



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

Wait Lists

June 30, 2009

When the HSMG offers a product, service, sponsorship or advertising opportunity on a limited or exclusive basis, it can happen that there are more people interested than can be accommodated. This is most likely to occur with priority placement of ads in *The Handcrafted Soapmaker* or the Conference Program Book, or with exclusive Conference Sponsorships, but may occur at other times or for other reasons and the incidence is likely to increase as the HSMG grows and expands.

When there are more people interested in a product or service opportunity than can take advantage, determining who gets to take the opportunity must be done in a fair and unbiased manner.

When a premium ad, exclusive sponsorship or other limited or exclusive opportunity has more than one person interested in it, then an official Wait List is started for that opportunity. Names are added to the list in the order they express an interest (first come, first served). However, if the opportunity has been previously purchased, the same purchaser is automatically first on the list and has first right to renew their previous commitment.

Once a Wait List is started, deadlines for taking advantage of the opportunity are as follows:

1. A person or business renewing for the same product or service has 30 days to pledge for the same upcoming product or service. For a renewal only, a good-faith pledge is sufficient to secure the product or service.
2. If there two people on the Wait List, the first person on the list must be given at least 10 days, but not more than 30 days to finalize payment. If he/she does not finalize payment within the 30 day period, then the opportunity moves to the next person on the list. The time may be reduced if the final decision is time-sensitive.
3. If there are three or more people on the Wait List, the first person on the wait list must make his/her decision and finalize payment within 10 days. If he/she does not finalize payment within the 10 day period, then the opportunity moves to the next person on the list.

In all cases, the opportunity is offered to each person on the Wait List in order, until one secures the opportunity or no one on the list decides to take it (at which time it is available to the next person who wants it).

When there are people on a Wait List, only the affirmative action of payment for the opportunity will secure it; a pledge is not sufficient, except in the case of a renewal.

Wait List Exception

Special networking events at the HSMG Annual Conference are not handled per the Wait List selection process above. Because of the nature of these events, it is in the best interests of the HSMG and the Conference to select the biggest and best proposed events, rather than selecting them on a first come, first served basis.

Therefore, should the Conference Chairman have more than two people interested in special networking events at the Conference, she may set a deadline by which the interested parties must have proposals of their events to her. The Conference Chairman shall have the right (subject to

approval by the Board of Directors) to select the two events that are most in keeping with the overall goals and objectives of the Conference.

Other exceptions to this policy may be made as determined by the President with the approval of the Board of Directors.

Written by Leigh O'Donnell

Approved on June 30, 2009 by
the Board of Directors

History:

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