



MCSAAA
OPERATIONAL POLICIES AND PROCEDURES

**OPP No. 12 – Procedure For Collection Of Membership Dues and Annual Enrollment
Forms
Revision 0
Date Adopted: June 6, 2024**

The following procedure shall be used for the collection of Membership Dues and MCSAAA annual Enrollment Forms.

General Information:

Membership in MCSAAA requires the following:

- Successful graduation from the MCSO Sheriff's Citizens Academy.
- Payment of Membership Dues, as prescribed in the organization's Bylaws.
- Submission of an annual **Enrollment Form**, available each year from the organization.

Membership Dues:

- There are two types of Membership Dues, as follows:
 - **Annual Dues** (paid each year) – those members are called “Annual Members”.
 - **Lifetime Dues** (one-time payment for life) – those members are called “Lifetime Members”.
 - Membership Dues for members enrolling after March during a calendar year may be prorated, at the discretion of the President, 1st Vice President or Treasurer.
 - Dues are to be paid with cash or check.

Annual Enrollment Forms:

- The purposes of the annual Enrollment Forms are:
 - To serve as the document to be used by members to communicate their intent and desire to be considered an active member in the organization each year.
 - To serve as the controlling document for member access to the AVP system. (Note: without a current Enrollment Form on file, people cannot have access to the AVP system).
- Enrollment Forms are required each year from **both** Annual Members and Lifetime Members.

Timing For Collection Of Membership Dues and Annual Enrollment Forms:

- MCSCAAA will issue requests to all current members for submission of Dues payments and annual Enrollment Forms, beginning in November of each year.
- MCSCAAA will issue subsequent requests for submission of Dues payments and annual Enrollment Forms in January and February.
- All Dues payments and annual Enrollment Forms are due not later than the end of February each year.
- Members that fail to submit their Dues and annual Enrollment Forms will be dropped from the current MCSCAAA roster, and removed from the AVP system by the middle of March each year. (Note: this timing is critical, as payment of the annual invoice for the AVP system is due by the end of March each year)

Responsibility For Collection Of Membership Dues and Annual Enrollment Forms:

The MCSCAAA 1st Vice President and MCSCAAA Treasurer shall be jointly responsible for the collection of Dues and annual Enrollment Forms.

- The Treasurer is responsible for all financial matters of the organization, including Dues payments. As such, the Treasurer will have primary responsibility for receipt of Dues payments.
- The 1st Vice President is responsible for membership in the organization, which includes maintaining a current official membership roster. As such, the 1st Vice President will have primary responsibility for receipt, tracking and retention of the annual Enrollment Forms.
- Working together, the 1st Vice President and the Treasurer shall produce a record of Dues payments and membership enrollments, and publish periodic status updates to the record. MCSCAAA shall communicate status updates of this record to the members regularly during the months of January and February each year. (Note: this record shall be used as the “check and balance” tool for the number of members in the AVP system).

Methods For Submission Of Membership Dues Payments and Annual Enrollment Forms:

- Members may submit their dues and annual Enrollment Forms in one of the following ways:
 - Turn them in at the General Meetings in November, January or February.
 - Turn them in to the MCSO Liaison Officer, who will then pass them along to the 1st Vice President or the Treasurer.
 - Turn them in to any MCSCAAA Executive Board member, who will then pass them along to the 1st Vice President or the Treasurer.
 - New graduates of CPA classes may turn theirs in at graduation.
 - Mail a check for Dues payment along with the annual Enrollment Form to the following address:
MCSCAAA
P.O. Box 1973
Conroe, Texas 77305

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