

Membership Committee

The Membership Committee is responsible for coordinating activities related to increased membership, serving the development of IDEC membership, and increasing understanding of IDEC's Mission.

Committee Composition & Appointments

Chair: The chair of the Membership Committee is appointed by the President of IDEC.

Term: 2 years (May serve for two consecutive terms for a total of 4 years). Responsibilities begin May 1 of the appropriate year and run until April 30.

Committee Members: Five committee members representing each region shall serve on the committee. Other members may be added if deemed necessary by the chair, and in consultation with the IDEC Board, keeping institutional diversity and regional and international representation in mind.

IDEC Staff: The IDEC Staff member responsible for membership serves as a liaison to the committee.

Responsibilities and Duties of the Chair

- The committee meets throughout the year by teleconference as needed and holds one meeting at the Annual Conference.
- Convene the Membership Committee
- Oversee the committee.
- Develop strategies for increasing and maintaining membership.
- Work closely with IDEC Headquarters.
- Work closely with the Director responsible for liaising with Regional Chairs

Responsibilities and Duties of the IDEC Staff

- Forward names of non-renewal members to Regional Chairs for follow-up.
- Respond to membership inquiries/questions.
- Work with Chair on all membership matters.

Programs, Events, & Committees

- IDEC Membership List
- Director of Regions
- Membership Committee (representation from each Region)
- Chair of Membership

Timeline

- **Monthly** – committee conference calls?
- **March** – Annual Conference – face-to-face meeting

Directory

- The Membership Directory is maintained on the IDEC website listing all current members in IDEC.
- Members are responsible for updating their own profile.

Application to IDEC

- Membership applications may be obtained from the IDEC Headquarters or the IDEC website and are returned to the IDEC Headquarters for processing with filing fee and payment of first year dues.
- Members interested in Institutional Membership must notify IDEC Headquarters.
- IDEC bills the member's institution at the appropriate dues level (Professional, Associate, etc.).
- The member's name appears on the invoice as a representative of his/her institution.
- The filing fee for membership is \$35.00.
- The signatures of the department head or equivalent will be required to determine/confirm eligibility of applicant.
- The fee for dues only will be refunded if membership is not approved.
- IDEC Headquarters processes applications and notifies applicants within 10 working days of their status of membership.

Dues and Fees

- The annual dues for each membership category is Professional = \$305.00, Associate = \$225.00, Industry Affiliate= \$255.00, Student= \$95.00, Retired = \$95.00, Fellow = Waived (As of 01.01.11).
- Liaisons from outside organizations and honorary members are exempt from paying dues. The President, Past President, President Elect, Directors and Secretary/Treasurer are exempt from paying dues during their term of office beginning the dues on a prorated basis during their term of office. Personalized notices will be sent to each of these leaders during the Membership Renewal Period.

Membership Renewal – Continuing Service xv.

- Annual Membership Renewal for a given calendar year takes place two months prior to the beginning of that year. All members in good standing receive an electronic notice for their Annual Membership Renewal on November 1 with a deadline of payment of January 1. A second notice will be sent on December 1, with a final notice being sent on January 2.
- All non-renewed memberships will be deactivated with membership benefits ceasing after the next annual conference (held in March).
- After January 1, the names of the members who have not renewed are forwarded to the
- Regional Chairs for follow-up. On February 30, an exit survey is mailed to the members who have not renewed.

Membership Renewal – After Deactivated Service xvi.

- Once an individual retains membership in IDEC, their status is either Active or Inactive. Active status refers to being a member in good standing with dues and fees paid in full. Inactive status refers to a member who has not renewed his/her membership or is delinquent in their dues or fees.
- Once a member has become inactive all services and benefits will be suspended until the membership is restored in full.

New IDEC Memberships

- New members joining between January 1 and October 31st will pay a full year membership dues in their first calendar year and the prorated dues (from their join date the previous year) in the 2nd year.
 - Example: a person joins in July paying full annual dues amount. In November of that year they receive the notice that their membership renewal will be due on January 1 of the following year with the amount being the prorated amount from the first year of the membership – in this case dues from July to Decembers. The goal is to bring members into the regular renewal cycle as quickly as possible.
- New members joining in the last two months of the membership year will be granted a “free” two months of membership and pay only the full dues covering the next calendar year.

Refund of Membership

- Refund of membership is up to the discretion of the IDEC Membership Committee. If the committee decides to grant a refund of membership past the first quarter of the dues cycle, the member receives their dues payment in return minus the months of membership benefits received. For example: a professional member asks for a refund of membership in June, having renewed their dues the previous November. Because this person received membership benefits for 7 months, the member receives a refund of \$115 (5 months remaining at \$23.00 per month).
- The Membership Committee reviews the written request for refund of membership dues on a case-by-case basis.

Transfer of Membership

- If a member changes institutions or employers, their IDEC membership travels with them. If an individual's membership is paid for by an institution, the institution may submit another individual's application to IDEC to fill the duration of that dues cycle.
- It is the responsibility of the member to contact the IDEC Headquarters when a change of address occurs.