

**FLORIDA ENGINEERING SOCIETY
ADMINISTRATIVE POLICY (AP No. 37D)**

NEW MEMBER ENROLLMENT FEE

The administrative activities attendant with the handling of membership applications and the enrollment of new members involves considerable expense to the Society. The expenses incurred by the Society in the processing of applications and the enrollment of new members are special "initial" expenses on behalf of the applicant which only occur at the time each new member is enrolled. Such administrative activities include: Receiving, recording, reviewing and acknowledging a prospective member's application; printing, preparing and mailing a membership certificate which is provided by the Society without additional charge to the new members; setting up new records, dues cards, and files for each member; input to the computerized mailing list; providing and mailing a membership pin without additional charge to the new member; preparing and mailing a new member welcome letter including a copy of the latest Directory issue of the JOURNAL; preparation and transmittal of new member information to the local chapter and national headquarters; publishing an announcement of enrollment in the JOURNAL; and other related administrative functions.

To compensate for the administrative expenses incurred by the Society in connection with processing applications and enrolling new members the Society hereby adopts a New Member Enrollment Fee of \$20.00. Payment in full of the New Member Enrollment Fee shall be submitted by the applicant at the same time his application is submitted.

The New Member Enrollment Fee shall not apply to Student Members at the time of their initial application and enrollment as a Student Member.

Adopted by the FES Board of Directors
October 13-14, 1972

Amended by the FES Board of Directors
March 25, 1983

Amended by the FES Board of Directors
July 30, 1992
Reaffirmed by the FES Board of Directors
August 1, 1996
Amended by the FES Board of Directors
June 15, 2001
November 7, 2008