

## Policy for Payment of Professional Dues

### PAYMENT OF PROFESSIONAL DUES AND PROFESSIONAL STAMPS

#### 1. Payment Option Policy

BCSLA professional dues are due “annual in advance”, i.e. by December 31 of the preceding year. Any Member allowing dues to become delinquent shall be assessed a penalty amounting to 15% of the annual dues. Please see BCSLA Bylaws 3.84 and 3.85.

The BCSLA Board of Directors has adopted **two options** for payment of dues:

**Option 1** -- Payment of full professional dues on or before December 31.

**Option 2** -- Submission of three post-dated cheques prior to December 31, dated on or before January 1, March 1 and June 1.

If a Member does not submit post-dated cheques according to the above schedule, or if a Member's cheque is returned by the BCSLA's financial institution as “Non-Sufficient Funds”, payment Option 2 will be discontinued for that Member; the balance of the annual dues plus a penalty of 15% shall become due immediately.

#### 2. Notice of Payment of Delinquent Dues

##### 2.1 Procedure for notifying Members is as follows:

- first notice to be sent January 15;
- second notice to be sent February 1 – reminder that professional dues are in arrears and that if dues are not received, the person will cease to be a Member on such a date;
- third notice to be sent March 1 informing the member that they are a member Not in Good Standing.

### PAYMENTS REQUIRED BY RESIGNED, DEFAULTED AND INACTIVE MEMBERS

#### 1. Policy on Professional Dues

1.1 Payments received from Members will be applied to the oldest outstanding dues or fees of that Member.

1.2 Applications for refunds will be considered upon written request for Resignation or Inactive status.

1.2.1 Refunds will only be issued to the Member to which the fees apply.

1.2.2 Refunds will only be given for the remaining full quarter periods after the date by which the written request for refund is received.

1.3 The Inactive Member fee for the remaining part of the year will be deducted on a pro-rated (quarterly) basis from the refund due to the Member requesting Inactive Status.

#### 2. Resigned Members – Stamp and Certificate Surrendered

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- 2.1 If a Member decides not to renew their membership in the BCSLA and returns the dues invoice to the Registrar by the payment deadline along with written notification of their wish to resign and their professional stamp and certificate, the Member will be automatically dropped from the roster and deemed to have resigned in Good Standing.
- 2.2 If and when the former Member re-applies for membership, the following fees will be due:
  - 2.2.1 A re-instatement fee of \$200 (plus applicable taxes).
  - 2.2.2 The current year's pro-rated dues (quarterly).

### Resigned Members (continued)

- 2.2.3 A \$50 (plus applicable taxes) administrative fee.
3. Defaulted Members - Stamp and Certificate Surrendered
    - 3.1. If a Member fails to pay BCSLA professional dues and fails to notify the BCSLA of their wish to resign membership, but returns their professional stamp and certificate to the Registrar after the payment deadline, the Member will be automatically dropped from the roster and will no longer be a Member in Good Standing.
    - 3.2. If and when this former Member reapplies for membership, the following fees will be due:
      - 3.2.1. A re-instatement fee of \$200 (plus applicable taxes).
      - 3.2.2. A default penalty of \$50 (plus applicable taxes).
      - 3.2.3. Pro-rated dues (quarterly) for the portion of the year in which the last dues were not paid up to and including the month in which the stamp and certificate were returned.
      - 3.2.4. The current year's pro-rated dues (quarterly).
      - 3.2.5. A \$50 (plus applicable taxes) administrative fee
  4. Defaulted Members – Stamp and Certificate Not Surrendered
    - 4.1 If a Member fails to pay BCSLA professional dues and does NOT return their professional stamp and certificate to the Registrar by the second reminder, they will be listed in the roster as having ceased to be a Member for non-payment of dues, and their case turned over to BCSLA legal counsel for further action.
    - 4.2 If a Member does not resolve the situation in a satisfactory manner as deemed by the current BCSLA Board of Directors, and the defaulted Member retains his/her stamp and certificate, which for all intents and purposes is the property of the BCSLA, the defaulted Member will continue to be sent annual dues invoices showing cumulative back dues.
    - 4.3 If and when this former Member who is Not in Good Standing and who has continued to default on professional dues payments reapplies for membership, he/she will be required to submit written explanation for failure to communicate with the BCSLA and for failure to return the professional stamp and certificate and the following fees will be due:
      - 4.3.1 A re-instatement fee of \$200 (plus applicable taxes).
      - 4.3.2 A default penalty of \$50 (plus applicable taxes).
      - 4.3.3 Full equivalent of cumulative back dues for all years the Member was in default.
      - 4.3.4 Reimbursement to BCSLA any relevant legal fees incurred by the BCSLA.
      - 4.3.5 Pro-rated dues (quarterly).

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4.3.6 A \$50 (plus applicable taxes) administrative fee

### 5. Inactive Members

- 5.1 If a Member wishes to become Inactive and will do so for a period longer than six (6) months the Board will consider the request provided the Member is in Good Standing having paid all dues and fees invoice and provides written notification to the Registrar along with their professional stamp and certificate.
- 5.2 When the Inactive Member applies for re-instatement as a full Member, the following fees will be due:
  - 5.2.1 The current year's pro-rated dues (quarterly).
  - 5.2.2 A \$50 (plus applicable taxes) administrative fee