



# Rotary Club of Hanover County

## Billing and Payment Policy

(Board approved May 28, 2014)

Dues and meals costs added 9/7/17

Revised meal cost effective for Quarter Ended 06/30/22

Revised dues and process for fiscal responsibilities updated 8/24/24

This Policy and Procedure seeks to ensure the sound financial condition of the Club, maintain Club Membership, and protect the confidentiality of Club Members.

1. Treasurer bills dues quarterly in advance. (*\$60/quarter*)
2. Treasurer bills meals quarterly in advance. (*\$150/quarter for 6 meals*)
3. Giving to Rotary International Foundation can be added to quarterly billing and is encouraged.
4. Billings for special events and credits earned (see "6" below) during quarter will be posted to next quarterly statement.
5. Treasurer issues e-mail statements listing relevant billings, credits, and payments quarterly on or around the first week of each quarter. Will send by US Mail upon request.
6. Make-Ups: A missed Hanover Club meeting can be made up two weeks before to two weeks after the meeting in question. A credit in the amount of one meal's billing will be issued for any such make-up if the club member incurred a cost of a meal. Please inform the Sergeant-at-Arms at a regular meeting or e-mail Treasurer the details of the make-up: date, type of event, location. Most any Rotary related activity will qualify for a make-up.
7. Payment is due in full upon receipt of statement. Any balance not paid by end of first month in quarter will be considered late absent prior arrangement.
8. Equal monthly payments during quarter are acceptable – just notify (preferably by e-mail) the Treasurer of such intentions.
9. A follow-up statement will be sent for any unpaid balances after Month 1 and Month 2
10. If any member is unable to pay in full by end of any quarter, he/she is to contact the club President as early in the quarter as possible. The Club President will confer with Board of Directors to review individual circumstances. The Board of Directors has authority to resolve unpaid balances in any manner it determines appropriate, including waiving any amounts due.
11. The Treasurer will refer unpaid unresolved balances as of end of any quarter to the Board of Directors for resolution. The Board is to immediately contact the

member. If member is unresponsive after thirty days, the Board will attempt a second contact. Rotary membership will be terminated if thirty more days pass without a response.