

## Lapsation

### GER letter in CLEMs2

This letter can be used to send to your delinquent members

Lodge Secretary has access to this file and can make changes before mailing

### Three- month mark

Send out first letter requesting payment of dues

### Retention Committee

Split up the names of delinquent members and call them to determine why they have not renewed their membership

### Six-month mark

About the end of August to first part of September send letter requesting dues be paid. This letter should be marked as final notice in red

### **FINAL NOTICE**

Member has 60 days to be reinstated without paying a penalty

### End of October

Drop delinquent members

This stops Grand Lodge from billing you for their per capita