



Membership Guidelines for Chapters

Collecting membership dues and getting supporters on your roster might sound intimidating, but we can help you make it a smooth, straightforward 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 Please read the information here first and discard any outdated materials that you or your chapter might have.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!

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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 six-month grace period to renew their membership after their expire date has passed. During the 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 their membership.
- **Rejoining 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 for a **Standard 1-year** membership are **\$40** in AZ, CA, CT, IL, IN, MI, MO, NY, PA, TX, and **\$35** for all other states. For a **3-year** membership, dues are **\$110** in AZ, CA, CT, IL, IN, MI, MO, NY, PA, TX, and **\$95** for all other states. **Lifetime** memberships are **\$1000** regardless of state.

NOW has a **sliding scale** available that starts at **\$10**. If you create your own membership forms, **you need to make this information known in the most prominent way on your forms**. Please do not 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 is 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 \$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 three-year and lifetime memberships.**

Types of Member Payments You May Receive

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

1. **NEW** members
2. **RENEWING** members
3. **REJOINING** 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 rejoining member, give us a call and we will let you know!

Sending Dues to National NOW

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

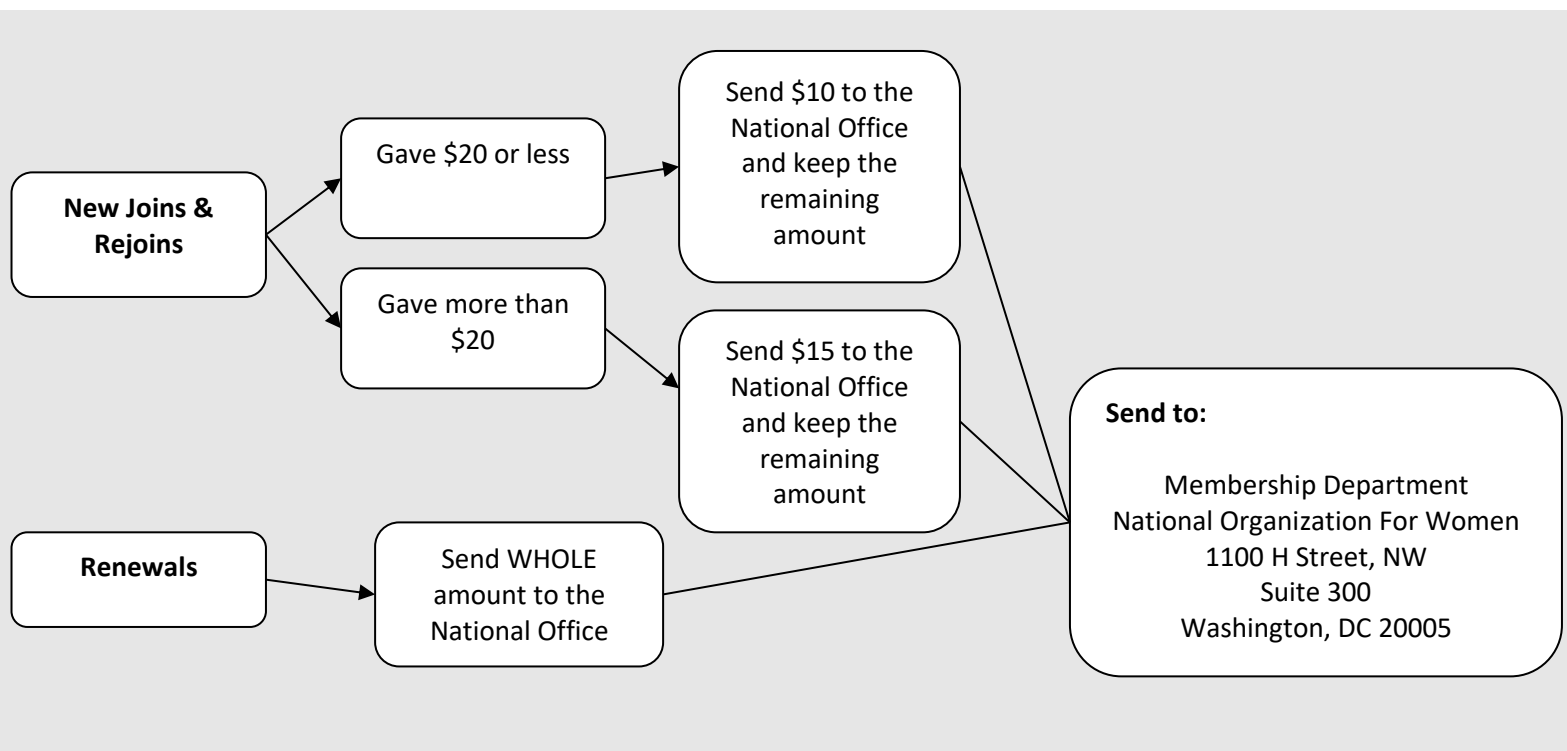
1. For **NEW** members:
 - When a brand-new member pays dues (for a standard membership) to your chapter, you should send the National Action Center either:
 - **\$15** if the person paid more than \$20, or
 - **\$10** if the person paid \$20 or less.
 - These amounts are the same regardless of whether your state's dues are \$35 or \$40. You must also check with your state chapter of NOW to determine whether state 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.
 - If a brand-new member pays dues for a three-year membership, you should send the National Action Center **\$45**.
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. They can also renew via the website.
- If your chapter does collect a renewal payment, **you must send the full amount to the National Action Center.**
- Your chapter will receive your share of the dues in the form of **rebates.**

3. For **REJOINING** members:

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

Chapter Guide to Processing Memberships



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.

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
- VAN ID (if they have one already)
- Mailing address
- The dollar amount you are sending for their membership

We have a template [Member Submission Spreadsheet](#) that we have linked here that includes the required information for submission plus additional info that National NOW encourages you to include. Please use this template along with your payments whenever possible.

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 based on renewal dues submitted to the National Action Center, NOT new member dues or rejoining member dues. For each member that renews, 37% of the dues they pay goes to their state and local chapter. The split between the state and local chapter of this 37% is determined by the individual state.

The requirements for rebate eligibility are:

- At least 2 individuals that hold officer positions, a President and a Treasurer, and have current memberships
- Rebate Eligibility for 2024:
 - From January 1, 2024-March 31, 2024, we will mark chapters eligible if they have filed 2021, 2022, and/or 2023 annual reports.
 - From April 1, 2024, and onwards, we will mark chapters eligible if they have filed the 2022 and/or 2023 annual reports.
- Last rebate check cashed
- Current chapter address on file
- Bank account

Contact chapters@now.org if you believe your chapter is not in compliance with these requirements or would like to check your status.

Rebate checks must be deposited within 90 days (about 3 months). If you do not deposit the check within 90 days, it will not be reissued.

Chapter Membership List

Chapter Presidents and Treasurers are sent an automated Membership List on the 1st and 15th of every month. The list shows all Active and Lapsed Members of their chapter and their membership and contact information. For Membership Lists outside of these automated reports, please fill out this [Membership List Request Form](#) or email member@now.org to request. Requests will be addressed on a case-by-case basis.

If there is a problem with your membership list or you did not receive your membership list, please email member@now.org and chapters@now.org to address the problem.

****TIP:** *Membership Lists cannot be shared outside of the chapter and may ONLY be used for NOW purposes. Respect your members privacy as much as possible—share the list only within the chapter, preferably amongst officers/leaders!*

Who Can Contact NOW About a Member's Record

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

Outside of the submission of this form, once a member is affiliated with a chapter we will not change that affiliation upon request unless (1) State Chapter Officers are re-affiliating at-large members to their correct local chapter or (2) the member themselves asks us to do so.

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. We do not offer joint memberships because each membership includes one vote, in meetings at any level of NOW, local, state, or national.

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 promptly. Please remember that when you accept money from an individual, you are legally and organizationally responsible for processing 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 to the relevant credentialing or election committee and would be subject to the Credentialing Committee's/Election Committee's determination.

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

There is 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 to set up your account, tell us, and we would be happy to help.

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 is set up.

Contact the Membership Team:

By phone: 202-628-8669 x114

By e-mail: member@now.org

Written August 2013 by Elissa Heller

Updated by Doris Steppe in March 2016

Updated by Supria Bhatia in March 2019

Updated by Shelby von Hofe October 2023

Write to us:

Membership Department

National Organization for Women

1100 H Street NW, Suite 300

Washington, D.C. 20005