

MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION (MABSA)

STANDARD OPERATING PROCEDURES Addendum 1

DATE: 11/21/02

ANNUAL MEMBERSHIP DUES

I. PURPOSE

This procedure describes the timeline for annual dues collection. This timeline is necessary for establishing and implementing an effective method to notify the Mid-Atlantic Biological Safety Association (MABSA) members of annual dues and deadlines for payment.

I. SCOPE

This procedure shall apply to the Executive Council of MABSA and is subject to approval and change by the Executive Council of MABSA as per the MABSA By-Laws.

II. PROCEDURES

1. The MABSA fiscal year is from January 1 to December 31. Membership dues must be collected and recorded by the Treasurer two (2) weeks prior to the close of the fiscal year.
2. The Secretary distributes initial dues notifications to all MABSA members sixty (60) days prior to the end of the fiscal year.
3. The Secretary distributes second dues notifications to all MABSA members thirty (30) days prior to the end of the fiscal year.
4. All MABSA members must return their membership dues by mid-December. Members that have paid their annual dues in a timely fashion will be recognized as current members and included in the Membership Directory. Members that have not paid their annual dues in a timely fashion will be recognized as in arrears and not included in the Membership Directory.
5. The Membership Directory is prepared during January and published mid-February.