

Membership Secretary

Section 1: Duties: Refer to By-laws, Article III, Section 5.

1. The Membership Secretary is responsible for all Federation-Club interactions regarding membership in this federation. He/she accepts and processes all Applications for Membership and all Applications for Renewal of Memberships. The Membership Secretary maintains a master directory and distributes membership kits to all clubs/societies accepted for membership.
2. From the master directory the Membership Secretary compiles a Membership Directory of all Clubs/Societies within the Federation. Once completed and proofed (**Ed. Note:** a copy of the proposed directory will be emailed to a number of officers/committee chairs for proofing.)the Membership Secretary will forward a master copy to the person responsible for printing & distribution. (**Ed. Note:** Currently this duties is assumed by the Lodestar Editor.)
3. The Membership Secretary will maintain an adequate supply of Applications for Membership, Applications for Renewal of Membership, and Certificates of Membership.
4. Supply State Directors with application forms as requested.

Section II: Application for Membership - New Club:

1. Upon receiving inquiry concerning membership in the Southeast Federation, notify the President, the applicable State Director, and send Membership Application to the club. If requested, provide sample club constitution and by-laws.
2. Review application forms from clubs/societies applying for membership to ensure they comply with SFMS Bylaws.
3. Ensure application is accompanied by proper dues and Club Constitution & By-laws or Statement of Club Aims and Purposes.
4. Keep record of club name and location, and amount of dues received including date, source, purpose and disposition..
5. Forward dues promptly to the SFMS Treasurer along with identification of its source and purpose.
6. Keep State Director and club informed of the status of their application.
7. Certify that the application meets the requirements of applicable parts of the SFMS By-laws and submit application for Membership at the next Executive Board meeting. (**Ed. Note:** The application may be processed by USPS mail and/or printed E-mail if the next meeting is more than four months away.)
8. Notify the applicant club of Executive Board action.
9. Upon acceptance of a new member club application, prepare a Certificate of Membership signed by the current SFMS President and Membership Secretary. If the applicant is represented at the Executive Board meeting, Certificate of Membership should be presented at that time. If not, make arrangements

for prompt delivery of Certificate, a letter of welcome, SFMS Annual Directory and other materials by State Director, other SFMS official representative, or US mail.

10. Add new club data to master directory and notify SFMS President, Secretary, Editor, Workshop Registrars, Insurance Liaison and AFMS Central Office.

Section III: Club Membership Records:

1. Maintain a master directory of all clubs.
2. Keep a current file on clubs in good standing with current officers, postal and email addresses, telephone numbers, club email addresses and/or URLs, club meeting data (date, time, place) bulletin data, etc..
3. Update master files promptly when personnel or other changes are received from clubs/societies.
4. Maintain or arrange maintenance of a current mailing list. Ensure availability of mailing list to SFMS Officers and committee chairs needing same.
5. Keep Application for Membership and Renewal forms up-to-date and have available to be copied/printed as needed.

Section IV: Club Membership Renewals:

1. Ensure that application for Membership Renewal is current/updated and includes any changes requested/approved by Executive Board.
2. Prior to November 1 have an adequate supply of Renewal applications printed.
3. Between November 1st and 15th, send Application for Renewal to each club/society in good standing, directed to the individual designated by the club/society to receive such notices. Include a cover letter to clarify instructions, call attention to new ones, highlight deadline for return, etc.. Keep a record of when and to whom forms were sent.
4. Process renewal forms promptly when received. Check for completeness, legibility, and that correct amount of dues is enclosed. Contact club promptly (preferably by email) for any missing, illegible, or inaccurate information.
5. Record receipt of dues, then forward promptly to SFMS Treasurer along with identification of source and purpose.
6. On or about January 15th, notify those clubs that have not renewed that they will be declared delinquent if dues are not paid by approaching deadline. Also advise SFMS President and the appropriate State Director.
7. On February 1st notify presidents of clubs whose renewal forms and dues have not yet been received that they are now delinquent and no longer have SFMS workshop privileges, are not eligible to vote at the annual meeting and have been removed from the *Lodestar* mailing list. Advise that the club will be

dropped from SFMS membership rolls on March 1st.

8. After March 1st advise delinquent clubs that they have now been removed from SFMS rolls and will have to petition the Federation as a new club to renew their membership. Advise SFMS President, Secretary, Treasurer, Workshop Registrars, Editor, and Insurance Liaison and AFMS Central Office that these clubs have been dropped from SFMS membership rolls.

9. Update master directory and mailing list.

Section V: Official Annual Directory:

1. As soon as possible after the March 1st deadline, prepare an updated directory of member clubs in good standing and deliver same to the SFMS Editor for publication and distribution.

2. Update master directory whenever personnel or other changes are received.

3. Notify Secretary and Editor of changes, also SFMS Officers, State Directors , and/or Committee Chairmen when applicable.

4. Keep SFMS Officers informed of membership matters.

5. Prepare a certified list of clubs in good standing. Prior to any meeting, inform SFMS Secretary of any changes.

6. Fifteen days prior to the Annual Meeting furnish the SFMS Secretary a certified list of clubs eligible to vote.

7. Prior to the published registration date for SFMS workshops, furnish the Workshop Registrars and the Education Chair a certified list of clubs eligible to participate in the workshop.

Section VI: Other Duties:

Perform other duties as required by the SFMS President.