



## Online Payment Policy

**Proposed By:** Dave Arterburn, EPNC President

**Adopted:** May 9, 2019

**Revision Approved:** September 13, 2023

It is a policy of the club to offer an online payment option to its members, as an alternative to in-person and by-mail payments. This option should be used for General Membership Meeting fees, annual membership dues, and optionally, participation fees associated with Club events or activities, as specifically authorized by the Board.

Beginning May 2019, advance payment will be the only means accepted for General Membership Meetings. Members may make payments online or by special arrangement with the Treasurer.

As standard practice, the event pricing should be set to offset the expense the Club incurs for online payment processing.

Refunds for online prepayments may be provided upon request, when consistent with the underlying cancellation policy established for the transaction.

The tech ops and financial teams are jointly authorized to develop and implement a solution that fulfills this policy. This includes securing and provisioning the required services from third parties, developing the internal processes to facilitate, monitor and report on online transactions. In addition, the treasurers and the tech ops teams jointly share the responsibility for overseeing the ongoing operation and maintenance of the solution so as to offer an online payment option to the membership on an ongoing basis. Modified implementation measures shall be presented to the Board prior to implementation.

This policy supersedes and replaces all prior policies and practices of the Club as it pertains to this subject matter.