

Membership Renewal Policy

(Updated September 2008)

1.0 Membership Renewal Notices

Membership renewal notices will be sent the first week of October with a due date of December 1. The ABCFP's *Membership Renewal Policy*, fee schedule, and self-assessment declaration will accompany the notices.

2.0 First Administrative Fee

A list of members whose fees or self-assessment declarations have not been received at the ABCFP office as of January 31, or whose valid authorization for personally approved monthly payments are not received by the specified date, will be prepared in the first week of February. An administrative fee of \$35.00 will be applied to these accounts at this time. An invoice and letter will be sent to the members on the list in February. The letter will request payment in full by the end of February as well as submission of the self-assessment declaration if applicable. In the event that neither the fee nor the self-assessment declaration is received, only one administrative fee will be applied.

3.0 Second Administrative Fee

During the first week of March, a list of members whose fees or self-assessment declarations are not received at the ABCFP office as of February 28, or whose valid authorization for personally approved monthly payments are not received by the specified date, will be prepared and an additional administrative fee of \$55.00 shall be applied to these accounts. Another invoice will be sent by registered mail to the members on the list, accompanied by a letter from the association that:

- demands payment of all fees and/or receipt of the self-assessment declarations by March 31; and,
- advises the recipient that if all fees are not paid in full, and/or the self-assessment declaration is not received, by March 31, the member's name shall be struck from the register.

4.0 Removal

4.1 List of Members to Be Removed

In April, a list of members whose fees remain unpaid, and/or whose self-assessment declarations are not received, will go before council for approval. With council's approval, as per Section 17 (2) of the *Foresters Act*, these members will be struck from the register.

4.2 Notice of Removal

Struck members, their employers, where possible, and their sponsoring member, where appropriate, will be advised in writing that the member is no longer entitled to practise professional forestry.

5.0 Renewals

Members who have any outstanding amounts owing to the association, for whatever reason, will not be eligible to renew their membership until all outstanding amounts are paid in full. Members who have not submitted their self-assessment declarations will not be eligible to renew their membership until the declaration is submitted.

6.0 Reinstatements

Members who have retired, resigned, are life members, on leave of absence, or have been removed from the rolls are eligible to reinstate their membership status as per the ABCFP *Change of Status Policy* (for registered members only) and *Registration Policy* (for enrolled members only).

Ensuring BC's Forests Are In Good Hands.