

## FolkMADS Membership Procedure

In an effort to simplify membership record-keeping, FolkMADS has decided to implement a system in which there are only two membership periods in the year: January 1 – June 30, and July 1 – December 31. Members who pay their dues in the first half of the year will have an expiration date of June 30 in the following year. Those who pay their dues after June 30 until the end of the year will have an expiration date of December 31 in the following year. There will be no prorating of membership dues within these fixed periods. Reminder notices will only be sent out twice per year, rather than throughout the year, thereby decreasing the amount of work required to manage the membership database, as well as making it simpler for members to remember their expiration date.

This new system is to be implemented by January 1, 2015. Anyone who renews between now and then will have an expiration date of December 31, 2015.

### *A. Procedure For New Members:*

When new members sign up, their membership expiration will be June 30 of the following year, if they become a member in the first half of the year, or December 31 of the following year if they become a member in the latter half of the year. For example, if someone pays for a new 1-year membership with their FolkMADness registration in 2014, their expiration date will be June 30, 2015. If someone pays for a new 1-year membership at a dance, in the mail, with Boo Camp registration or via PayPal during the second half of 2014, for example, their expiration date will be December 31, 2015. This will likely grant new members a couple of free months in their memberships, but will maintain simplicity.

### *B. Procedure For Current Members*

There will be a transition period while members who are current in the database are transferred to this new system. Currently, members have expiration dates on the first of the month in which they originally paid their dues.

In an effort not to cut people's membership year short, members will be rolled forward into the next half-year period. For example, Laura Clor's membership expiration date is currently 11/1/2014. When she pays \$15 for her next 1-year individual membership, her expiration date will be rolled forward to December 31, 2015, granting her 2 free months, and she will henceforth pay dues on January 1. The benefit of this is that members will pay the normal fees that they expect, without any prorating having to take place, and the expiration date will be changed without their having to be concerned about it.

### *C. Notifications of the Membership*

Once everyone has been shifted, the Membership Coordinator will send a one-time mass email to all of the members whose expiration comes in the first half the year to notify that their new expiration date will be June 30, and another mass email to let the latter half of the year members know that they will now come due on December 31.

In future, once this new system has been established, the Membership Coordinator will send reminder notices to the membership 2 months in advance of the expiration dates (i.e., notices to be sent November 1 and April 1), to allow members to renew on time.

#### *D. Contingency for Late Payments*

After all members have been transitioned to the bi-annual system, they will retain their expiration date, even if their membership lapses and they end up paying a few months late. This will reduce the amount of hands-on maintenance the Membership Coordinator will have to perform to keep the database functioning. If members lapse for more than two years, however, their expiration date will reset.

#### *E. Removal*

Members who have lapsed in payment for more than three years shall be removed from the database.