

CCD 2019 Membership Review Process: Overview and Deadlines

Several years ago, CCD went to a new process for membership reapplication for existing CCD members. Rather than requiring all CCD members to complete an application every year, the Board decided that existing members would only need to reapply every other year, in odd years at the beginning of a new Congress. Because this is a new process, the Board wanted to provide very clear guidance to members regarding the process and the timing/deadlines of important actions for CCD members. This following table outlines the process and applicable deadlines the CCD Board will follow in 2019:

Membership Review or Dues Payment Activity	Deadline
<u>February 2019</u>	
Membership applications and supporting materials emailed to members and online application live	2/13/2019
Applications due back to CCD. May be completed online or via paper. If completed via paper, please type rather than hand write for accessibility reasons.	2/28/2019
The CCD Membership Committee will review all applications. If any questions or concerns arise regarding a membership application, the organization will be notified and additional information might be requested by the Membership Committee. Organizations should provide any information or materials requested as soon as possible to ensure timely completion of the review process.	
<u>March 2019</u>	
Organizations notified of membership decision on a rolling basis - all initial reviews will be completed by 3/15	3/15/2019
Invoices for annual dues sent to approved members	3/15/2019
<u>April 2019</u>	
Deadline for dues payment	4/30/2019
<u>May 2019</u>	
Late payment of \$50 plus dues required	5/1-5/30/2019
<u>June 2019</u>	
Late payment of \$100 plus dues required	6/1-6/14/2019
Organizational membership ended if dues not paid	6/15/2019
CCD membership and benefits are automatically suspended after June 15, 2019, if dues are not received. Members not in good standing shall be so notified and be removed from all CCD lists.	