

PPP DUES PROCEDURES

Categories of Membership

There are three dues-paying categories of PPP membership: council members, provisional council members, and individual members as described in the PPP Articles of Incorporation and Bylaws.

Method of Dues Assessment

Councils:

Each council member will be assessed annual PPP dues at least 60 days prior to the Assembly of Delegates. Each council's assessment will be determined by a sliding dues scale as set by the PPP Board and based upon council size.

Provisional councils:

Provisional council members (start-up councils with less than 15 members) will pay a \$100 application fee at the time of application for membership. Provisional membership is available for a period of no longer than one year after application. If full council member status is not obtained within that year, council status will be reviewed by the membership committee.

Individuals:

Each individual will be assessed annual PPP dues based upon the current PPP individual dues amount as set by the PPP Board. PPP and council dues (for those councils participating in ICDMS) will be assessed annually, based upon the anniversary date of each individual's membership. All dues monies will be sent to PPP headquarters. For those councils participating in ICDMS, PPP will retain its dues portion and rebate each council's portion back to the council. Council copies of renewal invoices and/or new member applications will be batched, accompanied by a rebate check and mailed on a weekly basis (contingent upon dues activity) throughout the year.

Refunds will not be given for cancellations of membership.

Due Date for Dues Payments

Payment of annual dues will be expected within 30 days of the renewal invoice date.

Treatment of Non-Payment

Council Members:

Where no annual dues payment has been received 30 days from invoice, the council will be placed in provisional status.

Individual Members:

Where no annual dues payment has been received within 45 days of the renewal invoice, a reminder notice will be sent. If no payment is made within 30 days of the first reminder, a final reminder will be sent. Failure to pay within 15 days of the final notice will result in the individual being placed in inactive status.

Inactive status is described as follows:

- Individual's PPP data record will be marked inactive.
- Individual will be removed from the PPP directory and will not be shown on his/her respective council's roster, if applicable.
- Individual will cease to receive PPP publications and benefits (including discount to the conference) until full dues are paid and active status is reinstated.

- For councils participating in ICDMS, an inactive report (a listing of inactive members) will be sent to each appropriate council on a monthly basis and the council will be instructed to treat the inactive members as member prospects. **IMPORTANT—PPP cannot maintain a council’s prospect list.**

Once payment is received, the PPP record and council record (if applicable) of an inactive member will be returned to active status and all PPP rights and benefits will be reinstated. Rights and benefits forfeited while the individual was listed as inactive **will not** be restored retroactively.

Responsibilities

It is the responsibility of each PPP council and provisional council member to keep PPP updated with the most current council contact (president and PPP Liaison) information.

It is the responsibility of each PPP individual member to provide PPP headquarters with notification of member record changes.

It is the responsibility of PPP headquarters to maintain an accurate database of its individual members and the members of its affiliated councils participating in ICDMS, based on the information supplied by those individuals and/or the participating councils. PPP is responsible for making all membership benefits available in a timely manner. PPP is responsible for providing each ICDMS-participating council with copies of all dues renewal invoices, new member applications and dues rebate checks, as applicable.

Membership Directory

The PPP Membership Directory is available online and updated on a weekly basis.

Verification of Membership

A council participating in ICDMS may request a roster of its membership as registered at PPP headquarters when providing 48 hours notice for preparation.