

Policy Number: F 01

Approved By: Board of Directors

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Policy

The Membership Dues Policy identifies the dues parameters and expectations for all member types to ensure financial stability within the association. The Membership Dues Policy will be reviewed on an annual basis by the Finance-Personnel Committee.

Responsibilities

1. Membership dues will be reviewed annually by the Finance-Personnel Committee. Any recommendation for change will require Board approval.
2. Upon receipt of membership application the association will generate and mail an invoice reflecting the annual dues amount.
3. First-time provider members will be required to substantiate dues level by submitting cost report or financial statement with application.
4. All member category dues, with the exception of the Provider members, will be payable on an annual basis and will be due on or before January 10th. Provider member dues may be paid on an annual, semi-annual or quarterly basis. Provider payments will be due on or before the following dates:
 - a. Annual: January 10th
 - b. Semi-Annual: January 10th and July 10th
 - c. Quarterly: January 10th, April 10th, July 10th and October 10th
5. Notwithstanding a semi-annual or quarterly payment plan, membership dues are deemed due and owing in full on January 10th of the applicable year for existing members renewing membership, and the date membership is effective for new members. Thus, if a member terminates membership at any time during the applicable year, any and all outstanding unpaid dues for the year shall be due in full upon resignation or termination of membership. No refund of any portion of membership dues for an applicable year shall be made to any member upon resignation or termination of membership.
6. Provider members who join after January, but before June 30th, of any year will be required to pay a prorated (by month) annual fee to include the month they join. If provider member joins before June 30th membership dues will be pro-rated and payment will be required in full or in two installments (the first with the application and the second by July 10th).

If provider member joins after June 30th dues will be prorated and payment in full will be required with the membership application.

If provider member joins in the last quarter of the year they will be required to pay by one of the following options:

- (a) A prorated amount but no less than \$250.00 or;
- (b) Their annual dues amount for the following year, in full, in which case the fee dues amount for the last quarter will be waived.

All other member categories will be required to pay full annual dues regardless of the month they join.

7. Invoices will be mailed thirty-five (35) days prior to the payment due date.
8. If payment is not received by original due date (See Section 4), a written communication will be sent to the primary contact person for organization notifying them that if payment is not received within thirty (30) days of date of notice, all member benefits will be suspended. Member benefits include but are not limited to:
 - a. Access to Association listserv, MIB and members only section of website
 - b. Participation on committees, advisory groups, networks, etc.
 - c. Participation on board
 - d. Participation as Association liaison/ representative on any outside workgroups, committees, etc.
 - e. Members only rates for programs
 - f. Right to vote (for provider members)
 - g. Listing in Member Directory
 - h. Listing on Association website
9. If payment is not received by final due date a phone call will be made and a certified return receipt letter will be sent to primary contact notifying them of their agreed upon dues obligation (see application). They will also be advised of the date member benefits will be suspended if payment is not received by Association. Suspension of benefits will take effect seven business days from the date of notice. Treasurer will be notified about the organizations that will receive certified letter.
10. If routine collection efforts fail, written correspondence will be sent to organization directly from association counsel.
11. If legal correspondence does not resolve the collection issue the Finance-Personnel committee shall determine if referral to a collection agency is warranted.
12. Should a member's outstanding dues be uncollectible and recognized as bad debt that member shall be permitted to re-join the Association only if all of the following requirements are met:

- a. The prior bad debt shall be paid in full at time of application
- b. Membership dues for the year the member is readmitted shall be paid in full and due with the application
- c. Readmission to membership is approved by the Executive Committee of the Board of Directors