



Rotary Club of Saint Paul #10

Membership Billing Policy

Adopted by the Board of Directors on July 9, 2015

Last amended by the Board of Directors on May 12, 2016

Preamble

Members of the Rotary Club of Saint Paul contribute in diverse ways to the mission of Rotary – such as by donating the time, skills, or money. However, as a backbone for all of its activities, the club needs to be on sound financial footing. This requires that all members pay their share of the club's infrastructure cost in the form of dues and fees in a fair and timely manner.

This policy is intended to help members fully understand their financial obligations over the course of their membership.

In addition, this policy explains the future billing process as the club moves from quarterly to semi-annual billing. We will do this to better align our cash flow with our obligations to Rotary International and the District, all of which are on a semi-annual cycle as are many other clubs. It also helps reduce accounting overhead and thus cost.

1. Begin and End of Billable Membership

- (a) **Begin.** Billable membership begins on the first day of the calendar month following the completion of the admission process (Club Bylaws Art. XIII Sec. 1 Para. 5).
- (b) **End.** Billable membership terminates through a member's resignation or pursuant to this policy or the Club Bylaws. The termination shall always be effective as of the last day of a calendar month. A resignation requires written notice which must be received by the club president prior to the last business day of the month in which it is meant to be effective.
- (c) **Continuous responsibility.** Each member is fully responsible for the dues and fees accrued during the entire billable membership period, regardless of the degree of participation in club activities or other factors.

2. Billing

- (a) **Billing Cycle.** The billing cycle is half a calendar year.
- (b) **Statement of Account.** All members will receive semi-annual statements of account, on or around January 1 and July 1. Each statement will show all incidental charges for the preceding 6 months, as well as the membership dues for the next 6 months.
- (c) **Initial Statement.** A new member will receive an initial statement prior to commencement of his or her membership. This statement will include the admission fee as well as the first semi-annual dues, prorated for the number of months from the beginning of the billable membership to the end of the billing cycle.
- (d) **Final Statement.** Upon termination of membership, the member will receive a final statement that will show any remaining incidental charges. Prepaid semi-annual dues are not refundable.

3. Payments

- (a) **Auto pay.** For accounts on auto pay, the member dues will be withdrawn from the member's selected method of payment in equal installments on or after the 15th of every month. In addition, on or after January 15 and July 15, the balance for incidental charges from the previous billing cycle will be withdrawn from the selected method of payment.
- (b) **Manual payments.** Members not taking advantage of auto pay need to pay their balance in full within 30 days after receipt of the statement (the due date).

4. Delinquent Accounts

- (a) **Emergency Relief.** Members who due to extraordinary circumstances are temporarily unable to meet their payment obligations are encouraged to immediately contact the Treasurer in order to discuss a payment plan or other options. Contact needs to be made prior to the payment due date. Payment plans need to be approved by the Executive Committee. Accounts with an approved payment plan are exempt from the following rules.
- (b) **Delinquency.** Accounts which have not been paid in full by the due date are considered delinquent, and the club administrator will send a reminder. It is expected that Board members and Club Officers will promptly pay any amounts owing to the Club.
- (c) **Continued Delinquency.** Members who have not paid their accounts in full 30 days past their due date will be contacted by the Treasurer or other club officer.
- (d) **Suspension.** Accounts which have not been paid in full 60 days past their due date shall be suspended. Suspended accounts can no longer be used to charge club events or meals to it. Members with suspended accounts are still able to participate in club activities, but fees for events that they participate in and the cost of meals need to be paid in advance.

(e) **Termination.** Members who have not paid their account in full by the end of the semi-annual billing cycle will be deemed to have terminated their membership. Dues will no longer accrue, and all membership privileges will cease. This does not release the member from paying the outstanding balance. Later reinstatement of membership will require payment of all prior unpaid amounts.

(f) **Report.** The Treasurer shall furnish a report of all delinquent accounts as part of the monthly financial report to the Board of Directors.

Appendix: Fee Schedule

A. Membership Dues

Members can choose any of the rates for which they are eligible. The choice can be changed only at the end of the semi-annual billing cycle. Members who no longer meet eligibility requirements will be switched to the regular member rate from the month following the change in eligibility. All rates include the same membership privileges except as noted below.

Regular member dues including meals, per month \$105

Available to every member.

Partner member dues including meals, per month \$88

Available to spouses and partners of regular members.

Fellowship member dues without meals, per month \$65

This rate is designed for members who mostly attend the Thursday morning Fellowship Breakfast. Available to members who maintain 60% or higher attendance. Members who do not meet the attendance requirement during a billing cycle will be retroactively charged at regular member rates for the entire billing cycle.

Exempt member dues without meals, per month \$35

Available to members who (1) meet the “Rule of 85”, meaning that the total of their age and their number of years in Rotary is 85 or greater, or (2) were granted a Leave of Absence by the Board of Directors.

B. Additional Fees and Credits

Admission fee \$300

The admission fee is charged only once per individual. Switching rates does not require any additional fee. Qualifying new members will be charged a reduced transfer fee (below) instead of the admission fee.

Transfer fee \$25

The transfer fee will be charged instead of the admission fee if

- (a) the new member has been a member of another Rotary club and left that club in good standing no more than 3 months prior to joining the club, or
- (b) the new member has previously been a member of this Club in good standing, or
- (c) a member upon resignation from the Club proposes a new member as successor who joins no later than 3 months after the predecessor's termination date, provided that the predecessor's account has been paid in full by the time the new member is admitted.

Individual meal actual cost, currently \$20

Applies to members whose rate does not include meals as well as guests attending the Tuesday lunch meeting. Guest meal charges are waived for prospective members (one time per prospect).

Make-up credit-\$12

Available to regular or partner members attending other clubs' meetings.