



## AQSC Membership Application Procedure

The Management Committee issues the following guidelines regarding the procedure for membership application so that it is clearly understood by all Club members and applicants for membership.

1. Those wishing to join the Club should first visit the Club. Having once visited the Club a visitor may request a membership application form. Copies of these are available on the notice board in the Club house.
2. Application infers that if accepted the person in question agrees to be bound by the Rules and Byelaws of the Club (these are available in the Club house and on the Club website [www.aqsc.org.uk](http://www.aqsc.org.uk)).
3. It is the responsibility of all Club members to ensure that visitors to the Club sign the visitor's book on arrival. Each time a visitor comes to the Club they MUST be signed in using the visitor's book. This applies each time they come to the club until they are accepted as full members. This requirement is both a safety feature for the Club and an opportunity for the Management Committee to review the interest shown by potential new members.
4. All applications for membership must be proposed and seconded by full members of the Club and Club members are encouraged to actively welcome new members, including them in their Club activities and get to know them. This will enable Club members to make an informed decision if asked to propose or second an application form.
5. If an applicant does not know a member they should visit the Club and introduce themselves to a committee member and other Club members.
6. The Club tries to ensure that at least two committee members meet the applicant on at least two occasions before considering them for membership.
7. While waiting for approval the Club is usually happy to extend the use of the Club facilities to the applicant as a visitor.
8. On receipt of a completed membership application form the applicants name will be posted on the Club house notice board where it will remain until full membership is approved at a committee meeting.
9. After the application is approved the applicant will be advised and will be required to pay the Club's annual fees prior to receiving full membership.
10. Access codes, keys and information regarding access to the Club and its facilities will then be sent to the new member.
11. All fees are detailed on the back of the membership application forms.