

\*\*\*PLEASE READ AND RETAIN THIS IMPORTANT INFORMATION FOR FUTURE REFERENCE\*\*\*



## Mount Vernon Council of Citizens Associations, Inc. 2009 Annual Dues Notice and Important Membership Information

### Membership Dues

Membership dues in the Mount Vernon Council of Citizens Associations, Inc. (MVCCA) are due and payable on or before January 1, 2009. **Please make checks payable to MVCCA.** Dues are based on the number of households within the boundaries served by your Association and are for the 2009 calendar year. On your Membership Application/Renewal, **please provide the total number of households served by your Association** and submit the proper dues based on the schedule below:

Up to 75 households:	\$42.00	250 to 499 households:	\$90.00
76 to 150 households:	\$54.00	500 or more households:	\$102.00
151 to 249 households:	\$72.00		

NOTE: Although we allow a brief grace period, **dues are due and payable by January 1, 2009.** Associations who have not paid by March 1 will lose their right to vote in the General Council and Committee meetings.

### Membership Application/Renewal

The attached MVCCA membership application/renewal **must be completed and returned along with dues payment.** **PLEASE COMPLETE THE ENTIRE FORM EVEN IF YOUR INFORMATION IS THE SAME AS THE PREVIOUS YEAR,** providing as much information as possible, particularly email addresses and telephone numbers as this helps us to better communicate with our member associations and their representatives. **See the important information about designated representatives below.** If your Association has a web site, provide the URL so that it can be linked from the Council's web site. The application may be signed by either the President or Treasurer. In the appropriate boxes, indicate who should receive mailed copies of the RECORD (see limitations below). **Make check payable to MVCCA and mail completed application and dues to MVCCA Treasurer, PO Box 203, Mount Vernon, VA 22121-0203.** Forms can also be downloaded from the Council's web site at [www.MVCCA.org](http://www.MVCCA.org).

### RECORD Subscriptions – NEW in 2009!!! Important Changes, Please Read

Anyone in your association may sign-up to receive notice that the electronic version of the *Record* has been posted to the website by joining the MVCCA Listserve. Upon notice that the Record has been posted, they may then download a copy of the *RECORD* at no cost. Past issues of the Record are also available online. To sign up for the listserv or to download current or past issues of the *RECORD* visit [www.mvcca.org](http://www.mvcca.org). MVCCA encourages ALL designated representatives to receive notice that the *RECORD* has been posted and to read it in order to stay abreast of MVCCA meetings, actions and pending matters. **MVCCA will no longer provide mailed copies of the RECORD. All distribution will be accomplished electronically.**

### Changes of Address/Committee Representation

Each member association's President is responsible for keeping MVCCA aware of all changes of address and committee representation **throughout the entire year.** This is crucial so that we can provide information to designated representatives, and so that those representatives are allowed to vote at meetings. **Send all changes of address and committee representation to the Treasurer at the contact mailing/email addresses listed on back.** All mailed changes must be in writing and signed by the Association President; any emailed changes must be sent from the email address of the Association President on record with MVCCA. If most of your information changes, it may be easier to complete a new membership form. Please provide contact information (mailing address, phone and email) for all designated reps. All changes for the purposes of the *RECORD* must be received by the 1<sup>st</sup> of the month. All changes for the purposes of voting must be received in accordance with the policy outlined below.

## New Associations

Any new eligible citizens' Association or homeowners' Association applying for membership in the MVCCA shall become a member upon favorable majority vote of the existing member Associations and upon payment of dues. All applications for membership, along with payment, must be submitted in writing, to the Treasurer at the contact address listed below, at least **three (3) days prior** to the monthly Board of Directors meeting (second Thursday of each month except August). The application will be reviewed and forwarded to the MVCCA membership for action.

## Representation and Voting/Changes to Designated Representatives

Representatives to the General Council and to all MVCCA committees are appointed by their respective associations and **must be designated as such** on the association's annual membership application to MVCCA. MVCCA committees consist of duly designated representatives from member associations in good standing. Only those representatives of associations who have paid their membership dues will be allowed to vote at both the General Council and committee meetings. You may also designate alternate representatives to the Council and committees. Association Presidents may vote at any General Council meeting or committee meeting and need not be listed separately as a representative to each on the membership application. **Please know that providing accurate information on this form is the only way we have of verifying who is authorized to represent your association – IF YOU DO NOT LIST THEM AS A REPRESENTATIVE, THEY CANNOT VOTE.**

**IMPORTANT NOTE:** Changes in appointments of representatives are to be submitted to the MVCCA Treasurer in writing or by email so that it is **received at least forty-eight hours prior** to meetings (see contact information below). **Emailed changes are acceptable but must be sent from the email address of the Association President and must be received 48 hours prior to the meeting.** Copies to the respective Committee Chair(s) are encouraged.

In the absence of an Association President or Council/Committee Representative of record, an Association may send a representative to participate in committee activities; however the Committee Chair may request that any such alternate person provide verification to vote or speak for an Association. Association board resolutions, letters of appointment signed by the Association President, or a proxy submitted by the Association's President or Representative of Record are considered acceptable verification. If verifications are requested and not received before the MVCCA Board of Directors meeting following the committee meeting, committee actions, including votes cast by an unaccredited representative, will be considered null and void. **IN ALL CIRCUMSTANCES, COMMITTEE REPRESENTATION IS NOT VALID UNTIL REPORTED BY THE MVCCA TREASURER TO THE APPROPRIATE COMMITTEE CHAIR PERSON.**

## MVCCA Contacts and Communication

Contact information for the MVCCA Board of Directors appears each month in the *Record*, as well as being available online at [www.mvcca.org](http://www.mvcca.org). The MVCCA mailing address is MVCCA, P.O. Box 203, Mount Vernon, VA 22121-9998. **Correspondence relating to membership or changes of address/representation (please review specific requirements outlined above) should be addressed to the MVCCA Treasurer, Tonda Phalen, at the MVCCA mailing address or at the Treasurer's email address is [tonda1@aol.com](mailto:tonda1@aol.com).**

## MVCCA Website, Electronic E-Mail Listserv, and Electronic Delivery of the RECORD

The MVCCA website at [www.mvcca.org](http://www.mvcca.org) contains information about the Council, current and archived copies of the *RECORD*, and the option of signing up for the Council's e-mail listserv. Anyone in your association is invited to view current and past issues of the *RECORD* online and download a copy at no cost. **MVCCA will no longer provide mailed copies of the RECORD. All distribution will be accomplished electronically.**

In addition to providing notification of the posting of the current issue of the *RECORD*, the MVCCA listserv also allows members to receive up-to-date information about Council and Mount Vernon District activities and events. Email addresses of listserv members remain private. The list is moderated and inappropriate messages are intercepted and removed. Subscribe to the MVCCA listserve from the MVCCA website at [www.mvcca.org](http://www.mvcca.org).

The MVCCA does not sell or make public its mailing or e-mail lists. Information provided by members is used solely for internal mailings and emails regarding the activities of MVCCA.