

Mid-Coast Santa Gertrudis Association Process for Recording Membership

Overview

Membership runs from January 1st through December 31st of each calendar year. Beginning in November, any dues paid for new members are applied to the next year, although the membership is still recorded in the current year. For standing members, renewal dues may be paid at any time during the year.

The bylaws discuss how the various membership categories work. In general, we have 3 categories of membership:

- Active members are Persons, Firms, Partnerships, Corporations who belong to Santa Gertrudis Breeders International (SGBI). Active members can list their name under either a ranch or an individual. A husband / wife membership counts as one membership with one vote in Association matters. Likewise, a ranch membership can have multiple members if they all share an SGBI herd number, but only 1 vote. If the members all have the same ranch name, but different SGBI numbers, they must have separate memberships.
- Junior members must be younger than 21 on January 1st of the year of membership. The parents do not have to be members.
- An Associate member is a non-voting membership; they do not have to be an SGBI member or own Santa Gertrudis cattle.

Methods of Joining

Members may either join by submitting a membership form, or may be have dues withheld as a requirement to consign cattle to a specific sale.

Membership Forms

There are two ways to submit membership forms, as follows:

1. Online
2. Manual

The online form is on the Membership page on the Mid-Coast Santa Gertrudis website. The member simply completes the form, then pays online. The copy of the membership form is sent by the online system to both the Mid-Coast Secretary and Treasurer. The payment verification is sent to the Treasurer.

The manual form can either be printed from the Mid-Coast website Forms page, may be mailed to the member, or perhaps picked up at a Show or Sale. The form is then completed by the person joining, and sent with payment to the Mid-Coast Secretary. As soon as possible, but no later than once each week, the Secretary stamps all checks and mails them with a copy of the membership form to the Mid-

Coast Treasurer for deposit and accounting. Note: The membership forms may be scanned and sent via email to the Treasurer.

One bit of information to note is that Junior Members may join using manual forms at the Mid-Coast Junior Show (the Norval and Anna Sells show) held in Navasota each year. They are required to complete membership forms and the persons taking the money record the manner of payment on the form. These forms are then sent to the Secretary for recording in the Mid-Coast membership records.

Membership by Withholding of Dues

Anyone consigning cattle to a Mid-Coast sponsored sale (currently the International Super Sale and the Mid-Coast Opportunity Sale) must be an active member of the Association. To the extent that they are not, membership dues are withheld from their proceeds when their cattle sell. The records of the people from whom membership fees are withheld, along with addresses and contact information, are supposed to be sent to the Secretary as soon as possible after the sale. This usually works pretty well for the Opportunity Sale, but you typically have to chase the information for the Super Sale. These consignors then become Active members of the Mid-Coast Santa Gertrudis Association, and their information is logged in the membership records accordingly.

Recording Membership Information

A new membership file in the form of an M/S Excel spreadsheet is created for each new membership year. The spreadsheet has a worksheet for Active members, one for Junior members, one for Associate members, and one for the current year Officers and Directors.

These spreadsheets are comprehensive and the Active and Associate spreadsheets include the following information from the membership form:

- Membership Type
- Membership Under: (Ranch or Individual)
- Ranch Name
- SGBI Herd Number
- Member Name (Primary)
- Spouse / Partner Name
- LastName
- Display Name
- Mailing Address
- City
- State
- ZIP
- County
- Ranch Address (if different)
- City
- State
- ZIP
- County
- Phone (Home)

- Phone - Mobile - Primary Member
- Phone - Mobile - Spouse
- Ranch Manager
- eMail - Primary Member
- eMail - Spouse
- Website Address
- Comments (used for notes such as 'New member in 2018'; 'Please don't publish mobile number', etc.

For Junior members, the following information is recorded:

- Membership Type
- DoB
- Ranch Name
- SGBI Herd Number
- Member Name (Primary)
- LastName
- Display Name
- Mailing Address
- City
- State
- ZIP
- County
- Ranch Address
- City
- State
- ZIP
- County
- Phone (Home)
- Phone - Mobile - Junior Member
- Phone - Mobile - Parent
- Parent Name(s)
- eMail - Primary Member
- eMail - Parent
- Website Address
- Comments
- School Name
- Organization

At the bottom of each membership spreadsheet, there is a section that uses a formula to gather all the email addresses for each class of membership. The formula line is copied and pasted as a value so that a list of member emails can be copied directly into an email 'To' line (or 'Cc' or 'Bcc'). One opportunity to note is that we do have a Mid-Coast gmail account, and these memberships could be set up as a Google Group in that tool for emailing to members. The caveat, of course, is that someone would have to be diligent about updating the group when a new membership is received, and removing members who don't renew each year. AND it doesn't negate the need for the spreadsheet because that becomes the official record for holding mailing addresses for generating hard-copy mailouts to members.

Publishing Membership on the Mid-Coast Website

When the membership spreadsheet is updated or no later than once per week, a subset of the membership data is sent to Ranch House Designs to post on our website.

For Active and Associate members, the following data is published:

- Membership Type
- Preferred Display Name
- Secondary Name
- Mailing Address
- City
- State
- ZIP
- Phone (Home)
- Phone - Mobile - Primary Member
- eMail - Primary Member

Junior members are listed below the Active and Associate members, and only their names are listed.

Publishing Member's website addresses on the Mid-Coast Website

Every member who provides a website link gets to have that link posted on the Mid-Coast Links page. We simply send the link and name to Ranch House Designs, asking them to post the link. Ranch or individual names are listed in alphabetical order on the website.

Other Forms Submitted with Membership Form

Occasionally, ranches or individuals will submit a Ranch Advertisement form along with their membership form to the Secretary. These forms should be sent to the Cattle Rattle Editor right away (a scanned copy via email is fine). Any payment can be sent directly to the Treasurer after stamping for deposit, but the check must clearly indicate that it's for a Ranch Ad.

End of Year Activities

1. On or around the first of November, the membership form on the website should be replaced with the membership form for the upcoming year. **This requires direction from the Board of Directors regarding the amount of dues to charge in the new year.** Once the new form is ready, the website online form should also be updated through Ranch House Designs.
2. Sometime between November 1st and 15th, an email broadcast should be sent to the membership from the Mid-Coast Secretary, reminding them that the membership period runs from January 1st to December 31st of each year, and letting them know they can either renew

online or by submitting a membership form. The membership forms will be available either in the mail (to be mailed December 1st) or online. This email and notification occurs after the forms are updated for the new year, of course.

3. At the beginning of February, members who have not renewed should be sent a gentle reminder by email and hard copy that their membership dues are past-due.
4. The membership database should be kept up to date at all times. During the International Super Sale at HLSR, it will be important that the company handling our consignments (AMS) knows who are members, and who should have membership dues withheld from their proceeds. Additionally, AMS is then responsible to provide the name, address, phone, email, and any other contact information for ranches or individuals from whom membership dues were withheld. (It sometimes takes a lot of effort to get this information!)

The same is true for the Opportunity Sale. Matt Kubena and crew need to know who the paid members are so they know from whom to withhold membership dues upon consignment.