

	Member Recruitment: Deactivation Process & Timeline	SOP #	2
		Revision #	N/A
		Implementation Date	10/21/2022
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SOP Owner	Membership Committee	Approval of PEA Board	

1. Purpose

To assure a fair, equitable and efficient recruitment process and to be respectful of the time of PEA volunteers devote their interviewing and preparing an application for PEA membership.

2. Scope

The Membership Committee must be familiar with PEA's Member Recruitment processes and procedures (see SOP #1). There are four common situations when a PEA application may be deactivated:

1. Inability of Membership Committee interviewers to set an interview with the prospective member [after at least three documented tries.](#)
2. Non-receipt of required documents listed on Proposed Member Questionnaire [after three documented requests.](#)
3. Lack of attendance at least two Zoom meetings during the two-month recruitment process.
4. [The applicant being non-responsive even after sponsor\(s\) have followed up.](#)
5. Elapse of the two-month application and recruitment process through no fault of the Membership Committee..

[One or more](#) of these situations may commence deactivation.

3. Prerequisites / Materials

Proposed Member Information Form (receipt [by Chair](#) initiates two-month timeframe), PEA Proposed Member Questionnaire (for interview)

4. Responsibilities

The PEA Membership Committee, except for extenuating circumstances, is responsible to hold to the maximum 60-day timeline once the Executive Director submits the Proposed Member Information Form to the Chair.

5. Procedure

When the Chair receives an application, it initiates a maximum 60-day clock.

If the Chair is notified during the process that the applicant appears unresponsive despite repeated attempts to engage, the Chair will enlist the help of the sponsor(s).

If the applicant remains unresponsive to invitations to interview or fails to produce required documents within 45 days, the Chair will notify the sponsor(s) and the Board that the application is at risk of deactivation.

If the problems are not cleared up within 60 days, the Chair will recommend to the Board that the application be deactivated. The Chair has the ability to recommend extending the 60-day clock to accommodate unusual extenuating circumstances.

The Executive Director will inform the applicant, with a copy to the sponsor(s), that they may re-apply in the future if the impediments have been resolved. Any application fees paid by the applicant are non-refundable.

6. Safety

N/A

7. References

Bylaws:

ARTICLE IV Sec. 1. Membership Application. Applicants for membership shall submit an application to the Association on an approved form. The Board will review applications and decide whether to admit the applicant as a regular member, subject to the posting requirement described below. The Board may establish procedures for accepting and reviewing membership applications and may in its discretion require recommendations from an existing member and/or from the membership committee before the Board acts on an application, provided that any such procedures shall be in writing and shall be applied in a nondiscriminatory manner to all applications.

8. Definitions