

## The Literary Club (LC) New Member Process

Revised by the Board of Management – 1/21/2021

1. Sponsor (LC member who has given at least one paper) brings a guest to at least three LC meetings, introducing him to Board of Management (BOM) and other LC members. When in person introductions of the candidate at the Club are impossible, meetings with at least three members of the Board of Management, employing electronic technology such as Zoom, may be substituted.
2. Sponsor determines if the guest would be a worthy LC member and wishes to become a Candidate.
3. If so, Sponsor provides to LC President a letter providing Candidate's name, DOB, education, profession, interests, planned frequency of attendance.
4. The President circulates Sponsor's letter to BOM. BOM responds promptly to the President by email if the process may continue. Any BOM member may object or otherwise request that Candidate be discussed at the next BOM meeting and may request that additional information be provided by Sponsor.
5. If BOM approves moving forward with Candidate's consideration, Sponsor provides to Candidate the document "[Guide for Membership Candidate Writing Sample](#)." available on the Club's website and asks Candidate to provide a 1000-2000-word paper consistent with the guidance document. The writing sample should be an original piece prepared by Candidate for the purpose of membership consideration and not a piece previously written. Sponsor should work with Candidate and may ask for corrections or revisions of the sample before providing it to the Clerk.
6. Clerk circulates sample to BOM for consideration at its next meeting. BOM reviews the writing sample. If all BOM members send a written (email) communication to the President of approval of the writing sample, the process moves forward. If any BOM objects or wishes to discuss Candidate, the proposal is considered by BOM at its next meeting.
7. BOM may reject or approve further consideration of Candidate. If BOM disapproves, BOM may either request a further sample or revisions of the submitted sample as well as any further information about Candidate or may reject further consideration of Candidate, in which case the President will inform Sponsor that the membership proposal will not proceed and that Sponsor should so inform Candidate.

8. If the BoM approves the writing sample of the candidate, the Sponsor completes and submits the standard Member Application Form which must be signed by the Sponsor and at least three LC members. This Form is forwarded to the President, who sends it at once to the BoM. The Form must contain enough information to satisfy BoM members that the Candidate meets LC ideals and will contribute to LC life.
9. If the BoM majority agrees, the President invites the Sponsor to attend its next meeting and the BoM decides, after discussion, either to request that the Sponsor withdraw the proposal of the Candidate or to post the signed Membership Form on the bulletin board.
10. Upon BOM approval and assuming there is a vacancy for membership, the Secretary posts the approved membership form on the bulletin board, and the Clerk transmits to the members Sponsor's proposal of Candidate, including the date BOM will schedule a vote at an LC business meeting no sooner than two weeks and no later than eight weeks after posting on the bulletin board.
11. Members vote at the designated LC business meeting by secret ballot. The vote of at least 85% of members present and voting on the Candidate is required for election to membership.
12. Sponsor or an LC Mentor selected by the Candidate is expected to work with the new member to promote an effective and successful first paper and its delivery.

**Ideal Timeline:**

Items 1-2 --- 1-2 months

Items 3-4 --- 2-4 weeks

Items 5-6 --- 2-4 weeks

Items 7-8 --- 2-4 weeks

Items 9-10 – 2-4 weeks