



# Trout Unlimited Sagebrush Chapter Policies, Procedures and Standards Form

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<b>1.0</b>	<b>PURPOSE</b>
	This policy establishes the composition and purpose of the Membership Committee of the Trout Unlimited Sagebrush Chapter.
<b>2.0</b>	<b>POLICY</b>
	The Membership Committee is comprised of no fewer than three (3) chapter members in good standing where the Chairperson is appointed by the Sagebrush Chapter President and other members are selected by the Membership Committee Chairperson and approved by the Sagebrush Chapter Board of Directors. The committee will select a vice chairperson. The Membership Committee will act as the mechanism for all communication between the Sagebrush Chapter leadership and general Chapter members. This will include, but is not limited to, regular and special notifications and periodic newsletters. To facilitate this communication, the Membership Committee will coordinate the maintenance of the chapter roster with the Chapter Secretary.
<b>3.0</b>	<b>PROCEDURE</b>
	<p>The Membership Committee will:</p> <ul style="list-style-type: none"> <li><b>3.1.</b> Generate and distribute by electronic and/or standard mail notices for general chapter meetings.</li> <li><b>3.2.</b> Generate and distribute a bi-monthly chapter newsletter.</li> <li><b>3.3.</b> Maintain and monitor the official chapter roster as available on the TU.org website.</li> <li><b>3.4.</b> Generate and distribute welcome notices to new members on a bi-monthly basis.</li> <li><b>3.5.</b> Generate and distribute reminder notices to members with expiring memberships.</li> <li><b>3.6.</b> Format and distribute special correspondence on periodic issues of importance to the chapter.</li> <li><b>3.7.</b> Plan and organize Sagebrush Chapter membership recruitment efforts that may include, but not limited to, the distribution of brochures and other written materials, special meet and greet events, and invitations to Sagebrush Chapter general meetings.</li> </ul>
<b>4.0</b>	<b>STANDARDS</b>
	<ul style="list-style-type: none"> <li><b>4.1.</b> All members of the committee will serve a two (2) year term.</li> <li><b>4.2.</b> Members are expected to attend and actively participate in all meetings of the committee.</li> <li><b>4.3.</b> A committee member may elect to resign from the committee at anytime by contacting</li> </ul>

	<p>the Membership Committee Chairperson.</p> <p><b>4.4.</b> A member may be excused from the committee if that member misses three (3) consecutive committee meetings.</p> <p><b>4.5.</b> All information and work products remain the sole property of the Sagebrush Chapter.</p> <p><b>4.6.</b> All correspondence with general chapter membership, including the chapter newsletter must be approved by the chapter executive leadership (President, Vice President, Treasurer, and Secretary) before distribution.</p>
<b>5.0</b>	<b>DEFINITIONS</b>
<b>6.0</b>	<b>ROLES AND RESPONSIBILITIES</b>
	<p>In addition to the responsibilities apportioned to administer the Procedure described herein, each participant is responsible for:</p> <p><b>6.1. General Membership</b> will actively participate in the chapter newsletter through the submission of tips, reports, stories, and information that might be of interest to the chapter membership.</p> <p><b>6.2. Membership Committee Chairperson</b></p> <p><b>6.2.1.</b> Providing leadership, scheduling meetings, maintaining the agenda, properly archiving work products for the Membership Committee.</p> <p><b>6.2.2.</b> Selection and editing of the content of the newsletter and submission of the proposed newsletter to the Executive Leadership for approval before distribution.</p> <p><b>6.2.3.</b> Reporting committee activities to the Sagebrush Board of Directors and Sagebrush general membership.</p>
<b>7.0</b>	<b>REFERENCES</b>
<b>Control Number</b>	<b>Title</b>

Document History			
Version	Date	Description	Initiator's Name
1	05/19/2009	New Policy, Procedure, and Standard Statement	Eddie Burke