

<b>TRADITIONAL ARCHERS OF OREGON</b>	
<b>POLICIES &amp; PRACTICES</b>	
<b>TITLE:</b>	<b>Membership</b>
<b>PURPOSE:</b>	This policy shall act as a guideline for all New Member and Membership Renewal activities. Members are the strength and vigor of the Traditional Archers of Oregon and deserve nothing less than prompt processing of their membership which relies on quick action by the Secretary, Treasurer and/or their designates.
<b>REVISED:</b>	1 March, 2011 Revise Membership Fees as recorded in 1/22/11 Corp Actions

***Related Documents:***

1. TAO By Laws, ARTICLE III, Voting Members
2. TAO BY Laws, Article IV, Officers, Chair Person & Staff.
3. TAO Membership Application\*
4. TAO Renewal Notice\* (post card)
5. Membership Card
6. Lifetime Membership Card

\* Only the current Secretary's address will be on the application and renewal notice.. Applications with incorrect information should be taken out of service or corrected (e.g. address sticker) when found.

***Membership Fees:***

Annual Membership:	\$20
Lifetime Membership:	\$250

***Family membership:***

Individual annual membership includes family members to the age of 18 years.

***Benefits:***

New members will receive .....

- Patch & Decal
- T.A.O. Newsletters
- Notice (flyers) of related events
- Discount on TAO shoot fees
- Lifetime membership option
- Access to the TAO website
- E-Alerts to issues affecting bowhunting

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***New Member Process:***

In accordance with the By Laws, qualified, individuals may become a Voting Member by completing a membership Application and payment of dues.

Membership in the Traditional Archers of Oregon will be for one year, effective upon payment of dues and run through their anniversary date.

Lifetime membership is available.

***Membership Renewal Process:***

Voting Members may renew by mail or at a TAO event by payment of dues and completing a renewal notice or a membership application including name, complete address and phone number. E-mail is encouraged but not required.

The TAO Membership list will be used to maintain contact with members and is not available to the general public. Additionally, it will not be sold or indiscriminately distributed by T.A.O.

The Secretary shall mail renewal notices one month prior to expiration. Those not renewing by the second month after expiration are automatically placed on the DELINQUENT membership list. When renewal notices or other correspondence are returned as UNDELIVERABLE, the Secretary shall try to contact the member using an email address if available. When these options both fail to receive a response, the Secretary will delete existing mail/email addresses and phone number replacing with UNKNOWN in the address field of the member data base.

The Secretary shall delete all EXPIRED members after 3 years on the EXPIRED list.

All member benefits (Newsletters, E-Alerts, member pricing at shoots) will terminate on the members expiration date. Expired members, delinquent up to one year, will receive notice (flyer) to Annual Banquet and The Pope Young Shoot to encourage their renewal.

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***Membership – General Information:***

All membership applications/renewals & dues go to the TAO Secretary or designate at an event.

Mail in applications/renewals must be made by personal check or money order only and sent to the Secretary.

Membership cards will be completed by the TAO Secretary at an event or mailed. Lifetime members will receive a laminated card, by mail, from TAO Secretary.

***Responsibility:***

TAO Secretary shall keep a register of all Voting Members in accordance with the Bylaws.

**The secretary will also maintain portable memory device (thumb drive, etc.) with a backup membership register.**

**The secretary shall send a back up membership file to the TAO Webmaster, at least monthly, which will be uploaded to taoregon.com by the webmaster as a backup. THIS FILE WILL NOT BE DISPLAYED ON THE WEBSITE.**

The Secretary may delegate membership tasks but, remains responsible for the overall membership function (Refer to By Laws, Article IV, Section 7).

The Secretary will forward all dues to TAO Treasurer for deposit and ensure membership cards are sent in a timely manner.

Individuals wishing to join or renew TAO membership are encouraged to mail their application directly to the Secretary however, any member of the Board of Directors may accept membership applications, with payment, provided they are submitted to the Secretary in a timely manner.

The Secretary is responsible to ensure that Membership Applications & Renewal forms are available and current for distribution at TAO events and on the TAO website.