**Membership Renewal**

MAPHN will adhere to the current policies in regards to **membership renewal** including:

1. Renewal of existing membership begins on July 1st (each new fiscal year).

2. There is a 120 day “grace period” for payment of dues before member is reclassified as “lapsed”.

3. Reminder emails are generated automatically based on member status (paid, pending, or lapsed).

4. Payment by credit card/PayPal are verifiable (almost) immediately and status is updated online automatically.

5. Payment by check may take up to 4 weeks for processing.

6. Members are responsible for updating their profile information including email address and membership level. THEY NEED REMINDERS TO DO THIS.

7. Membership is provided to the individual in the profile and not the community to which he/she lists. Members who move/transfer remain members until the renewal period. The EC may consider reassigning a member to a new community nurse.

**Changing status**: When it is necessary for a member to revise their status between Member or Student or Retired, it is NOT NECESSARY to create a new profile. THEY NEED REMINDERS THAT THIS IS THE CASE. The membership status can be changed within the member profile (by the member). Duplicate memberships will result in duplicate notifications of dues.

Email distribution through the list-serve is sent to the primary email address on the membership profile. Alternate email address can be used when requested by the member.

Membership dues paid by check (personal, municipal) will be marked as paid on the website by the Presidential Aide or designee and notice sent to the Communications/Web.Status of membership should be confirmed prior to accepting membership. No new members email will be added to the list-serve until they have paid dues.

**New Membership**

New member applications (website generated) will be accepted once credentials are verified for Full, Associate or Student status by [MAPHN Secretary]. Retired membership will have been verified by the retiring member upon renewal.

New member contact information will be sent to the Chapter President, Chapter Director, Communications/Web Manager and Organization President [by the Secretary?] after confirming above.

The Chapter Director or Chapter President will provide a “Welcome Letter” and Chapter meeting information and invitation to attend.

New member email address will be added to the list-serve by the [Communication/Web Manager] once dues payment has been verified by the [Presidential Aide/Treasurer]

Memberships generated on or after (date) will be honored for that year and the subsequent renewal period (12 months + \_\_\_\_\_). This (x month membership credit) applies to new members only and does not apply to lapsed membership who renew. The membership period will be adjusted on the membership admin page by the Secretary, Presidential Aide or Web/Communications

When a member joins or renews (THIS IS IMPORTANT AFTER THE LAPSED PERIOD AS LAPSED MEMBERS ARE REMOVED FROM THE LIST-SERVE)

**Dues payments**

**By check**: when received, the Presidential Aide or designee will deposit the check and mark the membership paid status accordingly on the website as PAID (from pending) and notify the Communications/Web manager so that the member email can be added to the list-serve.

**By Paypal**: this payment automatically changes the status from Pending to Paid. The Presidential Aid will notify the Communications/Web manager so that the member email can be added to the list-serve.

**By group**: some communities with more than 1 member prefer a joint invoice. Although it can be generated, the member must STILL complete a member profile on the website and when the check is received by the community or organization, the Presidential Aid will mark the membership status as Paid to each of the members represented in the group invoice. The Communications/Web will create and submit the group invoice to the host community.