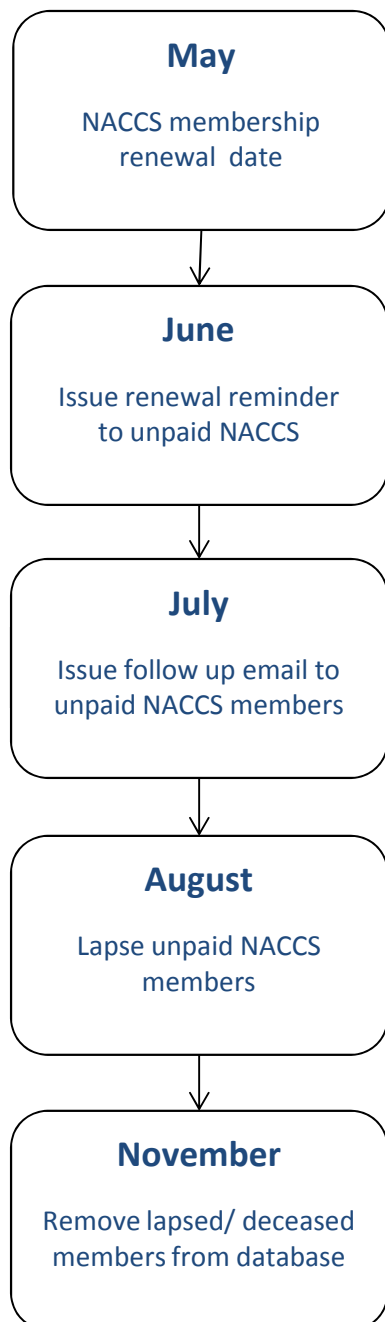


**NACCS unpaid member lapsing process**

NACCS council has agreed if the membership fee is not paid or someone requests to stop being a NACCS member then their data should be deleted from the database 6 months after the membership renewal date.

If they wish to renew their membership after being deleted then they will need to re-apply in the normal manner.

The following lapsing process should be applied.



Ask member to confirm whether they would like to continue with their membership. Include August payment deadline date. Advise membership will be lapsed by the deadline date unless payment is received.

Update database and issue confirmation email. Advise data will be removed automatically in three months time unless notified beforehand.

Once lapsed, member will need to re-apply should they wish to renew their membership.