

The Structure of a Local Guild

The local Guild is made up of members, lifetime members, visitors and the Guild Executive. It operates under the constitution of the Protestant Chapel Guilds within the structure of the Protestant Chapel and is responsible to the Chapel Life Coordinator.

Membership

1. Membership is open to any woman who is in sympathy with and subscribes to the aims and objectives of the Guild.
2. To be registered with the National Guild, dues must be paid for at least three members.
3. Only those groups registered with National may call themselves "Protestant Chapel Guild".
4. Membership dues of \$10.00 per member are paid annually (by December 1st) to the National Executive. Cheques should be made payable to National Protestant Chapel Guild.
5. A list of members with number of years of service in the Guild (not necessarily continuous) noted for each member, should accompany payment of dues.¹
6. Dues may be paid by the individual members or may be paid from the local Guild's general funds.
7. New members are not required to pay membership dues during their first year.

Associate Membership

Although, by definition, an associate member would not be part of a regular meeting, the information is included here, as the different types of membership are being described.

1. An associate member is someone who is posted to or located in an area where there isn't an active guild and must be an active member of a local faith community.
2. An eligible candidate will become an Associate Member of any local guild and be included in their membership form for the year. They can pay the \$8.00 membership dues through the local guild.

¹ See Local Guild Membership Form and Membership Form.

Life Membership

1. Any active member with a minimum of twenty-five years of Guild service may be eligible for a life membership.
2. Life Memberships are awarded to a nominee not based on length of service alone, but rather based on exemplary Guild service.
3. The application form² should be accompanied by a letter of recommendation from the President stating what the nominee has contributed to the Guild.
4. Applications for this type of membership should be submitted to the National Guild President, prior to the annual conference or the fall executive meeting.
5. Lifetime members will also pay the annual fees, but should be listed on the Membership as lifetime member, each year.

(Amended May 2009)

6. The letter of recommendation for a life time member may include the following;
 - ◆ names of the chapels and bases on which she served
 - ◆ the number of years she served on each base
 - ◆ the executive positions she held at the local or national level
 - ◆ committees on which she may have served within the Guild i.e.: co-ordinator for craft sales, thrift shop, social convenor, cleaning the church brass, etc
 - ◆ her participation in guild and chapel functions i.e.: potlucks, Sunday school picnics etc.
 - ◆ conferences which she attended at the national or regional level
 - ◆ description of her characteristics e.g.: her hard work and devotion; willingness to help and serve her Chapel and Guild when needed; her compassion; kindness; love and concern for those who have a physical, emotional or spiritual need etc.
 - ◆ her work history if applicable

Visitors

Visitors are welcome at the invitation of the membership and may be regular attendees even though they are not members.

The Guild Executive

A Guild executive consists of at least a President, a Secretary and a Treasurer who are elected by the membership in the presence of the Chaplain. A Vice-President may also be elected. It is

² See Canadian Forces Protestant Chapel Guild Application for Life Membership

suggested that if a member sits on the National Executive, she not hold a position at the local Guild level during her tenure on the National Executive.

The President

The President presides at all regular, special and executive meetings and has general supervision of the Guild, in consultation with the Chapel Life Coordinator. She is an ex-officio member of all committees of the Guild and generally countersigns all cheques issued by the treasurer. During her term of office, she serves as a member of the Chapel Committee.

The Vice-President

The Vice-President will support the President in the performance of her duties. She shall substitute for the President whenever necessary.

The Secretary

The Secretary keeps an accurate record of all business transacted at regular and executive meetings and is responsible for all correspondence.

The Treasurer

The Treasurer receives and holds in a bank account all monies; keeps a complete record of all receipts and disbursements and pays all accounts when so authorized by the Guild general membership. She presents a financial report at each regular meeting and an annual financial report at the regular meeting in the first month of the Chapel year. This annual report should be reviewed. If, for any reason, the Treasurer is unable to complete her term of office, the Executive must ensure that a proper review, by an independent source, of the books is made before the newly elected Treasurer assumes her duties.

Chapel Guild Executive Elections

1. Local Guild elections must be held at a minimum, once every two years.
2. Elections may be held at any suitable time during the Guild year.
3. Nomination for membership on the Executive shall be discussed during the local guild meetings prior to the month of the elections and additions, if any, may be made from the floor of the meeting
4. The elections will be chaired by the Chapel Life Coordinator, or the chaplain's representative, who will not have the deciding vote in the case of a tie.
5. In the event of a tie, a second ballot must be taken.
6. Voting may be by a show of hands, or by ballot, if any member of the guild requests a vote by ballot. A motion should be made to destroy all ballots once the election is completed.

MEMBERSHIP/ DUES

The following form should be filled out and sent to the treasurer along with your dues before December 1st each year.

Base _____	Chapel Name _____
Guild Executive Members for year _____	Fax number _____
President _____	Vice President _____
Address _____	Secretary _____
_____	Treasurer _____
Phone _____	Email _____

Alternate Email Contact for Guild

Name _____ Email _____

<u>MEMBER</u>	<u>YEARS OF SERVICE</u>	<u>STATUS</u>

Status i.e.: Military, Military Spouse, Retired Military, Retired Military Spouse, Lifetime Member, Associate Member
Please fill out this form to accompany your membership. Dues \$10.00 per member. Cheque made payable to **National Protestant Chapel Guild**



Protestant Chapel Guild

Membership Form _____ **Protestant Chapel Guild**
(Insert Name)

Base _____ **Chapel Name** _____

Member's Name _____

Address _____

Phone _____

Email _____

Date Joined _____ **# of years** _____

Name of Guilds in which membership held

Positions held- Local /National

Special Gifts/Talents/Hobbies - example: Crafts, Music, etc

Date: _____ **Membership Pd \$** _____

CANADIAN FORCES PROTESTANT CHAPEL GUILD

APPLICATION FOR LIFE MEMBERSHIP

Name of proposed life member _____

Complete Address _____

Length of Membership in Guilds _____

Guilds in which membership held _____

Sponsoring Guild _____

Chapel Address _____

Reasons for recommendation for Life Membership

Signatures of two Chapel Guild Executive members:

Signature _____ Position _____

Signature _____ Position _____

Chaplain's Signature _____ Date _____

National Executive: Approved/not approved

**To be accompanied with a letter of recommendation.
Send to National President or Secretary.**