

## **Procedures for Submitting Dues Payments and Club Rosters**

MISGA Associates Chair for 2022: Jake Jacobi

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**DUES:** There are two types of dues: club dues and associates dues.

**Club Dues:** Club dues are currently set at \$50 per club and are due by April 1 each year. The club dues should be sent to your Division Associates Chair. The Division Associates Chair shall have the club dues consolidated into a single check made payable to MISGA and sent to the MISGA Treasurer.

**Associates Dues:** Associates dues are currently set at \$10 per associate and are due by June 1 each year. The Club Representative shall collect the dues for all associates at his or her club and submit one check to their Division Associates Chair covering the number of associates included in the Club Roster. The Division Associates Chair shall have the associates dues consolidated into a single check made payable to MISGA and sent to the MISGA Treasurer.

The current MISGA Treasurer is Gary Manion. Contact information for the MISGA Treasurer can be found at the following link: <https://misga.org/leadership.htm>

### **CLUB ROSTERS**

#### **MISGA Club Roster Report**

No later than June 1 of each year the club representatives must send their updated roster with a check for their associates dues to their Division Associates Chair. This roster should be sent via email to the Division Associates Chair and at the same time the associates dues are sent. The Division Associates Chair shall then send copies of the roster reports to the MISGA Associates Chair via email.

The current MISGA Associates Chair is Jake Jacobi. Contact information for the MISGA Associates Chair can be found at the following link: <https://misga.org/leadership.htm#committees>

#### **MISGA Division Membership Summary Report**

The MISGA Associates Chair shall complete the MISGA Division Summary Reports and, within 10 working days after receipt of the final club roster, submit the reports to the MISGA President, MISGA Vice President, Division Directors, Division Associates Chairs, and the MISGA Treasurer.

#### **MISGA Associate Dues Summary Report**

The MISGA Associates Chair shall complete the MISGA Associate Dues Summary Report and, within 10 working days after receipt of the final club roster, submit the reports to the MISGA President, MISGA Vice President, Division Directors, Division Associates Chairs, MISGA Treasurer, and the MISGA Tournament Chair. The MISGA Associate Dues Summary Report shall be posted on the MISGA web site at the following location: [https://misga.org/Associates\\_Dues.htm](https://misga.org/Associates_Dues.htm)