

Sample dues wording for bylaws

Plain example clauses for dues, renewal dates, grace periods, households and life members.

Examples to adapt, not legal advice. Your bylaws may need to follow your state's nonprofit law and your own amendment process. Change the bracketed parts to fit your club, and adopt the final wording the way your bylaws say.

Pick the examples that match how your club works. Most clubs need one renewal example (A or B) and then any of the others.

A. One renewal date for everyone

Example A

Section [X]. Dues

Annual dues are set by the board and announced to members at least [30] days before they take effect.

Dues for the membership year of [January 1] to [December 31] are payable on or before [January 1].

Members who join on or after [July 1] pay [half] of the annual dues for the rest of that membership year.

B. Renewal on each member's anniversary

Example B

Section [X]. Dues

Membership runs for twelve months from the date dues are paid.

Dues for the following year are payable on the anniversary of that date. The club will send a reminder at least [14] days before each member's renewal date.

C. Grace period and good standing

Example C

Section [X]. Good standing

A member whose dues are unpaid on the renewal date stays in good standing for a grace period of [30] days.

A member whose dues are still unpaid after the grace period is no longer in good standing, and may not vote or hold office until the dues are paid.

A former member may rejoin at any time by paying the current dues. [No joining fee is charged again.]

D. Household memberships

Example D

Section [X]. Household membership

A household membership covers [up to two adults and their children under 18] living at the same address.

[Each adult in a household membership has one vote.] [A household membership has one vote.]

Household dues are set by the board.

E. Life members

Example E

Section [X]. Life membership

The board may grant life membership to a member for long or outstanding service, by a [two thirds] vote of the board.

Life members pay no further dues and have all the rights of members in good standing.

[The club may also offer life membership for a one time payment set by the board.]

F. Changing the dues

Example F

Section [X]. Changes to dues

[The board may change the dues by a majority vote.] [A change in dues needs the approval of a majority of members voting at the annual meeting.]

A change takes effect at the start of the next membership year and is announced to members at least [60] days before.

G. Refunds

Example G

Section [X]. Refunds

Dues are not refundable[, except as decided by the board].

A tip on amounts

Keep dollar amounts out of the bylaws themselves. If the amount is written into the bylaws, every change needs an amendment. Many clubs keep a separate dues schedule that the board approves, and the bylaws simply point to it.



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