



## Virginia Chiropractic Association (dba Unified VCA) Bylaws **PROPOSED AMENDMENT**

(To be submitted to Membership at least 30 days before the meeting at which they are to be voted upon.)

- Author’s Name:** UVCA Executive Director Julie K. Connolly and UVCA Board of Directors
- Article and Title:** ARTICLE III – Membership  
D. Dues
- Currently Reads:** “Payment of dues after October 1 for the year in which payment is made may be prorated for the remainder of that calendar year at the discretion of the Board of Directors.”
- Proposed Amendment:**  
Revise above text to read, “Dues may be prorated at the discretion of the Board of Directors.”
- Rationale:** The UVCA Bylaws state that:
- The membership period is based on the calendar year (Jan. 1 thru Dec. 31), not anniversary (the date they join).
  - Only members who join/pay after October 1 may receive prorated dues.
- That means that anyone joining before October 1 with annual renewal (as opposed to EZ-Pay/auto-recurring) should technically pay the full annual amount.
- This is not an issue for most members who join because most do so via EZ-Pay quarterly or (for Premiers) monthly. We simply round to the closest month or quarter and they’re satisfied – and the new system through GrowthZone will do this automatically.
- However, it is an issue when someone:
- joins with a lump sum annual payment (either with EZ-Pay enrollment or with annual renewal)
  - after the 1<sup>st</sup> quarter and before the 4<sup>th</sup> quarter
- When someone joins after the 1<sup>st</sup> quarter or so with an annual payment, he/she never notices the verbiage that states there is no pro-rating.
- As a result, the new member is not happy (or at least confused) when he/she gets charged or billed the full amount AGAIN just a few months later. Not a good way to start the membership experience.
  - Fortunately, the bylaws also give us the authority to adjust dues for recruitment or retention purposes, so we have avoided frustrated new members by adjusting the 2<sup>nd</sup> membership period dues to compensate for the original payment OR by adjusting the amount of the 1<sup>st</sup> membership period. In other words, we essentially DO pro-rate dues, but “through the back door.”
- It would be far more efficient – and less confusing to members – if we take advantage of our new billing system’s ability to automatically adjust dues based on when the person joins; e.g., to automatically pro-rate, while keeping the membership period January 1 through December 31<sup>st</sup>. I recommend we take advantage of this system option and update our bylaws to remove the restrictive language regarding this. Rationale:
- Financial impact would be nominal. Such instances are infrequent.

- It would be more efficient. We would not have to manually make billing adjustments like we do now.
- It would remove a “pain point” or “hassle factor” from members’ joining experience.
- It may encourage members to join sooner, rather than wait until later in the year.
- It would be more consistent with current association best practices.
- Billing practices should be in SOPs, not in the bylaws.
- It would not prohibit the board from changing or implementing any billing policies in the future; in fact, it would actually make it easier for the board to adapt when needed.



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- Author's Name:** UVCA Executive Director Ms. Julie K. Connolly
- Article and Title:** ARTICLE VI – Standing Committees.  
D. Membership Committee
- Currently Reads:** “The Membership Committee shall consist of three active members appointed by the President to serve during the President’s term of office.”
- Proposed Amendment:**  
Revised attached text to read “at least three active members.”
- Rationale:** Over the years, the membership committee has been expanded beyond three members to include all district directors. This allows all association districts to be equally represented and a larger group to share membership committee responsibilities. Inserting the word “at least” protects the original intent of having more than one person involved in membership decisions and protects the minimum of three people, but confirms the ability to increase the number if serves members better.



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- Author's Name:** UVCA Executive Director Ms. Julie K. Connolly, UVCA Treasurer Dr. Taylor Myers, and UVCA Board of Directors
- Article and Title:** ARTICLE IV – Board of Directors; Officers.  
F. Duties.
- Currently Reads:** Paragraph 1:  
“The President shall co-sign any VCA expenditure over \$1,500.00.”  
Paragraph 3:  
“All expenditures over \$1,500.00 shall be co-signed by the President... The Treasurer will have the primary responsibility for signing all checks and approving expenditures, with the President also authorized to sign checks in the absence of the Treasurer.”
- Proposed Amendment:**  
Replace the text above with, “The Treasurer, President, Executive Director, Bookkeeper, and others will adhere to the Standard Operating Procedures recommended by the Treasurer and approved by the Executive Committee of the Board of Directors.”
- Rationale:**  
Association best practices recommend that systems regarding tasks like check-signing should be Standard Operating Procedures, not Bylaws. The above text protects the original intent of ensuring appropriate oversight of financial policies, while giving the leadership the ability to make changes when justified by changing technology, inflation, an increased remote workforce, etc.
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FYI: The following SOP regarding check signing and other payments was developed by the bookkeeper and executive director, reviewed by the association CPA, reviewed by the treasurer and president, then reviewed and approved by the full board.

### **Check and Credit Card Payments SOP** Updated 1/7/2022

#### Checks

Checks under \$3000: 1 signature required – ED.

- ED will review and sign.
- Check information will be emailed to the treasurer for review.

Checks \$3000 and up: 2 signatures required -- ED and treasurer.

- The bookkeeper will prepare the checks and mailing envelopes.
- ED will review and sign checks.
- The bookkeeper or ED will mail the checks to the treasurer.
- The treasurer will review, sign, and get the checks in the mail to payees within 24 hours.

#### Credit Cards and Electronic Payments Such as Payroll Via Direct Deposit

- Staff with permission to use the UVCA credit card(s) may charge up to \$250 without advance approval.
- ED will review and approve charges above \$250 in advance. ED will review other charges after the fact via credit card statements.
- The Treasurer will review and approve charges above \$5000 in advance. The Treasurer will review other charges after the fact via credit card statements.

Charges and electronic payments that are above \$5000 but don't require advance treasurer review:

- When ED or meeting planner pays a business-related hotel bill on-site.
- Standard payroll run every 2 weeks
  - Credit card charge or payroll is run with ED's approval.
  - Back-up is forwarded to treasurer immediately for post-payment review and approval.

UVCA credit cards should not be used for personal charges. However, if a charge does include any personal items (for example, if staff pays for a hotel bill on-site that includes a personal purchase):

- The personal charge(s) will be displayed when submitted to treasurer for review.
- The applicable staff person or member of the leadership will reimburse the association before the end of the next statement period.

Recurring charges:

- Information regarding the set-up of a recurring charge will be forwarded to the treasurer at the onset for review and approval.
- The treasurer and other members of the leadership will see the recurring charge on monthly ledgers.
- The bookkeeper will provide a list of all recurring items upon request.

#### All Payments

The full Board of Directors will be sent monthly general ledger reports showing all the activity in the bank account: checks, credit card charges, and deposits.

#### Changes

Any changes to this SOP must be recommended by the ED and approved by the UVCA Executive Committee (President, Immediate Past President, Vice President, Treasurer, and Secretary).