



Gwillimbury Quilt Guild

Membership Policy and Procedure: Guest Privileges

Policy:

The guild membership welcomes all non-members as visitors to the guild. The guild will use the term guest for the visitors to the guild. The guild membership will endeavour to provide a warm and welcoming atmosphere to all guests.

Procedure:

Membership Waiting List

- Any guest who would like to become a member of the guild must make a verbal request that their name be put on the membership waiting list. The membership waiting list represents all the guests who would like to be members of the guild when a membership spot becomes available. Having a guest name on the waiting list does not guarantee membership.
- When a guest submits their name for the membership waiting list the date of the request is recorded. At the time the request is made the guest will be given a *Gwillimbury Quilt Guild Membership Form* to complete. If the membership form is not received then the spot on the waiting list cannot be guaranteed.

Transition from Guest to Member

- Members of the guild have until June 1st of each year to renew their membership. After June 1st it will be determined if there are any membership spots available to guests who are on the waiting list.
- When a membership spot becomes available the membership committee will start at the top of the waiting list and contact each person in order, from top to bottom. The guest will be contacted only once, either by phone or email. The guest will have until June 15th to respond to the formal request for membership.
- If the guest has not responded by June 15th then they will be removed from the list and the next person on the list will be contacted.
- If the guest accepts membership then payment of membership fees will be due and payable immediately. If the guest does not accept membership, for any reason, then they will be deleted from the waiting list and may reapply next year.

- To reapply next year the guest must make a verbal request that their name be placed on the waiting list and at the same time submit a completed membership form. It will not be assumed that the guest who did not accept membership when offered wants their name back on the waiting list.
- If all the guest names on the waiting list can not be accommodated in one year then the name of the guest who was the next to be contacted will move to the top of the list. Any new requests for membership will be added to the bottom of the list.

Workshop Privileges

- For workshops where a volunteer or paid educator/speaker/instructor is presenting attendance will be limited. First opportunity for sign up will always be offered to members of the guild. If there are any spaces available then guests are welcome to sign up for the workshop. Any spaces available to guests will be offered to the guests during the monthly guild meetings.
- A guest must pay the normal guest fee above and beyond any possible workshop fee that is charged to the membership. If there is no fee for the workshop then just the normal guest fee will be charged to the guest.
- For workshops that are not tutorial or instructional in format, example sewing days, there is no charge to the guest and all guests are welcome to attend.

Display

- The guild membership encourages all guests to participate in the display portion of the monthly guild meeting.

Special Events

- There will be “members only” meetings during the guild year. Guests will be informed ahead of time of members only meetings. This notification could be either via a guild calendar, newsletter or website.
- At all other special events, such as the Christmas pot luck and any special speaker, all guests will be welcome to participate.

Guest Fee

- The guest fee for the monthly general meetings is currently set at \$7.00. An increase in the fee might be warranted for a special event or speaker during the general meeting. Where possible all guests will be informed in advance of any increase in the monthly guest fee whether permanent or one time only.

