



East Bay Pet Sitters Association
www.ebpsa.org

Membership Agreement

Revised July 2010

1. Definitions

"Member" is defined as a business with one or more owners. All owners of the business may attend meetings, but each member (business) has only one vote.

EBPSA's fiscal year is from September 1 through August 31.

2. Requirements for membership

- Proof of current liability insurance.
- A current business license from the city where your business is located, if it's required in that city.
- If your business offers the service Off-leash/Trail walks and you want to be listed on the EBPSA web site under services Off-leash/Trail walks: submit proof that you have the required current permit for the East Bay Regional Parks (EBRPD), or a written statement that you don't use the East Bay Regional Parks.
- If your business offers the service Training or Grooming and you want to be listed on the EBPSA website under services Training or Grooming, submit proof that you are qualified to provide these services.
- You agree to attend at least 2 Regular Business meetings per fiscal year. New members who join from September 1st through March 31st agree to attend 2 Regular Business meetings per year. New members who join April 1st through August 31st agree to attend one meeting by the end of the fiscal year. The new applicant's introductory meeting before membership approval does not count as a meeting. At the discretion of the board, participation in another EBPSA activity may be counted as a meeting.
- Prompt payment of \$100 annual dues by the September meeting date.

All applicable documents will be submitted with the signed Membership Agreement. A new applicant's submission of the signed Membership Agreement does not automatically indicate approval by EBPSA of membership. Once an applicant's membership has been approved, the requirements are enforced as follows:

Liability Insurance: Submit Certificate of Insurance (COI) by ten (10) days after the expiration date of the prior year's policy. If not provided by the tenth day from the expiration date, the member's listing is removed from the EBPSA website. The member is notified by e-mail that they have 14 days to submit their COI to maintain their membership in good standing. If COI is submitted within the 14 days, the member will be required to pay a \$15 reinstatement fee paid to EBPSA to add their listing back on the web site. If the COI is not received within the extended 14 days, their membership is revoked.

Business license: All members whose business licenses expire between September 1st and the last day of February must provide a copy of the new license by April 15th. Licenses that expire between March 1st and August 31st must be submitted by September 15th. If the member does not receive their business license from the city by the submission due date, they must provide evidence of renewal such as payment receipt or canceled check. The member will then have an additional 60 days to provide a copy of their actual business license. Members based in cities which do not issue business licenses, will submit a written statement to that effect. If not submitted by the due date, the member's listing is removed from the EBPSA web site. The member is notified by e-mail that they have 14 days to submit proof of current business license to maintain their membership in good standing. If the proof is submitted within the 14 days, the member will be required to pay a \$15 reinstatement fee paid to EBPSA to add their listing back on the website. If the proof of current business license is not received within the extended 14 days, their membership is revoked.

EBRPD permit: All members listed under services Trail/Off-leash walks will be asked to provide a copy of their current EBRPD permit. Member agrees not to walk clients' dogs in the East Bay Regional Parks unless they have a current, valid permit. Those who do not use East Bay Regional Parks must submit a written statement to that effect. If a member starts using EBRPD trails, it is the responsibility of the member to provide a copy of their permit. The question will be asked of each member at end of each fiscal year, August 31, whether their trail/off-leash EBRPD status has changed. If not submitted by the due date, the member's listing is removed from services Trail/Off-leash Walks. If proof of the EBRPD permit (or statement that EBRPD trails are not used) is later submitted, the member will be required to pay a \$15 reinstatement fee paid to EBPSA to add their listing back under services Trail/Off-leash walks on the website.

Training/Grooming: One-time submission with this Member Agreement of proof that you are qualified to offer training or grooming services. Acceptable forms of documentation may include course completion certificate(s) or a resume. If not submitted, or if proof is deemed insufficient by the EBPSA Executive Board, the member's listing will not be listed on the website under services Training and/or Grooming.

Dues: If not paid by the September meeting date, the member's listing is removed from the EBPSA website. The member is notified by e-mail that they have 14 days to submit the annual dues to maintain their membership in good standing. If the dues are submitted within the 14 days, the member will be required to pay a \$15 reinstatement fee paid to EBPSA to add their listing back on the website. If the dues are not received within the extended 14 days, their membership is revoked.

Meeting attendance: Attendance will be tracked by the Secretary, and reviewed each year in September. New members who join from September 1st through March 31st agree to attend 2 Regular Business meetings per year. New members who join April 1st through August 31st agree to attend one meeting by the end of the fiscal year. The first year of non-compliance will result in the member's business being removed from the EBPSA website for the months of November and December. A \$15.00 reinstatement fee paid to EBPSA will be requested to add the member's listing back on the website. After a 2nd year of non-compliance, membership will be revoked.

Methods for submitting documents:

- Hand-deliver photocopy to Membership Coordinator at monthly meeting
- Fax to Membership Coordinator
- Scan original and email to Membership Coordinator
- Mail to Membership Coordinator

3. EBPSA Communication procedures

Communication from the board to EBPSA members is done via email and the EBPSA Yahoo group. The Yahoo group is also a forum, along with the monthly meetings, for members to communicate with each other. Any change of email address must be brought to the attention of the Communications Coordinator and/or Membership Coordinator. Members are expected to check their email regularly, to reply in a timely manner, and to ensure that EBPSA emails are able to get through their spam filters. Email problems will not exempt any member from enforcement of the membership requirements as described above.

Members are also required to keep their current mailing address on file with the Membership Coordinator.

Minutes of the meetings are emailed to all members by the Secretary. EBPSA cannot guarantee the completeness or accuracy of the minutes. Members should contact the Secretary with any corrections or additions to the minutes; this should be done prior to the next meeting when the minutes are approved.

4. Listing on EBPSA website

It is the member's responsibility to ensure that all information is accurate and up to date. The Search feature on the website returns a list of members based on the type of service and the area serviced. If your service area changes, you stop/add a service, or your contact information changes, you are expected to update your listing via the member update form on the website, within a reasonable period of time. If you refer clients to another business for certain services, and your business does not provide those services, you should not include those services under your own business listing on the website. Each member's listing contains a Service Description field where the member describes their services and qualifications. Members may not mention trail walks, off-leash walks, or dog park trips in their Service Description if they have not supplied the required documentation as described in Section 2 of the Membership Agreement. Members may not mention Training and Grooming services in their Service Description if they have not supplied the required documentation as described in Section 2 of the Membership Agreement.

I/we agree with the terms of the EBPSA Membership Agreement as described above.

Business Name _____

Address _____

Business Phone _____

Owner/Partner name: _____

Signature: _____

Date: _____

Owner/Partner name: _____

Signature: _____

Date: _____

Received by
EBPSA Membership Coordinator name: _____

Signature: _____

Date: _____