



Membership Renewal Policy and Procedure

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Beginning with the 2023-2024 membership year, the following policy and procedure is to be followed when managing membership renewals:

- The Communications Committee will inform the active membership that the Club Bylaws have established the membership year to be from July 1 to June 30, and make them aware of the procedure they can use to renew their membership.
- The Treasurer will accept both physical and online payments for membership renewals at any time and apply them to the next/current membership year. The Treasurer will properly notate those payments that occur in a fiscal year not overlapping the membership year of renewal.
- The Club will observe a grace period from July 1 to August 31, in which formerly active members who have not yet renewed may continue to participate in Club activities and events.
- On September 1st, the Membership Works program transfers all non-renewed members to the Non-Renewed folder and assigns them “alumni” status. This will have the immediate effect of denying access to online event registration, interest group signup and email distribution lists (except for the Interest Group email rosters). Membership should also cancel and refund any advance event registrations from non-renewed members and archive non-renewed members in the Non-Renewed folder by October 1st.
- By October 1st the Activities Committee must remove all non-renewed members from the Interest Group rosters and mailing lists in which they are enrolled.
- Graduates from the preceding membership year will be moved to the Graduate Folder in Membership Works on July 1st and archived by August 1st. Graduates from the preceding membership year will be moved to the Graduate Folder in MembershipWorks on July 1st and archived by August 1st.



- Any alumni members who are eligible for additional years of active membership may reinstate their membership by making a full dues payment, to include the lapsed year(s). This will renew their active status for the then-current membership year. Membership eligibility will not be extended as a proration of the period in which their active membership had lapsed. Accounts with renewed active status will be moved from the Non-renewed folder to the Members folder in MembershipWorks.
- Leave-of-absence requests may be submitted to the VP-Membership by Active Members. To retain eligibility for a full Newcomers year (July 1 through June 30), this request must be submitted through Membership prior to Sept 1. Leave-of-absence requests will be in effect for 12 full months from the date the leave is allowed by the VP-Membership. If the member pays their next year's dues before September 1st of the following year their graduation date will be extended by one year.