

# UNWLA Policies and Procedures

## Part 9: MAL Policies and Procedures

### Section 1: 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.

The MAL Liaison, who is a member of the National Board, holds meetings with all MALs either by teleconference or videoconference, such as Zoom, to enable information sharing, keep members aware of new UNWLA initiatives and encourage networking amongst members-at-large.

#### 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, 5<sup>th</sup> 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.