

## SBWC MEMBERSHIP PROCEDURE

1. Membership dates from 1<sup>st</sup> August to 31<sup>st</sup> July each year.
2. New members who join part-way during the year will pay a pro-rata amount of the annual fees.
3. Any visitor's fees which were paid by new members during the 3 months prior to their application to join and payment of membership fees, will be deducted from their initial membership fees.
4. Within 14 days of the AGM each year, a membership renewal form will be sent to each member, as a separate item, by (or on behalf of) the Treasurer, requesting payment of renewal fees and submission of a completed membership form by 31<sup>st</sup> August.
5. At the September Committee meeting the Treasurer will table a list of those members who have not responded by paying their fees and returning a completed membership form, or by informing that they will not be rejoining. Committee members will contact each of these members by 30<sup>th</sup> September to ask them their intentions. If necessary a follow-up phone call will be made. If the response is to intend to renew their membership, they will be informed that their deadline will be 31<sup>st</sup> October, after which they will be deemed to have resigned, and no further reminders will be made, nor newsletters sent. If they elect to not rejoin, a reason will be politely requested by the contacting person.

Note: A new annual membership form must be completed and signed by all renewing members when fees are paid each year.

16/11/2016

*Reviewed and updated*