

## **Dues Relief Petition Guidelines**

a. The Chapter, together with an ombudsperson from the International Committee and using data and services from TMA's Chapter Relations staff, shall prepare a thorough and supported petition ("Relief Petition") specifying the requested relief, and provide all supporting documentation.

b. Within 15 days after receipt of the petition, TMA's President shall schedule the consideration of the Relief Petition at a management committee meeting to take place no later than 60 days after receipt of the Relief Petition. The Chapter shall be notified of the date for consideration. Further, the TMA President shall review the Relief Petition and request any supplemental materials from either the Chapter or TMA administrative headquarters.

c. At the management committee meeting, the Chapter may be represented by up to two representatives, and will be afforded the opportunity to present the Relief Petition and respond to questions. Deliberation of the management committee shall occur in closed session. The management committee may continue the consideration of the Relief Petition for up to 45 days, during which time the Chapter may be requested to supply additional information or make additional presentations. The management committee may secure its own information, but all such additional information shall be provided to the Chapter.

d. The management committee shall issue a detailed written decision whether to grant the Relief Petition, provide modified relief or issue conditions to relief, decide the duration of relief, e.g., whether the relief is for a defined period of time or permanent, or deny the Relief Petition. The decision of the management committee shall be final and non-appealable. Nothing shall preclude a chapter from making a subsequent petition, provided, that only one petition may be submitted in any 12 month period of time.

e. In the event a Relief Petition is granted, and any conditions are imposed by the management committee, the appropriate TMA committee and TMA's administrative headquarters shall be charged with the responsibility of assisting the Chapter in achieving such conditions. Best efforts shall be undertaken by TMA and the Chapter to assist the achievement of any conditions.

f. When considering any petition, the viability and integrity of the entire Association will be given paramount importance over the interest or needs of the petitioning chapter.

g. The effective date for approved Relief Petitions should coincide with the first day of TMA's fiscal year, which is now January 1. In order to allow for inclusion in the August budgeting process, Relief Petitions must be submitted by June 30<sup>th</sup> of the year prior to when a proposed change in the dues structure is to take place.