

Board and/or Membership Approved Changes Affecting

the TREASURER

1. Affirmation statements are to be sent out each year with the dues billing. All associate and full members are to sign an affirmation statement as a condition for membership. (Board Meeting 3/13/86)
2. The dues for Associate Members will be the same as that for full Members. (Board Meeting 3/13/86)
3. Members accepted at the Spring meeting will be billed a pro-rated amount of dues for the remainder of that year, rounded off to the nearest \$10. Members accepted at our Fall meeting will not be required to pay dues for the remainder of that year. (Board Meeting 3/13/86)
4. Dues are payable by March 31 each year. After that, a \$25 late payment fee will be charged. If no payment is received by May 1, the member is automatically terminated, then a \$50 reinstatement fee plus the dues and the late payment fee must be paid by the end of that year. (Board Meeting 3/13/86)
5. A motion was made and passed to increase the dues to \$150 annually. (Board Meeting 11/5/86)
6. Dues are to be billed in December for the following year. (Board Meeting 11/5/86)
7. Registered Mail will be used to notify those members who have not paid their dues as of March 31 each year. (Board Meeting 5/7/87)
8. SRMC's insurance policies will no longer be maintained or reviewed by the Treasurer. This function will now be the responsibility of the Insurance Committee. (Board Meeting 4/14/88)
9. The Board concluded that Brennan-Coate Student Paper winners will be invited to the entire conference, and that the most economical travel arrangements are to be controlled by the Publications Committee and the meetings coordinator. (Board Meeting 10/19/88)

10. The minimum college sponsorship for the College of Insurance has been increased from \$125 to \$150 and the Treasurer's Job Description is to be changed to reflect this new minimum as the approved annual contribution made by SRMC. (Board Meeting 9/6/89)
11. Membership Certificates will now be mailed out with the dues notices. (Board Meeting 9/6/89)
12. The Treasurer may, with the concurrence of the President and the President-Elect, invest Corporate funds. (Board Meeting 4/15/93)
13. The initial due date for payment of dues shall be January 1. The late fee and termination and reinstatement procedures were not changed. (Board Meeting 4/15/93)
14. The Treasurer shall reimburse expenses (e.g., travel) incurred by a member or a member's firm in arranging a conference if the expenses are included in the budget of the conference and the expenses are pre-approved by the Executive Committee. (BOD 3/28/96)
15. After the Annual (Fall) meeting but by December 1 each year, the Treasurer shall send invoices for the subsequent year's dues and affirmation statements to all full members and associate members, with notice that such dues are due January 1 and that, in order to avoid a late fee payment, must be received by the Treasurer on or before March 31. The invoice shall also state in order for the member to be included in the Membership (Territorial) Directory the dues and affirmation statement must be received by the Treasurer by January 31. (BOD 10/02/96)
16. Following the January 31 dues payment cut off date for the Membership (Territorial) Directory, but no later than February 15, the Treasurer shall notify the Secretary of those members eligible to be included in the Membership (Territorial) Directory. (BOD 10/02/96)
17. The Treasurer shall arrange for and distribute Membership Certificates to all Full and Associate members in good standing following receipt of a signed affirmation statement and annual dues payment for the year to which the Membership Certificate applies. Membership Certificates shall be issued to Life members following receipt of a signed affirmation statement for the year to which the Membership Certificate applies. (BOD 10/02/96)
18. The Treasurer shall arrange for and distribute Membership Certificates to Honorary Members on an annual basis. (BOD 10/02/96)
19. The Treasurer shall prepare an annual budget for the succeeding fiscal (calendar) year and present it at the Annual (Fall) Board Meeting and Meeting of the Members. (BOD 10/02/96)
20. There shall be no pro rata return of dues for members who are terminated, resign or convert to Life Member status. (BOD 4/10/97)

JobD: 03/8/99: 2 (Changes-Treas)
Replaces sheet dated 1/20/97

Updated through 10/08/98

JobD: 03/8/99: 3 (Changes-Treas)
Replaces sheet dated 1/20/97

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