

## NNJSDA Member Clubs

### 2012 Dues, *Grand Square*, and Insurance Assessment Process



By November 1, the Assistant Treasurer requests a roster from each Member Club president:

- Word or Excel document using one of the attached templates.
- Information for every member of the club as of November 1. (Note: At least eight members are required for continued eligibility in the NNJSDA.)
- Each member's name, address, phone number, and email (if applicable).
- Separate list, if desired, of Honorary or Life Members (those who remain on the club roster, but no longer pay dues and/or no longer dance, and therefore do not count for assessment purposes), clearly designated as such.
- Name and title of the person submitting the roster.
- Emailed to reach the Assistant Treasurer by November 15.
- Copies will be provided to the NNJSDA President, Treasurer, Recording Secretary, and Webmaster. Webmaster will email an invitation to club members who are not currently subscribed to the NNJSDA Info-List, inviting them to subscribe. They will only be added to the list if they respond to the invitation stating that they would like to join.

By December 1, based on data provided by the Treasurer (including raids from the Corresponding Secretary and insurance from the Insurance Coordinator), the Assistant Treasurer sends an invoice letter to each Club Treasurer including:

- Association dues based on:
  - \$1 per club member listed on the official roster as of November 1 (excluding Life/Honorary Members)
  - Reduction of 50¢ per member if the club met the One Square Is Fair criteria the prior dance season
  - Reduction of 50¢ per member if the club met the Raid criteria the prior dance season
- *Grand Square* assessment based on \$1 per club member listed on the official roster as of November 1 (excluding Life/Honorary Members)
- Liability insurance assessment (for clubs electing to participate in the program)
- Total invoice amount

By December 15, clubs send one check to the Treasurer for the entire dues and assessments.

#### Notes on Liability Insurance Assessments

- The Association pays the insurance invoice in full. Assessments are prorated by dividing the bill by the total number of *dances* of participating Member Clubs and the NNJSDA per dance season. (Classes are covered at no charge.)
- The Insurance Coordinator provides an insurance form to the Corresponding Secretary to be included with the annual NNJSDA questionnaire in a May 1 mailing to Member Club Presidents. The insurance form asks for the number of dances (not classes) for participating clubs for the period September 1 through August 31.
- By July 1, participating clubs return the completed form. The Insurance Coordinator then calculates club assessments.
- By August 1, the Insurance Coordinator uses this information to generate insurance certificates for participating clubs' dance locations, and sends the prorated assessments to the Assistant Treasurer.

#### Assessment Calendar

| Date:   | Who:  | What:  |
|---------|---|--|
| May 1   | Insurance Coordinator (via Corresponding Secretary) | Send insurance questionnaire to club presidents (together with NNJSDA questionnaire and raid chart).                           |
| July 1  | Club Presidents                                     | Return completed insurance form to <i>Insurance Coordinator</i> .  |
| Aug. 1  | Insurance Coordinator                               | Generate insurance certificates for participating clubs. Calculate club insurance assessments and send to Assistant Treasurer. |
| Nov. 1  | Assistant Treasurer                                 | Request roster from club presidents by email – may be submitted by president, secretary, treasurer, or other officer.          |
| Nov. 15 | Club Presidents/Secretaries                         | Submit roster to Assistant Treasurer by email.   |
| Dec. 1  | Assistant Treasurer                                 | Send invoice to club treasurers for all assessments.   |
| Dec. 15 | Club Treasurers                                     | Send one check to NNJSDA Treasurer for all assessments.  |