

## **IPA Policy Manual**

### **Chapter 4 – Membership**

#### 4.4 Payment of Membership Dues

- a. Membership dues shall be set in accordance with the Association's Constitution.
- b. It is the policy of the Association not to issue reimbursement or partial reimbursement of membership dues. Reimbursement or partial reimbursement of membership dues may be authorized only by the Executive Director at his/her sole discretion.
- c. If Association membership dues are paid by a school district or other entity, the school district or entity, upon written notice, may change the name of the individual to receive benefits.
- d. Upon written request, an individual, school district or other entity that overpays membership dues may receive a credit in the amount of the overpayment.
- e. Credits may be used toward the cost of any IPA event. Credits expire June 30<sup>th</sup> of each year or sixty (60) days after the credit is issued, whichever occurs later.
- f. All overpayments of dues remaining on June 30<sup>th</sup> of each year will be donated to the Illinois Principals Foundation.

Adopted: April 16, 2015