

Neighborhood Club Guidelines For Sponsoring New Members

- Prospective candidates for membership in the Club must be currently residing in the 02465 zip code.
- Each candidate for membership in the Club must have two sponsors. The primary sponsor is responsible for communicating with the Membership Chair and submitting the completed application to the Membership Chair.
- A member may be a primary sponsor for one candidate and also a secondary sponsor for a separate candidate at the same time. Once a candidate becomes a member, a sponsor may start the sponsoring process with another candidate.
- At least one of the sponsors must be a regular member. The other sponsor may be an associate member. Both sponsors must be members of the Club for at least one year.
- The seven steps to sponsoring a new member are as follows:

Step One in the membership process requires the primary sponsor to notify the Membership Chair that they wish to begin the process of sponsoring a candidate for membership. The Membership Chair can be reached at membership@theneighborhoodclub.org. The primary sponsor should notify the Membership chair well in advance of planning a home gathering.

Step Two requires candidates for membership to attend two Club-sponsored events. All adult members of a household must attend two events. (They don't have to attend the same events.) The requirement for two Club-sponsored events must include **at least one** of the following:

- Adult Bowling night
- Porch Social
- Fall Social
- Dance Party
- Caroling Party

For one of the required events, the candidates may choose to attend:

- one Speaker Series **OR**
- one children's/family event

The candidates can be the guest of one or both of their sponsors or as a guest of another club member. In the written application for membership, the primary sponsor must note the event, date, and name of accompanying sponsor/member. Please contact the Membership Chair if you have questions about which events qualify.

Step Three requires the primary and secondary sponsors to host (and attend) a home gathering to introduce the candidates to at least five members of the Board of Directors. It is the responsibility of the primary sponsor to contact the Board of Directors to make sure that five members are able to attend. Please contact the Membership Chair before scheduling a home gathering to avoid conflicts. In addition, sponsors are encouraged to invite other members of the club and non-member neighbors to the gathering. If there are multiple candidates applying at the same time, it may be easier for two or more sponsors to have a combined home gathering. The Membership Chair may be able to assist in connecting sponsors for this purpose.

Step Four requires that the primary sponsor submits a completed application form to the Membership Chair only after the home gathering has taken place. The application form is available from the Membership Chair. The application may be submitted in person or mailed to the Membership Chair. If the application is mailed, the Membership Chair should be notified by email that it has been sent. Applications should not be sent to the Club.

Step Five allows the Membership Chair to submit a completed application to the Board of Directors for their vote of approval. Applications will be submitted only if and when there is space available in the 200-family membership roster. If there are no openings, the candidate is placed on a waiting list. As openings occur, candidates are considered for membership at the next regularly scheduled Board of Directors meeting.

Step Six allows the Membership Chair to notify the candidate and sponsors when the Board has approved the application. Sponsors/Members are encouraged to bring candidates to Club events while they are on the waiting list.

Step Seven generates a bill for a one-time \$1,000 initiation fee and \$600 in yearly dues, billed on a semiannual basis. There are additional fees for tennis members.

Reinstatement policy

To be reinstated, a previous Neighborhood Club member must have resigned in good standing and currently reside in 02465. Personal information only must be filled out in the application and submitted to the Membership Chair. If there is space available in the 200-family membership roster, reinstatement will occur after a board vote. If there are no openings, the candidate will be placed at the bottom of the wait list. A one-time reinstatement fee of \$250 will be billed along with the yearly dues which are billed on a semi-annually basis.

Please contact the Membership Chair if you have questions membership@theneighborhoodclub.org

Last revised: November 2015