



ASA-Houston Chapter CREDIT POLICY AND COLLECTION PROCESS

*Adopted by the Board of Directors April 11, 2007
Revised by the Board of Directors August 10, 2011
Revised approved by the Board of Directors August 14, 2013*

The financial objective of the ASA-HC is to raise adequate resources to fund educational, networking, administrative and other activities. Accordingly, it is important to collect funds for activities and dues in a timely manner.

CREDIT POLICY

ASA-HC prefers for members to pay for activities in advance of the activity whenever possible. If billing is requested, members will be billed in a timely fashion. Payment is expected within 30 days of the invoice date. Payment by check or major credit card is acceptable.

Overdue balances may cause a member's status to be classified as suspended or membership terminated. Repeated overdue balance conditions may require advance payment for future activities.

COLLECTION PROCESS

Unpaid Dues through ASA Direct Collect (2011-12; 2012-13; 2013-14 renewal cycles:)

September 1 Membership termination

Unpaid Dues when chapter does invoicing (dues billed May 15th):

June 15 Second copy of invoice sent with "Second Notice" printed on it

July 15 Third copy of invoice and letter from the executive director requesting

August 1 Letter from the chapter president notifying member of membership termination if not paid by Aug. 31

September 1 Membership termination

Unpaid Billings (other than dues):

Actions to be taken based on days after invoice date.

30 days	Second invoice sent with "Past Due" on it
60 days	Letter from the executive director requesting payment by check or credit card with third copy of invoice included
90 days	Letter from the president informing member of suspension and reinstatement process. Board to decide if member should be taken to small claims court for payment.
120 days	Letter from chapter attorney notifying member of intent to file in small claims court.

Membership is reinstated when the member's outstanding balance is zero. Unless otherwise approved by the association officers, payments for dues and activities will be required in advance for a period of one year from reinstatement.

Non responsive members are those members that have not responded to letters or calls. Non responsive members will be treated systematically according to Unpaid Billings Actions.

Responsive members are those members who have reacted to the 30 or 60 day with positive action (e.g. communication with the executive director or board member). The executive director and treasurer will determine and attempt to resolve payment issues with the member. In the event a payment plan is appropriate the details will be negotiated subject to majority approval by the officers. Plans will require flexibility to meet each situation but will generally require advance payment on all future items and monthly installments on the overdue amount. Violation of payment plans is a basis for immediate suspension. ***Suspension for unpaid billings and dues requires board approval.***

P.O. Box 924943 • Houston, Texas 77292 • ☎ 281.679.1877 • F 281.403.6302 • asahouston.org • asa@asahouston.org

American Subcontractors Association-Houston Chapter is a collective voice for a diverse membership committed to quality, safety, and ethics in construction. ASA-HC advocates for legislative reform and provides educational opportunities for the subcontracting community.