



# United States Women of Today Dues Training Information

This packet contains information on the dues submission procedures, how and when to remit chapter & state dues and how to handle the various aspects of reporting dues collections and renewing/new member information. There is a lot of information in this packet so I recommend that you read it over several times to ensure that you understand how dues submissions work. Hopefully, you received training from your predecessor. Please call the National Membership Vice president with any questions you may have.

## Renewals Are Due Postmarked:

August 1  
November 1  
February 1  
May 1

## New Member Adds and Renewals

An information sheet entitled "Submission of New Member and Renewal Dues" is attached along with an information sheet entitled "Renewal Dues procedures". Read this information over to get a good understanding of these procedures.

**States with 12 Members or Less** – Under our bylaws, any state with 12 members or less shall pay \$50 National dues payable November 5. Once your membership exceeds 12 you will need to send in \$4 per member along with the New Member Add and Change Form. A renewal form will be mailed to you quarterly. Please fill it out and mail back by the deadline.

**Remaining States** – Mail your Add and Change Form along with your \$4 dues per member to the U.S. Membership Vice President by the first of every month. Checks should be made payable to the U.S. Women of Today. **Include the monthly membership dues submission form** (copy enclosed). Keep a copy for your records.

A renewal form will be mailed to you quarterly (on computer green bar paper). Please complete the form and return it to me each quarter. The form will list the state, chapter number and chapter at the top. The members due will be listed. You are to place an "R" in the renewal column for those members renewing. If a member is dropping her membership, **leave the space in the renew column blank**. Chapters must send in the renewal form even if no members are renewing. If they aren't reported as dropped, how are we to know? Your reporting all renewal activity is the only way we have to track members. **Important - members will be dropped if the renewal form is not submitted on time.** The deadlines for each quarter are listed above.

## New Member Adds Are due the First of Every Month

All new members for a given month should be mailed with your dues check made payable to the United States Women of Today and sent to the National Membership Vice President, using this form. The form for submitting your dues and calculating the amount due is attached. This should be submitted monthly, **postmarked no later than the 1<sup>st</sup> of the next month** to have your new members count for that month.

## New Member Add and Change Form

### New Members

This form is used to report all new members to the states and National. This is a 4-part NCR form and should be in your files. If you do not have any let me know and I will send them to you.

When completing the form we need all the information requested. The form is filled out as follows: Place an "N" in the New (N) column of the form. The member number is the new member's social security number. If they do not want to give out this number leave the column blank and a member number will be developed for her. The four copies of the form are distributed to the following people:

GOLD COPY – Chapter retains for their records.

PINK, YELLOW, and WHITE COPIES – Sent to the state organization by the chapter

PINK – State retain for their records

YELLOW and WHITE COPIES – Sent to national by state along with a check payable to the United States Women of Today

YELLOW COPY – National retains for their records

WHITE COPY – Sent to dues billing provider by national

### Change in Membership Address or Name

If a member moves but remains in the same chapter, place an "C" in the Change (C) column on the Add and Change Form and write all changes on the form. If a member moves to another community and transfers her membership, a transfer form



# United States Women of Today

## Dues Training Information

must be completed. (see attached information sheet on Transfers for additional information). If you are unsure if there is another chapter in the community your member is moving to, send me her name and I will link her up with another chapter if one is available.

### Transfers

An information sheet is attached that provides detailed information on how to handle transferred members.

A member moving from one chapter to another or one state to another may transfer their membership by completing the Transfer Form. This form is signed by the chapter president in the NEW chapter and by the member. Transfers should be done prior to the member's renewal quarter to ease in processing. Indicate on the form the quarter the member is up for renewal. You should have Transfer Forms in your files, if not I can send them to you.

### Dual Memberships

Our bylaws do not permit dual membership in chapters or states. A member cannot belong to more than one chapter or state.

### Chapter Numbers

This number is listed on the top of your dues billing form. Use this number on your Add & Change Form and Transfer Form. If you need a list of chapter numbers for your state's chapters, please let me know and I will send you a list.

### Rosters

Send a copy of the current roster to each chapter with their next dues billing and request that they contact you with any changes that need to be made.

### Minimum Number of Members Needed To Remain A Chapter

Each chapter must maintain a MINIMUM of 5 members to be considered a member chapter in the U.S. Women of Today. If a chapter membership falls below 5, the chapter has THREE CONSECUTIVE QUARTERS to get their membership back up to 5 paid members or the chapter will be dropped. When a chapter is dropped, any members whose dues are still current may transfer to another chapter or they become a Member-at-Large until their dues expire or they complete a transfer.

### Dropped Chapter

Once a chapter is officially dropped you must send in the "dropped Chapter Form" to the U.S. Membership Vice President (enclosed). No chapter is dropped without first submitting this form. The dropped chapters members must stay on the state's membership list until the quarter in they are due. At that time, they would be counted as a drop.

### Membership Forms

The dues forms received from the US. Women of Today are the only forms that will be accepted. The use of other forms will not be accepted. The form and dues will be returned, which will result in the non-renewal of these members.

### Past National Presidents Dues

Past National Presidents are life members of the United States Women of Today National dues are not to be remitted for these members. Past State Presidents are not life members. In the event that they are life members of their state, but not Past National Presidents, national dues must be paid.

### Direct Dues Billing

This service is available from our dues billing provider. Information on this service sent out by the previous U.S. Membership Vice president in the 4<sup>th</sup> quarter dues billing. If you cannot locate this letter or need more information regarding this service and the cost to your state, contact our dues billing provider: Nancy Dvoracek, P.O. Box 232, Anoka, MN 55303. Phone: 763-421-4718.

Further Information is Available in your red USWT Membership Packet which each chapter and state MVP should have. This was updated in 1996-97 and redistributed at that time. Please call if yours is missing from your files. It is a valuable resource in working membership, please take the time to read it. The National Membership Vice President is also available to answer any questions you may have.



# United States Women of Today

## Dues Training Information

### What Is A Transfer?

#### Transfers within a state

When a member moves to a different community within your state and joins their Women of Today chapter, she is called a "transfer member." His/her name is removed from the old chapter roster and added to the transfer chapter. This transfer also needs to be recorded on the (SODA) Schedule of Dues Admissions report. Since the member is not a drop, we don't drop the membership and add the person as a new member to the new chapter. It is recorded in the "Transfer" column of the (SODA) Schedule of Dues Admission report. The new chapter's May 1 base membership is adjusted to add one more (if they started the year with 25, that number is now adjusted to 26.) A +1 is recorded in the transfer column. The previous chapter's May 1 base membership is adjusted to subtract one (If they started the year with 14, the number is adjusted to 13.) A -1 is recorded in the transfer column. If transfers have occurred in your state please verify with the US Membership Vice President that you have taken care of it correctly.

#### Transfers from state to state

We don't want to lose members who move to a different state. If a member of your state moves to another state, to a community with a Women of Today chapter, they may transfer. National dues are what are transferred. Each state should develop a policy on how to handle state dues in the case of a transfer in or out of their state.

Does your chapter have a routine for notifying other chapters when members move to another town? It's an excellent way to assure keeping a good, active member in the organization at her new location. Reciprocity of membership for transferred members can help strengthen the Women of Today Organization. It adds much to the feeling of personal loyalty a member will have toward the organization, as it helps her to get acquainted and active in her new community.

If you have a member move away and there is a Women of Today chapter in the area, be sure to write to the local president and recommend your member to her. Be sure to include the member's name, family information, date member joined your chapter, record of her activities, offices held, present address, date expected to move and new address. And if there is no chapter presently in the area, keep your member informed of your activities, and when she gets acquainted, maybe she will consider helping to start a Women of Today chapter in her new community. Again, the transfer is recorded on the SODA (Schedule of dues admissions) report and the state and chapter bases are adjusted.

#### Dropped Chapters

Remember to communicate about chapters in your states, which you know are dropping. For several reasons, we don't want to keep them recorded as a chapter if they really aren't. One example is the Reach Out and Touch Program, in which every chapter in the nation will be called by a national officer. We don't want officers calling chapters that no longer exist.

Once a chapter is officially dropped you must send in the "dropped Chapter Form" to the U.S. Membership Vice President (enclosed). No chapter is dropped without first submitting this form. The dropped chapters members must stay on the state's membership list until the quarter in they are due. At that time, they would be counted as a drop. Instead, when you notify the US Membership Vice President that a chapter is dropped, she will transfer those members into what is called the "Members at Large." This is a "holding tank" so to speak, of members we know will drop, but no longer belong to a chapter.

Your state should have a policy on how to handle chapters that are considering dropping. If not, contact the US Membership Vice President to develop a plan.

REMINDER: The US Women of Today Bylaws state that chapters must have a minimum of 5 members to be considered a chapter. If a chapter drops below 5, they have **three** quarters to get their membership up to or over 5 or they will be dropped as a chapter. DUAL MEMBERSHIPS are not allowed

### How The National Dues Billing Works

The U.S. is currently using a dues-billing provider who processes the dues renewals and new members adds for each state. She sends out the dues renewals information quarterly (around the 20<sup>th</sup> of the month) to the state membership vice president/contact or state treasurer whichever your state has specified at the beginning of the year. Included in the packet are the following documents:



## United States Women of Today Dues Training Information

- Roster for each chapter showing the activity of last quarter (e.g. – for the second quarter billing. The roster would show the first quarter members with a new, renew, drop, T-in or T-out after their name).
- Dues billing for the current quarter showing all members due that quarter (computer green bar sheet).
- Add and Change form for each chapter that had new members the previous quarter. Two additional Add and Change forms are sent that are for the state's files.
- Quickcheck Worksheets – 1<sup>st</sup> quarter they are 2 part, 2<sup>nd</sup> through 4<sup>th</sup> quarter they are a single copy.

The forms are placed in the envelope in this format:

- |   |                         |
|---|-------------------------|
| 1. Chapter Roster (2 copies; 1 for the state and 1 for the chapter)   | 1. Chapter Roster       |
| 2. Dues billing (3 copies; 1 for the state and 2 for the chapter)   | 2. Dues billing         |
| 3. Add and Change Form  | 3. Add and Change Form  |
| 4. Quickcheck Worksheet (1 <sup>st</sup> Quarter 2 copies (1 for chapter, 1 for state), 2 <sup>nd</sup> through 4 <sup>th</sup> quarter 1 copy for the chapter) | 4. Quickcheck Worksheet |

You get the idea. Each set of documents belongs to a chapter. You should be able to page through and easily separate the documents by chapter. It is your responsibility to break down the packet and mail the appropriate forms to the chapters.

These are the forms you are to mail to your chapters:

- Chapter Roster (Send 1 copy to chapter)
- Chapter Dues Billing (Send 2 copies to chapter, 1 is to returned to the state with renewals indicated)
- Add and Change form – include ONLY if the chapter signed a new member the previous quarter
- Quickcheck Worksheet (1st quarter send 2 copies, 2nd through 4th quarter send 1 copy)

The Chapter's responsibility is to:

- Review the chapter roster for changes to membership number, name, address, and date of birth. Any changes should be put on an Add and Changer Form.
- Review the dues billing, determine the members renewing and indicate with an "R" next to their name. Members who are dropping should be left blank.
- Complete the Add and Change Form with all the requested information for ALL new members. (Note: Both new members and changes to existing member information can be placed on the same Add and Change Form).
- Include a check made payable to your state for the renewal dues and/or new member dues.
- Review Quickcheck Worksheet to review your members activity to ensure your retain the members you have.

Once the dues billing packet is returned to the State, it is your responsibility to:

- Review the dues billing for accuracy and call the chapter if any information is not clear. Make sure any notes written on the dues billing are addressed. Any changes or new members written on the dues billing should be transferred to an Add and Change form.
- Review the Add and Change forms for accuracy. Is all the information included?
- Return all forms by the National due date along with the Monthly Dues Submission Form and a check for \$4 per member for National dues to the U.S. Women of Today Membership Vice president.



# United States Women of Today Dues Training Information

## Individual Membership Dues

Individual Dues per member are \$4

### SODA (Schedule of Dues Admissions)

This form is to let the states know what will be expected quarterly

- Will be given to each state at the first of the year
- This form includes the following about each state:
  - Membership Base
  - Chapter Base
  - Quarterly renewal numbers broken down into the 4 quarters

### Quarterly Dues Billing (green and white form)

- Will be sent to the states quarterly for the chapters indicating to them the number due.
- This form must be returned by the due date as indicated on the form.
- Information listed on the form:
  - Chapter name
  - Members name
  - Address
  - Zip
  - Birth Date
  - Social Security Number

All checks should be made out to the "United States Women of Today" and sent along with all forms to the USWT Membership Vice President

## Submission of New Member and Renewal Dues

At the beginning of each year, a list of each state's membership figures, including the quarterly renewal figures will be distributed to State Presidents. **THIS BASE WILL NOT BE ALTERED UNLESS A TRANSFER OCCURS.**

New members are to be submitted on a monthly basis. All new members for a given month should be mailed to the US Membership Vice President postmarked no later than the 1st of the next month. In order to be "counted" for that month, the following must be included: a check for \$4 for each member submitted, information on the US Women of Today Add and Change Form, and a monthly membership dues submission. **ANYTHING POSTMARKED LATER THAN THE 1ST WILL BE FIGURED IN FOR THE NEXT MONTH!** The only exception for postmark to be the 2nd would be when the 1st is on a Sunday or holiday.

A quarterly dues billing statement for each chapter will be sent by the Minnesota Chapter Service Center to each State Treasurer (or membership contact as indicated in the beginning of the current membership year.) This form will indicate the number of members up for renewal in that quarter. It is the responsibility of the state contact to distribute these statements to each chapter. It is the responsibility of each chapter to complete the statement, indicating names, addresses, phone numbers and e-mail addresses of those members renewing and to return it, along with payment for each member, to the State Treasurer (or membership contact).

The State Treasurer (or membership contact) must compile the forms and submit the information to the United States Membership Vice President. The complete renewal information, monthly membership dues submission, along with a check (made payable to the United States Women of Today) for \$4 for each member renewing, must be postmarked no later than the 1st of the next month. **ANY MEMBERS NOT POSTMARKED BY THE 1ST OF THE NEXT MONTH WILL BE COUNTED AS DROPPED MEMBERS FOR THE ORIGINAL QUARTER, AND LATE RENEWALS ADDED TO THE NEXT QUARTER.** In this case, these members cannot count towards awards or recognition (i.e. – in chapter extensions, etc). (They would then be in the next quarter when they come up for renewal the next year.)

## USWT Add and Change Form

This form is to help the state and national organization in recording all new members.

- Provided to the states quarterly.
- Should be sent in monthly, by the 1st of the month following the month the member was recruited.
- Information needed on the form:
  - State name
  - State number
  - Chapter name
  - Chapter number
  - Members name
  - Address
  - Zip
  - Birth Date
  - Social Security number



# United States Women of Today

## Dues Training Information

### Some Important Notes Concerning Extraordinary Circumstances:

1. When a chapter is dropped, **YOU MAY NOT SIMPLY JUST WIPE OUT ANY OF THEIR MEMBERS.** The dropped chapter's members must stay on the state's membership list until the quarter in which they are due. At that time, they would be counted as a drop.
2. When a member transfers from one chapter to another, you can handle it internally. You can simply subtract 1 from the base of the chapter she was in, and add 1 to the base of the chapter she transferred into. A transfer does not count as a new member. A transfer should occur before the member's quarter due date. Should the transfer occur during the quarter in which she is due, make sure she pays dues to the chapter she moves from so she isn't "lost" in your renewal figures. Dues may be paid to either the chapter she is leaving or transferring into but because the dues were billed to the original chapter, the renewal will be credited to the chapter she is leaving.
3. In the case of a member moving to another state: her national dues (\$4) will transfer, providing she transfers during a quarter other than that in which she is due, **OR**, in the case of a move during the quarter in which she is due, her national dues will transfer if she pays her dues to the state which she moves from. Any "state" dues do not transfer. The membership bases of the states involved would be adjusted to reflect the transfer.

### Renewal Dues Procedures:

1. At the beginning of each quarter (around the 15<sup>th</sup> of the month), a dues billing will be sent to the State Treasurer (or designated person determined by the state organization) of each state with members due for that quarter. This will be comprised of a form for each chapter, in triplicate, listing the members that are due from that chapter for the quarter, according to the records of the U.S. Women of Today. A roster for each chapter indicating activity for the previous quarter will also be included.
2. At this point there are two options:
  - a. Send two copies of the dues billing and one copy of the roster to each chapter. Retain one copy of each for state files. Chapters will indicate as directed on the dues billing the members that are renewing and return one copy to the State Treasurer (or designated person). If no members renew, the form is to be returned, indicating no renewals. The state contact will verify the dues received and update their file copies. State contact will complete a Monthly Membership Dues Summary form and send one copy of this form, along with one copy of each chapter billing and a check for \$4 per member to the U.S. Women of Today Membership Vice President. In the event that a chapter does not return a billing, a copy of the file form will be submitted indicating no renewals.
  - b. States may continue to use their current dues billing system. Upon receipt of renewals, the state contact will update the dues billing from the U.S. Women of Today for each chapter, complete a Monthly Membership Dues Summary form and send one copy of this form, along with one copy of each chapter billing to the U.S. Women of Today Membership Vice President. **ONLY THOSE MEMBERS LISTED ON THE BILLING CAN BE RENEWED.** If a member appears on the state billing that is not included on the national billing, refer to the roster to see if this member is due in another quarter. If so, renew the member in the quarter according to the U.S. records. If the member is not included on the roster, send that member in as a new member.
3. The dues billing forms received from the U.S. Women of Today are the only forms that will be accepted. The use of any other form will not be accepted. The form and dues will be returned, which will result in non-renewal of these members.
4. Only the members listed on these forms may be renewed. Any other renewals will not be accepted and will be returned.
5. Past National Presidents are life members of the United States Women of Today. National dues are not to be remitted for these members. Past State Presidents are not life members of the United States Women of Today. In the event that they are life members of their state, but not Past National Presidents, national dues must still be remitted.
6. Renewal dues must be postmarked by the first of the month following the end of each quarter. Due dates are August 1, November 1, February 1 and May 1. **ANY RENEWAL DUES POSTMARKED AFTER THESE DATES WILL NOT BE ACCEPTED.** Renewal dues received postmarked after the due date will be recorded as new members for the month in which received.