

# Rotary Club of Beavercreek

## Membership Billing Procedures

1. Members will be billed quarterly: 1 Jul - 30 Sep, 1 Oct - 31 Dec, 1 Jan - 31 Mar and 1 Apr - 30 Jun, 1 as our club operates on a fiscal year, 1 July to 30 June.
2. Membership meeting meals will be billed in advance. Current rate is \$16 per meal.
  - A. Members in the "Rule of 85" category will not be billed in advance for meals. These members will only be charged for Beavercreek Rotary meetings attended.
  - B. Members on an approved leave of absence will not be charged for meals missed during their leave of absence or for any other non-mandatory charges.
  - C. All attendees are presumed to be eating a meal and will be charged.  
(Unless specific arrangements are made with the Club Secretary).
3. The annual membership dues of \$168 will be billed in advance and charged \$42.00 quarterly. All members in "Rule of 85" category or on Leave of Absence are subject to quarterly dues and the quarterly venue charge for our meeting space. Paul Harris Sustaining Membership charges are billed in advance. "Rule of 35" members will be billed the same as "Rule of 85" members.
4. All other activities will be billed in arrears.  
Examples:
  - Special activities
  - Guest meals
  - Credits for make-ups
  - Fund raiser sales
  - Other items as directed by the executive board
5. Meal credits will be given for meals missed to members with a valid make-up cards, when the member paid for a meal. Meal credits are not given for cruise ship or e-club make-ups.
6. Any special billing activity requires that the chairperson of that activity provide a detailed list of the items to be charged by the first Friday following the end of the quarter.
7. Normally bills will be prepared and presented to members by to 5th day following the start of a new quarter.
8. Membership bills are due the last day of the month following receipt. Any deviation will be so stated on the billing invoice.
9. Bills not paid by date due will be considered overdue.

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10. Accounts in arrears in excess of \$500 or for more than two quarters shall be referred to the executive board for further action.
11. Bills are payable in cash or by check made payable to the "Rotary Club of Beavercreek". Payment may also be made by credit card via DACdb.
12. Bills may be hand delivered to the Treasurer or mailed to:  

Rotary Club of Beavercreek  
P.O. Box 340475  
Beavercreek, Oh 45434-0475
13. Secretary's responsibilities:
  - A. Keep accurate attendance records in DACdb for all members.
  - B. Record member charged meals for guests in DACdb
  - C. Report attendance at functions which earn credit toward a Paul Harris fellowship.
14. New members shall pay their \$100.00 initiation fee at the time the application is turned in. If fee does not accompany the application for membership, the application will not be considered.
15. Upon membership termination or request for leave of absence you will be charged for meals up to the date your request is received and approved, not the date of your letter.
16. Departing members will be credited for meals paid in advance.
17. Terminating membership without written notice will incur non-reimbursable charges until the executive board takes action to terminate the individual's membership.
18. Money collected for sustaining membership will be forwarded to The Rotary Foundation on a semi-annual basis. The Treasurer will keep records of each sustaining member's account.