

# THE MODEL RAILROAD CLUB, INC. <sup>TM</sup>

## DUES POLICY

### Inactive Members

1. Annual dues of an **Inactive** Member are due and payable on the first day of the next month following BOD approval of the application for Inactive Membership, and on the first day of that month each year thereafter. Paid-ahead Active or Family Member dues are applied to Inactive Member dues as far as the dollar amount permits. Unless waived by the BOD, any unpaid Active or Family Member dues remain due and payable in addition to the Inactive Member dues.
2. Dues of an **Inactive** Member who returns or converts to Active or Family Membership are not prorated for credit toward the Active or Family Member dues obligation, except dues paid beyond the current annual dues period, which are applied as far as the dollar amount permits.
3. Changes in the dues rate become effective for the next annual dues period, with no prorating for any fraction of a year.
4. Whenever the dues rate is changed, paid-ahead dues are applied to future annual dues periods as far as the dollar amount permits.
5. Payments of odd amounts are acceptable, and are applied as far as the dollar amount permits. However, dues obligations or payments are not prorated for part years.
6. Whenever the dollar amount of paid-ahead dues becomes less than the current annual dues rate, the next year's dues will be considered unpaid on the first day of the next annual dues period, and if the outstanding balance remains unpaid, delinquent on the first day of the second month of that period.
7. Any bank charges resulting from a dishonored check are added to the member's dues balance.

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## HOW TO PAY THE CLUB

### PAYING AT THE CLUB

#### BY CHECK

Make your check payable to **THE MODEL RAILROAD CLUB, INC.**, or **TMRCI**. Write suitable information on the check's memo line (for example, **DUES**). Push the check into the mail slot next to the door to the office. If there is no paperwork with the check, you need not enclose it in an envelope. **Please do not fold the check.** Folding merely makes the check harder to remove and process. If there is paperwork, enclose the check and the paperwork in a payment envelope and seal it. **PRINT** your name, today's date, and the amount you are paying in the appropriate spaces, and suitable information in the "PAYMENT FOR" space. Push the envelope into the mail slot next to the door to the office.

#### IN CASH

Place your payment and any necessary paperwork in a payment envelope and seal it. **PRINT** your name, today's date, and the amount you are paying in the appropriate spaces, and suitable information (for example, **DUES**) in the "PAYMENT FOR" space. **THIS INFORMATION IS VITAL: THE OFFICE MANAGER IS NOT A MIND-READER!** Push the envelope into the mail slot next to the door to the office.

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### PAYING BY US MAIL

Make your check payable to **THE MODEL RAILROAD CLUB, INC.**, or **TMRCI**. Write suitable information on the check's memo line (for example, **DUES**). Enclose the check and any paperwork in an envelope. Address the envelope to:

**THE MODEL RAILROAD CLUB, INC.  
PO BOX 1146  
UNION, NJ 07083-1146**

Don't forget to apply proper postage -- the Postal Service returns mail with no or inadequate postage. US mail is usually collected from the Post Office every Tuesday, Wednesday, and Saturday. Of course, *everyone* knows better than to send cash through the US Mail.

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### ANNUAL DUES RATES

Inactive Members                      \$20.00 per year due on the first day of the anniversary month

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### OTHER PLACES TO PUT MONEY

The Ticket Seller collects donations of small amounts and visitor fees on Saturdays. Payment for soda goes into the soda machine. **DO NOT LEAVE MONEY ANYPLACE ELSE. OPEN MAIL SLOTS AND DESK DRAWERS ARE NOT SECURE.**

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