

Section D: Finance

D-5 Dues Invoicing

Review Responsibility: Treasurer/ Executive Director

Policy Statement: ASTA will invoice all members at the beginning of the fiscal year (July 1).

Purpose: To ensure that ASTA receives adequate funds to manage the association and its programs, that dues assessments are based on the most accurate information possible to ensure they are fair and equitable, and to ensure that payments are made in a timely fashion.

Procedure:

1. A categorical dues form will be mailed to all active members 60 days prior to the end of the fiscal year. A cover letter will request that the form be completed and returned to the ASTA office. It will remind members of the need to support the integrity of the ASTA dues assessments by submitting accurate information relating to the volume of spices traded.
2. The ASTA spice list will be sent with the categorical dues forms and members will be instructed that the poundage they report should be based on the items on the list.
3. All members must be invoiced at the beginning of the fiscal year.
4. Active Members who have not returned completed categorical dues forms will be invoiced based on the previous year's dues. A letter will be sent with the invoice explaining that the categorical dues form is required and that any changes that occur on the form will be adjusted in the next dues billing.
5. Active Members will be invoiced twice a year. One-half of the dues will be invoiced on July 1 and the second half of the dues will be invoiced on January 1.
6. Associate Members who have not paid dues by January 1 will have their membership terminated for non-payment. They will be notified on December 1 that payment is due within 30 days. A \$250 reinstatement fee will be imposed to reinstate membership after January 1.
7. Active Members who have not paid their first-half dues by January 1 will have their membership terminated. They will be notified on December 1 that their first half payment is due in 30 days. A \$250 reinstatement fee will be imposed to reinstate membership after January 1, at which time both first and second half dues payments must be made.

Active Members who have paid their first-half dues, but not their second-half dues will be sent a letter on June 1st informing them that their membership will be terminated for non-payment if payment is not received in 30 days. A \$250 reinstatement fee will be imposed to reinstate membership after 1 July.

Approved: May 2003

Amended: August 2004, March 2006, July 2018