

**Membership, Dues, and Facility Use Policies
Effective May 1, 2015**

1. Memberships run from January 1 to December 31.
2. Memberships become effective on the first of the month following the month in which the initial dues are paid, except when the dues are paid within the first five days of the month.
3. If a person enrolls during the year, his or her dues will be prorated from start of enrollment to December 31.
4. Partial-year memberships are not available on an ongoing basis.
5. Only **Full Memberships** will be accepted starting May 1, 2015.
6. **Full Membership** dues are \$150 for one full, introductory year following enrollment. Only one introductory year enrollment privilege is allowed per person, per lifetime. If an introductory year starts during the year other than January 1, then it shall be carried over to the same month of enrollment in the following year. For the second and each succeeding year, dues are \$300 per year. Upon enrollment for the introductory year, a person is required to pay: One lump sum payment of \$150
7. After the initial, introductory year of enrollment, dues for **Full Memberships** may be paid annually in January (\$300), semi-annually in January (\$150) and in July (\$150), or monthly (\$25). Only one month of arrears is allowed.
8. Dues for remaining **Associate Memberships** (no new enrollments accepted after May 1, 2015) may be paid annually in January (\$150) or semi-annually in January (\$85) and in July (\$85).
9. Family members of a single household may join at half the cost of the first joining member. The discount does not apply to the first introductory year.
10. All dues for a respective year must be kept current and paid in full by the November meeting of each year. (No December meeting is held.)
11. Cancellations of memberships may be at the end of each year and must be in writing (e-mail to any officer is acceptable). Partial refunds are not issued. Exceptions are:
 - a. Moving out of the area, or
 - b. Hardship cases (to be approved by the executive committee).
12. Persons with a **Full Membership** shall, beginning with the introductory year period :
 - a. Have a key to the front door and given the access code for the Guild Studio entrance door.
 - b. May attend Saturday workshops at the Full Membership fee level.
 - c. Pay normal tuition fees for classes.
13. Persons with a remaining **Associate Membership**:
 - a. No front door key or Guild Studio door code is issued.
 - b. Pay a facility usage fee of \$15 each time they use the facilities for framing/matting, studio use, or computer and printer use. A member may use all three in one visit and be subject to only one \$15 fee. Supplies used are to be paid for in addition to the facilities usage fee. (The usage fee is to be paid at the time of the facility use. Money can be placed in the Treasurer's mailbox or paid at the next meeting.)
 - c. Pay the Associate Membership fee for Saturday workshops as scheduled unless they are otherwise offered for free for all members.
 - d. Pay membership dues either annually or semi-annually, but not monthly.
 - e. Pay normal tuition fees for classes.



14. The Guild facilities, including the framing room, meeting room, computers, projector, display monitor, printer, darkroom, framing materials storage area, studio, and studio lights are available for use by all members. The facilities are intended to be used for the guild members' personal photographic purposes of learning, creating, and advancing skills.
15. Both amateurs and professionals are welcome to join the Guild, however, Guild facilities are not to be used for commercial* purposes.
16. Studio lights are not to be taken off premises. It is suggested that a small fee (a couple of dollars) is donated when the lights are used to help defray maintenance costs. (Donations can be put in the Treasurer's mailbox.)
17. Photo-of-the-month rules are posted on the Guild's website and the Guild bulletin board.
18. "Challenge" photo rules are posted on the Guild's website and the Guild bulletin board.
19. Any personally-owned property or materials are the not the responsibility of the Guild in the event of theft or loss by any other means. The Guild assumes no liability for personally-owned materials.

**Guild members may from time-to-time generate a small fee for their time – e.g. shooting portraits for a family member or friend or framing a print for a friend. This is acceptable. However, the Guild does not carry liability insurance for any commercial purposes; hence, we do not allow any member using the Guild facilities for any ongoing, commercially-operated and advertised, photography business – either full or part time. Those who work in the photography industry, either as their full-time work or as a side job, may not use the Guild for any for-profit sessions under the guise of their business.*