

METHOD FOR PROCESSING DISTRICT ASSESSMENT OF SQUADRON MEMBERS

REFERENCE: D31 Bylaws, Article II, Section 2.07.06.01 and 2.07.06.02 to be updated

District assessment per Active and Additional Active member of each squadron shall be \$8.00 unless changed by district conference. Family and Life Members are exempt from payment of the district assessment.

District 31 participates in the Universal-Billing program whereby USPS headquarters bills current members for annual dues. Included in the billing is the district assessment portion, which headquarters automatically collects and credits to the district.

Assessment for new members is handled at the squadron level. When a new member pays by cash or check, the treasurer deposits the money in the squadron's local bank account. One copy of the new member's application is specified for the squadron treasurer. The original is mailed to headquarters.

When a new member elects to pay via the USPS credit card voucher, the squadron treasurer keeps one copy of the voucher. The 2nd copy and the original of the new member's application are mailed-together- to headquarters. Headquarters will process the voucher and reimburse the squadron with the full amount of the voucher. Headquarter absorbs the credit card fee.

Regardless of how payment is made, when the new member's application reaches headquarters, it triggers a bill to the squadron for National's portion of the membership fee. The bill also lists the name of the new member.

Upon receipt of the headquarters bill, the squadron treasurer will promptly- and without delay- issue a check for the amount of the district assessment and mail it to the District treasurer along with a listing of the new member's name.

The district treasurer will spot audit for compliance using new member statistics published by USPS on the Internet.

The district treasurer will submit district assessment information, such as the current amount of the assessment and the categories of memberships to be assessed, as required by USPS Headquarters.