



Muskegon Rotary Club
PO Box 66
Muskegon, MI 49443

Dear Rotarians,

Please note the following:

Muskegon Rotary Club Dues Collection Policy

1. All members will be billed at the beginning of each quarter.
2. Payment is due within 30 days, no later than 45 days after the beginning of the quarter.
3. Members whose accounts are not paid within 45 days will receive a second billing from the Club Bookkeeper—accounts to be paid immediately.
4. Members whose accounts are not paid by the 60th day of the quarter will receive a call from the Club Secretary.
5. Members whose accounts are not paid by the 75th day of the quarter will receive a letter from the Secretary.
6. Members whose accounts are 90 days in arrears will receive a letter from the President and are subject to suspension/termination. 30 days later the Board of Directors will take action.

Approved by the Rotary Board on 12/9/14

Member dues are the sole responsibility of the initiated member, not the employer.

All invoices are emailed to address listed in the members ClubRunner account unless requested to be sent by US post. Members should keep email information current.

There are three options for due payments:

1. You can click the link at the bottom of your emailed invoice and enter your credit card number. This will pay only your current dues. If you would like the payment to be recurring (\$136.50 quarterly), please sign the authorization form below and send it to the above address or give it to Club secretary at a member lunch.
2. You can fill out the Recurring Credit Card Authorization form attached, indicating that you would like your current dues billed and authorizing recurring quarterly payments. The form can be sent to the address above, emailed to the bookkeeping address, or given to Club secretary at the member lunch. Credit card information must be given if you have not previously paid dues by credit card.
3. You can always pay by check to the above address, or payment may be given to Club secretary at the member lunch. **Please make sure that either an invoice number or members name appear on the payment check.**

Muskegon Rotary Club Leave of Absence Policy

Club members may request a leave of absence for the following reasons:

- 1) Education (taking time off to return to college, get a professional certification, etc.)
- 2) Employment (temporary work assignment out of the area, moving, etc.)
- 3) “Snowbirds” (going south for the winter and returning in the spring)

Maximum time allotted for the leave of absence:

Three months. An additional three month extension for extenuating circumstances may be requested

Payment during leave of absence:

Minimum payment is the cost of district and international dues (no charge for meals) \$68.50 plus \$3.00 Paul Harris or \$71.50 quarterly

Request for Leave of Absence:

Requests are to be made in writing (letter or e-mail) to the Club Secretary. The request will be forwarded to the Membership Chairperson/s, who will make the final decision. The decision will be sent back to the Secretary, who will send a formal reply to the applicant.

Resignation Policy

The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Lack of attendance does not constitute an automatic withdrawal from the club nor wavier of quarterly dues.

Recurring Credit Card Payment Authorization

All credit card information is stored in the secure Sage Payment Processing site (<http://na.sage.com/>). Quarterly dues will be billed on January 1st, April 1st, July 1st and October 1st. Additional charges such as guest lunches will be listed as a separate charge. You will still receive a statement by email for your records, however your credit card statement will show proof of payment.

Please contact Club Bookkeeper, Kathy Betts at muskegonrotary.bookkeeping@gmail.com or Club secretary if you have any questions or concerns regarding dues payments.

Please complete the information below:

I _____ authorize Muskegon Rotary to charge my credit card

(Signature)

indicated below for \$136.50 including any guest lunches (\$12.00 each) on the 1st day of each quarter for payment of my quarterly dues and guest lunches starting _____ (date)

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Credit Card –Please print clearly

Visa

MasterCard

Amex

Discover

Cardholder Name _____

Account Number: _____

Exp. Date _____ CVV (3 digit number on back of card) : _____