

**THE ROTARY CLUB OF LAWRENCE, KANSAS**  
**Member Billing Policy**  
**Adopted November 3, 2014**

Members of the Rotary Club of Lawrence, Kansas, are responsible for payment of quarterly dues and meals provided at the weekly meetings. Payment for all meals is required, regardless of attendance.

Members may, in advance, make the Club aware of meetings from which they will be absent. This “excused absence” tracking is solely for the purpose of calculating the Club’s attendance rate. Notifying the Club in advance of a planned absence does not excuse the Club member from dues or meal payment obligations.

For extended leaves of absence (typically six consecutive months or more) due to illness, employment requirements, or other hardships, a member may request to have their meal fees waived. Approval will be at the sole discretion of the Club’s Board of Directors.

Member’s invoices will also include an allocation to The Rotary Foundation. This payment is optional, at the discretion of the member.

The following schedule will be followed for member billing and payment collection:

1. Invoices will be mailed to Club members the first business day of each calendar quarter. Members will be billed in advance for quarterly dues, for the number of meals corresponding to the number of Club meetings that will be held in that quarter, and for optional donations to The Rotary Foundation. Payment is due by the 25<sup>th</sup> day of the month in which the quarterly Invoice is issued. A Statement will be included with the quarterly Invoice for any member with an outstanding balance due.
2. A Reminder will be mailed 45 days following the original Invoice to any member whose account balance is still outstanding.
3. On the first day of the second quarterly billing period, a Past Due Notice and Statement will be included with the quarterly Invoice for any member whose balance remains outstanding. The Past Due Notice will advise the member that their account is delinquent and full payment for the current quarter as well as any outstanding balance forward is required within 30 days to avoid possible termination of their membership.
4. If full payment is not received within 30 days of the date of the Past Due Notice, a Final Notice will be sent to the member notifying them that if full payment is not received within 30 days the Club will assume the member intends to resign and their membership will be subject to termination.
5. If full payment is not received within 30 days of the Final Notice and the Board of Directors approves the termination of the member, a Termination Letter signed by the Club President will be sent to the member, notifying them that their membership has been terminated, and requesting that they remit payment for the full balance due on their account. A copy of this letter will be forwarded to the Club Secretary, who will see that it is read into the Club minutes at the next Board of Directors meeting, as a record of that member’s termination.
6. The Board shall determine what collection action, if any, is appropriate.