

Operating Procedure 01 - Membership

Purpose: To establish membership dues and new-member application procedures.

[Reference Article III, Section 4 of the ASC By-laws]

1. Dues

- a. The annual membership dues shall be \$750.00 for all members, except Associate Member dues shall be \$350.00. The membership year shall be July 1 through June 30.

2. Renewal

- a. The ASC Finance Manager shall mail or email an invoice for annual dues to all members by July 15. Members shall send their payment for renewal of membership directly to the ASC Finance Manager.
- b. Dues not paid by October 1 shall be considered delinquent. The ASC Finance Manager shall provide the Regional Directors a list of members who have not paid their dues by October 1. The Regional Directors shall follow up on delinquent members. Members who have not paid their dues by December 30 shall be removed from the membership directory and will be unable to log onto to the ASC website to use the member services and will be removed from any ASC participation including all ASC Student Competitions, with the exception of publication authors and reviewers. Reinstatement shall require full payment of dues for the current year.

3. New Members

- a. The Webmaster shall be responsible for administering new member applications. The ASC home page provides a means for electronic membership application. When requested, prospective members will be provided an application form and appropriate instructions. The Association reserves the right to assign alternate membership classes or reject any application.

4. New Member Application Procedure

- a. Prospective new members are to fill out the application on the ASC web page. The Webmaster shall forward all applications electronically to the Board of Directors. Upon receipt of the application, the Board of Directors shall determine if the applicant meets the membership criteria as established in the bylaws. A majority vote is required from the Board of Directors to approve an applicant's membership in the Association. Upon approval of membership, the ASC Finance Manager shall send approved applicants a welcome letter from the ASC President, invoice for dues and member certificate, and shall notify the Board of the acceptance. Upon notification of approval, the Webmaster shall update the membership listing, provide the new member a password to access the members-only part of the ASC web site, and request the new member to enter member data into the ASC database.