

# 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 February 1<sup>st</sup> to August 31st.
  - 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 must submit to Headquarters, within 14 days, a written notice by standard US mail and include:
    - ✓ 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 for each new member being added.
- b. The new member will be added to the UNWLA Membership Roster and begin to receive *Our Life* with the next issue following receipt of notice and payment by Headquarters.

- c. From September 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 a full dues payment or on a *Dues Exemption Request*.

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