

Membership Fee Match Program Plan **(Approved by Board of Trustees 6/24/2021)**

- 1) The Program will be known as the Membership Fee Match Program (hereafter referred to as the Program).
- 2) The Program will begin immediately upon approval by the Board of Trustees and will end on December 31, 2021.
- 3) The Board may review the Program near the end of its term to determine whether the Program should be extended. If the Program is extended, a new expiration date should be selected.
- 4) The Program will provide a 50% match (total \$20.00) for either the renewal of an expired regular membership, or for the initial membership for a new regular member.
- 5) The Program will be managed by the Membership Committee or a designee. Assistance will also be required from the Treasurer.
- 6) The Program will be available to either an expired regular member or a new regular member to CO-OPP.
- 7) An expired or new member must request to participate in the Program. The request can come from either the individual who meets the criteria, or an employer who is paying the membership fee for a qualified employee. The request to participate will be sent to the Membership Committee via email. The appropriate email address to be used to submit requests will be detailed in the advertisement of the Program to expired and new members.
- 8) Those requesting to utilize the Program (the Requestor) will be asked to participate in a CO-OPP Committee as part of eligibility for approval. This is intended to encourage Chapter participation from Program participants. The advertisement to eligible expired or new members will include a list and description of all COOPP committees. The Requestor's choice or choices for Committee participation will be collected during the Program process.
- 9) A regular member with a currently active membership would not be able to "extend" the length of an existing active membership through this Program. A currently active regular member will only become eligible if their current membership expires during the life of the Program and they need to renew.
- 10) After approval by the Board, an advertisement for the Program will be sent to all currently expired regular members using their last known contact email. The same advertisement will also be provided to potential new members during the life of the Program.
- 11) After a Program request is made and approved by the Membership Committee, the Requestor will apply for their new membership or renewal through the CO-OPP Chapter website. They will submit their payment of \$20.00 by either credit card or purchase order/check. The Requestor should select one or more Committees of interest as part of their application. If the Requestor does not select one or more Committees of interest in their application, a member of the Membership Committee will confirm their choice or choices via email.
- 12) The chairs of the Committees selected by Program participants will be provided with each participant's name and contact information after they have been approved for the Program. The

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Committee chairs are encouraged to reach out to these Program participants to involve them in their Committees.

13) Membership for Program participants who are requesting a new membership will be effective upon date of receipt through the same date of the following year.

14) Membership for Program participants who are requesting to renew an expired membership will be effective as of their current expiration date for a period of one year. For those whose membership have been expired for over a year, an additional membership fee will need to be paid to bring the member to Active status. This double payment will allow the renewing member to retain all longevity with the chapter for the purpose of eligibility for PDA fund awards, holding office, etc.

15) If a Requestor does not wish to make the double payment detailed above to bring their membership to Active status, they may instead elect to start with a new membership. With their new membership they would be eligible for the Program as described above, but they will lose benefits tied to the longevity of their previous membership. They would not be eligible for awards (unless the award policies are changed), holding office, etc. until after a year of their new membership is complete.

16) No Chapter funds will be provided directly to members; all matches will be applied internally during the application process.