicant's social media pages and the consistency of the responses made on the application. The social media review will only include information directly concerning their dogs, their breeding practices and advertising, health testing and guarantees offered, the general agreement with BHCA breeding and health recommendations, their memberships in other dog groups, etc. It will not include anything political, religious, tax related, etc. However, in order to ensure a safe environment for all members, the review will include a search of the Dru Sjodin Nationals Sex Offender Public Website, hosted by the US Department of Justice.

After the review, the Committee will contact the Corresponding Secretary with a response that they either have "no concerns" about the applicant(s) or they will list what the concerns are. The listed concerns may involve getting additional information from the applicant, their sponsor(s) or from a BHCA member in the local area.

It is ultimately up to the BHCA Board of Directors to approve or disapprove of an application. The Membership Committee will only provide feedback on the results of their review to the Board.

Approved, October 1997

Revised May 31, 2008

Approved March 7, 2020

Revised February 1, 2026