



## Membership Dues Policy & Procedures

*Board Adopted October 2012*

The viability of any non-profit organization is directly dependent upon its ability to maintain funding. In order to address concerns regarding payment of membership dues, the Board of Directors of the S.C. Association of Nonprofit Organizations (“SCANPO”) has enacted a policy that is fair, uniform, and applicable to all members of the SCANPO.

The provisions of this policy are as follows:

### **1. Membership Terms**

Membership in SCANPO is based on a rolling membership year. This means that new and renewing memberships are effective for one full year after payment is received and processed. Membership will be extended for one year beyond the expiration date, provided renewal is processed before the current membership expires. If renewal payment is received after membership expires, the new expiration date will be one year from the date of payment.

### **2. Expiration Dates and Renewal Notification**

Expiration dates are the first day of the month succeeding membership payment. For instance, if dues are paid on August 15, 2012, membership will expire September 1, 2013. SCANPO sends automatic email renewal notices thirty days before membership expires, the day before, the day after and thirty days after. Written notices are currently sent thirty days before.

### **3. On-line Payment and Renewal**

SCANPO offers an online payment option for use with credit cards (VISA, MC, Diners). The online renewal requires full payment at the time of renewal. If membership cannot be paid online via credit card, you can choose the “Bill Me” option (in accordance with paragraph 4). Dues must be paid in full for member benefits to be activated.

### **4. Bill Me Payment and Renewal**

SCANPO also offers members an automated “bill me” option that sends an email with an invoice to the contact provided who can then forward to the finance department for payment. SCANPO will

also mail invoices and applications forms as requested.

## **5. Suspension**

Suspension for non-payment of dues occurs on the membership expiration date. When an organization's membership is suspended, online access to the member section of the SCANPO website and member benefits is denied. A suspended member can re-access their online accounts and all the information stored there once they renew. Suspended, or lapsed, members continue to receive SCANPO's member eNews for 90 days, during which time they will continue to get notifications. SCANPO's Sector eNews goes to nonmembers and is not determined by membership status. Currently there is no penalty for lapsing, but suspension of benefits, except for member eNews, is immediate.

## **6. Restoration from Suspension**

Members whose membership has been suspended may renew their membership in the usual manner. Members may renew online (a new password may be needed) or by mail.

## **7. Membership Categories and Dues Structure**

SCANPO has various classes and types of membership as determined by the Board and the Bylaws. (see below) Nonprofit organization member dues amounts are tiered according to budget and staff size with information provided by members. Grantmaker Partner dues are tiered according grants given in SC in previous year. Business Partner dues are tiered according number of employees in SC. Other categories pay a flat rate. A member's renewal amount will be based on the current Board-approved dues structure and tier of dues levels.

## **8. Membership Dues Amendment**

In accordance with the Bylaws of SCANPO, the Board of Directors has the right to amend membership and/or renewal fees, without prior notice to its members. In the case of membership renewal, any fee amendments will be reflected in the notice and members wishing to renew their membership shall be subject to the amended fees.

### **Excerpt from Bylaws**

Qualifications for Membership. The Corporation shall have three classes of Members as follows:

- a. A *Regular* Member shall be limited to nonprofit organizations incorporated under the laws of the State of South Carolina and which are recognized as federally tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or have application pending for such recognition, subject to any additional eligibility criteria as may be approved from time to time by the Board of Directors.

- b. A *Business Affiliate* Member shall be limited to for-profit entities, consultants, and individuals.
- c. The Board of Directors may create a class of *Associate* Members and provide for such eligibility criteria as it may determine from time to time.