

Administrative Rules of the National Continuing Care Residents Association (NaCCRA)

Note: Administrative rules record decisions made by Officers or administrative staff and they are recorded as made to ensure consistency of practice.

Administrative Rule #1: Resignation of a member (adopted February 22, 2016)

1. Any member can resign their membership at any time by writing a letter of resignation addressed to the Secretary at NaCCRA's administrative address.
2. No refund of dues will be made.
3. A resigned membership which still has a remaining term can be reinstated at any time on request to the administrative office and payment of a reinstatement fee of \$5. The reinstatement fee is subject to change from time to time.

Administrative Rule #2: Procedure for Financial Arrangements between NaCCRA and NaCCRA Washington (adopted February 19, 2016)

1. Each month, NaCCRA will run a transaction log outlining new and renewing members that come to NaCCRA.
2. Along with transaction log, NaCCRA will cut a refund check to NaCCRA Washington.
3. Both items will be processed and mailed approximately on the 5th of each month, the log and check will represent the previous month's activity based on the calendar month. Materials will be mailed by USPS 1st class mail; however, if NaCCRA Washington supplies its own UPS or FEDEX shipping number, quicker mail delivery and receipt can occur.

Draft as of March 16, 2016