

CAMBRIDGE BOAT CLUB  
2 GERRY'S LANDING ROAD, CAMBRIDGE, MA 02138

Instructions for the Proposal For Membership  
for Applicants and Proposers

These instructions and the *Proposal for Membership* are available on the CBC website and from the Chair of the Membership Committee.

Applicant Name

List the name of the applicant and, if applicable, the applicant's spouse or domestic partner. If the applicant becomes a member of the Club, his or her household shall be considered one member for purposes of proposing new members as set forth below.

Proposers Names

The applicant must have two CBC proposers, a primary and a secondary.

Proposer's Qualifications and Duties

1. Proposers must have been a member for one year.
2. Proposers can only propose two applicants each calendar year.
3. Proposers must know the applicant well, optimally for one year or longer. Applicants who do not know anyone in the Club may seek proposers through participation in volunteer activities.
4. Either the primary or secondary proposer must submit the Proposal for Membership with the three required letters and ensure that:
  - (a) The applicant is aware of and participates in two volunteer activities. The proposers do not need to accompany the applicant.
  - (b) The applicant interviews with three members of the Membership Committee before submitting the application. (See *Applicant Interviews* below); and
  - (c) The application is complete.

Required Volunteer Activities

By participating in volunteer activities the applicant can meet Club members and begin to understand the culture of the Cambridge Boat Club community. The process helps ensure that applicants want to be contributing members and understand the importance of volunteering to the continued existence and success of the Club.

The applicant must participate in at least two Club volunteer activities:

1. No less than thirty (30) days apart; and
2. Within the twelve (12) months prior to submission of the application.

Once admitted to the waiting list, the applicant must perform at least one volunteer activity every six months while on the waiting list.

Committee heads arrange volunteer activities, with the approved of the Board of Directors. To find the dates, times, and types of activities, contact the Volunteer Coordinator or a Membership Committee member. The activities are generally posted on the CBC Bulletin Board and Website and include a contact person for each activity. The applicant must communicate with the contact person and schedule his or her participation, if needed.

The contact person or other member at each volunteer activity must vouch for the applicant's participation in that activity. The applicant adds the name of the person vouching for his or her participation to the *Proposal for Membership*.

#### Applicant and the Proposers Letters

The *Proposal for Membership* must be accompanied by three letters.

1. The applicant letter should be an informative, biographical letter, giving the reasons for applying for CBC membership and the contributions he or she would like to make. If the applicant has previously been a member, he or she should explain the reasons for the break in membership.
2. The primary and secondary proposers supporting letters should cover:
  - (a) How well and how long the proposer has known the applicant.
  - (b) Why the proposer believes the applicant would be a contributing member of CBC; and
  - (c) In which Club activities the applicant is primarily interested.

#### Applicant Interviews

The applicant must interview with a least three members of the Membership Committee before the *Proposal* and letters are submitted. This provides a forum for the applicant to ask questions about CBC activities and procedures.

The interviews are informal, and may be conducted with Committee members either separately or together. They may be held at the Clubhouse or anywhere agreed to by the applicant and the Committee members. The most time-effective are those conducted at Club activities where a number of Committee members are present.

#### Submission of Proposal for Membership and Accompanying Letters

The *Proposal for Membership* and accompanying letters may be:

1. Placed in the Membership Committee mailbox in the front hall of the Clubhouse;
2. Mailed to the Club in an envelope marked "Attention: Membership Committee;" or
3. Emailed or mailed via post to the Chairperson of the Membership Committee.

The deadlines for submitting a *Proposal for Membership* and accompanying letters to the Membership Committee are the final day of January, April, July, and October. The Committee will consider all completed *Proposals* as soon as possible after each deadline.

The Membership Committee will notify proposers when a successful applicant is placed on the waiting list and when his or her name posted. An applicant cannot become a member until his or her candidacy has been announced to the membership of the Club by posting on the Club bulletin board and the CBC Website for at least ten days, and until the initial bill for dues and fees has been paid.

Proposers should encourage applicants to attend Club social activities and introduce them.

Applicants, including those on the waiting list, should not attend social events unescorted, use Club keys, or row except as a guest of a member. For further information, read the House and Rowing Committee regulations. A proposer is expected to bring the new member to the Open House for New Members, traditionally held on the last Sunday in September.