

POLICY/PROCEDURE NUMBER: D – 2.5

DATE: July 15, 1996	SUBJECT:
ISSUE: Membership Policies	Processing Annual Membership Renewals
REVIEWED: August 2023	PAGES: 1 of 1

1. Policy:

1.1. Annual membership renewals will be sent out on a timely and consistent basis, and Chapters will follow-up with outstanding renewals as required.

2. Procedure:

2.1. The National Office will send renewal notices to all current and past year members on January 31st. These renewals will be sent out in electronic format directing members to the website to renew online or access a form to provide payment by cheque.

2.2. Membership renewals are due upon receipt. Payment should be returned with a copy of the membership payment form.

2.3. Renewals will be processed by the National Office within two weeks of receipt. Process will include depositing the payment, updating the database and issuing a receipt.

2.4. The National Office will issue a cash receipts report, Chapter transfer cheque, paid and non-paid membership reports every month, which will be posted online. These reports and transfers will also be issued as requested by the Chapters.

2.5. Reminder notices will be sent to delinquent members monthly. The National Office will alternate between electronic notices and mailed notices to delinquent members.

2.6. Chapters will follow up with delinquent members on a regular basis.

2.7. Delinquent members will continue to receive the CHES Quarterly Journal up to and including the spring issue. These members will then be suspended and will be removed from the mailing list after that time.

Approved by: _____
President

Date: _____