

Seven Tips on How to Collect Semi-annual Dues On Time

1. Educate the Club treasurer and the Club president on procedures to follow when semi-annual dues need to be collected and submitted. This should be covered at Club Officer training. Explain to them why it is important to the Club members that the Club remains in good standing with TI.
2. Identify those Club treasurers and presidents who did not receive training. Assign their Area Governor to train those untrained officers, making sure that the why and how of collecting and submitting the dues & member list are covered.
3. Three months before dues are due, make a list of all Clubs that are currently in arrears on their last dues payment. One of the Top Three, preferably the LGM, should call the Club president and help him or her to develop and implement a plan to get their dues paid. Follow-up in a couple of weeks to see what has been done.
4. Appoint a Semi-annual Dues Coordinator and clearly explain that person's responsibilities and authority to Division Governors and Area Governors. This person's job is to: (1) work with Area and Division Governors to help and encourage Clubs to collect their semi-annual dues and submit them on time; (2) to telephone presidents and treasurers of delinquent Clubs, reminding them of late dues, and suggesting actions they can take to collect and submit the dues so that their Club will not be delinquent. The bottom line is that the semi-annual dues are submitted for EVERY Club.
5. Three months before the dues are due, the LGM or Semi-annual Dues Coordinator telephones the presidents of all Clubs that habitually pay their dues late. Ask them what procedures they will follow to ensure that this year, they will collect and submit their dues on time. Follow-up with an e-mail or letter outlining what was discussed and agreed to during that conversation.
6. Some corporations pay the dues of members of their corporate Club. Since the check writing and mailing is left to the corporation, there can be a delay in getting the check mailed to TI on time to meet the deadline. In such cases, have the Club treasurer or president submit the request to the corporation far in enough in advance that the deadline is met.
7. A few weeks prior to the start of the semi-annual dues collection period, send out a newsletter or flyer or e-mail announcement reminding Club presidents and treasurers of the semi-annual dues deadline. Ask Area Governors to mention the semi-annual dues during their Club visits and chats with Club Officers.