

## TRI-COUNTY SCHOOLS INSURANCE GROUP

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### ADMINISTRATIVE PROCEDURE

Policy No. 116

#### New Member Application

This policy establishes the application requirements for public agencies interested in Tri-County Schools Insurance Group ("TCSIG") membership. The terms contained herein shall have the same definition as in the TCSIG Bylaws.

#### Applicant Eligibility

Any Public Agency located within the State of California may apply for membership in TCSIG. Membership is open to any Public Agency that the Executive Committee determines, in its sole discretion, has similar exposures and interests to TCSIG's Members.

#### Application Procedure

##### 1. Membership Application

The Applicant shall submit an application and all supporting documents determined to be necessary and appropriate by the Executive Committee and TCSIG staff. The Applicant must submit a fully executed resolution from the Applicant's governing board seeking membership in TCSIG.

##### 2. Application to all Programs

Applicants shall apply for and agree to participate in all TCSIG Programs available to Members. Application for TCSIG Programs does not guarantee eligibility or approval for participation in any TCSIG Program. The Executive Committee, in its sole discretion, will make a final determination regarding an Applicant's eligibility to participate in one or more of TCSIG's Programs.

##### 3. Application Review

The Executive Committee may appoint a Membership Committee to review and consider membership applications. As part of its review, the Membership Committee will consider the Applicant's past appropriate insurance experience and may consult with professionals as needed. Following the review, the Membership Committee shall recommend approval or denial of the Applicant's request for membership to the Executive Committee.

The Executive Committee shall review and consider the recommendation of the Membership Committee, if one has been appointed. The Executive Committee shall decide, in its sole discretion, whether to approve the Applicant for membership and will notify the Applicant of its decision.

#### 4. Membership Approval

If the Executive Committee approves the Applicant's request for membership, the Executive Committee shall determine the conditions and terms under which the Applicant may be admitted to TCSIG. The Executive Committee shall determine the effective date of membership for the Applicant, which shall be the first day of a Coverage Year, unless otherwise specifically determined.

The Applicant will be required to execute a copy of the TCSIG Joint Powers Agreement, together with a written acknowledgement that the Applicant will comply with all of TCSIG's plan provisions and policies. Applicant shall file with TCSIG's Executive Director a resolution formally adopted by the Applicant's governing board approving membership and the TCSIG Joint Powers Agreement or in the case of a County Office of Education an appropriate document executed by the County Superintendent of Schools.

In order to be eligible to participate in any TCSIG Program, the Applicant:

- May be required to "Buy In" to any Reserves or retain earnings not specifically identified with Losses of current Members. The "Buy In" shall be calculated by the Executive Committee.
- Shall agree that the Applicant or its employee groups will participate in the Program(s) which the Executive Committee has approved for three consecutive years following acceptance as a member, or other period as specified in the applicable Program policy.
- Shall pay all Contributions due to TCSIG for the Program(s) which the Executive Committee has approved the Applicant for all years of participation, and in any event, whether or not participating for the full term, for the three years following approval as a member.