

Guidance Notes 2020

1. Please ensure this form is filled out as soon as possible following the institute AGM and returned to the Federation. It is important we receive the contact details for session 2019-20 to enable us to communicate in advance of the new session
2. **CURRENT** committee members (2019-20) are responsible for this form
3. **Membership Status**
 - **Member** – an individual who attends meetings, votes, can join the committee and pays her subscriptions as set by the institute.
 - **New Member** – as above but joined 2019-20 session
 - **Honorary Member**- An individual who has greatly contributed to her institute and been awarded the title of Honorary member by her institute. She can no longer take part in competitions and join the committee. Her fees are paid by the institute.
 - **Non attending Honorary member** – As above but can no longer attend Institute meetings.
 - **Online Member** – An SWI member who has joined online at www.theswi.org.uk. She will have a receipt to prove this. The membership is only for that session (Sept-June). The institute decides if online members pay a fee at each meeting (Their National levy has already been paid online and they receive a magazine subscription).
 - **Joint Member**- a member who has joined at two institutes. These members can only compete for one institute at a given competition (E.g. The Spring show they can only enter under ONE of the institutes they have joined). They are only required to pay 1 federation and national levy therefore they must establish which institute does this on their behalf. Please list the names of these individuals in the space below.
4. It is compulsory for each member to have filled in a membership form when they join and pay their subscriptions. If their name is not on the List please do this. Membership forms should be returned to the Federation secretary email : pandkfedsec@outlook.com or Post : 3 Maryburgh, Blairadam, Kelty, Fife, KY4 0JE
The Numbers outlined in the box should correlate with the membership list.
5. **Please include the List with this form when returned.**
6. Magazines- Please note that magazine subscriptions cannot be cancelled. It is advisable that the members pay for these before the institute breaks for the summer.
7. We would like to know how you communicate with your members and also with the rest of the world which is why we have included a table about detailing this.
8. **NEW COMMITTEE DETAILS** – with new data protection laws I must ask the permission of each member to share their contact information. I will create a list of all the secretaries and their contact details to share with each institute committee. It will not be used for marketing or any other purpose other than communication when necessary.