

- I. **PURPOSE:** To establish policy, procedures and responsibility for annual membership dues and record keeping.
- II. **POLICY:** Dues will be charged to all members annually.
- III. **PROCEDURE:**
  - A. Membership year and classes are designated in the Corporation Bylaws. Proof of certification or student status will not be required as WSTRA supports the honor system.
  - B. Active members of the Board of Directors will not be charged dues during their term of office and will continue to receive all benefits of their membership class.
  - C. Dues are set at:
    1. Professional: \$25.00.
    2. Supporting: \$15.00.
    3. Student: \$10.00.
    4. Organizational: \$75.00.
  - D. Notification and application for membership renewal will be mailed via US Postal Mail to all current members at least 60 days prior to the Corporation Annual Meeting.
  - E. Payment is due 60 days after the Corporation Annual Meeting. Confirmation will be sent within 30 days of receipt of payment.
  - F. If payment is not received by the date due:
    1. A reminder will be given by US Postal Mail, telephone or e-mail.
    2. If payment is not received, membership will be terminated as designated in the Corporation Bylaws.
  - G. Membership benefits beyond those delineated in the Corporation Bylaws include:
    1. Annual WSTRA Membership Directory, Quarterly WSTRA Newsletter
    2. WSTRA event and membership discounts
    3. Legislation advocacy
    4. Continuing education and networking opportunities
    5. Electronic notification for job announcements and other items of immediate interest
  - H. Any WSTRA member who is also a member of the American Therapeutic Recreation Association (ATRA) will receive a reduction in dues by \$5.00. Proof of ATRA membership must be provided to WSTRA upon payment of WSTRA dues.
- IV. **RESPONSIBILITY:**
  - A. Board of Directors: Review policy annually.
  - B. Members: Pay appropriate dues in a timely manner
  - C. Membership Committee
    1. Send renewal notification/application, reminder and confirmation in a timely manner.
    2. Maintain updated database of members in good standing including member approval of information sharing.
- V. **REFERENCES:**
  - A. Corporation Bylaws
  - B. Information Security and Sharing Policy
- VI. **RESCIND:** Membership Dues, expiration September, 2004.

**VII. EXPIRATION DATE:** November, 2006. Reviewed biannually or as determined by the BOD.

**VIII. FOLLOW-UP RESPONSIBILITY:** WSTRA President

Chrystal Smith, CTRS/R  
President, WSTRA, April 2004 – April 2005