

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 2: Branch Financial Requirements

B. Individual Member Financial Obligations

Base Annual Member Dues, which are currently set at \$45 per member, include the official publication, *Our Life*. Local Branches establish additional dues based on the goals and needs of the Branch. Branch members must pay their full dues through their Branches and not submit any part directly to UNWLA Headquarters.

Delinquent Dues

Members in arrears but still active within their Branch should be approached discreetly and individually to ascertain their situation and determine whether they require financial assistance to meet their obligation. If assistance is needed, the Branch Board should make every effort to cover the \$45 membership dues from other sources, such as sponsors or the Branch's own funds.

A Branch which shows assets of less than \$750 in their Annual financial report for the previous year, may apply for a Dues Exemption on behalf of their member (see Part 1, Section 10, Attachment H). If approved, and if Branch financial circumstances do not improve, the request must be resubmitted every year on December 1st for the following year.

Dues exemptions are subsidized from the Membership Status Fund collected with the Branch Annual Payment. Members, whose dues have been waived, are eligible to continue receiving *Our Life* unless otherwise specified on the Dues Exemptions Request form. If for any reason the waived member does not want to receive *Our Life*, the subscription fee will be transferred to the Press Fund.

Members in arrears for more than one year, despite a written notice or personal contact and not participating in Branch meetings or activities without good cause, may be expelled by the Branch Board. The Branch president is required to notify Headquarters in a timely manner to discontinue mailing issues of *Our Life*.