

**Bridal Association of the Brazos Valley
Membership Application and Renewal Policy**

RESOLVED, the Board of Directors of the Bridal Association of the Brazos Valley has adopted the following policy in regards to the procedures for the application and acceptance of new members, returning members and the annual renewal of existing memberships.

When the term Vice President of Membership is used in this policy, it refers to the Association's Second Vice President-Vice President of Membership. The Vice President of Membership may designate a member of the Membership Committee to perform any task or tasks set forth in this policy, provided the designated member has been reported to the Board of Directors and recorded in the Minutes of the Association.

NEW MEMBERS

The Vice President of Membership is responsible for recruiting new members and the prompt handling of requests by potential members.

All inquiries about Association membership shall be referred to the Vice President of Membership. Inquiries should be screened, to be sure the business is located within the jurisdiction of the Association, before an application is provided.

The Association's Application for Membership shall include all information required by Section VI of the Association by-laws and this policy. The Application form, and all subsequent changes thereto, must be reported to and approved, in advance, by the Board of Directors.

A prospective new member must submit an application in writing, along with supporting documents and payment in full of new member dues, to the Vice President of Membership.

Upon receipt of an Application for Membership, the Membership Vice President shall review the application for eligibility. To be eligible for membership, the answers of all of the following questions must be Yes.

Is the application form filled out completely with new member dues paid in full?

Does the applicant provide a product or service of interest to persons planning a wedding, persons recently married or persons planning a party/event?

Does the applicant maintain a retail location or business office, within Brazos, Burleson, Grimes, Robertson, Madison, Walker or Washington counties?

Has the applicant provided a certificate of assumed name (DBA) filed in one of the above counties or is the applicant a corporation with a retail location in one of the above counties?

Has the applicant provided a valid and unrevoked Sales and Use Tax Permit number, as

issued by the Comptroller of the State of Texas, if required by law?

Has the applicant provided copies of valid and unrevoked licenses of profession and/or permits as required by Texas law, other local jurisdictions or Association Policy?

Has the applicant agreed to abide by, the Association's Ethics Policy and Privacy Policy by signing the application form?

If the answer to one of more of the above questions is No, the Membership Vice President shall contact the applicant to either resolve the issue, if possible, or advise the applicant of ineligibility of membership. If the applicant is ineligible, the rejection of the application shall be reported to the Board of Directors at the next regular meeting and recorded in the Minutes.

If the answers to all the above questions are Yes, the Membership Vice President shall schedule the applicant to appear before the next regular meeting of the Board of Directors. New Members shall be a standing item on the Agenda of all regular meetings of the Board of Directors.

All applicants appearing before the Board of Directors should meet all qualifications to be approved for membership, however, if the Board of Directors rejects an applicant, the Business Manager shall inform the applicant and refund the new member dues that were submitted with the application.

When the Board of Directors accepts an applicant for membership in the Association, the Business Manager shall welcome the new member into the Association and provide information about the Association website, how to submit an ad for the Bride's Guide and about the upcoming Bridal Show and Benefit.

CHANGE OF OWNERSHIP

Association by-laws state: "*Membership is not transferrable or assignable. All sales, divisions or other transfers of ownership of a member business shall require a new application for membership subject to all terms and conditions of a new membership.*"

All policy and procedure regarding the application process and dues of new members shall apply to any member business that changes ownership as required by Association by-laws.

RETURNING MEMBERS

The procedure for returning members, those businesses that were previously a member of the Association but the membership was resigned or terminated, shall be the same as the procedure for new members, with the following exceptions:

A returning member, that resigned in good standing or failed to renew by the deadline, at least one full membership year (September 1 thru August 31) has elapsed and the ownership of the business has not changed, shall complete and submit a new member application along with payment of new member dues. The requirement to appear before the Board of Directors for the

application to be considered may be waived by the Membership Vice President.

A returning member, that resigned in good standing or failed to renew by the deadline, but at least one full membership year has not elapsed, may reinstate the membership by payment of dues, fees, assessments, in the amount as would have been owed by that member, for the current membership year, had that member renewed before the deadline, plus the late fee as provided for in this policy.

A returning member, with a membership that was previously suspended or terminated by action of the Board of Directors, may apply for membership under the terms and conditions as set by the Board of Directors for that individual terminated member.

A returning member, that resigned, was terminated or left membership of the Association for any reason, while money was owed by that member to the Association, is not eligible and shall not be considered for membership until such monies owed are paid in full to the Association.

ANNUAL RENEWAL OF MEMBERS

Each member must renew membership in the Association annually by payment of all dues, fees and assessments as set by the Board of Directors.

The following renewal schedule and payment deadline shall be in effect:

June 1 – Renewal statements sent to all members.

July 1 – Dues, fees and assessments must be paid in full in order for the member to have an ad in the Fall issue of the Bride's Guide and to exhibit in the Fall Bridal Show and Benefit.

August 31 – End of membership year, absolute deadline to renew membership.

September 1 – New membership year begins. If a member has failed to renew, the membership will be terminated this date, no notice to member is required.

As provided in the Association bylaws, any member who wishes to resign in good standing, may do so, in writing to the Association, at any time before 30-days after the beginning of the membership year.

The Membership Vice President shall conduct an audit of continued eligibility of the membership annually, during the membership renewal period. During this audit, the membership shall be asked to check and update their information on the Association website and notify the Business Manager of any changes to their contact information. The Membership Vice President shall review the membership roster to ensure all existing members continue to be eligible for membership in the Association. The Membership Vice President shall report to the Board of Directors any member suspected of being no longer eligible for membership.

DUES, FEES and ASSESSMENTS

Association bylaws state: *“Membership dues paid are non-refundable. There shall be no provision for prorating of dues.”*

The Dues, including fees for the Bride’s Guide, as set by the Board of Directors, shall be the full amount, without regard to when during the membership year a new member joins or a returning member is reinstated. There shall be no prorating of dues or future credit given if a member joins after an edition of the Bride’s Guide is published.

Assessments for failure to participate in a Bridal Show shall be assessed based on shows that took place while the membership was active. A new member that joined after the Fall Show shall not be assessed a fee for non-participation in the Fall Show. Once assessed, the amount becomes part of the dues required for membership renewal.

In the event a new member joins after April 1, the new member dues paid shall apply to the next membership year. The incentive of up to five months free membership for new members should be used in any membership drive conducted during this period.

Members renewing late, on or after September 1, shall pay, in addition to the total dues, fees and assessments owed, a late fee equal to the amount of the basic membership dues, in order to renew. This is keeping with the long standing Association policy of “dues paid late are doubled”.

MEMBERSHIP RECRUITER

The Board of Directors may designate one or more persons as an independent contractor for recruiting new members.

Recruiter shall be paid a one time commission of thirty-five percent (35%) on new memberships sold by the recruiter. Commission shall be paid monthly, following each regular meeting of the Board of Directors, after the new members have paid their new member dues in full and have been accepted as members by action of the Board of Directors.

Recruiter shall be paid a one time commission of ten percent (10%) of all Bride’s Guide ad upgrades the recruiter sells to new members at the time of application.

Recruiter does not have exclusive rights to recruit for the Association. The Association reserves the right to recruit via the BABV.org website, member referrals and other methods as the Association has used in the past.

The Board of Directors shall designate a point of contact for the recruiter with the Association, concerning new member applications, receiving payments and any other matters.

This policy may be amended by a two-thirds majority vote of the Board of Directors.

Adopted by Action of the Board of Directors on May 20, 2014
Amended by Action of the Board of Directors on March 24, 2015