

GENERAL REMINDERS FOR USHF SCHOOL MEMBERSHIPS

- **USHF School Membership Certificate is good from January 1st through December 31st. Cost of school membership is \$25/year.**
- **School membership dues are paid each October. This allows the USHF Secretary time to organize the certificates and get them all mailed out to you.**

Below are some general reminders about the benefits associated with your school and your student's individual memberships along with a brief re-familiarization of some of the USHF policies.

Regarding School Membership

- Unified certification system which provides certificates and a consistent standard of certification for all rank requirements
- Votes for each school are determined by the number of paid student USHF memberships (see more information regarding this below).

Regarding Individual Memberships

- **Remember that two-thirds of each of your student's membership dues goes directly to your school; meaning, your student pays directly to you \$15/year, you retain \$10 of the fee and forward the remaining \$5 to the USHF when you submit your school dues and your updated Roster.** (This policy is your incentive to increase your own student-base, which will also influence your BOG voting during election years.)
- In the event a student is purchasing a Lifetime Membership for \$150, \$100 is retained by the school and \$50 is forwarded on to the USHF.
- Discounted admission to all USHF Seminars for current paid members.
- Ensures a democratic process by having the total body of USHF members accurately reflected in each Board of Governor member schools voting rights.

Regarding General Policies

- Board of Governors (BOG) Elections are held every two years on even numbered years
 - Votes for BOG are allotted according to size of school membership; School Levels are assigned accordingly.
 - Each member school shall be entitled to votes in the Federation based on their total individual student memberships in the Federation; as verified by the Secretary via the School Roster Forms before any properly called meeting of the Federation. School vote will be determined as follows:

Number of Students	School Level	Number of Votes
1 – 19 students	Level One	One Vote
20 – 39 students	Level Two	Two Votes
40 – 59 students	Level Three	Three Votes
60 - + students	Level Four	Four Votes

- **Remember that Board of Examiners (BOE) is separate from the Board of Governors**
 - BOE elections are held every two years on odd-numbered years
 - **Members who are eligible to vote are any members in good standing and holding the rank of THIRD dan;** proxy voting must submit votes in accordance with the Constitution policy. Email USHFSecretary@yahoo.com for a PDF of the USHF Constitution.
 - All members of the USHF Board of Examiners (excluding observers) shall be entitled to one (1) vote for each Dan rank held, i.e. third degree shall cast three (3) votes, fourth degree shall cast four (4) votes and fifth degree shall cast five (5) votes, etc.

School Rosters

As mentioned above, your school's number of enrolled USHF members determines the number of votes your school's voting delegate can submit during BOG elections; therefore, we must maintain current and accurate 'School Membership Rosters'. It is also necessary for us to keep inventory of the number of paid USHF members for each school so that we can provide financial accountability for the amount of funds that the USHF collects and disperses. In order for us to do so, each USHF School must submit the School Membership Roster Form each year.

Once you have completed the School Membership Roster, you have two options:

- (1) Mail the completed Roster of your paid USHF members/students back to USHF; \$5 per student should be enclosed.
- (2) An Excel Roster as well as PDF Roster can be found at the website link below.

Individual membership information has direct correlation to the amount of votes your school is allotted during the BOG elections therefore it is necessary to keep these records current for USHF's sake as well as your own.

Remember that the School Dues are to be paid by October 1st each year. Please send an Application Form, check or M.O for \$25, an updated School Membership Roster Form along with \$5 per student to P.O. Box 5365, Bloomington IN, 47401.

The necessary forms and address can be found at <http://ushapkidofederation.org>.