



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

Renewal Reminders

December 13, 2007

All members whose memberships are coming up for renewal shall receive both written (by mail) reminders and email reminders.

One reminder shall be sent so that it arrives at least 30 days before the member's expiration date.

At least two email reminders shall be sent; one approximately 30 days before the expiration date and one about 10 days before the expiration date.

The mail and email reminders will be sent to the contact address on file for the member in the member database as updated by the member through his or her member profile in the member's area of the HSMG website.

Approved December 13, 2007 by the
Board of Directors

Dec. 12, 2007 Original publication date.
Written in accordance with changes to the Bylaws approved by the membership in 2007.

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Last Update: