ASPIRANT MEMBERSHIP

1. SCOPE AND PURPOSE

The Aspirant Year is an introductory programme established within the two largest sections of Les Clefs d'Or Suisse. It is designed to acquaint interested candidates with the life, values, and professional standards of the local section, and to allow the local section committee to assess each candidate's commitment and suitability for membership.

Currently this programme applies to the following local sections:

Ticino Section	

2. LOCAL GOVERNANCE

The Aspirant Year is governed exclusively at the local section level. Each local section committee retains full authority to:

- Define the duration and structure of the aspirant period within its section.
- Determine whether the aspirant year is mandatory for all candidates or may be waived for those who already meet the UICH active membership requirements at the time of application.
- Conduct assessment and evaluation of the candidate throughout the aspirant period.
- Decide whether to advance a candidate's dossier to national level for active membership.

Important: No local section may unilaterally grant active membership status. The granting of active membership remains the sole prerogative of the Les Clefs d'Or Suisse Board, in accordance with Article 21 of the Statutes of Les Clefs d'Or Suisse.

3. UICH ACTIVE MEMBERSHIP REQUIREMENTS (ART. 14 STATUTES)

Regardless of the aspirant pathway chosen by the local section, every candidate must fully satisfy the following UICH individual membership criteria by the time the complete dossier is submitted to the national secretariat:

Professional Experience	Minimum five (5) years in a guest-facing role in a hotel environment.
Concierge Title	The title of "Concierge" must have been held for at least the two (2) consecutive years immediately preceding the application.
Employment Contract	The title "Concierge" must appear as the primary role in the employment contract and on the business card.
Direct Employment	The candidate must be directly employed by the hotel and work on-site, in a service located in the hotel lobby or at a desk adjacent to or shared with the Front Desk and the candidate must be available to all the guests of the hotel.
3 days training	The training will be held after the dossier has been approved by the commitee. The training will be delivered via videoconference over 3 days, for a total of 9 hours, by a certified trainer from the section.

Reporting Line	The candidate must report to the General Manager, Hotel Director, Rooms Division Manager, Front Office Manager, or Chef Concierge.
Sponsorship	The candidate must be sponsored by two (2) senior active members of Les Clefs d'Or Suisse who are current with their membership dues.
Sponsorship Limit	One sponsor may not sponsor more than two (2) new members within any two-year period.

Key Deadline: All requirements must be met by the date of the Swiss Congress. Active membership cannot be granted if the minimum UICH criteria are not fully satisfied at that point, regardless of the aspirant period having been completed.

4. ASPIRANT YEAR PROCESS

1	The candidate submits the Aspirant Member Form, together with a current CV, to the local section committee. The local section committee reviews eligibility and registers the candidate as an aspirant member locally.
2	The aspirant participates in local section life for the duration defined by the committee. Participation and engagement are assessed throughout this period.
3	Upon satisfactory completion, the committee determines whether the candidate meets all UICH active membership requirements (see above).
4	If requirements are met, the local section committee asks the applicant to compile a complete and up-to-date national UICH membership application dossier and submits it to the Les Clefs d'Or Suisse secretariat for verification.
5	The national secretariat verifies the dossier. If complete and compliant, the application is presented to the Board for a formal decision.
6	Admission is formally confirmed at the Swiss General Assembly. The new active member receives the official Clefs d'Or Pins upon physical attendance at the General Assembly, subject to Article 21 of the Statutes (exemptions only via the Board).

Dossier Submission Deadline: The complete dossier must reach the national secretariat no later than four (4) months before the Swiss General Assembly (Art. 21 Statutes).

Complete Dossier Contents: UICH membership application form, motivational letter from the candidate, two sponsorship letters, CV and all documents evidencing professional background and minimum requirements, etc.

5. STATUS DURING THE ASPIRANT PERIOD

During the aspirant year, the candidate holds the status of Adherent Member (Membre adherent) as defined by Article 15 of the Statutes of Les Clefs d'Or Suisse. The following applies:

Rights during the aspirant period:

- Right to vote and to serve on a committee within the local section only.
- Right to attend all meetings and events within the local section, provided membership dues are current.

Limitations during the aspirant period:

- No right to be elected Local Section President.
- No right to represent the local section at national events.
- No right to wear the official Clefs d'Or Pins and Social Pins.
- Not individually recognised by Les Clefs d'Or Suisse or UICH until active membership is formally granted.

6. NON-ADMISSION AFTER THE ASPIRANT PERIOD

Active membership cannot be granted if the candidate does not satisfy all UICH minimum requirements upon completion of the aspirant year/at the moment of the Swiss General Assembly.

6.1 NON-ADMISSION AS ACTIVE MEMBER

In such cases, the local section committee must inform the candidate accordingly. In the event of a refusal, there is no right of appeal; however, a second and final application may be submitted in the following year or later (Art. 21 Statutes).

7. CONTACT

For any procedural questions regarding the aspirant process or the national dossier submission, local section committees and candidates should contact the Les Clefs d'Or Suisse Secretariat.

Les Clefs d'Or Suisse | Ticino Section