



ASFP Membership Fee Invoicing

Purpose of Membership Fee Invoicing Process

This process serves three purposes.

- To provide members a consistent approach to membership dues invoicing that is repeatable annually, and
- To minimize the administrative work on the limited resources of the Association.
- To provide direction to the Association in the management of the membership dues.

Membership Dues Invoicing Process

Invoicing for membership dues will be done annually in the following manner.

- The Registrar will mail invoices out to members by December 1. Payment will be due postmarked no later than January 31.
- An email reminder will be sent mid January to all members as a “friendly” reminder.
- A ‘Late Payment Notice’ will be mailed out early in February to members not yet current with their dues. This Notice will remind members that membership dues are now in arrears and if not received by Feb 28, a late payment charge of \$50.00 will be levied.
- If payment is not received by Feb. 28, a ‘Final Invoice’ will be issued in early March, which includes the late charge of \$50.00. This invoice will include a notice that the member will cease to be a ‘member in good standing’ of the association as defined by section (16b) of the by-laws if dues and the late payment penalty are not received by May 31.
- ‘If fees are not paid by May 31 notice will be sent by registered mail to the delinquent member indicating that they have been removed from the register for nonpayment of dues.

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