

**Florida Institute of Consulting Engineers
Policy 3**

Dues Billing Procedure

1. The fiscal year for dues billing purposes shall be October 1 to September 30.
2. Dues may be paid quarterly:
 - o October 1- December 31
 - o January 1- March 31
 - o April 1- June 30
 - o July 1- September 30
3. The Executive Director shall be charged with the administrative responsibility of issuing dues statements in keeping with sound business practices. Quarterly dues statements shall be mailed one month prior to the end of the previous quarter.
4. The processes outlined below is to followed for payments not received after the start of the quarter:
 - o **a)** A duplicate invoice is mailed by the 1st of the first month of the quarter.
 - o **b)** A personal phone call or contact to the voting representative 15 days after the start of the quarter.
 - o **c)** A first warning letter shall be mailed if dues are not received by the 30th of the first month of the quarter.
 - o **d)** A second warning letter shall be mailed return receipt requested if dues are not received by the 30th of the second month of the quarter, stating that the firm membership dues are in jeopardy of being dropped.
 - o **e)** Within seven days of the sending of the second reminder, the Executive Director shall present the Member Services Committee and Board the list of delinquent members to contact personally. Follow up by the Member Services Committee and/or Board member shall be reported to FICE staff in writing.
 - o **f)** A certified letter is to be mailed the 30th of the third month of the quarter if dues are not received stating membership will be dropped within 90 days of the receipt of the letter if payment is not received.
 - o **g)** If payment is not received within 6 months of the beginning of the quarter, a termination letter is to be mailed stating our regrets they are unable to maintain their membership, but would like to work with to re-join in the near future.
5. The Executive Director shall report to the FICE Board any firm that is 30 days delinquent the date of the each Board meeting.
6. Any firm delinquent 6 months beyond initial billing will be dropped. The Executive Director will prepare for the president's signature an official letter informing the delinquent firm of their termination. That firm will be removed from the FICE membership rolls and notice will be sent to the American Consulting Engineers Council of membership termination, should the delinquent member be so affiliated.
7. All firms shall have the opportunity to revise index numbers, either up or down, for the next fiscal year during the month of May, that index number remaining the same through out the fiscal year. Firms not changing their index number during the month of May will be charged for dues on the basis of the current index number.