

	<b>STANDARD OPERATING GUIDELINE</b> <b>Sabine-Neches Chief's Association</b> <b>Revised 3-6-2013</b>	<b>SOG # 100-8</b>	Page 1 of 1
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## How to Join

MEMBERSHIP: Seven Step Process

Thanks for considering membership in the Sabine-Neches Chief's Association (SNCA). Joining is relatively easy even though it is a seven (7)-step process.

1. Prospective members must complete a letter of request for membership into the SNCA and submit it to the Secretary/Treasurer at:

Sabine-Neches Chief's Association  
c/o Secretary/Treasurer  
P.O. Box 2257  
Nederland, TX 77627-8257

2. The prospective member must have a letter of sponsorship from a member in good standing to submit with the letter of request.
3. The prospective member must fill out the Emergency Management Survey attached below.
4. After the Secretary/Treasurer receives the three (3) required and completed items above, there will be one (1) reading to the voting membership. This starts the approval process.
5. The three items will be presented to the Board of Directors to determine the class of membership and then vote for/against recommendation of approval to the voting membership.
6. Upon Board approval and giving their recommendation at the next regular meeting, the request for membership will be brought back to the voting members for a final vote of approval.
7. Once approved by the voting membership, an invoice for dues will be sent to the new member. Membership runs from January 1 to December 31 each year.

Please look through the attachments to learn about the SNCA and then fill out the Emergency Management Survey.

Thanks,

Secretary/Treasurer  
Sabine-Neches Chief's Association

Attachments:

**[SNCA Constitution](#)**  
**[SNCA By-laws](#)**  
**[Strategic Plan](#)**  
**[Emergency Management Survey](#)**