

Subject: Membership Renewals	Initial Date: 05/23/2006
Responsibility: Membership Director	Date Revised: 05/30/2014
Approved by: SCV-CAMFT Board of Directors	Revision Approved: 5/30/2014

P & P 201 MEMBERSHIP RENEWALS--EFFECTIVE JULY 1, 2014

Purpose

The purpose of this document is to provide policies and procedures for disseminating reminders to chapter members that their annual membership renewal is due.

Policy

It is the policy of the chapter to allow ample opportunity for members to renew their chapter membership in a timely manner, while minimizing the administrative and fiscal impact on the chapter.

Procedures

1. 30 days prior to renewal date, an automated Notice of Renewal will be emailed to the chapter member.
2. 1 week prior to renewal date, an automated FINAL Notice of Renewal will be emailed to the chapter member.
3. During the week prior to renewal date, chapter member will be phoned by the chapter coordinator and notified of the upcoming renewal date.
4. If a membership is not renewed by renewal date, a Notice of Expiration is emailed on the renewal date.
5. Once the Notice of Expiration is emailed, the member is dropped from all mailings, promos, SCV-CAMFT Chapter opportunities, and the member's account is deleted. The member will be treated as a non-member for any events, advertising, or SCV-CAMFT promotions.
6. Chapter coordinator will perform an exit interview via phone with any member whose account is deleted.
7. Lapsed SCV-CAMFT Chapter members must re-apply for membership in order to receive mailings, promos, and SCV-CAMFT chapter opportunities.
8. Lapsed SCV-CAMFT Chapter members must re-apply for membership before they will be allowed to participate in anything that is SCV-CAMFT Chapter-related (speak, run a group, become a board member, etc.) other than attending an event as a non-member participant.
9. The lapsed member may re-apply to join the chapter at any time and after paying dues will resume status as an SCV-CAMFT Chapter member.

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