

MEMBERSHIP

Purpose: Registration of new members, order name tags, monthly sign in sheet for members and guests, maintenance of membership database, collect annual renewal dues and distribute membership cards, distribution of membership directory, financial accountability to the board and write monthly newsletter segment.

Membership Committee: shall consist of at least 2 Guild members.

Monthly Guild Membership Meeting: duties to be shared by the committee members as they see fit:

1. Arrive and set up the membership table by 8:30 AM. Set up includes the sign in sheet listing only those paid members, a guest book, new membership forms, unclaimed name tags and any handouts that might be available for members.
2. Maintain notebook: record new members, name tag orders, name of guests and total number of members in attendance.
3. The membership table will close at 10:00 AM.
4. Any monies collected will be receipted. The monies are recorded on an NCR form (keeping the pink copy), placed in the Membership pouch and given to the Treasurer before end of meeting.
5. Renewal forms and new member forms will stay with the committee to update the data base.

Responsibilities after Guild Membership Meeting to be shared by the committee members as they see fit:

1. Update the data base.
2. Email any changes in email or new email addresses to the web page managers.
3. Email updated file to all board members after each update.
4. Write newsletter segment and email to newsletter manager.
5. Order name tags.

Membership Fees:

New or renewal membership dues are determined annually by the Board of Directors. The dues are not pro-rated. The expiration date is the last day in February of the following year.

Guest fee: \$ 5.00 if there is no national teacher
\$10.00 if there is a national teacher

Name Tag: no charge for a new member; there is a charge for a replacement name tag

Name tags are currently ordered via email from: southernengraving@yahoo.com (by membership committee only) Southern Engraving, 3015 16th Street North, St. Petersburg 727-820-4330 Contact Person: Diana Mezes

Membership renewal procedures:

1. Each member will be expected to turn in a completed membership form with their check or cash.
 - a. A renewal form, which has current information already filled in, will be mailed to each member prior to the January meeting. Each member will review this information, make any corrections and include it with payment.
 - b. Check (payable to WPQG), cash or credit card will be accepted.
 - c. Renewal form and payment can be mailed to WPQG, Inc. P.O. Box 574, Port Richey, FL 34673
 - d. Renewal form and payment will be collected at the membership table prior to the monthly meeting.
 - e. Membership payments will not be processed without a completed form.**
 - f. Blank renewal forms will be available at the membership table starting in January.
 - g. A blank membership form can also be found on the WPQG web page.
2. A spreadsheet listing all current members will be created with any changes provided by the Guild member.

Note: Staff the Guild membership booth at the Quilt Show to answer questions and sign up new members.