

ABC New Member Waiting List Process

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ABC Membership Chairman

Overview:

The ABC Board of Governors (BOG) is responsible for the distribution and assignment of Certificates of Beneficial Interest (CBI) as they become available. The ABC Membership Chairperson is responsible for maintaining the New Member Waiting list and for assignment and distribution of CBI's according to the waiting list.

Applicants are added to the list as per the ABC By-laws **Article Three, Section Three**: *The Board shall maintain a list of applications for membership in chronological order. Applications of children of members (herein defined as being sons, daughters, stepsons, and stepdaughters) shall be so designated. As and when memberships become available, the Board shall consider applications in chronological order and shall extend invitations alternately between children and non-children to the extent that the list includes both categories.*

This document will outline the process to maintain the New Member Waiting list.

Waiting List Maintenance Process:

1. Reference the document: [ABC New Member Checklist](#) stored in Box.com under the Membership folder for the steps to process a New Member Membership Application.
2. Once the Membership Application has been completed, the applicant is added to [ABC New Member Waiting List](#) stored in Box.com under the Membership folder in the order outlined in the By-laws.
3. The applicant is added to the athensboatclubwaitinglist@gmail.com email distribution list. See [ABC Secretary / Treasurer Roles and account information](#) document stored in Box.com under the Secretary / Treasurer folder for login credentials.
4. The applicant is added to the [ABC Contact List](#) stored in Box.com

CBI Distribution and Assignment Process for a member wishing to sell a CBI:

1. ABC Member contacts the Membership Chairperson with intent to sell their CBI and non-negotiable price.
2. Membership Chairperson will make a copy of the [ABC Contact List](#) stored in Box.com and rename the file to add the selling member's name to the file name. All Correspondence IE: (email, phone, text, etc.) shall be documented to provide backup documentation that the process was followed. See [2022 0802 Contact List Template Sale of CBI](#) stored in Box.com for an example.

3. Membership Chairperson will send an email blast using the athensboatclubwaitinglist@gmail.com distribution list advising of the CBI for sale and sales price. The Membership Chairperson will go down the waiting list in chronological order and contact applicants by phone. The Membership Chairperson will allow 1 week for applicants to respond and then select the applicant to receive the CBI based on chronological order on the waiting list. All Correspondence IE: (email, phone, text, etc.) shall be documented to provide backup documentation that the process was followed.
4. If an applicant agrees to purchase the CBI, the Membership Chairperson will schedule an in-person interview with the BOG. If the selected applicant does not complete the transaction, or is not approved for membership, the next chronological applicant will be selected until a transaction is completed at the initial selling price, or proceed to #6 below
5. Upon approval of Membership from the BOG, the Membership Chairperson will draw up a Bill of Sale for execution of both parties.
6. If no applicant agrees to purchase at the set price, Membership Chairperson and Seller will establish a new price and start over. This process will be limited to two rounds in any 6-month period.