

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

MEMBERSHIP APPLICATION PROCESS

Prepared By: David Van Pelt

Date: 03/28/07

Approved By: TTCA Board of Directors

Date: 05/28/08

TABLE OF CONTENTS

	<u>Page</u>
1.0 <u>PURPOSE</u>	3
2.0 <u>DUTIES</u>	3
3.0 <u>POLICY</u>	3
3.1 Membership Eligibility	3
3.2 Membership Classes	4
4.0 <u>PROCEDURE</u>	5
4.1 Election to Membership	5
4.2 Dues	5
4.3 Termination of Membership	6
4.4 Election to Lifetime Membership	6
5.0 <u>SCOPE OF REVISION</u>	7
 ATTACHMENTS	
Attachment 1 – Sample TTCA Membership Application Form	8
Attachment 2 – Sample TTCA Lifetime Membership Nomination Form	15

MEMBERSHIP REQUIREMENTS

1.0 PURPOSE

The purpose of this procedure is to describe the requirements for membership in the Tibetan Terrier Club of America (TTCA). It will also describe the duties of the Membership Chairman.

2.0 DUTIES

The duties of the Membership Chairman include, but are not limited to, the following:

- a) Oversees membership matters and/or other duties as outlined by the board
- b) Submits all membership applications to the TTCA Board.
- c) Send information of new member applicants to Newsletter editor
- d) Provides a Newsletter report when necessary.
- e) Enters new member information into the online roster.
- f) Inform committee chairs of an applicant's interest in volunteering.
- g) Submit dues payments and copies of the application to the Treasurer within 30 days of receipt.
- h) Prepare ballots for the Annual Meeting for Lifetime membership nominees. (Corresponding Secretary may act in behalf, if Membership Chairman is not present)
- i) Distribute, collect and count the ballots at the Annual meeting.

3.0 POLICY

3.1 Membership Eligibility

Membership for the TTCA is open to all persons who meet the following criteria:

1. Are in good standing with The American Kennel Club.
2. Subscribe to the purposes of the Tibetan Terrier Club of America, Inc.
3. Have agreed to abide by the TTCA's Guidelines For Responsible Breeders.
4. Meet the specific qualifications of the class of membership requested.

3.2 Membership Classes

There shall be six types of membership in the TTCA. They are Associate, Regular, Household, Lifetime, Junior and Foreign.

- 3.2.1 Associate Membership is open to any person 18 years of age or older. They shall be entitled to all privileges of a Regular or Household Member, except that they may not hold office, chair a committee, vote, nor be entitled to endorse an application for membership to the club. Upon completion of one year of membership as an Associate Member, such persons may apply for Regular or Household Membership as prescribed in Section 3.2.2 and 3.2.3 of this procedure.
- 3.2.2 Regular Membership is open to any person 18 years of age or older and who has attained one year of membership in good standing as an Associate Member. The requirement of Associate Membership shall not apply to persons who are Regular or Household Members as of the date of these by-laws, as amended, become effective.
- 3.2.3 Household Membership is open to two persons, who have attained the status of Regular Member, are 18 years of age or older who reside together, each enjoying all the privileges of the club, including each having one vote. Household members receive one copy of all publications and notices.
- 3.2.4 Lifetime Membership is available for any person who has devoted at least 25 years of active service to the Club. A Lifetime Member shall enjoy all privileges of the Club and be exempt from payment of dues or assessments.
- 3.2.5 Junior Membership is open to persons 10-18 years of age. Junior Members cannot hold office, chair a committee, vote, nor be entitled to endorse an application for membership to the Club. Junior members may convert to Associate Membership upon reaching their 18th birthday.
- 3.2.6 Foreign Membership is open to persons 18 years of age and older and consisting of persons residing outside the United States and having all privileges of the Club except the right to vote, hold office, chair a committee, or be entitled to endorse an application for membership to the Club.

Note: An application is required each time a current member is seeking a different membership class. (i.e. going from Associate to Regular or Household).

4.0 PROCEDURE

4.1. Election to Membership.

- 4.1.1 Each applicant for membership shall apply using the TTCA Membership Application Form (Attachment 1), including those from the same household.
- 4.1.2 Each applicant shall agree to abide by the TTCA constitution and by-laws, the TTCA Guidelines for Responsible Breeders, and the rules of The American Kennel Club.
- 4.1.3 Each applicant shall provide all the required information in the application.
- 4.1.4 Each applicant shall obtain an endorsement of two Regular or Household Members (not of the same household or from the household of the applicant.)
- 4.1.5 Each applicant shall submit dues payment with the application to the Membership Chairman.
- 4.1.6 The Membership Chairman will submit all applications to the Board of Directors for approval. Applicants may be elected at any meeting of the Board of Directors or by written vote of the Directors by mail. Affirmative votes of 2/3 of the Directors present at a meeting of the Board or of 2/3 of the entire Board voting by mail shall be required to elect an applicant.
- 4.1.7 An applicant's joined date shall be considered to be the date that the application received Board approval.
- 4.1.8 An application, which has received a negative vote by the Board, may be presented by one of the applicant's endorsers at the next annual meeting of the Club and the Club may elect such applicant by favorable vote of 75% of the voting members present.
- 4.1.9 Applicants who have been rejected by the Club may not reapply within twelve (12) months after such rejection.

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

4.2 Dues.

The Board of Directors has established a schedule of dues and initiation fees. They are follows:

- | | | |
|----|----------------------|----------------|
| 1. | Associate Membership | \$30.00 |
| 2. | Regular Membership | \$30.00 |
| 3. | Household Membership | \$45.00 |
| 4. | Lifetime Membership | Not Applicable |
| 5. | Junior Membership | \$20.00 |
| 6. | Foreign Membership | \$45.00 |

No member may vote whose dues are not paid for the current year. During the month of January, the Treasurer shall send to each member a statement of his dues for the ensuing year.

4.3 Termination of Membership. Memberships may be terminated by the following:

- (a) Resignation. Any member in good standing may resign from the Club upon written notice to the Corresponding Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.
- (b) Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year; however, the Board may grant an additional 90 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- (c) Expulsion. A membership may be terminated by expulsion as provided in Article VII of the TTCA By-Laws.

4.4 Election to Lifetime Membership

4.4.1 Candidates for lifetime membership may be nominated by any member of the Club in writing using the Lifetime Membership Application form, Attachment 2.

4.4.2 Nominators should only nominate qualified members and there is no limit on the number of nominations made in a year.

4.4.3 In order for a member to be considered for nomination to Lifetime Membership, they will have to meet the following minimum requirements of Active Service:

- (a) Are in good standing with the AKC
- (b) Subscribe to the purpose of the TTCA

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

- (c) Have agreed to abide by the TTCA's guidelines for responsible breeders
- (d) Can demonstrate that they have "devoted at least 25 years of active service to the Club"
 - (i) In order to demonstrate for "25 years of active service", the nominated candidate (or the nominator) must submit a lifetime membership nomination application outlining the service of the candidate in the 25 years that they have served. Service can include, but is not limited to:
 - Serving as TTCA Officer/Director/Delegate
 - Acting Show Chairperson or Show Secretary for a Specialty
 - Chairperson of a Board Appointed Committee
 - Other Board Appointed/Approved Positions
 - Chairperson of a Specialty Committee
 - Active Service in or to a TTCA Committee
 - Specialty volunteer
 - (ii) A nominated candidate need not have "actively served the Club" for 25 consecutive years.

4.4.4. The nominator shall submit the application to the Corresponding Secretary.

4.4.5. Upon receipt of such nomination the Board of Directors shall review and verify the information and an affirmative vote of 75% of the Board is necessary to submit the nominee for a vote of the Membership at the Annual Meeting.

4.4.6. The nomination shall then be submitted to the vote of the members at the next regular meeting. An affirmative vote of $\frac{3}{4}$ of the members present and voting shall be required to election.

5.0 SCOPE OF REVISION

Revision 1: June 01, 2008 by Gail M. Toracinta

Motions:

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

ATTACHMENT 1 – Sample TTCA Membership Application Form

TTCA MEMBERSHIP APPLICATION

Applicant Name:	2nd Applicant Name: <small>(Household membership only after associate status fulfilled)</small>	
Street Address:		
City:	State:	Zip Code:
Phone (Home):	Phone (Work or Cell):	
Email Address:	Web Address:	
DOB: <small>(If under 18)</small>	Occupation:	

***ALL PERSONS MUST FIRST SATISFY A ONE YEAR ASSOCIATE MEMBERSHIP PRIOR TO APPLYING FOR REGULAR OR HOUSEHOLD MEMBERSHIP* Please read all information in the categories before making a selection.**

I am applying for (check one):

- Associate Membership.** DUES: \$30.00 per year (Open to any persons 18 years or older residing in the United States. May not hold office, chair a committee, vote nor be entitled to endorse application for membership to the TTCA. Upon completion of one year of membership as an Associate Member, such persons may apply for Regular or Household Membership).
- Regular Membership.** DUES: \$30.00 per year (Open to any person 18 years or older, residing in the United States, who have attained one year of membership in good standing as an Associate Member). **Go to Part A.**
- Household Membership.** DUES: \$45.00 per year (Open to two persons 18 years or older who reside together in the United States, who have EACH attained the status of Regular Member, are 18 years. Household members each have one vote, but receive only one copy of all publications and notices). **Go to Part A.**
- Junior.** DUES: \$20.00 per year (Open to persons 10-18 years of age, residing in the United States. May not hold office, chair a committee, vote nor be entitled to endorse application for membership to the TTCA).
- Foreign.** DUES: \$45.00 US funds per year (Open to persons 18 years or older who reside outside of the United States. May not hold office, chair a committee, vote nor be entitled to endorse application for membership to the TTCA).

Payment: *Checks should only be sent with NEW associate, junior or foreign membership applications. If you are a current member applying for a change in membership status you must send your dues payments to the TTCA Treasurer when you receive your dues renewal notice in January of each year.*

Please note Associate, Junior, Foreign:

If you are making this application for membership after August 30, you have the option of having your membership become effective immediately upon approval by the Board of Directors, or you may elect to have your membership become effective on March 1st of the next year. If you wish to have your membership become effective immediately upon approval, the dues submitted with this application will then be for the current dues and you will have to pay dues for the next year between January 1st and February 28th, when all dues for the next year will be collected by the Treasurer. I wish to have my membership become effective March 1 of next year. _____ (initial here)

Please fill out the following application. Send the complete application(s), signed TTCA Guidelines for Responsible Breeders, signed Sponsor statements, and a check or money order payable to TTCA, Inc. when applicable. Please mail to:

Jean Allen
55 1/2 North Main Street
South Hadley, MA 01075

Please contact Jean at ttcamembers@yahoo.com if you have any questions.

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Part A - General Information

Why do you want to become a Member of the TTCA?: (please use additional pages as necessary) _____

Are you a current TT Breeder? YES NO

Do you have any interest in becoming a TT Breeder? YES NO

If you answered yes to either of the above, please be sure to complete **Part B** and **C** of the application.

Are you an associate member applying for regular or household membership status? Yes No

****If yes, please move to Part D ** If you are a breeder or plan to do any breeding in the future you must also resubmit Part B with your current information.****

NEW APPLICANTS CONTINUE:

When did you acquire your first TT? _____

Number of TTs currently owned: _____

Do you have any skills you could share with the club? Please check all that apply.

- Clerical skills Stuff envelopes Write a column Provide artwork Proofreader
- Accounting experience Publishing experience Fundraising experience Computer skills
- Canine good citizen evaluator Assist juniors Breed mentor
- Assist specialty shows Conformation Obedience Agility
- Hospitality Planning Transportation
- Assist Rescue Provide a foster home Provide transportation Breed Identification

Other _____

Have you ever been a member of the TTCA? Yes No

Are you in good standing with the American Kennel Club (AKC)? Yes No

Are you involved with a canine related business? Yes No

If yes, please describe _____

Are you an AKC judge? Yes No

Have you ever been sanctioned or suspended by the AKC or any dog-related organization or club? Yes No

If yes, please explain: _____

Have you ever been charged with or convicted of animal cruelty, neglect or abuse? Yes No

If yes, please explain: _____

**If you have no interest in breeding now or at any time in the future, please go straight to Part D.
You must still read, sign and submit the Guidelines for Responsible Breeders.**

Tibetan Terrier Club of America
 Administrative Procedure
 Membership Application Process

TTCA-AP-009
 Revision 1
 June 01, 2008

Part B - Breeder Information Please fill in as completely as possible.

Are you currently a TT breeder? Yes No

Do you plan to, or have any interest in, becoming a TT breeder? Yes No

If yes, do you have a mentor? Yes No Who? _____

How many TT litters have you bred in total? _____ How many last year? _____ How many in the past 5 years? _____

Are these litters registered with the AKC? _____ Any other registries? If so, please list _____

What is the earliest age you have placed a TT puppy? _____ Weeks

Have you ever, or would you ever consider selling your puppies through an agent, broker or retail outlet?

Yes No Not Sure Will not have puppies in the future

Do you place/sell your dogs with a contract? Yes No Sometimes

For each dog sold or placed, do you make written arrangements for its return to you at any time the purchaser/adopter no longer wishes to keep it? Yes No Sometimes

Briefly explain your return policy: _____

Do you advertise your puppies for Sale? Yes No Sometimes

Where do you place ads for your puppies? _____

Do you perform annual ophthalmologic exams on your TTs? Yes No Sometimes

If sometimes, please explain: _____

Do you breed only from parents who have had their hips x-rayed, resulting in eligibility for OFA Certification?

Yes No Sometimes If sometimes please explain: _____

How many total stud services have you provided for TTs? _____ How many in the past year? _____ In the past 5 years? _____

Do you require that any female TT bred to your males to have current OFA and CERF clearances? Yes No Sometimes

If Sometimes, please explain: _____

Do you buy or sell litters or individual dogs for resale? Yes No Sometimes

How many litters of other breeds have you bred in the past 5 years? (Use additional pages as necessary)

Breed Name	Total Number of Litters Bred in past 5 years

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

Part C - Exhibition Information

Are you a TT exhibitor? Yes No

If yes, for How Long? _____

Do you show in: (check all that apply) Conformation Obedience Agility Other? _____

What other breeds have you owned and participated with in AKC events? (List below – use additional pages as necessary)

Breed Name	Event Type(s)

Part D - Signatures

Please read carefully the following statement and the Guidelines for Responsible Breeders found on the next page of this application. Sign and date both parts. Signatures are required regardless of your intentions to breed or not. Submit with this application and your completed sponsor statements.

I have truthfully answered all of the questions on this Application. I agree to support the objectives of the Club and to abide by all of the provisions set forth in The Tibetan Terrier Club of America Constitution and By Laws.

Signature _____ Date: _____

2nd Signature _____ Date: _____
(Household membership only)

Members Applying for a Change In Membership Status

****STOP HERE ONLY IF THIS IS A REQUEST TO CHANGE FROM ASSOCIATE TO REGULAR OR HOUSEHOLD MEMBER** SPONSOR SHEETS AND BREEDERS GUIDELINES ARE NOT REQUIRED AS YOUR ORIGINALS ARE ON FILE.**

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

**Tibetan Terrier Club of America, Inc.
Guidelines for Responsible Breeders**

These guidelines are established in accordance with the objectives of the Tibetan Terrier Club of America, Inc. and are set forth to protect and advance the interest of our breed by maintaining high breeding standards. The TTCA endorses and encourages all breeders to follow them.

A RESPONSIBLE BREEDER:

1. Abides by the constitution and by-laws of the TTCA and the rules of the American Kennel Club.
2. Maintains the best possible standards of canine health, cleanliness and veterinary care, and provides facilities for excellent pre-natal and post-natal care of the dam and puppies.
3. Maintains accurate breeding records, registration papers and pedigrees, furnishing each purchaser with proper registration or transfer papers, unless written agreement is made at the time of sale that papers be withheld.
4. Makes sure all services and sales arrangements are mutually agreed upon, stated in writing, and signed by all parties involved.
5. Keeps all advertising honest and in no way intentionally misleading, fraudulent or misrepresentative.
6. Learns and understands the AKC Standard of the breed, and breeds with the intention of conforming to it.
7. Breeds only with the intention of improving the breed, and finding suitable, carefully screened, safe and loving homes for the puppies.
8. Chooses only healthy, registered parents of excellent temperament and qualities, x-rayed and eye examined, resulting in eligibility for OFA and CERF certification, doing everything possible to prevent passing on devastating genetic defects.
9. Breeds only mature bitches, preferably over two years of age, skipping a season between most litters.
10. Refuses to breed a stud dog or brood bitch to any animal which is not registered or is markedly inferior physically or temperamentally.
11. Does not sell or consign Tibetan Terriers to pet shops or other commercial dealers, nor does he breed his animals to their animals.
12. Is as selective in breeding his stud dog as he is in breeding his brood bitch.
13. Does not donate Tibetan Terriers for raffles or auctions.
14. Honestly evaluates the quality of the Tibetan Terrier to be sold, and fairly represents that evaluation.
15. Requires puppy purchasers to spay or neuter all pets which for any reason may not be qualified to be used for breeding.
16. Acknowledges he is responsible for any dog he has bred or sold for its entire lifetime and makes written arrangements for its return to him at any time the purchaser no longer wishes to keep it.
17. Does not release puppies to new homes before they are at least eight weeks of age and have been properly socialized.
18. Furnishes complete details on feeding, general care, medical inoculations, grooming, pedigree, etc.
19. Insists in writing that the purchaser have the puppy checked by a veterinarian within 72 hours of sale, making clear that if the puppy is found to be unfit, it must be returned for either replacement or refund of purchase price.
20. Tries to assist the serious novice in his understanding of the breed.
21. Follows up on all puppies and adults after the sale to insure their continued care and to encourage the owners to become involved in purebred dog activities.
22. Conducts himself at all times in such a manner as to reflect credit upon himself, the sport of pure-bred dogs, and his Tibetan Terrier in particular.

Approved by vote of the Board of Directors of the Tibetan Terrier Club of America, Inc. 1987

Approved by vote of the Membership of the Tibetan Terrier Club of America, Inc. 1988

Modified by a vote of the Board of Directors of the Tibetan Terrier Club of America, Inc. 2005

The Tibetan Terrier Club of America, Inc. makes no guarantee with respect to any Tibetan Terrier acquired from or through any of its members.

I hereby acknowledge that I have read and agree to abide by the Guidelines for Responsible Breeders:

Signature _____ Date: _____

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

Part E - Sponsor Statements

Applicants must obtain two sponsors. Sponsors must be regular, household, or lifetime members in good standing with the TTCA. Sponsors must not reside in the same household and may not be a member of the applicants household. Please have each sponsor fill out a separate sponsor statement to be submitted with the application.

SPONSOR STATEMENT

Sponsor Name: _____

Applicant Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How did you meet the applicant? (email, at a show, breeder, local club, etc).

As the sponsor of the applicant, I have: (check all that apply)

_____ Personally visited the applicant's home.

_____ Have first hand knowledge of the care given to his or her dogs, and that the applicant cares for his/her dogs in a humane and ethical manner.

_____ Have met the applicant's dogs.

_____ If the application is for associate membership, I am willing to mentor this applicant for the duration of their associate membership.

The Board would appreciate any comments that you believe would help in making a decision regarding the applicant (Please use reverse side for additional comments). _____

By sponsoring the applicant, I attest that to the best of my knowledge and belief that the applicant is qualified for membership in the TTCA and that the applicant would be an asset to the TTCA.

Sponsor Signature: _____ Date: _____

Please Print Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Member of TTCA since: _____

Tibetan Terrier Club of America
Administrative Procedure
Membership Application Process

TTCA-AP-009
Revision 1
June 01, 2008

Applicants must obtain 2 sponsors. Sponsors must be regular, household, or lifetime members in good standing with the TTCA. Sponsors must not reside in the same household and may not be a member of the applicants household. Please have each sponsor fill out a separate sponsor statement to be submitted with the application.

SPONSOR STATEMENT

Sponsor Name: _____

Applicant Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How did you meet the applicant? (email, at a show, breeder, local club, etc). _____

As the sponsor of the applicant, I have: (check all that apply)

_____ Personally visited the applicant's home.

_____ Have first hand knowledge of the care given to his or her dogs, and that the applicant cares for his/her dogs in a humane and ethical manner.

_____ Have met the applicant's dogs.

_____ If the application is for associate membership, I am willing to mentor this applicant for the duration of their associate membership.

The Board would appreciate any comments that you believe would help in making a decision regarding the applicant (Please use reverse side for additional comments). _____

By sponsoring the applicant, I attest that to the best of my knowledge and belief that the applicant is qualified for membership in the TTCA and that the applicant would be an asset to the TTCA.

Sponsor Signature: _____ Date: _____

Please Print Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Member of TTCA since: _____

Tibetan Terrier Club of America
 Administrative Procedure
 Membership Application Process

TTCA-AP-009
 Revision 1
 June 01, 2008

ATTACHMENT 2 - Sample TTCA Lifetime Membership Nomination Form

TIBETAN TERRIER CLUB OF AMERICA, INC.
NOMINATION FOR LIFETIME MEMBERSHIP

NOMINEE'S NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
HOME TELEPHONE #:	WORK TELEPHONE #:	
E-MAIL:	WEBSITE:	
DATE OF BIRTH:	OCCUPATION(S):	

Please provide all the required information requested on the following pages of this nomination form. Send the completed form, along with a **short biography** of the Nominee to:

Jean Allen
 Membership Manager
 55 1/2 North Main Street
 South Hadley, MA 01075

Please contact Jean at ttcamembers@yahoo.com if you have any questions.

FOR BOARD USE ONLY

LIFETIME MEMBERSHIP REQUIREMENTS

CRITERIA	RESULTS	ACCEPTED
Years of Service		
Nominee subscribes to purposes of TTCA	Verified by:	
Nominee will abide by Breeders Guidelines	Verified by:	
Nominee desires Lifetime Membership	Verified by:	

[Note: Verification by either Corresponding Secretary or Membership Manager]
 The TTCA Board of Directors does hereby CERTIFY this nomination for Lifetime Membership.

Signature/Office

Date

Tibetan Terrier Club of America
 Administrative Procedure
 Membership Application Process

TTCA-AP-009
 Revision 1
 June 01, 2008

PLEASE ANSWER THE FOLLOWING QUESTIONS:

I. How many years has the Nominee been a member of TTCA? (NOTE: They do not need to be consecutive)

Years in TTCA	Year to Year

II. List the Club offices or committees the Nominee has held for TTCA.

Office or Committee Position Held	Year(s) Position Held

III. List Specialties the Nominee has attended as a Show Volunteer.

Show Location	Year	Description of Activity

IV. Is the Nominee currently in good standing with the American Kennel Club (AKC)?

Yes _____ No _____

V. Is the Nominee currently in good standing with the Tibetan Terrier Club of America (TTCA)?

Yes _____ No _____

VI. Does the Nominee subscribe to the purposes of the TTCA?

Yes _____ No _____

VII. Has the Nominee agreed to abide by the Guidelines for Responsible Breeders?

Yes _____ No _____

I have read and truthfully answered all of the questions on this nomination form.

Signature: _____ **Date:** _____