



# Suffolk Guild of Ringers

## Becoming a member

1. The prospective member must complete an application form (downloadable from the website) and it needs to be presented at an appropriate District or Guild meeting together with the required subscription.
2. On election to the Suffolk Guild the newly elected member should be presented with a current Guild Report and a badge. (District secretaries should have these. The Membership Secretary holds additional badges when needed.)
3. Information is taken from the form at local level and the form is sent to the Membership Secretary

Membership Secretary  
Thong Hall  
Wickham Market  
WOODBIDGE  
Suffolk  
IP13 ONG

4. The Membership Secretary will:
  - (i) Send a Ringers' Leaflet and Chairman's welcome letter,
  - (ii) Add information to the database,
  - (iii) Send any completed Gift Aid form to the Guild Treasurer,
  - (iv) Pass any email address to the webmaster for use in the "round robin" email system,
  - (v) Print a certificate for presentation at a District/Guild Event.
5. The Membership Secretary will hold the definitive list of members. Any changes should be emailed to the Membership Secretary at [membership@suffolkbells.org.uk](mailto:membership@suffolkbells.org.uk). For example a change in email address, home tower, membership category, leaving the guild or moving to another area etc.
6. The Membership Secretary will pass these changes to the Districts as necessary.

Mary Garner  
Membership Secretary

January 2017