

Proposal Subject: ISSC State Membership Fees

Specific NSSP ISSC Constitution, Bylaws, and Procedures
Guide Reference: Article III. Registration and Fees

**Text of Proposal/
Requested Action:** Section 4. There shall be two (2) categories of membership:

- Subdivision a. State
- Subdivision i. Shellfish producing states
- Subdivision ii. Non-producing states

- Subdivision b. Individual Member

The fee for each category of membership and the membership period shall be set by the Executive Board. The membership fees may be paid annually or biennially. The state authority membership dues shall include membership for one Voting Delegate. State membership shall be set to provide for forty (40%) per cent and individual membership shall be set to provide for five (5%) per cent of the previous ISSC fiscal year budget. Persons other than Voting Delegates shall be considered members by payment of the individual membership fee. The membership period shall coincide with the calendar year. Applications for membership shall be mailed at least thirty (30) days prior to the beginning of the membership period to the two (2) previous years' membership rolls.

**Public Health
Significance:**

**Cost Information
(if available):**

**Action by 2011
Task Force III** Recommended referral of Proposal 11-302 to the appropriate committee as determined by the Conference Chairman.

**Action by 2011
General Assembly** Adopted the recommendation of Task Force III on Proposal 11-302.

**Action by FDA
February 26, 2012** Concurred with Conference action on Proposal 11-302.

**Action by 2013
Executive
Committee** **Note: The Executive Committee consulted with the Executive Board in the development of the committee recommendations on Proposal 11-302**

Executive Board Policy on Use of Membership Funds

The purpose of this policy is to outline how the ISSC will utilize state membership funds. The recommended state membership fees are established to support 10% of the ISSC projected budget. Presently the majority of ISSC funding is made available from NOAA and USFDA. Should the present federal funding continue to support the ISSC projected budget, state membership fees will be made available to states in the form of travel assistance to the biennial meeting or Executive Board meeting. The level of travel assistance will not exceed the amount of the state membership fees paid.

| | Biennial Meeting Year | Non-Biennial Meeting Year |
|-------------------------|--------------------------|------------------------------|
| Producing States | 1350 | 1000 |
| Non-Producing States | 1000 | 1000 |

Article III. Membership and Registration and Fees

Procedure XVIII. Executive Board Procedures for Establishing Membership Fees

ARTICLE III. MEMBERSHIP AND REGISTRATION AND FEES

Section 1. The membership and registration fees shall be set by the Executive Board as necessary to defray the costs of the Biennial Meeting and the operating costs of the Conference.

Section 2. Membership Fees

Subdivision a. The fee for each category of membership and the membership period shall be set by the Executive Board. State membership fees will be established as necessary to provide, at a minimum, ten percent (10%) of the operating budget of the Conference. The Executive Board will follow the guidelines of Procedure XVIII in establishing membership fees.

Subdivision b. There shall be two (2) categories of membership:

Subdivision i. State

Subdivision (a) Shellfish producing states

Subdivision (b) Non-producing states

Subdivision ii. Individual member

Subdivision c. The membership fees may be paid annually or biennially.

Subdivision d. The State authority membership fees shall include membership for one Voting Delegate. Persons other than Voting Delegates shall be considered members by payment of the membership fee.

Subdivision e. The membership period shall coincide with the calendar year.

Subdivision f. Applications for membership shall be mailed at least thirty (30) days prior to the beginning of the membership period to the two (2) previous years' membership rolls.

Section 3. Registration Fees

Subdivision a. Registration fees shall include those amounts required by Article V, Section 9, of this Constitution.

Subdivision b. Any person who is interested in promoting the availability of safe, wholesome shellfish may register at the Conference meeting.

Subdivision c. Persons attending and participating in a Conference meeting must first register their name, address, and

affiliation with the Executive Director and pay the appropriate registration fee.

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Section 5. The Board Chairperson, with the approval of the Board, shall appoint a non-voting Consumer Advisory representative. The Consumer Advisor shall serve a two (2) year term. The initial Consumer Advisory term shall be one (1) year to coincide with the Biennial meeting schedule.

Section 6. Each Board member and alternate must be a member when elected. For producing state and non-producing state elections, each state may cast one (1) vote by the authorized ISSC Voting Delegates (or alternates). For industry elections, industry registrants within each state may cast one (1) collective vote. Industry may caucus among its registrants in order to determine the voting member.

Section 7. Elected Board members shall serve four-year terms. Terms of the elected Board members shall expire at the end of the voting General Assembly of the regular Biennial Conference meeting.

Section 8. The Board shall elect a Chairperson and Vice-Chairperson for a two, (2) year term at the Executive Board meeting following the voting General Assembly of the regular Biennial Conference meeting. New officers shall take office at the beginning of the Spring Executive Board meeting.

~~Section 9.~~ The Board shall direct the Executive Director to collect membership and registration fees, as necessary to defray the costs of the meeting

~~and operation of the Conference.~~ The Executive Director shall pay all bills approved by the Board. ~~The registration fee amount shall be set by the Board.~~ The Board shall cause an audit to be made of the Executive Director's financial report annually. The Board shall direct the Executive Director to prepare annually a written financial report listing all receipts, expenditures, and financial balance of the ISSC for the previous year. A copy of the financial report shall be distributed to the membership at each Biennial Meeting.

Section 10. The Board shall authorize the form used to tally and record votes in Board meetings and Conference meetings.

Section 11. The Board shall direct the Executive Director to prepare written minutes of all Board meetings and make copies of such minutes for the previous two years available to the ISSC membership on the ISSC website at www.issc.org.

PROCEDURE XVIII. EXECUTIVE BOARD PROCEDURES FOR ESTABLISHING MEMBERSHIP FEES

Section 1. The ISSC Executive Board will follow the guidelines of Procedure XVIII in establishing membership fees for State and individual members.

Subdivision a. Membership fees will be established as necessary to provide at a minimum, ten (10) percent of the operating costs of the ISSC.

Subdivision b. The Executive Board will consider appropriate changes to the minimum of ten percent (10%) should decreases in other funding sources occur.

Subdivision c. The Executive Board will allocate travel assistance to member States when the revenue acquired from membership fees is not critical to supporting the Conference operating budget.

**Action by 2013
Task Force III**

Recommended adoption of the Executive Committee recommendation on Proposal 11-302.

**Action by 2013
General Assembly**

Adopted recommendation of 2013 Task Force III on Proposal 11-302.