# SOP 7 - Membership renewals

## Objectives.

The Membership list of the organisation is the hub of the communications between the Guild and its members. The information maintained on the Database must comply with current legislation and only be used and accessed in the correct manner. This information cannot be used by any party outside the Guild without the express permission, in writing, of each individual member.

## Data Protection

There is a legal onus on the Guild to ensure that the Database information is not accessed or used by any unauthorised party, and that the information is not used in an incorrect manner.

## Annual Subscruption

he Annual subscription shall be set at the AGM and shall become effective on the **1st January** the following year.

The Annual subscription will be set in **Euro.**

There will be a number of classes of membership. The minimum number of classes is one, which will be “Individual Member”. The Executive Committee will propose any other classes of membership that may be set, and these will be voted on at the AGM. The appropriate fee for each class of membership will also be voted on at the AGM.

The current classes of membership are as follows:- Individual Family Student(in full time education) Honorary Life Visitor

The fee set for each membership class, for which the Chapters get a portion, should generally be evenly divisible by 3. Two thirds of the fee to accrue to the National Guild and one third to the Chapter to which the member is attached, if any. Where the fee is not divisible exactly by 3, the portion of the fee to the chapter will be rounded up to the nearest Euro.

The Annual Subscription year shall run for the Calendar year i.e. 1st January to the 31st December.

## Collection Procedure.

The December edition of the Irish Woodturners’ Guild Journal shall contain a Membership Renewal Notice outlining the various fees for the coming year and giving the member the option of renewing their membership fee directly with the Guild Membership Secretary, their Chapter Treasurer/ Membership Secretary or by using the online payment facility on the Irish Woodturners’ Guild’s website. A one page advertisement will also be placed in the Journal advising members that their fees are due.

On receipt of payment the database will be updated and a Membership Card will be sent to the member.

The database will record the fact that a membership card has been sent.

The updated database will be used as the mailing list for all communications to the members.

All members who have not renewed their membership by the 31st March shall be deemed to have lapsed and will **no longer receive the “Journal”.**

## Accounting

The Membership Secretary will work with the Treasurer to ensure a reconciliation is done between members and funds received. The objective of this will be to ensure that all members that paid are entered, and that no person is entered until paid.