

STANDARD OPERATING PROCEDURES

Addendum 1

MIDWEST AREA BIOSAFETY NETWORK (MABioN)

ANNUAL MEMBERSHIP DUES

I. PURPOSE

This procedure describes the timeline for annual dues collection and is necessary for establishing and implementing an effective method of notifying the Midwest Area Biosafety Network (MABioN) members of annual dues and deadlines for payment.

II. SCOPE

This procedure and any proposed changes shall be subject to approval by the Executive Council of MABioN as per the MABioN By-Laws.

III. PROCEDURES

1. The MABioN fiscal year is from January 1 to December 31. Membership dues shall be collected and recorded by the Treasurer no later than two (2) weeks prior to the close of the fiscal year.
2. The Secretary will distribute initial dues notifications to all MABioN members sixty (60) days prior to the end of the fiscal year.
3. The Secretary will distribute second dues notifications to all MABioN members thirty (30) days prior to the end of the fiscal year.
4. All MABioN members should pay 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 will be included in the Membership Directory once payment is received.
5. The Membership Directory is prepared during January and distributed electronically to the membership. The Secretary shall update the Membership Directory as needed.