

Notice To Renewing Members

Effective with the 2013 renewal year, the following Policies and Procedures will be followed:

Membership Renewal

Annual Membership Renewal Cycle

Members must renew each year on or before 1 February. Notifications for renewal and address changes must be delivered during the first week of January in order to give ample time for members to return completed renewal forms and for the membership committee to process those renewals. These invoices are best delivered by bulk mail in conjunction with a January/February Newsletter mailing to all members, including those requesting web newsletter deliveries. *Renewal Form (Appendix Form 5)*

Notification of Renewal via Web Site and Newsletter

Reminders of upcoming renewal requirements must be published early in the 4th quarter of the calendar year in order to disseminate the renewal forms and requirements effectively. The renewal/change of address form must also solicit information deemed important such as NRA membership information (term, type and renewal date) , e-mail and phone contact information as well as physical mailing addresses.

Annual Invoice Procedures (mailed by Dec 31)

An example Renewal Form is attached in *Appendix Form 5*. Make sure you address **renewal rates** (Regular and Senior) and the age requirements for each, and emphasize the renewal due date as February 1 of the upcoming year. Also, **late fees are established effective February 2012**. For payments made after March 1, 30 days late, the rate is 150% of the standard renewal rate (\$90.00 for members, \$45.00 for Seniors). For payments made in excess of 60 days late, the rate is 200% of the standard renewal rate (\$120.00 for members, \$60.00 for Seniors.) Beginning with renewal year 2013, members shall be required to log **6 work hours** per year in addition to the other requirements in order to renew their membership. Work accomplished will be reported to the Facilities Committee who shall keep a master spreadsheet recording hours worked by members. The Range Chairs and Committee Chairs shall report by roster to the Facilities Chair any work hours accomplished by members on their ranges/projects. Credit may also be recorded by roster on any Quarterly Maintenance Day or any special project supervised by the Facilities Chair, any Range Chair or any Committee Chair.

If, for any reason, you do not receive your renewal packet, it is incumbent upon you to see that you renew in a timely manner to maintain your membership in the Club. Failure to do so will subject you to the late fees indicated above and will apply to your renewal completion. In addition, the required documentation is mandatory for your renewal to be processed. These documents include: Renewal form filled out completely and correctly, a copy of your current NRA membership and the correct payment for your dues for the year.

If these items are not provided, your renewal will be returned and subject to a late renewal after February 2013. The late fees established in 2012 were postponed until 2013 to provide additional time for the membership to get the message.