

A.7 Policy and Procedure Regarding Members in Arrears

A.7.1 Section 1 - Arrears

Any member failing to pay dues or assessment within thirty (30) days after notice shall be deemed to be in arrears and thereby stand suspended.

The ICA process of notification to members of a failure to pay dues, begins with calls from the Membership Director if an automated payment failed due to a lapsed credit card. If the member or member's staff do not return the telephone call and resolve the matter after at least 3 repeated attempts in the course of a week, an email notice is sent 3 times, while continued efforts to reach the office of the chiropractor. In the second week after failing to pay dues, a letter is mailed to the member via the US Postal Service. This activity is repeated twice more, before the membership is suspended. Other failures to pay dues are addressed by email and postal mail. When available, and if the Membership Director is unable to reach the member, the Executive Director will reach out and talk to the member.

An officer, director, committee person or other person holding title or office in the Association shall not act in such capacity following written notice of such suspension. Such suspended members shall have twenty (20) days following notice of suspension to become reinstated under the terms of reinstatement as set out in Section 2 of the Article; and having failed to become reinstated within the time prescribed shall thereupon forfeit such office or title without resignation or further notice.

A.7.2 Section 2 - Reinstatement

Any member in arrears in dues or assessments for less than nine (9) months may be accepted for reinstatement, provided such applicant pay an amount equal to any dues or special assessment levied during such applicant's prior membership and unpaid during the lapse of membership. A member being in arrears as to dues or assessments for a period of less than nine (9) months or for any longer period may be reinstated on payment of all arrearages.

A.7.3 Section 3 - Application for Reinstatement

A former member having been suspended for non-payment of dues for more than nine (9) months, must submit a new written application for membership (or complete the online application process) Such application for membership shall be waived in the event such member chooses to maintain a record of continuous membership by making payment of all arrearages.

A.7.4 Section 4 - Humanitarian or Good Cause

The Executive Committee in unanimity may order that a member be excepted from the strict application of the foregoing provisions of this article for humanitarian reasons or other good and justifiable cause. The decision of the Executive Committee in such instances shall be subject to appeal to the Board of Directors by any member of the Association. In such event, the action of the Executive Committee may be overturned by the Board of Directors by not less than a four-fifths (4/5) majority.

(Last Reviewed and Approved by the Board on April 20, 2023.)