



The Rotary Club of Alamance

Delinquent Accounts Policy

The following policy is a statement of how our club handles past due accounts.

1. All accounts are due within 30 days of statements being emailed by the treasurer.
2. At 30 days past due, a reminder statement will be emailed by the treasurer, with a copy going to the president.
3. Each month, the president will be given a list of all persons more than 30 days past due.
4. At 60 days past due, a statement will be mailed via the USPS with a warning that the account must be paid in full within 15 days of the statement date or membership will be terminated, unless other arrangements for payment are permitted by the board because of a unique situation. (E.g. Perhaps the affected party will agree to pay an additional \$100 per month along with regular fee payments until the account is current.) The board will review any requests for special consideration. The president will be informed of any persons receiving this warning letter.
5. The president or other representative from the board will also phone the delinquent member to see if things can be worked out.
6. At 75 days past due, a letter via the USPS will be sent from the President and/or Treasurer stating that membership has been terminated and that the former member is no longer in good standing with Rotary.
7. The secretary will be notified to remove the former member from the roll.

The posture of the club will always be to try to work things out, but there has to be a firm payment plan in place to accomplish that. It is incumbent upon each member to keep his or her contact information up-to-date with the secretary, especially email addresses.