

**POINTS NORTH HOUSING COALITION (PNHC)
Dues Waiver Policy**

Approved: February 6th, 2025

The Points North Housing Coalition dues are set annually to provide the coalition with revenues necessary to support its operation. Membership dues are reviewed and set annually by the PNHC Membership.

The PNHC aims to involve a broad range of community-based organizations and housing providers in its mission. Therefore, the coalition recognizes that some organizations may be unable to pay their membership dues. To accommodate these organizations, the Board may waive all or part of the dues for an organization with limited financial resources.

Organizations who are granted a waiver or reduction will offset its dues with ‘in-kind’ assistance by providing a representative from their organization on at least one (1) subcommittee. The organization granted the waiver will decide which committee they will be able to best contribute to. The member agency must also guarantee 80% participation at committee and membership meetings.

To request a reduction or waiver of dues, an organization must:

1. Submit a written dues reduction or waiver request to the PNHC Board of Directors with their membership application and/or annual dues invoice
2. Include an explanation detailing the reason(s) the organization/member is unable to contribute dues
3. Notate the % reduction requested or whether it is a full waiver request
4. Notate the organization/member’s willingness to participate in subcommittee activities in lieu of dues as an ‘in-kind’ contribution with 80% participation between subcommittee and membership
5. Submit the request within 30 days of invoice receipt, if a returning organization.

The Board will respond to the request for a reduction or waiver in writing within seven days of delivery. Upon approval, a PNHC Board member will communicate with the organization/member about the assigned subcommittee and future meeting dates for the ‘in-kind’ service requirement.

If granted, a dues reduction or waiver is only valid for the year in which it was granted. An organization must apply for a due’s reduction or waiver annually.

If the request for reduced dues or waiver is denied, the organization may appeal in writing. If the rejection is upheld, the decision is final.