



Membership Information for Chapters

Collecting membership dues and getting supporters on your roster might sound intimidating, but we can help you make it a smooth, simple process. The instructions below cover how to collect dues, send memberships to National NOW, become eligible for rebates, and more. Please read the information here first and discard any outdated materials that you or your chapter might have. If you still have questions, staff at the National Action Center is here to help!

Table of Contents

Membership Terminology.....	1
Membership Rates.....	2
Types of Member Payments You May Receive.....	2
Sending Dues to National NOW.....	2
What to Send to the National Action Center.....	3
Mail Membership Dues from Your Chapter to.....	4
Rebates.....	4
Requesting a Chapter Membership List.....	4
Who Can Contact NOW About a Member's Record.....	5
Transferring Members into Your Chapter.....	5
Frequently Asked Questions.....	5
<i>Can Two People's Names Be on One Membership?</i>	5
<i>If My Chapter's Dues Submission to National is Delayed, Will You Use the Dates that We Received Dues from Each Member?</i>	5
<i>What if My Chapter Doesn't Have a Bank Account Yet?</i>	5
Contact the Membership Team.....	6

Membership Terminology

- **Member in good standing:** Person whose membership in NOW is current.
- **Expire date:** Every member has an expire date, which is the date her/his membership ends; HOWEVER, we give all members a three-month grace period to renew their membership after their expire date has passed. During the three-month grace period, the member is still considered to be in good standing.
- **New member:** someone who has never been a member of NOW before.

- **Renewing member:** someone whose membership is currently in good standing and who is paying to extend her/his membership.
- **Reinstating member:** someone who was previously a member of NOW but whose membership is no longer in good standing, and who is currently rejoining NOW.
- **Chapter member:** NOW member who belongs to National, their state chapter, and a local chapter.
- **At-large member:** NOW member who belongs to National and their state chapter BUT NOT a local chapter.

Membership Rates

Annual membership dues are **\$40** in AZ, CA, CT, IL, IN, MI, MO, NY, PA, TX, and **\$35** for all other states.

NOW has a **sliding scale** available that starts at **\$10**. **You need to make this information known in the most prominent way on your forms.** Please don't list this as "low income" or "hardship dues" – the sliding scale is available to all, no questions asked. If you want to create other categories, like a "student" or "senior" rate, that's OK, but you may also want to consider this simple message about the sliding scale that would cover everything:

"NOW annual dues: (\$35/\$40 depending on your state)

NOW's sliding scale: available to any person for any reason \$10 to (\$35/\$40)"

Your lowest amount can be as low as you want, but you must send at least \$10 per member to the Membership Department at the National Action Center. NOTE: A member can only receive one year of membership using the sliding scale; the sliding scale is not available for two- and three-year memberships.

Types of Member Payments You May Receive

There are three different categories of membership payments you may encounter. These are:

1. **NEW** members
2. **RENEWING** members
3. **REINSTATING** members

Each of these three categories is treated slightly differently when your chapter collects dues and forwards money to National NOW. If you are unsure whether a person is a new, renewing, or reinstating member, give us a call and we'll let you know!

Sending Dues to National NOW

How Much Money You Need to Send to the National Action Center:

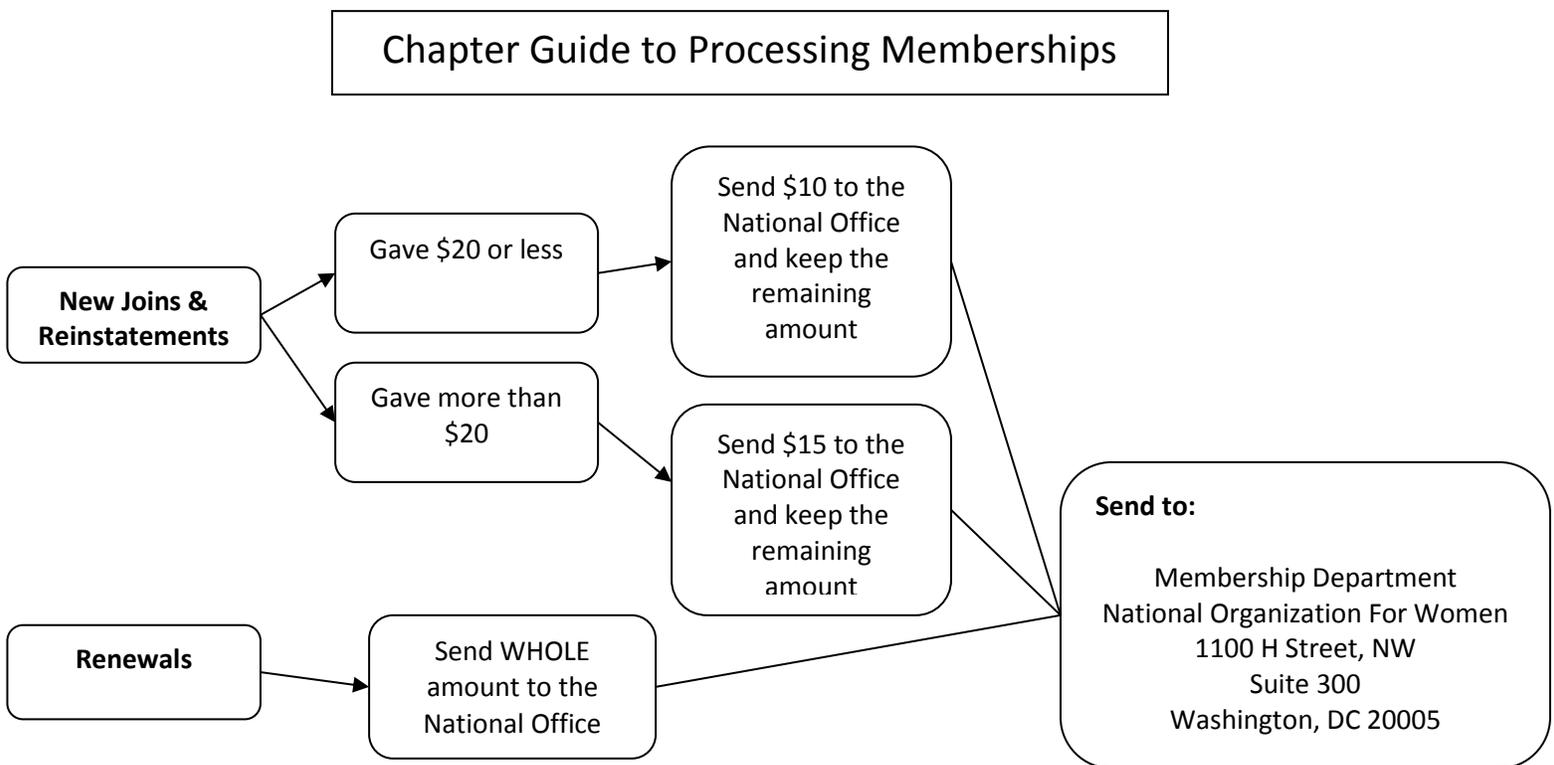
1. For **NEW** members:
 - When a brand-new member pays dues to your chapter, you should send the National Action Center either:
 - **\$15** if the person paid more than \$20, or
 - **\$10** if the person paid \$20 or less.
 - These amounts are the same regardless of whether your state's dues are \$35 or \$40. You must also check with your state chapter of NOW to determine whether their bylaws require you to send a portion of new members' dues to them. You can keep and use the rest of the new member's dues immediately.

2. For **RENEWING** members:

- Please encourage active members to renew their membership through National NOW with the correct form. We include a business reply envelope with every renewal notice.
- If your chapter does collect a renewal payment, **you must send the full amount to the National Action Center** so that your State and National entities can also receive their share of this renewal. This is required by NOW policy.
- Your chapter will receive your share of the dues in the form of **rebates**.

3. For **REINSTATING** members:

- Send the same amount of money as if the member were brand-new.



If you send in more money than is required, we cannot refund it to you later. Also, we cannot cash checks made out to chapters unless they are endorsed over to National NOW.

What to Send to the National Action Center

Along with payment (one check for all transactions is acceptable), for each individual you must include:

- The person's name
- Membership number (if they have one already)
- Mailing address

- Email address
- The dollar amount you are sending for their membership
- Any other contact information they wish NOW to have on file

Please enclose the [National Dues Summary Sheet](#) to summarize your submission. This ensures that we have the **name and contact information of the person who processed the memberships so we can contact them if we have any questions**. You may submit each member's original paperwork or create a new list with their information.

Mail Membership Dues from Your Chapter to:

Membership Department
 National Organization for Women
 1100 H Street NW, Suite 300
 Washington, D.C. 20005

Rebates

Rebates are sent to chapters on the basis of **renewal** dues submitted to the National Action Center, NOT new member dues or reinstating member dues. For each member that renews, 37% of the dues she/he pays goes to her/his state and local chapter. The split between the state and local chapter of this 37% depends on the state's bylaws.

Monthly rebate checks reflect the renewal dues received at the National Action Center three months prior, which allows us the necessary processing time. For example:

Dues Received at National in:	Will be Paid to Chapters in:
January	Late April
February	Late May
March	Late June
...	...

To see a breakdown of the renewing member payments that went into each monthly rebate check, you must sign up for Transaction Reports by contacting National Action Center staff. Emailed monthly, these reports reflect all changes that occurred in your chapter during the previous month (including new members, transfers in/out, address changes, renewals, and more). Please note that Transaction Reports reflecting prior months are not available.

The requirements for rebate eligibility are:

- At least 2 individuals that hold officer positions and have current memberships
- Annual report submitted
- Last rebate check cashed
- Current chapter address on file

Contact National NOW if you believe your chapter is not in compliance with these requirements or would like to check your status.

Requesting a Chapter Membership List

To request a membership list for your chapter, submit the order form on the [Ordering Membership Lists](#) page. Please order emailed files at least five business days before your deadline. You are eligible to receive a list of active members of your chapter, former members of your chapter whose memberships expired in the last two years, or at-large members in your area (a list of zip codes and permission from your state president are required for this list). We are no longer able

to provide hard copy lists. NOTE: please choose the Conference Credentialing option if your state or region needs a list for an upcoming election conference; local chapters need never request a Conference Credentialing list.

Who Can Contact NOW About a Member's Record

- A member can request any information about her/his own record.
- Any information except financial details can be given to a chapter officer about members of her/his chapter.

Transferring Members into Your Chapter

When people join NOW, if they do not inform us otherwise, they are considered a member of National NOW and an at-large member of their state chapter. You may wish to recruit at-large members to affiliate with your local chapter, or you may have a member of another local chapter who wishes to transfer into your chapter. To transfer a member's chapter affiliation, you can:

- Direct the member to fill out the [Address and Chapter Change Form](#).
- Forward their written or emailed request to the Membership Department.
- Send in the [Chapter Affiliation Transfer Form](#) (useful if you have multiple transfers).

Frequently Asked Questions

Can Two People's Names Be on One Membership?

No, NOW does not offer joint memberships. If two people want to share a membership, please make it clear to them that only one of the names will be eligible to vote at chapter, state and national meetings and conferences. They are welcome to purchase two memberships using the sliding scale rate if finances are an issue.

If My Chapter's Dues Submission to National is Delayed, Will You Use the Dates that We Received Dues from Each Member?

No, we use the date that the dues are received at the National Action Center for membership processing, regardless of when your chapter collected the dues. For this reason, **it is essential that you forward dues to the National Action Center in a timely manner**. Please remember that when you accept money from an individual you are actually legally responsible as well as organizationally responsible to process it quickly and correctly. In addition, there are requirements concerning the length of time a person has been a member in good standing that determine their eligibility for many privileges in our organization. Delays in membership processing can prevent people from accessing these privileges.

If there is a delay in dues submission and voting or running for office is a concern, we can make a note on the member's record specifying the date the chapter received the dues. This information could be made known for credentialing purposes and would be subject to the Credentialing Committee's discretion.

What if My Chapter Doesn't Have a Bank Account Yet?

There's a bit of financial confusion about sending in those first memberships when a new chapter is just getting started, since it may take a few weeks to apply for your Employer Identification Number (EIN) from the IRS and get a bank account set up. If your bank needs a letter or phone call from National NOW in order to set up your account, let us know and we'd be happy to help out.

Your first few members probably won't object to making out two checks for their membership—one check to National NOW for their minimum amount (\$10 or \$15) and one made out in the chapter's new name for the rest of the amount they are able to pay. Then your treasurer can deposit the funds into the chapter's account as soon as it's set up.

Contact the Membership Team:

By phone: 202-628-8669 x112

By e-mail: member@now.org

Write to us:

Membership Department

National Organization for Women

1100 H Street NW, Suite 300

Washington, D.C. 20005