

**BLUE GRASS SPORTSMEN'S LEAGUE**  
**MEMBERSHIP BILLING AND APPLICATION POLICY**  
**MARCH 25, 2003**

This Policy as adopted by the Blue Grass Sportsmen's League Board of Officers and Directors shall govern the billing of membership dues and new member application procedures.

**MEMBERSHIP BILLING**

1. Membership in BGSL shall expire on the first of the month 12 months after initiation into the League.
2. An invoice shall be sent to the address of record on the 15<sup>th</sup> of the month preceding the expiration date.
3. Dues are payable upon receipt of the invoice. The invoice shall carry a warning that if dues are not paid by the 15<sup>th</sup> of the following month the member's gate card shall be de-activated
4. If dues are not paid by the 15<sup>th</sup> of the month following expiration the member's gate card shall be de-activated.
5. A second invoice shall be sent to the member's address of record on the fifteenth of the expiration month. This invoice shall carry a message that the member's dues are in arrears and that the member's gate card will be de-activated.
6. On the fifteenth of the month following the expiration month a third invoice shall be sent to the member's address of record warning that they shall be dropped from membership at the end of the month for failure to pay their dues and that they shall have to pay an initiation fee if they are dropped from membership.
7. If dues are not paid by the end of the month following the expiration month the member shall be dropped from the club and the opening shall be filled by an awaiting applicant.
8. At any time during this process should the member pay their dues in full all collection activity shall cease and the member's gate card shall be reactivated.
9. The President of the League, with reasonable cause, shall have the authority to waive the requirement for payment of the initiation fee for reinstatement.
10. Any member requesting a change of their expiration date shall be allowed to do so by making a prorated dues payment to shift their expiration date.
11. Dues may be paid in advance, however the member's account shall be noted of the advance payment and the member shall be warned that any subsequent dues increases will still have to be paid.

## LIFE MEMBERS

1. For audit purposes all Life Members shall be sent a card, to their address of record, each year requiring their signature. This card shall remain on file for comparison.
2. Should a Life Member fail to return the first signature card within one month a second card shall be sent warning them that failure to reply will result in termination of their membership.
3. Should a Life Member fail to respond to the second signature card a third card shall be sent indicating that they will be dropped from membership 30 days after the third card is sent if they fail to respond.
4. If no response is obtained from the third signature card the Life Member shall be dropped from membership and the opening shall be filled with a new applicant.
5. Should the number of Life Memberships exceed 2% of the membership capacity a separate account for Life Member dues shall be set up to insure that they are properly invested for principle protection and the interest income shall be used for normal operating expenses.

## NEW MEMBER APPLICATION PROCESS

1. New member applications shall be collected by the bookkeeper of the League.
2. On the 15<sup>th</sup> of each month the bookkeeper shall review membership openings within the League and the appropriate number of applicants shall be sent an invitation card to join the League.
3. Should an applicant not attend the orientation session and establish membership within the League that applicant will be sent a second invitation to the next orientation session on the 15<sup>th</sup> of the next month
4. Should the applicant fail to respond to the second invitation they shall be sent a third invitation, on the 15<sup>th</sup> of the month, warning them that failure to respond to the third invitation will result in removal from the applicant process.
5. Should the applicant fail to respond to the third invitation, they shall be removed from the applicant process.