

GUIDEBOOK

Chapter Leadership Training

Secretary's Guide



**NMA...THE Leadership Development
Organization**

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CHAPTER LEADERSHIP TRAINING

SECRETARY'S GUIDE

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Introduction

The chapter secretary plays a very important role in NMA chapter operations. Records are the written history of chapter communications--chapter goals and objectives are based largely on a look at these records, which are maintained and kept by the secretary. Current NMA policies, needs, and objectives are communicated to the chapter through the secretary. Planning for such responsibility requires careful examination of chapter records and files to become familiar with systems and procedures practiced in the past. This familiarization will serve you and your chapter well as you fulfill your responsibilities as chapter secretary.

A brief outline of secretarial duties is as follows:

- perform the administrative functions of record keeping, reporting, correspondence, annual report, member status, home and email address records, prepare and distribute meeting notices and agendas, and coordinate with other chapter leaders
- serve as a member of the President's Executive Committee and participate in decisions and actions of the executive group
- direct committees as assigned
- direct the awards manager, or perform these functions
- establish communications links with other NMA entities such as NMA Headquarters, NMA Directors, Councils, other NMA Chapters
- serve as office manager for the chapter

Samples of the following materials are furnished at the end of this guide. Some of them may be downloaded from NMA's website at: <http://www/nma1.org/forms>

- Reporting Membership to NMA Headquarters (Form M-11)
- NMA Membership Report Form for Payroll Chapters (Form M-1P)
- NMA Membership Report Form for Annual Chapters (Form M-1A)

Administrative Responsibilities

CHAPTER RECORDS

The chapter secretary is responsible for maintaining all chapter records and keeping them up-to-date. Some of them include:

- keeping the minutes of board and executive committee meetings
- maintaining a roster of committee personnel
- receiving and filing (for future reference) detailed reports on courses and activities from committee chairmen
- keeping attendance records (unless assigned to committee)
- processing membership applications and handling distribution or issuance of pins, certificates, and membership cards
- keeping records of expenditures for supplies, postage, and equipment

These records help to facilitate current chapter operations and serve as historical reference for future administrations.

CORRESPONDENCE

The chapter and NMA headquarters may seem to "exist for paper work only," but each communication serves a specific purpose. You can save time and money (your dues money) if you promptly answer chapter communications sent to you. Keeping a close check on correspondence is important since these letters are excellent sources of information when writing reports.

The chapter secretary should:

- Send all monthly membership reports to NMA headquarters (explained in detail elsewhere in this manual)
- Keep NMA headquarters informed on membership and board meeting dates, changes in officers, committee chairmen, company executives, election and installation dates, etc.
- Report to the president before each general meeting, giving facts about new members and current information on chapter activities
- Make an annual report of the chapter activities to the board of directors, giving a copy to the newly-elected secretary
- Maintain membership records and keep informed about members' change of home/email addresses, and forward this information to NMA headquarters.

Some membership records that should be maintained are as follows:

- dates and payments of dues
- statistics on participation in activities
- attendance at meetings and educational courses

REMINDING

Reminding officers and members of upcoming events is important in any chapter. The secretary is responsible for:

- sending out notices of regular and special meetings
- scheduling of meetings for all events to avoid conflicts in dates (see NMA Calendar under Quick Links on the NMA Home Page)
- compiling and publishing calendar of these events

DELEGATING

Many good friendships have been shattered by just one question. As secretary, you'll often hear this, "Hey, how about doing me a little favor?" It doesn't hurt to say "no" once in a while; and by sticking to your own responsibilities and letting the others handle theirs, everyone will have a chance to contribute to the chapter's success.

A good secretary can expect to do some detail work, but should delegate a reasonable share of it to others. Try to get the president to view you as a person who keeps tabs on all activities so that an intelligent report can be made on what's going on. The president, who may be too busy to keep up with every phase of the chapter's activities, will appreciate your being an extra set of "eyes and ears."

KEEP INFORMED

Aggressively make an effort to keep informed about what's going on at the top levels in the chapter. The chapter leaders depend on you to keep them up-to-date on any variations of the regular pattern of attendance and membership renewals.

The ability to handle administrative details is a necessity; you must keep track of a number of things. You must either be a person who likes to do detailed, sometimes routine work, or be capable of supervising those who do...and will.

Membership Reporting

IMPORTANCE OF REPORTING

In order to ensure that your chapter remains in good standing, it is imperative that you regularly report your membership (along with appropriate dues) to NMA headquarters. Following is a summary of steps involved in reporting membership.

NMA MEMBERSHIP ROSTER/MEMBERSHIP CARDS

Prior to the end of your chapter's fiscal year, NMA prepares and sends to you a membership list with names and home addresses of your current chapter members. We encourage you to update this list and return it to NMA headquarters. This is an excellent membership reconciliation tool, which will enable us to keep our records current with your chapter records.

Along with your membership list, annual chapters and payroll chapters will receive a letter/form on which you may request membership cards for your renewing chapter members. Upon receipt of the form and your updated roster, NMA membership cards will be prepared for all new and renewing members. You should indicate on the form if you wish to have membership cards prepared and mailed for any new members who join the chapter during the year.

MEMBERSHIP REPORTS

There are two types of chapter membership reporting--annual and payroll.

An **ANNUAL CHAPTER** collects and submits its dues on a yearly basis. A **PAYROLL CHAPTER** collects its dues through payroll deduction and submits them to NMA headquarters on a monthly basis. Whether your chapter is ANNUAL or PAYROLL, you must submit the following to NMA headquarters:

ANNUAL CHAPTERS

Prior to an annual chapter's first fiscal month, NMA headquarters will send you both a dues invoice and an electronic printout of your chapter's current membership. Within 60 days of the last day of your first fiscal month, annual chapters must submit a current listing of membership renewals (preferably the list provided by NMA headquarters, highlighting changes and corrections; if not then, on page 2 of the M-1A) along with their annual dues payment. **Failure to submit dues on time may disqualify your chapter from participating in all NMA Awards Programs.** To avoid becoming delinquent, send in any member names and dues that you have already collected. Members who renew after the 60 day period may be sent at a later date.

PAYROLL CHAPTERS

Prior to a payroll chapter's first fiscal month, NMA will send you an electronic printout of your current membership. To ensure that all names and addresses are correct for your chapter members, this list should be carefully checked and highlighted with any changes, i.e., renewals, deletes, and address changes. The updated list should then be returned to NMA headquarters along with your chapter's first fiscal month dues payment and the appropriate reporting form (M-1P).

Secretaries of payroll chapters should keep in mind that they must submit a M-1P Form along with appropriate dues payments to NMA headquarters on a monthly basis. This form and dues should be received within 30 days of the end of the month being reported, i.e., if you are submitting a monthly report for January--it should be received by headquarters no later than February 28. Any payroll chapter whose dues are not remitted within 60 days of the end of the month being reported shall be considered delinquent and will be sent a written notice of the delinquency. **Failure to submit dues within the 60 days (more than 1 time during the**

chapter's administrative year) will disqualify your chapter from participating in all NMA Awards Programs (including receiving or giving awards).

You may use the back of the M-1A or M-1P to report renewals, new members, deleted members, reinstated members, address and/or name changes. List each name and indicate in the appropriate box whether this member is male or female. This assists NMA headquarters in preparing any personalized mailings. If you are reporting an address or name change, include the member's current member ID used by NMA. On address changes, include the old as well as the new address. Include the current address on all listings. Also, please provide email addresses, if available. In the last column, indicate whether it is a RN (renewal-annual chapters), N (new member), R (reinstated member), D (delete), AC (address change), or NC (name change).

A "New Member Packet" containing a membership pin and certificate are automatically sent to the chapter for each new member reported to headquarters. The packet also contains information on member benefits through NMA headquarters. Some chapters like to keep an extra supply on hand in order to immediately recognize new members; therefore, the new member packet may also be ordered separately for a nominal charge. The chapter secretary should oversee the distribution of the packets, pins, and membership certificates.

When members' home/email addresses or name change during the year, it is very **important** that these changes be sent to NMA headquarters as soon as possible. **SUBMIT THEM ON THE BACK OF THE M-1A OR M-1P.** Only by receiving the correct information can we keep our records up-to-date.

REPORTING TERMS

Since some of the membership reporting terms may not be familiar to you as a new secretary, below are some terms and definitions as they pertain to NMA Membership Reporting.

NEW MEMBERS

New members are those chapter members who have never previously belonged to NMA. Each new member must pay the one-time \$20.00 registration fee. All new members should be accounted for on the appropriate membership report form M-1A or M-1P, and listed on page 2 of that form.

REINSTATED MEMBERS

Former members reinstated are those people who have previously been a member of NMA and for some reason were dropped from the chapter roles. They could have been members of the current chapter or some other chapter. Members reinstated do not pay a registration fee because it was collected for their initial membership. Also, there is no reinstatement fee; however, dues must be paid for those former members who reinstate, starting with the date they re-join NMA.

RENEWALS

Renewals are current chapter members who are renewing their membership whether it be monthly (payroll chapters) or yearly (annual chapters).

RETIRED MEMBERS

A life retired membership is for those people who may be retiring from their company and wish to maintain a membership with NMA. A Life Retired Membership Application (M-LR Form) is available from NMA headquarters to aid chapters in applying for life membership for retired members. Upon approval, a special one-time membership card will be issued and sent to the chapter secretary for presentation to the retired member (no dues are required for

retired members). These individuals will be maintained in a "Life Retired Membership" file.

DUES ANNUAL CHAPTERS

For chapters who pay Association dues annually, dues are \$35.00 per member per year. NMA does allow chapters to pay 1/2 year dues (i.e., \$17.50) for new or reinstated members acquired during the last 6 months of your chapter's fiscal year. Renewals are always \$35.00 per year. **New Chapters** chartering after 01/01/09, dues are \$48 per member per year.

DUES PAYROLL CHAPTERS

For chapters who collect their dues through payroll deduction, monthly dues are \$2.92 per month per member. **New Chapters** chartering after 01/01/09, monthly dues are \$4.00 per member per month.

FACILITATING PAYROLL DEDUCTION

NOTE: Companies differ with regard to payroll deduction policies. If you choose payroll deduction, see if you can include a phrase similar to the one below on the authorization form. By including this, you might not have to go through the process of having members sign a new deduction authorization form should the chapter dues change.

"I agree to the deduction of chapter dues in ____ (weekly, bi-weekly, monthly) installments equal to the appropriate fraction thereof as related to the chapter's dues as set by the chapter board of directors."

REGISTRATION FEES

All new members of NMA must pay one-time registration fee of \$20.00 per member.

SUBSTITUTIONS

New names may be substituted on the NMA rolls for any members dropped by the local chapter because of change of location, death, or other reasons making him/her no longer eligible to be an active member of the local chapter. Because of the way dues are paid, this usually applies only to Annual Chapters. A substitution **must** be sent in at the same time as notification of the ineligible member's cancellation. This can be done on page 2 of the M-1A, the NMA Chapter Membership Update Form for Annual Chapters, showing the name and address of the new member as well as that of the member to be canceled. Although no dues are payable for a substitution, the registration fee of \$20.00 is still payable if the person has never previously belonged to the NMA.

REPORTING FORMS

To further familiarize you with the reporting forms, listed below is a brief description of each form.

FORM M-11 -Reporting Membership to NMA Headquarters

This form is sent to each chapter thirty days prior to what our records show to be the beginning of your chapter's fiscal year. It explains in detail the procedures for reporting your membership to NMA headquarters. If you have any unanswered questions after reading the form, please contact NMA headquarters for further information.

- **Letter/Form to Payroll Chapters/Request for Membership Cards**
- **Letter/Form to Annual Chapters/Request for Membership Cards**

These letters/forms are mailed along with a current membership roster to annual/payroll chapters at the beginning of the chapter's fiscal year. If you wish to have membership cards prepared for your members, this form should be completed and returned to NMA headquarters along with your updated membership roster.

FORM M-1P - NMA Membership Report Form for Payroll Chapters

The M-1P Form is for chapters whose dues are payroll deducted and submitted to national headquarters on a monthly basis. It details how to calculate the monthly dues for your chapter. All new members, reinstates, deletes, renewals, address changes, and name changes should be listed on page 2 of this form. If you require additional space, simply photocopy page 2.

FORM M-1A - NMA Membership Report Form for Annual Chapters

This form is for use by chapters that collect and pay their NMA dues on a yearly basis (Annual Chapters). It instructs you on how to calculate dues for any new members or members who renew after the original NMA Renewal Invoice Annual Chapter has been submitted. All new members, reinstates, deletes, renewals, address changes, and name changes should be listed on page 2 of this form. If you require additional space, simply photocopy page 2.

NMA Renewal Invoice Annual Chapter

This invoice is sent to annual chapters 30 days prior to the beginning of the first month of its fiscal year. The invoice is based on the latest membership figure recorded at NMA headquarters. It is designed in such a way that if the membership figure you are reporting is different from that at NMA headquarters, you may make your calculations and changes on the invoice.

--Remember--

This invoice must be paid within 60 days of the end of your 1st fiscal month. If you have not received all your renewals at that time, send in what you have collected--you may send in the rest of them at a later date. This will prevent your chapter from becoming delinquent and therefore, possibly being disqualified from participating in the NMA Awards Program.

FORM M-LR - Application for Life Retired Membership

This form should be completed when your chapter wishes to extend a lifetime membership to retired members. Upon receipt of the completed form, a special one-time membership card

will be issued for the retired member and sent to the chapter secretary for presentation. Special Life Retired Membership Certificates are available and may be purchased from NMA headquarters if desired. Life retired members do not pay dues but are maintained in a special "Life Retired Membership" file. They are eligible to participate in the NMA group insurance plan, the credit card program, and the personal loan program.

If you have any questions regarding membership that need further explanations, please call the membership department at NMA headquarters at 937-294-0421.

PLEASE NOTE: All of the Form that must be completed by Chapters are now available on NMA's website. Just go to: <http://nma1.org/forms>. If you need them in a different format from MSWord, please contact nma@nma1.org.

Membership Listings may now be obtained in Excel format via e-mail. Request yours at robin@nma1.org.

DUES AND YOUR BYLAWS

At one point or another, most chapters have to raise their dues to keep up with inflation, if nothing else. In years past, many chapters had to get approval of the membership in order to raise dues. Over time, chapter leaders realized the inherent difficulty of that approach... it's like asking people if they'd like more taxes. So, we encourage new chapters to include... and existing chapters to amend their Bylaws to include... a statement similar to:

"Annual membership dues and registration fee will be as determined by the board of directors. The fiscal year shall begin the first day of (insert month)."

Taking Minutes of Meetings

Perhaps the most widely known and accepted function of the secretary is to record the minutes of all meetings and meetings of the board. Know the basic rules of order that are used to conduct meetings. Many board members lack adequate knowledge of parliamentary procedure. An expert parliamentarian is a respected asset to any chapter. The secretary should be ready to spot and correct infractions and to help the president-especially when one gets lost in amendments to the amended amendment of the motion on the floor. Most chapters conduct little or no "official business" at general membership meetings and, in effect, delegate this responsibility to the officers and executive committee.

Although shorthand would be very helpful in recording complete minutes, this skill is not essential. The secretary can take rough notes on the major points covered in the meeting and then fill in the necessary details later. The secretary must edit the proceedings and produce a readable, compact, and accurate record of what took place. If all the motions made from the floor are not heard, the secretary should interrupt the business by rising to a "question of privilege," or a "point for information." Before a vote is taken, make sure you have the name of the person making the motion and then read the exact wording of the motion.

CONTENT

There are two general factors to consider in taking minutes: (1) content and (2) form.

What should good minutes contain? Here is a checklist of the more essential items:

1. Date, place, hour, and type of meeting
2. At a meeting of the board, list the names of all persons attending the meeting. At general meetings, indicate only the number present, or state that a quorum was present.
3. Every primary motion is noted. **Include the name of the maker**, but not the seconder.
4. Debate on motions usually is not included, but on key issues it may be helpful to summarize the pros and cons for future reference.
5. Indicate whether the motion was carried or defeated.
6. Include the names of persons proposed or considered for acceptance into membership.
7. Include names of persons appointed to committees, committee chairmen, representatives, delegates, and elected officers.
8. Include committee reports if the reports can be condensed into a paragraph. Otherwise, ask the report maker to submit a copy of the report. Attach this report to the minutes as an "exhibit" and refer to it in the minutes.
9. Record the results of voting:
 - a. Show number of "yes" and "no" votes on roll vote or ballot.
 - b. On a group voice vote, note in the minutes that two-thirds voted "yes" or "no." If the vote is unanimous, note it.

FORM

Important in any minutes are the actions taken by the members. The minutes should be organized so that the actions stand out clearly from the other data. Here are two suggested ways to do it.

EXAMPLES

THE SKELETONIZED FORM

1. Voted to start the Principles of Managing discussion series on January 5 in Seminar Room B at the Community College
2. Voted to admit R, P, and Q as members
3. Adjourned at 10:00 p.m.

THE NARRATIVE FORM

A regular meeting of the board of directors of the ABC NMA Chapter was held at ABC Building in (city) on (date) with the president presiding. Minutes of the previous meeting were read and accepted.

There being no old business, the chair called for committee reports. The education committee, Mr. J. B. Chairman, reported and recommended that the Principles of Managing discussion series start the fourth Friday of the month. Mr. L. K. pointed out that the date would be December 22 and suggested that the date be set back until after the Christmas holiday season. This recommendation was acceptable to the committee and accordingly the board

VOTED TO START THE PRINCIPLES OF MANAGING DISCUSSION SERIES ON JANUARY 5 IN SEMINAR ROOM B AT THE COMMUNITY COLLEGE.

There will be many occasions when the secretary will have to look through minutes of past meetings to find out what action was taken. One way to simplify the procedure and to save time in scanning page after page of "solid" type is to insert subheads. Here is an example:

PROFESSIONAL DEVELOPMENT COURSE

The education committee, Mr. J. B. Chairman, reported and recommended that the Principles of Managing discussion series start the fourth Friday of the month. Mr. L. K. pointed out that the date would be December 22 and suggested that the date be set back until after the Christmas holiday season. This recommendation was acceptable to the committee and accordingly the board

VOTED TO START THE PRINCIPLES OF MANAGING SERIES ON JANUARY 5 IN SEMINAR ROOM B AT THE COMMUNITY COLLEGE.

Motions, which appropriate money, authorize publicity, or otherwise commit the chapter to definite action, should be fully recorded in the minutes to avoid misunderstandings at a later date. The minutes of the previous meeting should be distributed to all members of the board before the next meeting.

If a member moves to correct the minutes and the motion passes, draw a line through the passage that is to be deleted or corrected. If corrected, put the correct data in the margins. If deleted, write "deleted by order of the chapter" in the margin. Initial and date all marginal notations.

The original copies of the minutes of all meetings, board meetings, and committee meetings as prescribed by chapter practice are kept in a binder. Also, many chapters find it convenient to include copies of the constitution, bylaws, standing rules or operating policies, any special rules or exceptions to the rules of order, and a list of all committees, with names of their chairmen.

Agenda: The Order of Business

The membership meeting agenda is prepared by the secretary in cooperation with the program chairman and the president. They decide how much detail is required on the agenda. Usually, NMA chapters don't conduct detailed business at their general membership meetings, except for elections or constitutional amendments. But, it is important that each board member get an advance notice of what will be discussed at the next board meeting. Board members must have time to think about the issues before being confronted with them in the debates; therefore, the detailed agenda is distributed to members of the board or executive committee well in advance of the meeting.

The agenda's main purpose is to bring logical order to the meeting. Although the items are listed numerically, the agenda can be revised at the meeting to suit the majority of members. If a member wants to hear item six before item four, he can move "suspend the rules." If the subsequent vote is two-thirds affirmative, then the subject can be taken up out of its scheduled order.

Basically, the standard agenda is simple, consisting of five parts:

1. Call to Order
2. Reports
3. Unfinished Business
4. New Business
5. Adjournment

This agenda can be expanded as much as you please by inserting details. Here's how the standard agenda might look when enlarged by several details:

1. Call to Order
2. Roll Call
3. Reading of Minutes and Then Approval
4. Report of Secretary
5. The Treasurer's Report
6. Program Committee Report
7. Management Education Committee Report
8. Report of Membership Committee
9. Other Reports
10. Communications
11. Unfinished Business
12. New Business
13. Date of Next Meeting
14. Adjournment

Even these main headings can be broken down into more detail. The secretary should send out a printed agenda to board members well in advance of the meeting, and include as many details as possible.

Most of the action at board meetings is taken on reports submitted by individuals and committees. Here are several tips:

1. The treasurer should report at each meeting.
2. Report on audit once a year.

3. The secretary reads the minutes of the previous meeting (unless printed and distributed in advance) and gives a summary of correspondence handled. The secretary does not read correspondence to the board except where major policy decisions must be made.
4. When a committee chairman asks, or is requested to report to the board, it should be shown as an item on the agenda. The report should be reproduced and attached to the agenda or program as an exhibit and become a part of the minutes of the meeting.

Unfinished business is any matter which was pending but not disposed of at a previous meeting. To bring up a matter, which was settled before, is new business even though the subject is old. Other business that is "unfinished" includes motions that were tabled, postponed, or left pending because of a motion to adjourn. An adjournment of three months or more terminates all pending matters. Anything not disposed of is wiped off the slate and to be reconsidered must be reintroduced as new business at the next meeting. The outgoing secretary should be sure to note these matters for the incoming secretary. NMA recommends that the Executive Committee (or Board of Directors) meet monthly throughout the year.



REPORTING MEMBERSHIP TO NMA HEADQUARTERS

FISCAL RENEWALS

Initial Preparation by NMA

In order to prepare for your next fiscal year, NMA prepares a printout of your chapter's membership roster listing names and home addresses for current chapter members.

Preparation by Chapter Secretary

Annual Chapters:

During your first fiscal month, you are responsible for submitting a current listing of membership renewals along with the appropriate dues payment. (See annual chapter dues schedule on reverse side.) Any annual chapter that fails to pay its dues within 60 days of the last day of its first fiscal month shall be declared delinquent and will be sent a written notice of the delinquency. This could disqualify chapter from participating in all NMA Awards Programs. To avoid this delinquency, please send in any renewals and dues you have collected prior to the 60 days listed above; other renewals may be sent to NMA at a later date.

Payroll Chapters:

During your first fiscal month, you are responsible for submitting a corrected membership roster for reconciliation purposes.

All Chapters:

Carefully check the membership roster sent to you prior to your first fiscal month to ensure that all names and addresses are correct. Any changes should be noted on the roster, i.e., address changes, renewals, deletes (anyone not renewing should be listed as a delete). The roster should then be returned to NMA headquarters for proper updating of your chapter's membership records. Upon receipt of the updated roster, NMA will send to you upon request, membership cards for all those members who are renewing their membership.

MONTHLY REPORTING

New and Reinstated Members:

Type the names and addresses of all new and reinstated members on the reverse side of the NMA Membership Report Form, M-1 P or M-1A. This list should be double-checked and mailed to NMA headquarters along with your dues payment. You may use the same form to report any deletes, renewals, address, or name changes. If you do not have enough room on the form, simply photocopy it; **BE SURE TO ATTACH ALL THE FORMS TOGETHER AND SUBMIT TO NMA HEADQUARTERS ALONG WITH ANY DUES PAYMENTS THAT ARE DUE.** It is very important that your chapter's name and number be stated on all forms.

Payroll Chapters:

A chapter that collects dues from its members through payroll deduction is responsible for submitting an NMA Membership Report Form M-1 P for Payroll Chapters along with appropriate dues payment on a monthly basis. (See payroll chapter dues schedule on reverse side.) Any payroll chapter whose dues are not remitted within 60 days of the end of the month being reported shall be considered delinquent and will be sent a written notice of the delinquency. Failure to pay such dues will disqualify your chapter from participating in all NMA Programs. List the names, addresses, and email addresses of all new members, deletes, renewals, address changes, and name changes on the reverse side of the M-1 P. This list should be double-checked and mailed to NMA headquarters along with your dues payment. If you do not have enough room on the form, simply photocopy it; **BE SURE TO ATTACH ALL THE FORMS TOGETHER AND SUBMIT TO NMA HEADQUARTERS ALONG WITH ANY DUES PAYMENTS THAT ARE DUE.** It is very important that your chapter's name and number be stated on all forms.

OTHER REPORTING

Retired Members:

A Life Retired Membership Application (Form M-LR) is available from NMA headquarters to aid chapters in applying for life membership for retired members. Upon approval, a special one-time membership card will be issued and sent to the chapter secretary for presentation to the retired member (no dues are required for retired members). Upon notification, these individuals will be deleted from the chapter's membership roster and will be maintained in a "Life Retired Membership" file.

Contact NMA headquarters for additional information at 937-294-0421 or nma@nma1.org.

Form M-11
Revised 3-04

MEMBERSHIP DUES INFORMATION AND DEFINITION OF TERMS

PAYROLL DUES

A chapter that collects dues from its members through payroll deduction is responsible for remitting Association dues on a monthly basis along with an NMA Membership Report Form for Payroll Chapters (Form M-1 P). Dues are \$2.92 per member per month*. Any payroll chapter whose dues are not remitted within 60 days of the end of the month being reported shall be considered delinquent and will be sent a written notice of the delinquency. Failure to pay within that timeframe will disqualify your chapter from participating in all NMA Awards Programs.

ANNUAL DUES

Dues for chapters that collect and pay dues on a yearly basis are \$35.00 per year per member*. NMA does allow chapters to pay ½ year dues (i.e., \$17.50) for new or reinstated members acquired during the last 6 months of the chapter's fiscal year. Yearly renewals are always \$35.00 per member per year. Any annual chapter whose dues are not paid within 60 days of the last day of its first fiscal month shall be declared delinquent and will be given a written notice of the delinquency. Failure to pay within that timeframe will disqualify your chapter from participating in all NMA Awards Programs.

NEW MEMBERS

A new member is a person who joins NMA and has never been a member nor paid a registration fee. All new members to the Association must pay a one-time \$20.00 registration fee.

REGISTRATION FEE

For those people who have never been a member of NMA, there is a one-time registration fee of \$20.00 per member.

****New Chapters chartering after 01/01/09 Annual dues are \$48 per member per year. Payroll dues are \$4.00 per member per month.***

REINSTATED MEMBERS

Former members reinstated are those people who have previously been a member of NMA and for some reason were dropped from the chapter roles. They could have been members of the current chapter or some other chapter. Members reinstated do not pay a registration fee because it was collected for their initial membership. Also, there is no reinstatement fee; however, dues must be paid for those former members who reinstate.

SUBSTITUTIONS (Annual Chapters)

New members may be substituted for a member dropped by the local chapter because of change of location, death, or other reasons making him/her no longer eligible to be an active member of the local chapter. A substitution must be sent in at the same time as notification of the ineligible member's cancellation. This can be done on Page 2 of the Form M-1A, NMA Membership Report Form for Annual Chapters, listing the name and address of the new member as well as that of the member to be canceled. Although no dues are payable for a substitution, the registration fee of \$20.00 is still payable if the person has never belonged to the NMA.

YEARLY MEMBERSHIP RECONCILIATION

Prior to all chapters' first fiscal month, NMA will send to the chapter secretary, a printout of the chapter's current membership. To ensure that all names and addresses are correct for your chapter members, this list should be carefully checked and highlighted with any changes, i.e., renewals, deletes, and address or name changes. The updated list should then be returned to NMA headquarters along with your chapter's dues payment (first fiscal month dues if payroll; yearly dues if annual).

RENEWALS

Renewals are members who are renewing their membership to the Association. PAYROLL CHAPTERS DO NOT NEED TO LIST ALL MEMBERS RENEWING ON EACH MONTHLY FORM; they should list those members NOT renewing as deletes on Page 2 of the M-1 P. For Annual Chapters, all renewing members should be listed on Page 2 of the M-1A.

ASSOCIATION DUES SCHEDULE

ANNUAL CHAPTERS

IF YOUR FISCAL YEAR ENDS ON LAST DAY OF:	YOUR NEW FISCAL YEAR BEGINS 1 st DAY OF:	DUES ARE PAYABLE TO NMA BY THE END OF:	DUES ARE DELINQUENT IF NOT PAID BY:
June	July	July	September 30
July	August	August	October 31
August	September	September	November 30
September	October	October	December 31
October	November	November	January 31
November	December	December	February 28
December	January	January	March 31
January	February	February	April 30
February	March	March	May 31
March	April	April	June 30
April	May	May	July 31
May	June	June	August 31

PAYROLL CHAPTERS

IF YOUR DUES ARE PAID THROUGH THE MONTH OF:	DUES ARE PAYABLE TO NMA BY THE END OF:	DUES ARE DELINQUENT IF NOT PAID BY:
June	July	September 30
July	August	October 31
August	September	November 30
September	October	December 31
October	November	January 31
November	December	February 28
December	January	March 31
January	February	April 30
February	March	May 31
March	April	June 30
April	May	July 31
May	June	August 31



**NMA MEMBERSHIP REPORT FORM M-1P
For Payroll Chapters**

FORWARD TO NMA HEADQUARTERS with dues payment

Headquarters Only

Date Rec: _____
 Check #: _____
 Check Amt: _____
 Checked & Invoiced: _____

MONTH FISCAL YEAR ENDS:	REPORT FOR MONTH OF:
DATE:	CHAPTER #:

This is to certify that the persons whose names are enclosed are members in good standing in the

 NAME OF CHAPTER

	# MEMBERS		
PREVIOUS MONTH'S ENDING MEMBERSHIP TOTAL			
NEW MEMBERS REPORTED THIS MONTH	+		
FORMER MEMBERS REINSTATED	+		
MEMBERS DELETED THIS MONTH	-		
TOTAL ADJUSTMENT (+ OR -)		TOTAL \$ AMOUNT	
TOTAL CHAPTER MEMBERSHIP		@ \$2.92	\$
*NEW MEMBER REGISTRATION FEES		@ \$20.00	\$
<i>*A REGISTRATION FEE OF \$20.00 PER NEW MEMBER IS REQUIRED FOR MEMBERS WHO HAVE NEVER BEEN AFFILIATED WITH NMA.</i>	AMOUNT OF CHECK ENCLOSED		\$
Chapter Secretary:		Phone:	

- **PLEASE NOTE:** Complete reverse side of this form listing any New Members, Reinstated Members, Deleted Members, Renewals, Address Changes, and Name Changes you have had for the month being reported. If you need additional space, just photocopy the back page.
- **ATTACH ALL THE FORMS TOGETHER AND SUBMIT TO NMA HEADQUARTERS ALONG WITH YOUR DUES PAYMENT.** (See Form M-11 for additional membership reporting information.)
- **MAIL TO:** Membership Records, NMA... THE Leadership Development Organization, 2210 Arbor Blvd, Dayton, OH 45439. If you have any membership questions, they should be addressed to Robin Furlong at 937-294-0421 or robin@nma1.org.

This form is available in Microsoft Word and can be downloaded from our website at <http://nma1.org/forms>. If you need it in another format, please contact NMA headquarters at 937-294-0421 or email at nma@nma1.org.



**NMA MEMBERSHIP REPORT FORM M-1A
For Annual Chapters**

FORWARD TO NMA HEADQUARTERS with dues payment

Headquarters Only

Date Rec: _____
 Check #: _____
 Check Amt: _____
 Checked & Invoiced: _____

MONTH FISCAL YEAR ENDS:	
DATE:	CHAPTER #:

This is to certify that the persons whose names are enclosed are members in good standing in the

NAME OF CHAPTER

**REPORT ONLY THOSE NEW MEMBERS, SUBSTITUTIONS, AND/OR RENEWALS
WHO HAVE NOT PREVIOUSLY BEEN REPORTED.**

	# MEMBERS		TOTAL AMOUNT
1. New members how joined during the <u>first 6 months</u> of your chapter's fiscal year		@ \$35.00	\$
2. New members who joined during the <u>last 6 months</u> of your chapter's fiscal year		@ \$17.50	\$
3. Substitutions who were never a member of NMA			
4. TOTAL new member registration fees for all new members listing on lines 1, 2, and 3	-	@ \$20.00	\$
5. Members renewing		@ \$35.00	\$
6. Former members reinstated during the <u>first 6 months</u> of your chapter's fiscal year		@ \$35.00	\$
7. Former members reinstated during the <u>last 6 months</u> of your chapter's fiscal year		@ \$17.50	\$
8. Substitutions who were previous members of NMA			
TOTAL members reported above (lines 4-8)			
\$ AMOUNT OF CHECK ENCLOSED (Total Lines 1, 2, 4, 5, 6, 7)		\$	

CHAPTER SECRETARY: _____ PHONE: _____

- **PLEASE NOTE:** Complete reverse side of this form listing any New Members, Reinstated Members, Deleted Members, Renewals, Address Changes, and Name Changes you have had for the month being reported. If you need additional space, just photocopy the back page.
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