

LAKEHEAD ROTARY CLUB MEMBERSHIP DUES POLICY



Effective Date: March 5, 2014

This Policy is intended to establish guidelines and procedures for the fair, timely and consistent collection of annual membership dues to enable the Club to fulfill its financial obligations to Rotary International and District 5580.

This Policy was confirmed by the Board. The Policy should be reviewed by the Board annually to maintain its effectiveness.

ANNUAL MEMBERSHIP DUES COLLECTION TIMELINE:

**The deadline for the payment of membership dues is JULY 1st
For those using the two-pay option, the deadlines are July 1st for the first instalment and January 1st for the second instalment**

March Board Meeting:

Board of Directors establishes the dues for the coming year and approves payment method(s) and options.

Dues for 2014/15 are \$220 per member

Payment may be made by cheque, cash, debit card, Visa or MasterCard

Payment may be made in one instalment or in two equal instalments

[first instalment by July 1/14 and second instalment by January 1/15]

A surcharge of \$5 will be levied for the use of credit or debit cards

Note: Members who have business or personal reasons for not being able to participate as active members in the coming year have the option to apply to the Board for a Leave of Absence. The Leave of Absence may be granted for a prescribed period of up to one year. A Leave of Absence does not remove the dues requirement; it only allows the member exemption from the attendance requirement for the period of the Leave. The member on Leave maintains all other rights and privileges of a Rotarian during the period of Leave and the member is encouraged to engage in Club programs and events as they are able during the period of the Leave.

April 1st

The Treasurer and/or Secretary will forward dues invoices to all members [by email or regular mail for those who do not use email]

Note: A sample invoice is attached to this Policy for reference

May 1st

The Treasurer and/or Secretary will forward a first reminder to all members

May Board Meeting:

The Treasurer will submit a report for the Membership Committee outlining the status of membership dues paid and outstanding as of the date of the Board Meeting. The Membership Committee will table this report for the Board.

Following the Board Meeting, the Membership Committee and/or Treasurer will attempt to personally contact members who have not yet paid their dues.

June 1st

The Treasurer and/or Secretary will forward a second reminder to members who have not yet paid their dues or given notice of their membership plans for the coming year

June Board Meeting:

The Treasurer will prepare a report for the Board listing only those members who have not paid their dues or given notice of their membership plans.

The President and/or President-Elect will attempt to contact members who have not yet paid their dues or given notice of their intentions.

JULY 1st

Deadline for payment of membership dues.

Deadline for payment of Rotary International Semi-Annual Dues and District 5580 Annual Dues.

July Board Meeting:

The Treasurer will prepare a final report for the Board listing those members who have not paid their dues or given notice.

The Board, in its sole authority, will determine if a final notice is to be given and the form it is to take – email, mail, hand-delivery, personal call, etc. The deadline for a response to this final notice shall be no later than JULY 21st.

July 21st

The Treasurer will prepare a report for the Board listing those members who have not paid their dues or given notice of their intentions.

The Secretary [or designate] shall automatically terminate these members on the Rotary International and District 5580 databases effective as of July 1st. Those members may seek reinstatement from the Board upon full payment of outstanding dues.

The Treasurer will forward payment of Rotary International Semi-Annual Dues and District 5580 Annual Dues based on the list of confirmed members of the Club.

November 1st

The Treasurer and/or Secretary will forward dues reminders to all members who have elected to use the two-pay plan for annual membership dues. Deadline for payment of the second instalment is January 1st.

December 1st

The Treasurer and/or Secretary will forward dues reminders to all members who have elected to use the two-pay plan.

The Treasurer and/or other Officers or Directors may attempt to personally contact those members who have not paid their second dues instalment.

January Board Meeting:

The Treasurer will prepare a report for the Board listing those members who have not paid their second instalment by the deadline date.

The Board, in its sole authority, will determine if a final notice is to be given and the form it is to take – email, mail, hand-delivery, etc. The deadline for a response to this final notice shall be no later than JANUARY 21st.

January 21st

The Treasurer will prepare a report for the Board listing those members who have not paid the second instalment of their annual dues or given notice of their intentions.

The Secretary [or designate] shall automatically terminate these members on the Rotary International and District 5580 databases effective as of January 1st. Those members may seek reinstatement from the Board upon full payment of outstanding dues.

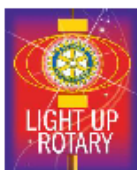
The Treasurer will forward payment of Rotary International Semi-Annual Dues.

SAMPLE DUES INVOICE:



LAKEHEAD ROTARY CLUB

c/o 331 N. Harold Street
Thunder Bay, Ontario.
P7C 4C7



Invoice

Invoice Date April 1/14
Invoice Number 001

***** MEMBERSHIP DUES FOR 2014/15 ARE PAYABLE BY JULY 1/14 *****

Description

ANNUAL MEMBERSHIP DUES - 2014/15 **\$220.00**

Payment Options - Please Check Your Choice

- Single payment - **\$220.00 cash**
- Single payment - **my cheque for \$220.00** payable to Lakehead Rotary enclosed
- Two-pay plan - **my cheque for \$110.00** enclosed and **my post-dated cheque** [dated January 1/15 for **\$110.00** also enclosed

- Single payment - **by credit card for \$225.00** [\$ 5.00 service fee added]
- Two-pay plan - **by credit card \$115.00** now and **\$110.00** on January 1/15
- Single payment - **by debit card for \$225.00** [\$ 5.00 service fee added]
- Two-pay plan - **by debit card \$115.00** now and **\$110.00** on January 1/15

My credit card details:

VISA MASTERCARD

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

EXPIRY DATE: _____

SIGNATURE/AUTHORIZATION: _____ DATE: _____

Message:

THANK YOU!

REMITTANCE ADVICE

ROTARY CLUB OF THUNDER BAY [LAKEHEAD]

Invoice Number 001

Amount Due

Amount enclosed