



POLICY ON PAYMENT OF DUES

Policy: In order to give effect to the provisions of Article IV (Membership), Section 7 (Dues) of the By Laws of Bet Aviv, the Board has adopted this policy to ensure expenditures within a current budget do not exceed collected revenues, and to maintain an accurate roster of members whose membership status are current.

It shall be the policy of Bet Aviv to operate on revenues collected during the same fiscal year as they are expended except to the extent that a draw against accumulated revenues are authorized in the budget.

In order to limit expenditures to revenues collected, it is necessary to collect membership dues in a timely manner. The procedures set forth below will encourage timely payment.

Procedures:

- A. An invoice shall be issued by the Treasurer or someone on the Treasurer's behalf electronically no later than January 15 of the year for which dues are to be paid. Paper invoices shall be available on written or oral articulation of need with the approval of the Treasurer. **Members are admonished to contact the Bet Aviv office immediately if an invoice is not received in accordance with this schedule.**
- B. Membership payments shall be considered current if received by the Bet Aviv office in accordance with the following schedule:
 - a. A minimum of one third of total due by February 28
 - b. A minimum of the second third of total due by April 30
 - c. Payment of dues shall be complete no later than June 15
- C. In the event that an initial payment is not received by the initial date due (February 28), or if an alternative payment plan has not been timely adopted (see subsection E.), an administrative fee of \$15 shall be assessed and the member shall be considered "not current" until payment of the arrearage and administrative fee has been made.
- D. In the event that dues are not paid in full by June 15, an administrative fee of \$25 shall be assessed in addition to any other fees, and the member shall be considered "not current" until payment of the arrearage and administrative fee(s) has been made.

- E. A member shall be considered current if approval has been given in accordance with the by-laws for need-based reduction of dues or an alternative payment schedule so long as there is adherence to the modified arrangement.
- F. A member who is “not current” at the time of the “printer’s deadline” for the High Holidays memorial book may be denied family listings within the book unless alternative arrangements have been made.
- G. A member who is “not current” at the time of any High Holiday service, shall not be entitled to admission to any High Holiday service unless there has been agreement to an alternative payment schedule.
- H. In accordance with Article IV, Section 7.d., the Board shall be informed of any member who is “not current” at the time of the October meeting of the Board and shall determine appropriate action in each case.

Approved October 9, 2018