

## Membership Renewal Policy (Approved by council July 2012. Updated September 2015)

### 1.0 Membership Renewal Notices

Membership renewal notices will be sent the first week of October with a due date of December 1. The ABCFP's *Membership Renewal Policy*, fee schedule and self-assessment declaration will accompany the notices.

### 2.0 Administrative Fee

A list of members whose fees and self-assessment declarations have not been received at the ABCFP office as of December 1, or whose valid authorization for personally approved monthly payments are not received by the specified date, will be prepared in the first week of December. An administrative fee of \$50.00 will be applied to these accounts at this time. A letter will be sent to the members on the list in December that:

- demands payment of all fees and/or receipt of the self-assessment declarations by January 31; and
- advises the recipient that if all fees are not paid in full, and/or the self-assessment declaration is not received by January 31, the member's name shall be struck from the register and the member will no longer be entitled to practise professional forestry in BC.

### 3.0 Removal

#### 3.1 List of Members to Be Removed

In February, a list of members whose fees remain unpaid, and/or whose self-assessment declarations are not received shall be prepared. With council's approval, as per Section 17 (2) of the *Foresters Act*, these members will be struck from the register.

#### 3.2 Notice of Removal

Struck members, their employers, where possible, and their sponsoring member, where appropriate, will be advised in writing that the member is no longer entitled to practise professional forestry in BC. The names of struck members will be published in **BC Forest Professional** magazine.

### 4.0 Renewals

Members who have any outstanding amounts owing to the association, for whatever reason, will not be eligible to renew their membership until all outstanding amounts are paid in full. Members who have not submitted their self-assessment declarations will not be eligible to renew their membership until the declaration is submitted.

### 5.0 Reinstatements

Members who have retired, resigned, are life members, on leave of absence, or have been removed from the rolls are eligible to reinstate their membership status as per the ABCFP Registration and Change of Status policies.