

## Timeline for Suspension of Members

### Year A (2002)

- September - *Notice of Annual Election* (includes notice of dues – not required, unless elections not being held in October) [for upcoming year B]
- November/  
December - *Notice of Dues* [for year B]

### Year B (2003)

- January - *Reminder of Dues* [for year B] – may be sent several times, until WM directs to send *Notice of Delinquent Dues*, which should happen no earlier than May 15, year C.
- January 1 - 1/2 or full dues due (depends upon bylaws) [for year B]
- July 1 - 1/2 dues due (depends upon bylaws) [for year B]
- September - *Notice of Annual Election* (includes notice of dues – not required, unless elections not being held in October) [for upcoming year C]
- November/  
December - *Notice of Dues* [for year C]

### Year C (2004)

- January - *Reminder of Dues* [for year C] – may be sent several times, until WM directs to send *Notice of Delinquent Dues*, which should happen no earlier than May 15, year D.
- January 1 - 1/2 or full dues due (depends upon bylaws) [for year C]
- May/June - **DEADLINE:** Should inform WM of delinquent members, who have not paid all dues for year B. With her approval may send out *Notice of Delinquent Dues*, via **certified mail** with **return receipt** requested. This notice must be sent out **at least** one month before the stated meeting at which the member is to be suspended.
- July - If above notice was sent one month before the July stated meeting, this is the first month in which a member may be suspended for not having paid all of year B dues. If a member is suspended, must send *Notice of Suspension*.
- July 1 - 1/2 dues due (depends upon bylaws) [for year C]
- September - *Notice of Annual Election* (includes notice of dues – not required, unless elections not being held in October) [for upcoming year D]
- November/  
December - *Notice of Dues* [for year D]

**DEADLINE:** Must inform WM of delinquent members, who have not paid all dues for year B. With her approval may send out *Notice of Delinquent Dues*, via **certified mail** with **return receipt** requested. This notice must be sent out **at least** one month before the stated meeting at which any action the member is to be suspended.

**Year D** (2005)

January - *Reminder of Dues* [for year D] – may be sent several times, until WM directs to send *Notice of Delinquent Dues*, which should happen no earlier than May 15, year E.

**Must**, at a stated meeting on or after January 1, remit outstanding year B dues or suspend member. It is the Secretaries duty at this time to bring to the attention of the chapter any member who is delinquent for year B dues, especially if the Worthy Matron previously directed that she/he should **not** send a *Notice of Delinquent Dues* to delinquent members. If a member is suspended, must send *Notice of Suspension*.

January 1 - 1/2 or full dues due (depends upon bylaws) [for year D]

May/June - **DEADLINE:** Should inform WM of delinquent members, who have not paid all dues for year C. With her approval may send out *Notice of Delinquent Dues*, via **certified mail** with **return receipt** requested. This notice must be sent out **at least** one month before the stated meeting at which the member is to be suspended.

June 30 - **If members who are delinquent for year B dues are not suspended before this date, additional Grand Chapter Dues and Assessments will be levied against the Chapter for this member.**

**NOTE:** A Chapter may vote, at any time, to remit all or any portion of the dues owed by a member.

If all of a member's dues are remitted for charitable purposes prior to June 30 of the year in which the dues are first due, the Chapter will not pay Grand Chapter dues & assessments on that member. If the remission occurs after June 30 of the year in which the dues are first due, the Chapter must pay Grand Chapter dues & assessments on that member, and those dues & assessments are not refundable.

A member may not be suspended for non-payment of dues that have been remitted by the chapter.