

UNWLA Policies and Procedures

Part 1: Branch Policies and Procedures

Section 2: Branch Financial Requirements

C. Special Circumstances

Two or More Members Residing at the Same Address

If two or more members reside at the same address and do not wish to receive more than one copy of *Our Life*, they may choose to do one of the following:

- a) designate their subscription fee towards the *Our Life* Press Fund;
- b) designate another recipient within the USA who does not belong to UNWLA;
- c) pay an additional \$20 (to cover extra mailing cost) and designate a recipient outside the USA.

The Branch Treasurer should notify Headquarters about the preference at the time they send in the Branch Annual Payment.

Temporary and Seasonal Change of Address

The UNWLA uses a mailing company for the mailing of *Our Life* magazine. We provide an address list to the mailing company which uses NCOA (National Change of Address) software which is required to be run on all mailings. This software compares our list against one that lists all people that have put in a change of address with the post office and generates a report that shows both the original address that we provided to our mailing company and the new address looked up by the NCOA software.

As long as our members have put in for a change of address with the post office the mailing will go out to the new addresses with no delay in delivery or the postal carrier tossing the mail. The NCOA report is also sent to Headquarters enabling us to update our mailing list database to reflect these changes.

Dual Branch Membership

Members who choose to belong to two or more Branches must designate a Primary and a Secondary membership.

Primary Branch must:

- Flag the dual member on its roster as "primary membership", specifying which Branch is "secondary"(for cross-referencing purposes);
- Collect all dues from the member;
- Include the dual member in its Branch membership count and Branch Annual Payment.

Secondary Branch must:

- Flag the dual member on its roster as "secondary membership" and specify which Branch is "primary" (for cross-referencing purposes);
- Exclude the dual member from its membership count and Branch Annual Payment.
- Retain any supplemental dues collected.

Note: The Secondary Branch does not send any money to Headquarters for a dual member. The dual member may not vote nor hold office in her Secondary branch but can otherwise participate in all branch activities and join committees.

Non-Payment of Dues and Obligations Due to COVID Restrictions

The lock downs and restrictions mandated by local, state and federal authorities from March 2020 through to January 2022, seriously impacted the functioning of some Branches throughout the country. These Branches were not able to meet in person and did not have access to zoom accounts. Many of these members did not have access to a computer. As a result, fundraising capabilities were seriously impaired. Some Branches failed to pay dues and file the proper reports to the National office. These Branches failed to execute their obligations to the organization.

The Bylaws state that failure to adhere to the financial and administrative rules could lead to the suspension or dissolution of a Branch after a very specific process. However, it is not in the best interest of the UNWLA to punish any Branch and lose membership. We wish to encourage members to stay active within their Branch.

Therefore, those Branches that have been in arrears during this time frame, can still maintain a position in good standing if they make an honest and serious attempt to file all paperwork for the missing years and to pay their financial obligations. A reasonable payment plan could be worked out with the UNWLA Financial Secretary.

However, this particular special circumstance must be examined by the Executive Board on a Branch by Branch, case by case basis. The Branch President and their Board must approach the Financial Secretary and the National Executive Board with the reasons why the Branch should be kept in good standing. A decision would then be made for that particular Branch.