

# ORGANIZATIONAL POLICY

November 3, 2004 (v4.1)

## MEMBERSHIP EXPIRATIONS AND RENEWALS



All members whose memberships are coming up for renewal shall receive both written (by mail) reminders and email reminders.

One reminder shall be sent by US Mail so that it arrives at least 30 days before the member's expiration date.

At least two email reminders shall be sent; one approximately 30 days before the expiration date and one about 10 days before the expiration date.

The mail and email reminders will be sent to the contact address on file for the member in the member database as updated by the member through his or her member profile in the member's area of the HSCG website.

HSCG Board of Directors

December 13, 2007

#### History:

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|--------------|---|
| Dec 13, 2007 | (v1) Original Publication Date Written in to implement changes to the Bylaws approved by the membership at the 2007 Annual Meeting. |
| Feb 28, 2013 | (v2) Amended to incorporate name changes and to clarify USPS shipping method for renewal reminders.                                 |
| July 1, 2018 | (v2.1) Reformat to new branding.  |