**POLICIES AND PROCEDURES FOR CLUB MEMBER DUES,**

**Rev 06-24-2024**

**Purpose:**

The Club Membership Due policy is for the purpose of ensuring timely collection of membership dues to maintain the financial stability of the First Coast Sailing Association. Dues are essential for funding club activities, events, and initiatives. This policy outlines the procedures for invoicing, late payment notifications, and late fee assessment.

1. Invoicing:
   1. Invoices for club membership dues will be prepared and mailed to all club member representatives on or about November 15th.
   2. The invoices will include the due date, payment instructions, and the late fee if assessed.
2. Late Payment Notifications:
   1. Dues are considered late if not received by February 28th.
   2. On or about March 1st, the Treasurer will call each club member representative who has not paid dues to provide verbal encouragement for payment.
   3. If dues remain unpaid by April 1st, the Chairman will call each club member representative
   4. to further encourage payment of membership dues.
3. Late Fee Assessment:
   1. Starting May 1st, all club membership dues that have been paid will be assessed a $10 late fee.
   2. The late fee can be waived by the Treasurer at their discretion, upon reasonable justification provided by the club member representative.
4. Record Keeping:
   1. The Treasurer will maintain accurate records of due payments, late fee assessments, and waivers.
   2. A detailed report of outstanding dues and late fees will be presented to the Board of Directors at each quarterly meeting.
5. Communication:
   1. Regular communication will be maintained with club members regarding dues, payments and deadlines.
   2. Email reminders may also be sent periodically to remind club member representatives of upcoming deadlines and late fees.
6. Exception Handling:
   1. Exceptions to this policy may be considered in extenuating circumstances, subject to approval by the Board of Director.
   2. Members facing financial hardship may request alternative arrangements for dues payment, which will be reviewed on a case-by-case basis.
7. Policy Review:
   1. This policy may be reviewed from time to time by the Board of Directors to ensure its effectiveness and relevance.
   2. Any necessary updates or revisions will be made to reflect changes in operations or external factors.

This Policy and Procedure for Club Member Dues is intended to ensure transparency, accountability, and fair treatment of all club members regarding dues payments and late fee assessments. Compliance with this policy is mandatory for all club members.