

2017 Dues Renewal Process

To: All Chapter Presidents
From: Bonnie Gray

As IRWA Headquarters (HQ) prepares to send out the 2017 membership dues renewal invoices, we need your assistance with this important project.

Please review and monitor all of the key dates and deadlines listed below.

September: HQ will send a membership roster to each chapter for verification of membership and contact information, so that each chapter can update HQ with their changes.

October 1: HQ will mail out hard copies of the 2017 dues invoice to all members, encouraging them to renew online.

October 15: Chapters will email non-renewing members, informing them to renew their membership online. A link to non-renewing members and an email copy will be provided to all Chapter Presidents and Membership Chairs.

October 31: HQ will send an email reminder to non-renewing members, encouraging them to renew online.

October to April: Print and mail membership cards as payments are received.

November 15: Chapters will send an email to non-renewing members, encouraging them to renew their membership online. A link to non-renewing members and an email copy will be provided to all Chapter Presidents and Membership Chairs.

November 30: HQ will email non-renewing members, informing them to renew their membership online.

December 5: HQ will send a second invoice by hard copy mail.

December 15: Chapters will send an email to non-renewing members, informing them that their memberships will expire on December 31. A link to non-renewing members and an email copy will be provided to all Chapter Presidents and Membership Chairs.

December 27: HQ will send an email to non-renewing members, informing them that their membership will expire in 4 days.

January 3: HQ will send a third invoice by hard copy mail.

January 15: Chapters will email non-renewing members, informing them that their membership will be suspended if they do not renew.

January 26: HQ will email non-renewing members, informing them that their membership will be suspended.

February 28: A 10% late fee will be applied to unpaid members who wish to renew.

February: A final invoice, reflecting a 10% penalty will be sent by mail to all unpaid members.

April 15: Unpaid members will be suspended.

April 30: Chapters will email suspended members, reminding them of the May 15 deadline to be reinstated.

May 1: All reinstated members will be subject to a 10% penalty.

May 1: HQ will mail a "We want you back" letter, a hard copy of the 2017 invoice and a return envelope.