

Membership Renewal Policy

The Membership of BOMA Oakland/East Bay is based on a Calendar Year. The renewal process will begin 60 days prior to December 31 of the current membership year, as the Membership will be considered expired at the end of January of the new membership year. The Association Management System (AMS) will be considered to hold the most up to date information for a member in regards to renewal and payment(s) received. There will be a 10 % administrative fee added to all invoices not paid prior to the end of February.

The Membership Committee will be responsible for following up with members who have not processed their renewal and/or paid dues on the following schedule.

<u>Task Description</u>	<u>Start date</u>	<u>End date</u>
AMS Email blast to members with membership renewal notice. Includes directions on how to create invoice and how to process payment.	Nov. 1	Jan. 31
AMS Reminder - email blast - incentive for early renewal before 12/31	Dec. 1	Dec. 1
AMS Reminder - email blast – only sent to members who have NOT generated renewal invoices.	Jan. 15	Jan. 15
BOMA to provide Membership Committee a list of members who have not created their renewal invoice.	Jan. 21	Jan. 21
Membership Committee to contact principals and associates who have not created their renewal invoice - deactivation notice	Jan. 21	Jan. 31
Committee to provide status report to BOMA	Jan. 31	Jan. 31
Members are deactivated if invoice NOT created	Jan. 31	Jan. 31
Membership expiration date!	Jan. 31	Jan. 31
BOMA to provide list of unpaid members	Feb. 18	Feb. 18
Committee to contact principals and associates - deactivation and late fee notice	Feb. 18	Feb. 28
Committee to provide status report to BOMA	Feb. 28	Feb. 28
Members are deactivated for non-payment	Feb. 28	Feb. 28
Member invoices to include 10% late fee on dues if payment not received by Feb. 28	Mar. 1	Mar. 31
BOMA to provide list of unpaid members	Mar. 18	Mar. 18
Committee to contact principals and associates - BOMA Int'l notice	Mar. 18	Mar. 31
Committee to provide status report to BOMA	Mar. 31	Mar. 31
Deadline to pay to be listed in BOMA International	Mar. 31	Mar. 31

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The AMS will send out automatic emails to members on the following schedule with the content under each time frame. Sample emails sent through the AMS are below:

60 Days Prior to Expiration (AMS sends)

This is your 20XX BOMA Oakland/East Bay membership renewal notice. Please log into your profile at www.bomaoeb.org in order to process your renewal. Your username is your email address. If you do not remember your password, please use the “Forgot Password” link. Once logged in, you will see a “Membership Renewal” button on the left side of your profile page. Please refer to the Renewal Cheat Sheet found at www.bomaoeb.org/renewal or contact the BOMA OEB office at admin@bomaoeb.org with any questions. All renewals paid in full prior to December 31, 20XX will be eligible for discounted luncheon prices. All organizations paying in full by January 31, will be entered into a drawing for \$300 in BOMA Bucks. (Can be used to attend any BOMA activity.) Any membership dues invoice, which remains unpaid after February 1, 20XX may result in a 10% admin fee.

30 Days Prior to Expiration (AMS sends)

This is the 2nd notice for your 20XX BOMA Oakland/East Bay membership renewal. Your Building’s Membership (Organization’s Membership if an Associate category) expires on December 31, 20XX. Please log into your profile at www.bomaoeb.org. Your username is your email address. If you do not remember your password, please use the “Forgot Password” link. Once logged in you will see a “Membership Renewal” button on the left side of your profile page. Please refer to the Renewal Cheat Sheet found at www.bomaoeb.org/renewal or contact the BOMA OEB office at admin@bomaoeb.org with any questions. All renewals paid in full prior to January 31, 20XX will be eligible for discounted luncheon prices. All organizations paying in full by January 31, will be entered into a drawing for \$300 in BOMA Bucks. (Can be used to attend any BOMA activity.) Any membership dues invoice, which remains unpaid after February 1, 20XX may result in a 10% admin fee.

15 Days Prior to Expiration (AMS sends)

This is the final notice for your 20XX BOMA Oakland/East Bay membership renewal. Your Building’s Membership (Organization’s Membership if an Associate category) benefits grace period will expire on January 31, 20XX. Please log into your profile at www.bomaoeb.org. Your username is your email address. If you do not remember your password, please use the “Forgot Password” link. Once logged in you will see a “Membership Renewal” button on the left side of your profile page. Please refer to the Renewal Cheat Sheet found at www.bomaoeb.org/renewal or contact the BOMA OEB office at admin@bomaoeb.org with any questions. All renewals paid in full prior to January 31, 20XX will be eligible for discounted luncheon prices.

Membership Renewal Policy

At Expiration Date (AMS sends)

Members will be deactivated if dues are not received by January 31. Please contact BOMA OEB Office at admin@bomaoeb.org to reactivate your member status.

15 Days After Expiration (AMS sends)

This notice is to inform you that your BOMA Oakland/East Bay membership has expired and you will stop receiving member benefits after January 31, 20XX, unless you renew immediately. Please log into your profile at www.bomaoeb.org. Your user name is your email address. If you do not remember your password, please use the "Forgot Password" link. Once logged in you will see a "Membership Renewal" button on the left side of your profile page. Please refer to the Renewal Cheat Sheet found at www.bomaoeb.org/renewal or contact the BOMA OEB office at admin@bomaoeb.org with any questions. All dues received after February 1, will be charged a 10% admin fee.

30 days after Expiration Date (Staff)

Members will be deactivated. Please contact the BOMA OEB Office to reactivate your member status. Invoices will include a 10% admin fee.

60 days after Expiration Date (Staff)

If any Associate member does not renew by February 31, they are ineligible to attend any/all BOMA events. Dues must be received by March 31 in order to be included in the BOMA International Directory. All dues received after February 1, will be charged a 10% admin fee.