

WWN Policies and Procedures Manual
Section 20
Membership
February 18, 2025 Rev 2

Duties, Policies and Procedures Pertaining To: Membership

A. Duties

There shall be a Membership Committee consisting of a Chairperson and its members, if desired.

The Committee shall be responsible for the following:

1. Keeping a current simple list of the Club membership, which can be obtained from the Data Base.
2. Being available at the General Membership Meetings to help guests with questions regarding membership, applications, handling dues, keeping track of who's paid.
3. Maintain \$24 petty cash for badge expenses.
4. Filling out an Expense Report sheet and turning monies collected into the Treasurer at the end of the meeting.
5. Providing member information to the Newsletter Editor, Data Base Administrator, and badge person as detailed in the Membership Procedures.
6. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.
7. Filing the members' applications in the Membership binder.

B. Policy

1. Any person who subscribes to the objects and purposes of the Club, may become a member upon payment of the regular dues.
2. Dues
 - a. Annual Dues cover from June 1 to May 31 and are due June 1st.
 - b. The amount of dues may be changed by a majority vote of the Board of Directors. (By-Laws change Feb. 2002). Effective June 1, 2003, dues were changed to \$15.00 per person.
3. New members joining after January 1 shall pay \$15.00 and their membership begins at the time of payment and runs through the end of the following fiscal year.
4. There is no reduction in dues for members who pay late and are re-instated.
5. Dropping "no pays" and reinstatement - If dues are not paid by June 30th, membership will be terminated. These names will be dropped off the official July membership list and will not be included in the new Membership Directory, however, may be re-instated by the membership person upon payment of the dues.
6. Any member may be expelled for good reason. Acting in an illegal, unethical, uncivil or immoral manner on the part of any member can result in expulsion. Refer to by-laws for further information regarding this issue.

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7. Honored members exempt from paying dues: Anne Kaun (added August 24, 2006, by the Board) Mark & Carolyn Simonds (added June 2016 by the Board). They are charged regular member prices for all other events, meals, etc.
8. The membership directory is printed at a time determined by the Data Base Administrator, and the directory producers and distributed to members at the first available General meeting. An addendum may be printed in January – March timeframe, depending on those who are responsible for the directory printing process.
9. Effective June 2019 all members requesting Newsletters be mailed via U.S. mail will be subject to paying \$20.00 per year, in addition to the yearly dues per person. The Newsletter and Calendar will still be available on the Website and will also continue to be emailed to those with email addresses.

C. Procedures

The Membership Chairperson will provide Chairpersons identified here with member information as follows:

Membership Chairperson Duties

1. At the monthly meeting:
 - a. New members fill out a membership application and return it to Chairperson with their checks/cash for dues or they can mail their check to the PO Box 386, Grants Pass, 97528. When they return the application with their dues at the meeting, a Membership Directory, Calendar, and Newsletter should be given to them.
 - b. The Membership Notebook has a section with blank sheets for Member payments to record new members and present members paying renewal dues.
 - c. At the end of the meeting, tally all checks/cash and record on an Income and Expense Report. The Expense Report is given to the Treasurer with the payments.
 - d. The President will ask for Membership to introduce any new members from the last meeting. Give each member their badge(s) and a small round magnet for each badge.
2. After the monthly meeting, send this by email to the Data Base Administrator
New member information in this format:
 - a. Date joined
 - b. Phone number
 - c. Last name, first name, (member #1) and first name, (member #2)
 - d. Address, Street, city, state, zip
 - e. Birthday (member #1) month/day
 - f. Birthday (member #2) month/day
 - g. Email address (Only one email address space provided)
 - h. First and Last name requested for new badge send to:
Anne Kaun who makes the new badges (**ackavn@yahoo.com**).

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3. Provide a short article to the Newsletter Editor to be printed in the 'Membership Corner' that tells the names of the new members and any interesting information they may have noted on their application, if there's room.
4. Ensure there is an article in the March newsletter regarding dues that are due on June 1st.
5. An article should be provided to the Newsletter editor regarding renewal of dues to be published in the March Newsletter. Detailed information related to dues is described under the Policy portion of this document (See Policy 2, 3, 4, 5, 6 & 9 above).

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.