

## UNWLA Policies and Procedures

### Part 1: Branch Policies and Procedures

#### Section 3: Branch Reporting Obligations

##### B. Reporting Membership Changes

###### 1. Current Branch Membership Changes

The Branch President/designee must report membership changes to Headquarters within 14 days of occurrence. This information must be timely to maintain accurate national membership statistics and to ensure the receipt or discontinuation of Our Life publication. The notification may be by phone, email, or standard mail. For current members, this includes changes due to:

- Name change
- Relocation (address change)
- Death
- Resignation
- Transfer to Member-at-Large
- Transfer to another Branch
- Expulsion from membership

\* Note: The U.S. Post Office will not forward Our Life because it is not mailed First Class. \*\* For Temporary and Seasonal Change of Address, please see Section 2C under “Special Circumstances” for more information.

###### 2. Adding a New Branch Member During the Year

###### a) From January 1<sup>st</sup> to September 30<sup>th</sup>.

- To join an existing Branch, a member must complete a membership application and pay the required dues to the Branch Treasurer.
- For each **new** member, the Branch Membership Chair (or Branch President) must submit to Headquarters, within 14 days, a written notice by standard US mail and include:
  - An Application for Membership which includes full name (in Ukrainian and English) of each new member,  
Complete mailing address, phone number(s), email address  
Branch number; together with
  - \$45 UNWLA annual membership dues.

- b) After receipt of notice and payment by UNWLA Headquarters, the new Member will be added to the UNWLA Membership Roster and begin receiving the next issue of *Our Life Magazine* **together with the UNWLA Newsletter**.
- c) **From October 1<sup>st</sup> to December 1<sup>st</sup>.**
- A **new** member joining an existing Branch during this period must be reported for **the next year** on Roster Deadline #1 (12/1), or, if the change occurred in between deadlines, on Roster Deadline #2 (2/15).
  - New members will not be accepted without full dues payment or on a *Dues Exemption Request*.

List of new members will be published in *Our Life* in synchronization with the publishing deadlines.