

## **TIMELINES/PROCEDURES FOR COLLECTING DUES**

**ANNUAL DUES:** Annual dues are paid for all members on AUXDATA as of 11:59 pm December 31<sup>st</sup>, so it is in our best interest to ensure that all members listed have paid their dues.

**PRORATED DUES:** Dues are prorated for new members enrolling throughout the year. The National Board usually sends out a request for payment of dues for these members about three weeks after the end of the quarter. The DSO-FN, in turn, sends a notice to the flotilla identifying these members and the amount of dues to be sent to the District. As the new members have already paid dues to the flotilla when they were enrolled, payment of these notices is expected within a week or two of receiving the notice. Dues are prorated as follows:

- **First quarter** dues for new members enrolling in the first three months of the year (January through March) are prorated at **75%** of the annual dues.
- **Second quarter** dues for new members enrolling in the next three months of the year (April through June) are prorated at **50%** of the annual dues.
- **Third quarter** dues for new members enrolling in the third three months of the year (July through September) are prorated at **25%** of the annual dues. In addition, annual dues for the next year will be collected.
- Although, new members enrolling during the **final three months of the year (October through December)** do not pay prorated dues for that year, they need to pay the **full amount of dues for the following year** when they are enrolled.

**PAST DCO:** Past DCOs are exempt from paying National, District and Division dues.

**DUES ADJUSTMENTS:** Dues are to be paid as billed. If a member, for whom a disenrollment, retirement or transfer request had been sent in prior to the cutoff date, still appears on the listing, you are obligated to pay the dues for that member and then request an adjustment. Send an adjustment request documenting the circumstances and a copy of the ANSC #7035, "Change of Membership Status" form to the DSO-FN who will prepare a letter for the District Director to submit to National Office. If the Comptroller at National Office approves the DIRAUX's adjustment request, a refund/credit will be given for the National dues paid. Adjustments to District and Division dues need to be approved by the District and Division.

**DISENROLLMENTS:** These timelines have been established to allow for the timely collection of annual dues and to provide for **disenrollment** timelines to remove any members that will not pay their dues for the next year.

- **Third Quarter - Jul/Aug/Sep** - Notify members of the amount and when dues are to be paid for the following year. **DSO-FN** will notify you of the amounts due for National, District and Division. To that is added the amount of the flotilla dues assessment. Members should pay their dues to the flotilla by **September 31<sup>st</sup>**. The **FSO-FN** will notify the **FC** of any member/s that has/have not paid their dues.
- **October** - **FC** contact member (may be written or verbal) regarding the non-payment of dues. **FC** will prepare disenrollment form, Change of Membership Status, CGAUX-36 (4-97)/ANSC # 7035, for those that have not paid dues by the 15<sup>th</sup> or are not expected to pay.
- **November 1** - **FC** will send the ANSC # 7035 to the **DCP**. **DCP** will forward to **DSO-PS**. The **DCO** should be notified of Change of Membership Status as they occur.
- **December 1** - All paperwork should be received in the **DIRAUX** office by December 1<sup>st</sup>.
- **December 31** - The process of disenrollment must be accomplished before the end of the year. If the member is still on the rolls, the flotilla will be required to pay the dues for that member for the next year. Processing of changes of membership status should take place throughout the year. The Director's Office should be notified as soon as possible of members who have died.

If these timelines are followed, we should eliminate the flotilla paying membership dues for people that no longer wish to actively participate in the Coast Guard Auxiliary.