

## 10.16 ANNUAL DUES RENEWAL REPORT

This report is submitted by the chapter to the Georgia Society Secretary. During the normal renewal period, October through December, a chapter may submit the report in several increments. **The State Secretary must receive the Chapter's final report by January 10<sup>th</sup>** because of the time required by the State Secretary in completing the National Society's *Membership Reconciliation Form* and preparing for the Annual Meeting in January. All Chapter Dues Reports received by the State Secretary on January 11<sup>th</sup> will be processed in February as reinstatements for these members dropped for nonpayment of dues. Because of the large number of members being reconciled in January by the national society throughout the United States and foreign countries, reinstatements are not normally registered until late March or early April, resulting in the member missing the Winter SAR Magazine. **DO NOT WAIT TO SUBMIT CHAPTER DUES** for one or two procrastinating members. It may adversely affect your January 1<sup>st</sup> chapter membership. Late payers only cost a 44 cent stamp and a few minutes of your time for a reinstatement.

During August of each year, chapter officers with an email address recorded in the database will receive a new CHAPTER DIRECTORY and MEMBERSHIP DUES REPORT from the state secretary with a list of current year paid membership, state and national SAR Numbers, addresses, telephone numbers and email addresses. Dual members that do not pay Georgia Society dues through your chapter will not be on the CHAPTER DIRECTORY or on the MEMBERSHIP DUES REPORT. The State Secretary does not keep a record of in-state dual members. Proposed members who have requested reinstatement and that have **not been approved and registered by the National Society** will not be on the directory. If these missing members are registered at national sometime after August, they will appear on a new CHAPTER DIRECTORY and MEMBERSHIP DUES REPORT. You may request a new report up to one per month.

The MEMBERSHIP DUES REPORT is used by the chapter treasurer. When submitting dues anytime during the fall, the chapter treasurer can mark with an "X" in the next YEAR BOX beside the name of each paid member and use a calculator to add up the total dues for the check. This means a chapter treasurer is not required to use a computer. Marking with an X in the next YEAR BOX for paid members and a check for the correct amount is sufficient.

After receiving a MEMBERSHIP DUES REPORT with partial payments, the State Secretary will email a new MEMBERSHIP DUES REPORT to the chapter officers confirming the paid membership with a preprinted checkmark in the next YEAR BOX. This system will allow time to correct any potential errors **before December 31<sup>st</sup>**. Corrections can be made prior to December 31<sup>st</sup>. Late submissions of dues in January will not receive this confirmation and corrections will not be possible. Time will have run out.

If the chapter treasurer insists on using another means of reporting, it is acceptable as long as the information includes: **Last Name, First Name, and SAR Number**. Leaving the SAR number out of the report may cause a problem with fathers and sons of the same name. BE CLEAR.

*Amended August 14, 2011.*