



100 BLACK MEN OF MADISON

APPLICATION PROCESS

Applicants are responsible for being familiar with this entire document.
Contact your Sponsor with questions

Members, Sponsors, and applicants should be familiar with the contents of this document, the membership criteria document; duties of the various committees and the role of the Sponsor.

MEMBERSHIP

Membership is by invitation only.

PROCESS DURATION

The duration of the application process will vary. It is anticipated that the typical duration will be approximately four to eight weeks from the receipt of a fully completed application form by the Membership Committee to determination of membership.

APPLICATION FORMS / DOCUMENTS

Members can replenish their supply of application forms by contacting the Chairman of the Membership Committee or a member of the committee. *All applicants are subject to a background check and must provide required information if they are to be considered for membership. It is a condition of membership. **Information will be treated confidentially.***

Incomplete forms may be returned to be completed and will delay the process.

APPLICANT ROLE

When considering membership in the 100 BMM the candidate will:

- ✓ Familiarize himself with the process.
- ✓ Keep in touch with his sponsor to monitor the application process
- ✓ Complete the application form in a timely fashion.
- ✓ Meet with a member of the membership committee for an interview.
- ✓ If approved for membership, be available for an Orientation/Induction session when scheduled.
- ✓ Promptly pay the membership dues when notified of his approval for membership.

SPONSOR ROLE

Upon an active member being approached and/or encountering & pursuing an individual that meets the membership criteria and the active member & candidate wish~~es~~ to pursue membership the Sponsor will:

Pre-application submittal

- ✓ Familiarize himself with the process.
- ✓ Confirm the individual possesses the time and commitment to contribute toward the organization's goals
- ✓ Review the membership criteria with the candidate.
- ✓ Review the goals and objectives of the 100 BMM with the candidate
- ✓ Explore the ongoing activities of the 100 BMM with the candidate and expectations
- ✓ Consider and discuss with the candidate how the candidate can and wishes to contribute to the organization
- ✓ Clarify the Sponsor's role The Sponsor will be the liaison/advocate for the candidate with the Membership Committee. Upon the active member deciding to sponsor the candidate (after the pre-application steps are completed) the member will, as Sponsor, proceed with the following:

Application Submittal

- ✓ Provide an application form to the candidate, address related candidate questions and follow up with the candidate to assure the form is fully completed (additional sheets of information can be supplied as needed).
- ✓ The completed and signed form should be returned to the sponsor by the applicant.
- ✓ Complete the Sponsor section of the application form and confirm the process with the applicant. The Sponsor must sign the application form and forward the fully completed form (hard copy only - no electronic submittals) and any additional supportive documents to the Membership Committee Chairman.

After the application form is submitted to the Memberships Committee by the Sponsor he can secure updates regarding the status of the application process by contacting the Membership Committee Chair. If the application is not approved the Sponsor will be notified by the Membership Chair and the Membership Chair will communicate the decision to the applicant. If the application is approved the Sponsor will:

In the event of approval of the applicant:

- ✓ The Sponsor is expected to mentor and counsel the new member with regards to his membership in the 100.
- ✓ Schedule opportunities to network with the new member to facilitate his assimilation into the 100 BMM. Consider a 12 months.
- ✓ Support the new member regarding organizational activities; including participation at monthly general membership meetings.
- ✓ Take an active role in introducing the new member to the Committee Chair(s) that match the new member's interests and passion.
- ✓ Periodically, as needed, revisit organizational expectations including general meeting attendance, committee involvement, and support/participation in 100BMM events, and class project progress.

APPLICATION REVIEW & BEYOND

1. The Membership Committee Chairman reviews submitted application forms for completeness & documents receipt of the form. Incomplete applications may be returned to the Sponsor.
2. The Membership Committee Chairman alternately assigns the application to a Committee Member. The designated Committee Member reviews the application form and any accompanying informational documents and/or input from the Sponsor.
3. The designated Committee Member is responsible for assessing the merits of the applicant, presenting a brief but supportable recommendation to the Membership Committee. Effort is made to complete this task within two weeks of the assignment by the Committee Chair.
4. The Membership Committee will receive and review the designated Committee Member's recommendation(s) as a primary agenda item at a committee meeting. The Membership Committee will consider the merits of presented applicant(s) and vote as to the Membership Committee's recommendation.
5. The Membership Committee will provide a recommendation to the Board of Directors via the President. The recommendation provided by the presenting Committee Member will be the foundation for recommendation to the Board. The recommendation will be offered at a Board meeting. If the next meeting is 3 or more weeks from the completed compilation of the recommendation the recommendation will be provided via email.
6. The President addresses the Membership Committee's recommendation to Board Members and provides the results to the Membership Chair. Simple majority applies.
7. The President emails the results of the Board of Director vote (summary and individual vote data) to the Membership Committee Chair and in the event of a positive vote, mails a welcome letter (including a dues statement) to the applicant's home address and copies the Sponsor and Membership Chair.
8. Upon receipt of the positive results of the Board of Director's vote and notification of payment of dues from the Treasurer the Membership Chair will facilitate an Orientation and Induction for the new member(s).
9. Upon completion of the Orientation and Induction the Membership Committee Chair will contact the Chairs of the committee in which the applicant has expressed interest, encouraging that Chair to contact the new member regarding possible participation on their committee.

ORIENTATION/INDUCTION

- ✓ *The President welcomes new members (typically) at a designated general meeting*
- ✓ *Dues must be paid prior to Orientation and Induction*
- ✓ *New members will be fully engaged in the planning and execution of a substantive "Class" project. Details will be coordinated with and approved by the Membership Committee, projects are to be self funded.*

Questions? – Contact your Sponsor

3 March 2012