

Subject: Policy for annual dues payment and decertification action.

Background: On November 10, 2015 it was the sense of the Board of Regents that the ICRM needed to define the time standards for payment of annual dues and the initiation of the decertification process if not paid.

The Regent for Member and Applicant Relations shall continue to provide guidance and oversee procedures of contract staff and technical support contractors for the notification of members up upcoming dues, reminder notices, and if required, the notice of intent to decertify CRMs for non-payment of annual dues.

It is the policy of the ICRM that:

1. Individual annual dues notifications shall be communicated to the members at least 30 days prior to the end of the fiscal year (currently December 31.)
2. Reminder communications of unpaid dues, as a minimum, shall be sent for to those who have not paid one week prior to the end of the year and again 2 weeks into the new calendar year.
3. A due diligence check shall be made to ensure correct addresses and contact information and attempts at alternate communication media.
4. On the business day closest to March 1, any members who have not yet paid their annual dues shall be notified that they are being processed for decertification and have a 1 week grace period to pay their annual dues.
5. The Board of Regents shall vote on decertification actions due to non-payment of dues prior to 1 April 1.

Members already in a CRM Retired status and who have not responded to notices to pay their annual CRM Retired dues shall simply be dropped from the active register of ICRM membership without formal decertification action. A CRM Retired who is dropped from the membership roles may be reinstated to membership as a CRM Retired by payment of the current year dues.

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Regent, Legislation and Appeals