

The Forces of Montcalm and Wolfe, Inc.

Standing Rules of Operation
(2007)

Standing Rule 1 – Membership

Membership of individuals or sanctioned units will be administered under the following requirements, conditions and procedures.

SECTION 1: Levels of Individual Membership

- A. A FULL member is an individual who is at least 18 years of age, has been a member of The Forces for more than one year, and is a member of a unit sanctioned by The Forces. A FULL member is eligible to vote and to hold any office in The Forces.
- B. An ASSOCIATE member is an individual who is at least 18 years of age, has been a member of The Forces for more than one year, and is a NOT member of a unit sanctioned by The Forces. An ASSOCIATE member is eligible to vote and to hold any office in The Forces except as a Field Commander.
- C. A NEW member is an individual who is at least 18 years of age, has been a member of The Forces for less than one year. A NEW member is eligible to vote but may not hold any office in The Forces.
- D. An individual membership in The Forces can cover an individual or a family.

SECTION 2: Standing Membership Committee

- A. Standing Membership Committee shall consist of the Lieutenant Governor, the Clerk, the British Field Commander, and the French Field Commander. The Governor will serve as an ex-officio member of this committee and will attend all voting instances.
- B. Division of Responsibility
 - 1. The Lieutenant Governor shall oversee and administrate all membership activities. The Lieutenant Governor shall administrate individual membership through the Clerk. The Lieutenant Governor shall manage the sanctioning of units directly.
 - 2. The Clerk shall directly manage all individual memberships. These duties shall include the following. The Clerk shall:
 - a. receive all membership applications and dues. The Clerk will in turn, forward all dues to the Bursar.
 - b. maintain a current listing of Forces members including payment status, unit affiliation and type of membership. This list should coincide with the list of membership payments held by the Bursar.
 - c. upon receipt of a proper new membership application and correct dues, shall send a membership packet to said member. This packet shall consist of a copy of The Forces Constitution and Standing Rules and a Forces membership card or cards for each listed member.
 - d. manage membership renewal under the procedure listed under Section 4.
 - 3. The two Field Commanders shall aid the Lieutenant Governor in the management of Unit sanctioning and sanction renewal.

SECTION 3: Procedure for Processing Membership

- A. A prospective member shall fill out an individual membership application. The application must be filled out completely, including all names of family members if a family membership is applied for. Said application must be accompanied by the proper application fee. The application and dues shall be sent to the Clerk.
- B. Upon receipt of a membership application and dues, the Clerk shall determine if the application is valid and correct. In the advent of any question concerning a membership application, the matter shall be referred to the Lieutenant Governor, who shall in turn referred it to the Board of Directors where necessary. If the membership application is deemed valid, the Clerk will register the new member or members on the list of current membership.
- C. The Clerk will forward the dues and new membership information to the Bursar who will in turn register the new member or members on the Bursar's list. It shall be the responsibility of the Lieutenant Governor to make sure that the lists of the Clerk and the Bursar are in agreement. The Bursar's list shall be used to determine payment status. The Clerk's list shall be the official roll of members in The Forces.
- D. Upon registration of a new membership, a Members' Packet will be sent from the Clerk to the new member's address.
- E. Upon registration of a new membership, said new member or members shall be added to the publications list. This list shall be used for Forces mailings including the Newsletter, the Journal and any important notices. It will be the responsibility of the Clerk to work with the Publication Manager and the Bursar to see that all publications are mailed to the members in a timely and efficient manner.
- F. Annual membership shall expire on December 31 of each year, regardless of the initial date of membership.

SECTION 4: Renewal of Membership

- A. The management of the membership renewal process shall be the responsibility of the Clerk.
- B. The process for membership renewal shall be as follows:
 - 1. The Clerk in cooperation with the Bursar and the Publication Manager shall mail a notice of renewal to all registered membership holders in The Forces a minimum of thirty (30) days prior to the expiration date of December 31. Said renewal notice will consist of a copy of the current information a the member and a notice that the dues for renewal will be due on or before December 31.
 - 2. The Forces member will be expected to correct and update this information or verify it is correct, and then return the notice with the correct dues to the Clerk.
 - 3. Upon receipt of the renewal notice and dues, the Clerk will forward the dues to the Bursar and register said member or members as renewed in the roll of Forces members.
 - 4. This process shall be repeated each year for all Forces memberships.