

# NNJSDA Member Clubs

## 2009 Dues, Grand Square & Insurance Assessments



### Liability Insurance Assessments

Assessments are prorated by dividing the insurance invoice by the total number of dances of Member Clubs and the NNJSDA per dance season.

The Insurance Coordinator provides an insurance questionnaire to the Corresponding Secretary to be included with the annual NNJSDA questionnaire in a May 1 mailing to Member Club presidents. The insurance questionnaire asks for the number of dances (not classes) for the period September 1 through August 31.

By July 31, the Clubs return the completed insurance questionnaire. The Insurance Coordinator then calculates Club assessments.

By August 15, the Insurance Coordinator uses this information to generate insurance certificates for Member Clubs' dance locations, and sends the prorated assessment for each Club to the Assistant Treasurer.

By October 1, the Assistant Treasurer will email/mail to each Member Club president a request for the Club's roster. The roster:

- is to be emailed (1 copy) or mailed through the post office (4 copies) to the Assistant Treasurer;
- must clearly list the dues-paying members of the Club;
- includes Honorary or Life Members. (Those who have been honored as Honorary or Life Members remain on the club roster, but no longer pay dues and therefore do not count for assessment purposes. Clearly designate them as such.)
- must be received by the Assistant Treasurer by October 15.

The Assistant Treasurer will:

- collate the Club rosters and mail them to the President, Treasurer, and Recording Secretary, and keep a copy for the records of the Assistant Treasurer;
- determine the number of dues-paying members of each Club;
- determine the One Square is Fair and Raid reductions to which each Club is entitled, based on the Club's having met the criteria during the prior year's dance season;
- transmit this information as available, plus the insurance assessment per Club, to the Treasurer.

### Grand Square Assessments

\$3 per dues-paying member per Member Club.

### Dues Assessments

\$1 per dues-paying member, less any earned reduction.

By November 1, the Assistant Treasurer will send invoice letters to each Club including:

- Number of current dues-paying members determined for that Club per October roster
- *Grand Square* assessment based on number of dues-paying members
- Association dues based on
  - \$1 per dues-paying member
  - Reduction of 50¢ per dues-paying member if the Club met the One Square is Fair criteria the prior dance season
  - Reduction of 50¢ per dues-paying member if the Club met the Raid criteria the prior dance season
- Insurance assessment amount (for clubs electing to participate in the program)
- Total invoice amount

## Payments

By November 30, Clubs will send one check to the Treasurer for the entire dues and assessments.

## Assessment Calendar

| <b>Deadline:</b>      | <b>Who:</b>   | <b>What:</b>  |
|-----------------------|---|---|
| May 1                 | Insurance Coordinator (via Corresponding Secretary) | Send insurance questionnaire to Club Presidents (together with NNJSDA questionnaire and raid chart).  |
| <b>By July 31</b>     | <b>Club Presidents</b>                              | <b>Return completed insurance questionnaire to the Insurance Coordinator.</b>   |
| By October 1          | Assistant Treasurer                                 | Ask each Member Club President to send (or have the Club Secretary, Treasurer, or another officer send) the Club's roster to the Assistant Treasurer (1 by email, 4 by post office mail). |
| September 15          | Insurance Coordinator                               | Calculate Club insurance assessments and send to the Assistant Treasurer.   |
| <b>By October 15</b>  | <b>Club Presidents/<br/>Secretaries</b>             | <b>Send rosters to reach the Assistant Treasurer by this date.</b>  |
| October 31            | Assistant Treasurer                                 | Transmit list of all assessments to Treasurer.<br><br>Mail invoices to all Member Club Treasurers for all assessments.  |
| <b>By November 30</b> | <b>Club Treasurers</b>                              | <b>Send in one check to the NNJSDA Treasurer for the entire dues and assessment amount.</b>   |