

D-4

Dues Collection Policy

Members In Arrears in Their Dues/Refusing to Pay/Members Not In Good Standing

Local Association

1. The local association president or local membership chair should consult the ME412R report (local membership list and dues payment history) available from the membership system to assess which members are not paying dues. Those who have trouble accessing this report should contact their field assistant to run it.
2. Someone who is in arrears or not paying should be contacted by an association representative (president, treasurer, or building rep) about making payments. All conversations should be cordial. The eventual use of collections to collect dues should not be discussed in the first conversation. They should be reminded of their agreement to pay dues as members.
3. The member can/should be given the list of what a member loses if they become a member in arrears/not in good standing.
4. The local should attempt multiple contacts with the person within the first 90 days the member is in arrears.

MEA

1. Once the member is 60 days or more in arrears from the billing due date, MEA Membership will attempt at least three contacts (e-mail, phone, or mail, depending on the data in the system). After this, if there has been no positive response, the member will receive a letter or e-mail informing him/her that we are about to send the account to collections and he/she has 30 days to forward payment or to contact MEA to arrange for a payment schedule. A copy via e-mail will be sent to the local association president and the local UniServ director.
2. The local association president will be advised that the member's account will go to collections when the accounts are over 90 days in arrears from the billing due date. In all cases in which alternate arrangements are made, the MEA Secretary-Treasurer will assure that the local association president and the local field assistant/field membership processor are aware of the arrangements.

Alternative arrangements may include, but are not limited to:

- a) the local association has determined to pay the dues on the member's behalf or
- b) the individual and the MEA Secretary-Treasurer have agreed to a repayment plan that the member is following.