



PACT Membership Late Fee Policy - FAQ

Why is PACT introducing late fees?

Timely payment of dues is critical to the success of our programs, events, and advocacy efforts. Late fees help encourage on-time renewals, reduce administrative follow-up, and support our ability to plan and deliver member benefits throughout the year.

How are late fees determined?

Late fees are calculated as a percentage of your annual membership dues, ensuring the cost is proportional to the size of your organization. This ensures that members with lower dues, such as entrepreneurs or small nonprofits, are not penalized excessively.

Dues Range:

- **30–60 days late:** 5% of dues
- **61–90 days late:** 10% of dues
- **91+ days late:** 15% of dues and membership is marked as lapsed

When do late fees begin?

Late fees will apply to any membership invoice issued on or after July 1, 2025, if payment is not received within 30 days of the invoice date.

Will I be notified before a late fee is applied?

Yes. Members will receive multiple reminders before any late fee is charged:

- One reminder email at 30 days past due
- Another is at 60 days past due
- Final notice at 90 days past due, when membership may be marked as lapsed

What happens if I reach 91+ days past due?

Your membership will be marked as dropped, and access to benefits, including event discounts, marketing visibility, and member programs, will be suspended until payment (including any late fees) is received.

Can late fees be waived?

Yes. We understand that unexpected challenges can arise. If your organization is experiencing financial hardship or needs more time, please contact us before fees are applied. We're happy to discuss flexible options or consider a waiver.

How can I avoid late fees?

- Pay your dues within 30 days of receiving your invoice
- Contact our team in advance if you need more time
- Consider setting up automated reminders internally

Who do I contact with questions?

Please reach out to:

Amanda Arroyo

Director of Membership

Email: aarroyo@philadelphiapact.com