



*ARRM leads the advancement of  
community-based services that  
support people with disabilities in  
their pursuit of meaningful lives.*

1185 N. CONCORD ST.  
SUITE NUMBER 302  
SOUTH SAINT PAUL  
MINNESOTA 55075

TEL 651.291.1086  
TOLL 800.551.2211  
FAX 651.293.9389  
WEB ARR.M.ORG

## ARRM Organizational Membership Application 7/1/-6/30

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

CEO/Executive Director \_\_\_\_\_

E-Mail \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_

Chief Financial Officer E-Mail \_\_\_\_\_

Alternate Contact \_\_\_\_\_

Alternate Contact E-Mail \_\_\_\_\_

Profit  Non-profit

### Payment Options:

Annually: July       Semi-annual: July and January       Quarterly: July, October, January, April

**Dues Base:** *Financial information is strictly confidential*

Total Dues (Please complete the Dues Calculation Worksheet) \_\_\_\_\_

### Affirmation of Support and Certification of Accurate Dues Calculation:

Y The dues calculated are based on accurate total applicable operating expenses or revenue for businesses under common ownership or control and/or related entities providing services listed on the attached dues calculation worksheet.

Y Our organization supports the ARRM Mission and Commitment Statement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Dues Calculation Worksheet

7/1 - 6/30

Please include the completed dues worksheet with your membership application

**Organizational Membership** dues are calculated in accordance with the following formula: Dues are based on expenses or revenues for the preceding January to December period. Minimum dues are \$200 annually which covers up to the first \$100,000 of expenses by an Organization. Expenses over \$100,000 are multiplied by .0012. The resulting amount, plus \$200 are the dues for the year. This calculation applies to the following: The DD, CADI, CAC and BI waivers; PCA; ICFs/DD; SILS; Employer of Record; CDCS: Support Coordination or PCA only. *To calculate dues for fiscal intermediary use FI fee **revenue** multiplied by .0012.*

- Dues Definition: The dollar amount used in the calculation of organizational dues will be the lesser of operating revenues or operating expenses for an organization as a whole. Operating expenses are defined as expenses incurred in the previous calendar year to provide residential based services for people with disabilities within the state of Minnesota.
- Expenses not included: Unrelated businesses, elderly, HUD, recreational services, vocational or day programming (Rule 38), home health, psychological services, housing projects, endowments, contributions, or other services not related to disabilities.

Prior year Annual Expenses (or Revenues)*	_____
Less \$100,000.00	_____
Multiply by .0012 (approximately 1/8 of 1%)	_____
Add \$200.00 (Dues Base)	_____
Equals Total Dues	_____

\* The dollar amount used in the calculation of organizational dues will be the lesser of operating revenues or operating expenses for an organization as a whole.

*Note: Financial information is kept strictly confidential. No financial statements are required.*

**If you have any questions or concerns, please call Savannah Hanley at (651) 291-1086 ext. 0, or email to [shanley@arrm.org](mailto:shanley@arrm.org)**

## **ARRM Membership Policies**

**(From ARRM Board and Finance Manuals)**

### Mission

ARRM leads the advancement of community-based services that support people with disabilities in their pursuit of meaningful lives.

### **Statement of Commitment**

ARRM carries out its Mission by providing Association Members with opportunities for professional development through conferences and in-service offerings; publications providing information on both program innovation and advocacy as well as current trends in governmental relations and business operations; an annual platform for legislative action at local, state, and federal levels; and opportunities to engage in dialogue with colleagues in the advocacy and public sectors.

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**Membership** terms shall be from July 1 to June 30. Dues and methods of payment for members of the Association shall be established by the Board. Membership shall be granted annually to a governing body by action of the Board.

**Organizational Membership** is open to all corporations offering community based services to people with disabilities in Minnesota who affirm the Mission and Statement of Commitment of the Association, the Statement of Ethics, and the United Nations Bill of Rights for the Disabled and who pay dues in accordance with the policies of the Association. Organizational Membership is contingent upon acceptance by the Board of Directors annually.

Each Organizational Member in good standing shall be entitled to one (1) vote to be cast by an approved voting representative of the governing body at any membership meeting of the Association. Dues payments must be current for Organizational Members to be eligible to vote at the Annual Meeting, unless otherwise approved by the Executive Committee.

**Termination:** Membership may be terminated in accordance with the Bylaws for failure to adhere to the principles of the Association.

**Payment Options:** Organizational Members may pay dues annually, semi-annually, or quarterly. Associate Members are invoiced for their dues when ARRM receives their Membership Application.

**Adjustments:** Members may request consideration from the Executive Committee for an adjustment in their dues or in the payment schedule of dues by written request. Justification for the adjustment based on significant change in financial circumstances must be presented.

**Prorating:** In the first year of Membership, an Organizational or Associate Member shall have dues prorated to the month of initial application. Entities must not have received Membership benefits for a two-year period to be considered in the first year of Membership.