

# *Handcrafted Soap Makers Guild, Inc*

## Organizational Policy

November 3, 2004

### **Membership Expirations and Renewals**

Every membership is for a one year period. The date of the first application is considered the "Member Since" date.

#### **Expiration Date**

The membership expiration date is calculated as 1 year from the last day of the month in which the membership became active. If the application form was completed at the very end of the month and the membership activated in the next month, the expiration date will be 1 year from the end of the month in which the membership was actually activated.

According to our bylaws, every member has a 30-day grace period after their membership technically expires. During that 30-day grace period the member still has access to the member benefits. The membership is actually marked "Expired" and the benefits terminated at the end of the 30 day grace period.

#### **Renewals**

When a membership is renewed, 12 months are added to the membership term. The renewal period will end on the 1 year anniversary of the last expiration date. This means that if a member joined in February 2004, the membership would expire on the last day of February 2005. The grace period would extend until the end of March 2005. If renewal was completed in March 2005, the new expiration date would still be February 2006.

In the event that the grace period ends and benefits have been terminated, the membership can still be renewed with the same member number. In this case submitting the renewal form and payment would re-activate the membership and the new expiration date would be set to 12 months from the previous expiration date. In the above example, if renewal was completed in April 2005, after the grace period ended, the annual expiration date of the end of February would remain with the new expiration date set to February 2006.

#### **Membership Lapses**

If a membership lapses for some period of time, it is considered "gone". If the person rejoins Handcrafted Soap Makers Guild, Inc. a new membership number and "Member Since" date would be assigned and the new expiration date would be based on the date of activation of the new membership.

Approved May 18, 2005 by the  
Board of Directors