



Team Wench Standard Operating Procedure for Becoming a Voting Member

Purpose

The following procedures should be used to join Team Wench (Team) as a voting member.

By-Law Reference

From Team Wench By-Laws (approved 9/8/2006):

ARTICLE 3 – MEMBERSHIP

Membership in Team Wench is available to anyone 18 years of age or older, regardless of gender, race, disability, sexual orientation, or culture. People become members by signing up on the electronic mailing list and/or becoming active in a Team Wench Activity as described below.

Voting Members

A voting member is defined as someone who has participated in at least two Team Wench activities or held office during the two-year period before the vote begins. In order to initially become a voting member of Team Wench, the proposed voting member:

- Must be sponsored by two current voting members of the Team.
- Must join the Team's electronic forum.
- Must announce, on the electronic forum, his or her intent to join the Team.

Said announcement must be made at least thirty days prior to an All-Hands Meeting to allow for objections from the membership. Should an objection exist, the proposed voting member's status will be referred to the Board for a decision.

Procedure

Step	Action
1.	The potential member must join the Team Wench electronic mailing list.
2.	The potential member must announce on-list (at least thirty days prior to an All-Hands Meeting) that he/she would like to become a voting member of Team Wench, list the Team activities that he/she has taken part in during the previous two years, and may list two sponsors.
3.	The Team Wench Secretary (acting as the membership coordinator) will verify activity participation – if there is no existing team/committee listing on file for the activities/events listed, the membership coordinator will send an e-mail to the event coordinator(s) for the events listed by the potential member, asking for verification that he/she was part of that event team.
4.	The Secretary will then verify the sponsor approval of this member. If no sponsors are



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	listed, the Secretary will ask on-list for two sponsors for the proposed member. (Alternately, the member may ask in their e-mail announcement for any willing sponsors to step forward.)
5.	Once sponsor and activity verification is complete, the Secretary will ask for any objections to this potential member. The deadline for e-mailing objections will be ten days after the Secretary's post, to give the membership time to respond. <ol style="list-style-type: none">Objections should NOT ever be posted to the Team Wench mailing list, but instead should be sent to the Board at board@teamwench.org.The Board will talk to the objecting member(s) to see if the problem(s) can be resolved and the potential member approved.
6.	Once all the requirements have been met (two sponsors, activities verified, and no objections, or all objections resolved), the Secretary will add the potential member(s) names to the agenda for the next All-Hands meeting, to be put to an official Voting Members approval poll. An official vote will begin one week after the All-Hands meeting minutes have been posted and will conclude after ten days. (See By-Laws Article 5 for voting details.)
7.	After the approval vote, the Secretary will ask the new member for contact information, and add her/him to the official TW_Voting_Members forum. Once on this forum, all members may vote in any polls/questions/elections put to the membership for a vote. If the voting membership procedure is still in process at the time a vote is taken, the potential member will NOT be able to take part in that vote.

The Secretary will maintain a full list of all voting members of Team Wench, with their contact information (name, e-mail address, mailing address, etc.). Event Coordinators should send the Secretary a full and complete list of the names of all the volunteers who worked on their event (and what position they held for that event, e.g., Decorations Committee Chair, kitchen staff, Raffle Coordinator, set-up volunteer, etc.) within 60 days of the end of the event, to help facilitate approval of potential members to the Team.

PLEASE NOTE: If a volunteer has worked on numerous events, but has never asked to become a voting member, they will **NOT** be able to vote on Team Wench elections or polls. The voting membership procedure is only initiated at the request of the potential member, with the understanding that some people are willing and happy to help with events but are not interested in voting on Team administrative affairs.