

BUSINESS OPERATIONS  
DUES

Dues Memorandum Procedures

1. November Dues memorandum – **BUDGET MEMORANDUM** \*  
To advise Boards of dues amount for budget purpose  
Memorandum should be mailed to:  
Board Presidents  
Business Administrators
2. June 1<sup>st</sup> – **MEMORANDUM DUES WITH INVOICE**\*  
Memorandum enclosed with dues invoice.  
Memorandum should be mailed to:  
Business Administrators/Board Secretaries
3. July 1<sup>st</sup> – **DUES REMINDER MEMORANDUM**\*  
A friendly reminder to place dues for new fiscal year on July or August's agenda for adoption.  
Memorandum should be mailed to:  
Business Administrators (only to Outstanding Boards)
4. September 1<sup>st</sup> – **LATE NOTICE**\*  
In accordance with NJSBA's Bylaws dues are due.  
Memorandum should be mailed to:  
Business Administrators (only to Outstanding Boards)

**\*Memorandum must be reviewed annually**

Correspondence Regarding Delinquent Dues Boards

All correspondence or inquiries regarding dues and information pertaining to dissident/delinquent dues boards will be handled in the following manner:

- A. All inquiries or letters are to be forwarded to the Executive Assistant to the Executive Director for coordination and appropriate response.
- B. After consultation with the Executive Director, the Executive Assistant to the Executive Director will either respond to the inquiry or delegate action on behalf of the Executive Director to the appropriate department.
- C. All dues correspondence originating from NJSBA will be signed by the Executive Director or President or Executive Director's designee.
- D. Copies of all such correspondence will be forwarded to the Director of Member Services, the appropriate Field Service Representative, and the Finance and Operational Services Department.

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E. Close communication will be maintained with the Member Services Department.

Issued: May 18, 1982

Revised: August 1987  
July 6, 1994  
May 14, 2004

General Membership Dues Formula

For the 2004-05 fiscal year, the dues formula adopted at the Delegates Assembly on 11/22/03 is as follows:

Base (\$1877) + (Multiplier X CE) = Dues, limited by maximum (\$25,027); and dues increases may not exceed 10% of the dues assessed the board during the preceding year except for non-operating and special services districts which will be raised 33 1/3% annually until their assessments are equitable.

For the 2005-06 fiscal year through 2008-09 the dues formula is as follows:

(Preceding year's base x IF) + (Multiplier x CE) = Dues, limited to (preceding year's maximum x IF)

For 2009-10 fiscal year and all subsequent years the dues formula is as follows:

(Not to exceed the preceding year's base x IF) + (Multiplier x CE) = Dues, limited to (preceding year's maximum x IF)

Increases in the base and maximum will be adjusted by the current year's state spending growth limitation (cap).

Dues increases may not exceed 10% of the dues assessed the board during the preceding year.

Definition: CE = Current Expenses, IF = Inflation Factor

Issued: November, 2003

Revised: May, 2004  
March, 2009

2010-2011 Budget Services Credit

The NJSBA Board of Directors approved a services credit for regular members (i.e. boards of education) in the amount of \$2000.00 to be used during the 2010-2011 fiscal year. The service credit is not available to

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affiliate or associate members (GO/8105). The services credit may be used toward the purchase of certain services provided by NJSBA for a fee.

Such services include: policy manual writing; paperless meeting services; hosting online policy manual; training programs for board of education members (i.e. labor relations training and salary guide work, Academy training, on line training,) publications; Annual Workshop; superintendent search; strategic planning; goal setting.

A regular member may request that the services credit apply to a service not listed herein by making an application, setting forth the details of the request, to the Executive Director. The Executive Director has sole discretion to approve the application. Such decision may not be appealed.

In the event a regular member has a past due balance with NJSBA as of July 1, 2010, NJSBA shall apply the service credit to the balance owed. If the amount owed to NJSBA is less than the service credit, the remaining balance of the service credit may be applied to services set forth herein.

If a member has not expended its total service credit by June 30, 2011, the member may request that it be extended into the 2011-2012 fiscal year by making an application, setting forth the details of the request, to the Executive Director. The Executive Director has sole discretion to approve the application. Such decision may not be appealed.

This regulation shall expire on July 1, 2011.

Issued: May, 2010