



STANDING RULES OF PROCEDURE (SROP)

Name: NYSALM Membership Discrepancies and Billing Procedures

This shared Google Excel spreadsheet lists 1) ACNM life members and 2) NYSALM life members:

https://docs.google.com/spreadsheets/cc?key=0Ap1X5WK3hVUPdGs3bk9SOTljNjdkZWtZYjBIOFdMV2c&usp=drive_web#gid=0

ACNM life members who are not NYSALM life members

- 1) All members in this category, including retired members, are sent invoices annually via email. For those who do not have email addresses on file, an invoice is sent by US post.
- 2) Invoices will be sent at intervals of 3 months. After 3 invoices have been sent with no response, a phone call will be made. If the member does not respond by phone, s/he will be removed from NYSALM's membership roster.
- 3) Responses are tracked on the shared document.
- 4) Phone, addresses, emails are updated as members respond.
- 5) Once payment is received, repeat invoices will be sent on an annual basis in the same month when the first payment was made.

Please see sample invoice below.

NYSALM life members who are not ACNM life members

- 1) Five NYSALM life members do not maintain ACNM membership. These members must be ADDED to any communication going to NYSALM's membership listserv, ny@emidwife.org.
 - a. Joan Bryson: joaniesb@gmail.com
 - b. Nancy Campau: nancycampau@gmail.com
 - c. Faith Reimers: erifai@npacc.net
 - d. Dale Cook: midwifedale@gmail.com
 - e. Alice Gilgoff: alicegilgoff@gmail.com, doulacomp@aol.com
- 2) Six NYSALM life members pay for ACNM membership annually. These individuals are automatically charged again for annual NYSALM membership when they pay their annual ACNM dues. If they pay NYSALM dues again, it is NYSALM's policy to refund these dues on an annual basis:
 - a. Connie Coker

- b. Christine Lanza Obremski
- c. Cecilia Stearns
- d. Martine Jean-Baptiste
- e. Karen Jefferson
- f. K. Michelle Doyle

Future Use of Shared Document:

The same shared excel spreadsheet can be adapted and used for annual invoicing of all members.

Approved by BOD on 4/28/14

