

## Appendix Q Annual Membership Renewal Process (Internal)

### 1. Renewal Period

- **Dues Due Date:** First Tuesday in October (General Meeting).
  - **Grace Period:** 30 days (until the **first Tuesday in November**).
  - **Election Eligibility:** To participate in the **Board of Elections in December**, membership renewals must be completed **by the first Tuesday in November**.
  - **After Grace Period:** You are **welcome to renew anytime afterward**, and we would love to have you continue as part of the club! Please note that renewals completed after this point will not include **voting rights in that year's Board election**.
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### 2. Renewal Methods

Members can renew in either of these two ways:

#### A. Download & Submit Form (In-Person)

1. The member either **downloads the renewal form from the website and brings it in** or completes a form provided at the general meeting.
2. **Treasurer** reviews the form **before collecting payment**:
  - Ensures all sections are **filled out completely**.
  - Confirms the form is **readable** (no missing or unclear information).
3. The Treasurer collects payment (**cash or credit**) and **issues a receipt** to the member.
4. The Treasurer marks the form as PAID and retains a copy of the receipt for records.
5. Form is provided to the **Secretary**:
  - Updates the **master roster**.
  - Scans the form for **recordkeeping**.

## B. Online Renewal

1. Member goes to website → Completes **online renewal form** + submits payment.
  2. The system automatically sends an **email confirmation** to the club's inbox.
  3. **Treasurer:**
    - Reviews email notification.
    - Confirms payment received.
  4. **Secretary:**
    - Receives confirmation from Treasurer.
    - Updates the **master roster**.
    - Saves digital form/confirmation for **recordkeeping**.
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## 3. Patch Distribution

- Once renewal is confirmed (either method), the member is eligible to receive their **annual membership patch** (non-year specific).
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## 4. Recordkeeping & Tracking

- **Treasurer:** Ensures payments are logged, deposited, and supported with receipts.
- **Secretary:** Maintains scanned/digital copies of all renewals in club records and keeps roster current.
- **Roster Updates:** Secretary maintains a real-time master list of active members (used for election eligibility).