



# Badger Pets and Handlers (Badger-PAH) Standard Operating Procedures

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## Membership Dues

1. Purpose
  - a. Badger-PAH collects a yearly membership due to ensure it is able to provide the best possible experience for its members. The following procedures will outline how Badger-PAH will collect those dues.
2. Definitions of Membership Types
  - a. New Memberships
    - i. New applicants shall receive 90 days from receipt of their application to pay dues before their application is administratively withdrawn.
    - ii. Applicants will not receive membership and associated privileges and perks until dues are paid.
  - b. Membership Renewals
    - i. A renewing member is considered to have retained membership by initiating their application within 90 days of expiration of the previous membership year.
      1. Renewing members will have a 90 day period beginning on July 1st to renew their membership.
      2. Members submitting an application after the 90 days will be considered a Returning Member and are not eligible for membership renewal perks.
  - c. Returning Member
    - i. An applicant whose membership has expired and is outside of the 90 day renewal period shall be considered a returning member.
    - ii. A returning member may not receive perks of a new membership.
3. Dues
  - a. The Board of Directors will determine the cost of dues as well as available payment methods.
    - i. Full membership: \$20
    - ii. Associate membership: \$15
    - iii. Recruit membership: \$10
    - iv. Dues can be paid via: PayPal, Venmo, and cash.
  - b. New members and returning members who join during the membership year are eligible for prorated dues.
  - c. Prorated dues
    - i. In the event a member submits an application after the beginning of the membership year the following guides will be used to prorate the current member dues owed.
      1. July 1st - December 31st - member pays 100% of dues
      2. January 1st - June 30th - member pays 50% of dues
  - d. The Board of Directors may discount membership dues when necessary.
4. Expiration of Membership Benefits
  - a. Membership benefits will be revoked 60 days after the renewal period has begun, at which point the Board or their designee may remove any organizational privileges.
    - i. Exceptions apply to those who have begun the renewal process but have not yet paid. See above for payment time frames.

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