

Standing Rules

VIII. Membership Assistance Committee

- A. **Composition:** The committee shall consist of three voting members and the CNTA Treasurer, who is a non-voting member.
1. Two voting members shall constitute a quorum.
 2. Executive Board Members of CNTA may not be voting members of the committee.
 3. Duties of the Treasurer as a non-voting member:
 - a. The Treasurer shall report the amount of money in the fund to the committee.
 - a. The Treasurer shall report committee actions to the Executive Board of CNTA.
 - b. The Treasurer shall report the monthly balance in this account to the general membership.
 4. All deliberations shall be confidential.
- B. **Responsibilities:** Membership Assistance Committee is responsible for administering the contributions to the Membership Assistance Fund.
- C. **Guidelines:**
1. The applicant must be a member of CNTA/CTA/NEA in good standing **as well as a contributing member of the Membership Assistance Fund.**
 2. All information shall be confidential.
 3. If financial aid is indicated, the emergency fund may provide aid up to \$1000.00.
 - a. A waiver of the \$500.00 limit may be favorably considered by the committee in the event of extenuating, unusual circumstances, but in no case shall the total loan be in excess of \$1,000.00.
 - b. The amount given in each case is to be determined by a majority of the committee depending on the need of the individual and the amount of money in the fund.
 - c. In an unusually serious situation, and if the circumstances warrant it, the committee may use its discretion to increase the amount to \$1,500.00. However, this decision must be brought to the Executive Board for approval.
 - d. Deliberations shall be confidential.
 4. Financial Aid shall be in the form of interest-free loans.
 - a. A program of repayment shall be established at the time of the loan, and shall commence within (90) ninety days unless extended by the committee in the event of extreme and unusual circumstances.

- b. Payroll deduction is the preferred form of payment. However, the borrower may make a cash lump sum payment, if it can be repaid within 90 days. Otherwise, the applicant must choose payroll deduction.
- c. The amount of the pay back payments shall be established by the committee on a case by case basis. However, suggested pay back will be at 10% per month of the amount borrowed.
- d. On rare occasions the repayment may be waived with the approval of the Executive Board.

5. Criteria for giving emergency financial assistance shall include:

- a. Dire depletion of financial resources due to serious job related problems, divorce, fire, death in family, etc.
- b. Heavy family expense due to prolonged illness or accident that may have exhausted the applicant's ability to remain financially solvent.
- c. Catastrophes which have exhausted the applicant's financial resources.

- 6. The CNTA Membership Assistance Fund Committee will require a written application and may require an interview or other additional information before making a decision.
- 7. Any other requests not covered here must be presented to the Executive Board.

D. Disbursement of funds: The committee shall consider the following suggestions for the disbursement of financial assistance:

- 1. Application should be complete and in detail.
- 2. Basic information should be checked for accuracy.
- 3. Membership in CNTA shall be verified.
- 4. The committee may require additional information before making a decision.
- 5. **Verification of contributions to the Membership Assistance Fund.**