



Procedure

Membership Renewal

This document outlines the procedure for renewing ALERC membership once joined. It should be read in conjunction with the membership page on the ALERC website.

Membership of ALERC lasts for one year from the 1st of April until the 31st of March the following year, after which it is renewed. This applies to all forms of membership. It is important not to have gaps in membership for those wishing to renew and it is also important for ALERC to be able to complete renewals and receive payment in a timely manner. This allows both continuity of member benefits as well as allowing proper budgetary planning and allocation of ALERC's resources. Therefore the following timeline will be observed:

- Before May 31st each year, ALERC will make contact with its existing members requesting they renew their membership and will include any extra information such as an updated list of member benefits and ALERC's achievements for the previous year. Members will be requested to complete their renewal application and to make payment within one month of receiving this communication.
- Some members will have purchase ordering and invoicing procedures to follow, and in the case of these members, the person with authority to complete membership renewal may be on leave. In those cases, a period of grace is allowed, although reminders will be sent periodically to prevent undue delays. Members who have received three reminders and not completed their renewal by September 30th will be removed from the list of ALERC members and lose all benefits of membership until they renew their membership.