

28TH FIELD ARTILLERY REGIMENT ASSOCIATION
POLICY LETTER #4
MEMBERSHIP AND DUES

Proposed by President: 1 August 2022

Approved by Board of Directors: 28 August 2022

President's Signature: _____

SUBJECT: Policy Letter #4 Membership and Dues

PURPOSE: The purpose of this policy letter is to outline the membership and dues process and to articulate the Association's membership policy.

TERM: This policy will remain in effect until rescinded or replaced by the Association President and/or the Board of Directors.

1. **TYPES OF MEMBERSHIP**-The criteria for membership in the 28th Field Artillery Regimental Association is outlined in the Bylaws. As outlined in the Association Bylaws there are two categories of membership:
 - a. Lifetime: A Member who has joined the Association and has made a lump sum payment, pro-rated, based on their age on the date that they joined the Association.
 - b. Annual Renewal: A member who has joined the Association, paid their initial dues, and then renew their membership each year by paying the annual fee as determined by the Board of Directors.
2. **THE BENEFITS OF MEMBERSHIP**- Members of the Association, in good standing, are afforded the following benefits as a minimum:
 - a. Access to the Association Membership roster containing contact information to other members and their families.
 - b. Access to "members only" locations on the Association Website,
 - c. Access to "all member" communications (i.e., all member messages sent by the Board).
 - d. Voting privileges in Association elections and business issues brought forward to the membership by the Board of Directors.
 - e. Email of the Quarterly Association Newsletter.
 - f. Invitation to the biennial reunion as well as local reunions, if applicable.
 - g. Members in good standing will not be required to pay a conference fee at the Association biennial reunion.

3. **DUES AMOUNTS-** The dues amount for both types of membership are set by the Board of Directors at the biennial reunion or in the course of regular business.
4. **DUES PERIODS-**
 - a. Lifetime Members-Lifetime Memberships are effective on the date the member pays their dues.
 - b. Annual Renewal- The annual dues period will run from January through December. If a member joins the Association in the 4th quarter (October, November, December) then their membership is counted as being valid for the entire following year. (For example-If a member joins in November of 2021, then he is considered being in good standing for the year 2022).
5. **ANNUAL RENEWAL REMINDERS AND NOTIFICATION-**
 - a. Beginning in the 4th Quarter of the preceding year, the Secretary will send out monthly reminders via email to those that are annual members informing them that renewals will be due in January. (For example: The Secretary will send out reminders in October, November and December of 2021 alerting members that dues will need to be paid in January 2022).
 - b. In January, the Secretary will send out emails to all the annual renewal members, informing them that they are required to pay dues for the year.
 - c. If, by end of January, dues for annual memberships have not been received, then the Secretary will send out “point to point” email reminders to those annual members that have not paid their dues. The secretary will repeat this process again for February as well as also inform the membership committee for them to try and contact to ascertain the members status.
 - d. If by the end of month of March, the member has not responded and paid their annual dues, then the Secretary will forward their name to the Association President and recommend suspension of the member until this member pays their annual dues.
6. **MEMBERSHIP SUSPENSION FOR NON-PAYMENT OF DUES-**If a member fails to pay their annual renewal by March of the membership year, then they will be placed in suspension until the dues are paid. Suspension results in the following:
 - a. Member has their access removed to the members only portions of the website.
 - b. Member is removed from the “all members” group email.
 - c. Voting privileges are suspended.
 - d. Must pay conference fee if attending reunion.
 - e. Does not receive the Newsletter.
 - f. Children, grandchildren or other relatives associated with the member cannot compete for the annual scholarship.
7. **PRESIDENT WAIVER-** On a case-by-case basis the Association President shall have the authority to waive a member’s initial or annual dues on a one-time basis or to forgive a past due membership dues. Normally this waiver will be based on the recommendation of the chairman of the membership committee or any other board member. Examples of this waiver may be because

of financial hardship of a member or as an incentive for a member's activity or service to the Association.

8. Maintenance and review of this policy shall be the responsibility of the Association Secretary.