

Spartan Lyrical Society Policy XX: Setting Annual Dues

Number: Policy XX.

Version: 00

Title: Policy for Setting Annual Dues for Spartan Lyrical Society (SLS) Membership

Status: In Review, to be voted on by the board at the June 2016 board meeting.

Description: This policy describes the process for setting annual membership dues.

Relevant Bylaws: Article V: Members and Dues

Background Information: This policy concerns setting membership dues for SLS. SLS membership dues are used to defray administrative expenses and reduce the amount of fundraising necessary to support SLS. SLS membership is required to participate in SLS-sponsored activities, including but not limited to Drama Camp, Fall Musical Revue, Tech Crew Club, the Spring Musical, and Varsity Choir.

Process Steps:

Step 0) The budget committee is stood up for the next school year. This occurs on an annual basis.

Step 1) The budget chair or designee estimates the number of primary paying members for the budget year, and provides rationale.

Step 2) Based on the budget year's expected revenue (income and expenses) and SLS goals, the proposed annual membership dues are set. Any increase requires a rationale.

Step 3) The membership dues are voted on by the SLS board as part of the overall budget approval vote.

Step 4) If there is a change to the dues, all membership forms, web site information, etc. is updated to communicate the new dues rate. The budget chair will coordinate with the president on communicating the dues rates.

Related Policies:

- 1) Membership dues are currently set at \$20 per family, as of September 2015.
- 2) Paid membership dues allow membership in SLS from July 1 through June 31.
- 3) Members may join at any time during the year, but membership dues are not pro-rated.
- 4) Dues rates shall not be increased during the school year.
- 5) Member categories may be considered (such as active, inactive, performer, tech crew). Currently the categories are primary (\$20) and sibling (\$0).
- 6) Timeliness of payment can be considered when setting the rates (such as early-bird, late fee). Currently there is one dues rate, regardless of when it is paid.
- 7) Payment of dues is required before a student may participate in SLS events / activities.
- 8) Confidential fee waivers for membership dues are available for those qualifying members who follow the fee waiver process.

9) Payment of dues must be as required by the SLS (check payable to SLS, online using a pay site or credit card, etc.) and must be accompanied by the SLS membership application.

Required Forms: N/A

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.