

# ORGANIZATIONAL POLICY

November 3, 2004 (v4.1)

## MEMBERSHIP EXPIRATIONS AND RENEWALS



Every membership is for a one year period. The date the membership becomes active (payment is received and the member has access to benefits) is the start of the membership period.

### EXPIRATION DATE

The membership expiration date is calculated as 1 year from the day the membership became active. For those with insurance, it will coincide with their insurance coverage dates.

### 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.

### MEMBERSHIP LAPSES

If a membership lapses and the member renews or rejoins within 90 days, the same membership number is kept. Otherwise, if the lapse has been greater than 90 days, the member is assigned a new membership number. The renewed membership period starts on the date the membership is processed.

### ”MEMBER SINCE” DATE

The date that the first membership starts is considered the “Member Since” date. It stays the same while the membership is in force. The “Member Since” date is published in the on-line soapmaker and vendor listings.

If a membership lapses for more than 90 days, the “Member Since” date is changed to the date the renewal is processed.

HSCG Board of Directors

November 3, 2004

#### History:

Nov 3, 2004	(v1) Original Publication Date
Sept 27, 2007	(v2) Revised to reflect Bylaw revisions and to incorporate changes necessitated by the addition of Liability Insurance as a Member Benefit.
June 30, 2009	(v3) Revised to clarify how member numbers are handled when a membership lapses.
Oct 7, 2013	(v4) Amended to include name change. Addition to Membership Lapses section.
July 1, 2018	(v4.1) Reformat to new branding.