

## Montana Association of Medical Staff Services

<b>Policy/Procedure Name:</b> <b>Membership Dues</b>	<b>Index:</b> <b>MTAMSS-004</b>
---	------------------------------------

**Purpose:**

The purpose of this policy is to provide guidance regarding the remittance of membership dues to the Montana Association of Medical Staff Services (MTAMSS).

**Policy:**

A prospective member who joins the Association shall complete a membership application and pay dues.

**Procedure/Content:**

1. Annual dues for membership shall be due and payable on January 1<sup>st</sup> at an amount set by the Board of Directors.
  - A. New and returning members need to complete a membership application (see MTAMSS-004-FA).
  - B. The membership letter may be used (see MTAMSS-004-FB).
  
2. A prospective member who joins the Association shall pay the annual dues amount accordingly:
  - A. Paid in January/February/March: 100% due for membership good through the end of the current year (December)
  - B. Paid in April/May/June: 75% due for membership good through the end of the current year
  - C. Paid in July/August/September: 50% due for membership good through the end of the current year
  - D. Paid in October/November/December: 25% due for membership good through the end of the current year
  
3. When a current MTAMSS member leaves their current facility or position:
  - A. If the facility paid the membership, the facility can request the membership be transferred to another member of their staff.
  - B. If the individual paid the membership, they can request to maintain their membership or relinquish it to another individual of the same facility.

**Forms:**

1. MTAMSS-004-FA MTAMSS Membership Application
2. MTAMSS-004-FB MTAMSS Membership Letter

<b>Rule/Cite/Tag:</b> None	
<b>Policy Cross Reference:</b> MTAMSS Bylaws	
<b>List Historical Policy Version Dates:</b> 02/26/16	
<b>Approved By:</b>  <u>See Hard Copy for Signature</u> Kay Brown, MTAMSS President	<b>Approval Date:</b>  <u>01/26/17</u>