

## Instructions for Completing the NASRA Membership Form

Please complete all fields on the form (this is a fillable form so you may complete it electronically).

In accordance with NASRA bylaws, each state is allowed only one vote on matters, and the vote must be cast by the person designated on this form to vote for that state (alternates or proxies may not be appointed).

Please indicate whether or not you (the designated voting member) consent to receive notices, communications, and information regarding NASRA business by electronic communications.

- There may be occasions when it is necessary for NASRA to conduct business other than at the annual business meeting. Minnesota Statute § 317A.447 allows members to take action without a meeting, by ballot, if NASRA delivers a ballot to every member entitled to vote on the matter. NASRA may deliver the ballot to a member by electronic communication, if the member has provided NASRA with consent to receive notices by electronic communication (MN Stat. § 317A.450).
- If your state needs to change their designated voting member at any time during the membership year, you may do so by completing and submitting the *NASRA Designated Voting Member Form* available on the NASRA website ([www.nasratrs.org](http://www.nasratrs.org)).

Print the form; this is your membership dues invoice.

The designated voting member must sign this form.

Save a copy of the completed form for your records. Fax (717.787.4750) or e-mail ([ejeschke@pa.gov](mailto:ejeschke@pa.gov)) a copy to NASRA treasurer.

Submit the original signed form along with your payment to the address on the top of the membership form.

- NASRA is not able to accept cash payments or payments by credit card.
- If your payment is mailed by someone other than yourself (e.g. your finance or accounting division) please ensure that they have **the correct mailing address for NASRA** in their payment system.

Payment is due no later than July 31, 2018.