

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 5: Members-at-Large

Overview

Member-at-Large (MAL) is a category of membership for women who do not have the time or ability to join a Branch. They enjoy the same rights and benefits as a Branch member. We invite them to contribute their expertise, talents and energy and participate in UNWLA activities and programs that suit their schedules and interests. Membership is self-directed and portable, regardless of where they live, work or travel.

MAL New Member Application Process

- A prospective member completes an application on the UNWLA website & submits \$58.00 either via PayPal or by check to the Home Office (203 Second Ave, 5th Fl., New York, NY 10003).
- Upon receipt of dues, Headquarters will send the applicant a receipt of application/payment.
- The new MAL will also receive a “New Member Welcome Packet” and a follow-up call or email from the MAL Liaison.
- A member-at-large will also start receiving the next issue of *Our Life* magazine.

Current MAL Membership Changes

A Member-at-Large must report membership changes directly to Headquarters. 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. The Home Office Administrator will notify the MAL Liaison of all such changes. For **current** members, this includes changes due to:

- Name change
- Relocation (address change)
- Resignation
- Transfer to a Branch

Temporary and Seasonal Change of Address

Headquarters is able to accommodate temporary and seasonal changes of address for the purpose of mailings. A member-at-large must make the request directly to Headquarters and provide the full alternate address at least one month prior to her departure date and return date.

Members-at-Large Delinquent in Dues

The Members-at-Large Liaison, in conjunction with Headquarters, will make a good faith effort to collect annual dues. Renewal notices are generally sent by Headquarters in late November for the following year. When needed, a second renewal reminder will be sent to MAL still delinquent three months after the payment deadline.

For members who cannot pay their dues due to age and/or health issues, the Members-at-Large Liaison may request a dues exemption (see Part 1, Section 10, Attachment G), renewable annually.

A MAL in arrears more than one year without good cause, despite a written notice or personal contact, may be expelled by the National Executive Committee upon recommendation of the Members-at-Large Liaison.