

Rotary Club of Linden Administrative Procedures

Administrative Policy Letter #1: Collection of Annual Member's Dues

Purpose: To identify the responsibilities and timelines for the collection of annual dues.

Responsibilities:

- Treasurer:
 - The treasurer is responsible for mailing the annual dues invoices to each member of the Rotary club of Linden in accordance with the schedule listed below. Invoices will contain the payment date for the dues, the amount owed, and the name and phone number of the treasurer.
 - The treasurer will mail a final dues invoice to each member that has not yet paid, by 15 June. The final dues invoice will inform the member that his/her membership will be deactivated if dues are not received by 30 June.
- Member: The member is responsible for paying his annual dues prior to the date indicated on the invoice, or contact the treasurer to develop an alternative payment schedule. Alternative payment schedules must be approved by the treasurer prior to 30 June.

Schedule:

- Invoices will be mailed to each member by 1 May.
- Dues will be paid by 1 June.
- Final notices will be mailed to each late member by 15 June.
- Deactivation for members, that have not paid their dues, will commence on 30 June.
- National and District Dues will be paid for each member on the rolls in July and December.