

NYSW, Inc. Membership Dues Process

Summary

State Database Manager (SDM)

Local Chapter (LC)

Local Chapter Treasurer (LCT)

NYSW, Inc. State Treasurer (ST)

Options:

New Members:

- a) complete online application and pay via PayPal or by check, or
- b) submit application and pay check to Local Chapter

Renewing Members:

- a) renew online and pay via PayPal or by check, or
- b) pay check to Local Chapter (LCT)

Payments to State:

- a) LCT can send entire dues (state, region and local dues) to SDM and receive a refund of region and local dues from ST, or
- b) LCT can send only state dues to SDM and deposit region and local dues in chapter bank account.

The Process - Online

Dues:

The membership database has a field in it that contains the local chapter and region dues amounts. If a chapter or region changes their dues amount they will fill out the online dues change form or notify the SDM and specify the date that it will take place. This information is needed for two reasons:

- 1) when new members apply, depending on the local chapter they choose, the appropriate dues will be displayed on the payment page
- 2) when renewal notices are sent to members the appropriate dues amount will be displayed on the renewal notice.

New Members:

Online Membership Application

- 1) the online membership application can be found at <https://www.nyswomeninc.org/join> . All local chapters can point their web site to the state application instead of having to maintain one of their own.
- 2) when someone applies online they have the choice to pay by credit card or by check
 - a) if they choose credit card they are taken to PayPal to enter their payment information. We will charge a \$1.50 processing fee for all credit card payments
 - b) If they choose check, they are taken to a page that they can print out; that tells them where to send the check - i.e., the SDM or the check may be sent to the Local Chapter.

Membership Database/ the role of the State Database Manager (SDM):

When someone applies for membership online and submits the application, the State Database Manager is notified. There is a menu option for "New Members." All membership applications are put in this area until the SDM confirms them. If payment is via check, it is confirmed when the check is received. If payment is by credit card, it is approved immediately. This allows the SDM to send the new member their membership card and confirmation notice. This confirmation notice also sends an email to the local chapter President, Treasurer and Membership Chair.

Renewing Members:

Upon receiving the renewal notice from the SDM, the member may click on the link to renew online; they will be prompted to click on the payment button to pay via credit card / PayPal.

NYSW, Inc. Membership Dues Process

Finances / the role of the Treasurer (State and Local Chapter):

All checks are sent to the State Treasurer (ST) – either by the State Database Manager (SDM) or the Local Chapter Treasurer (LCT).

- 1) For online payments, the ST is notified by PayPal when there is an online payment.
- 2) For off-line payments (i.e., checks) the Local Chapter has two options
 - Option 1) the full amount of state, region and local dues is sent via check, payable to NYSW, Inc., to the SDM or via the Local Chapter. The SDM forwards the check to the State Treasurer who refunds the region and local dues back to the LC.
 - Option 2) the full amount of state, region and local dues is paid by the new or renewing member, payable to the Local Chapter. The LC deposits the check and issues a check, payable to NYSW, Inc. for the amount of the state dues only, and forwards the check (state dues only) to the State Treasurer.
- 3) Once a month, the ST will issue a check to all local chapters and regions that had members renew or new members pay. A report in the membership database shows who needs to be paid for that month. Prior month reports are also available.

The Process – Off line

New Members:

Paper Applications are available on line and can be customized by adding your Local Chapter name, amount of dues and the Treasurer's contact information.

- a) New Members send the completed application with the appropriate dues (state, region and local) to the local Chapter Treasurer (LCT).
- b) The LCT completes the New Membership Dues Transmittal form and sends the form and check to the SDM. To determine the amount of the check being sent to the SDM, the LC chooses one of the options described in the section on Finances/role of the Treasurer.
- c) The SDM enters the new member information into the database. This will trigger a new member confirmation email, which is sent to the new member, the local chapter President, Treasurer and membership chair.

Renewing Members:

Upon receiving the renewal notice from the SDM, the member may send a check to the SDM or their Local Chapter.

Checks sent to the SDM are for the full (state, region and local) amount of dues and payable to NYSW, Inc.

Checks sent to the Local Chapter are for the full (state, region and local) amount of dues and payable to NYSW, Inc. or payable to the Local Chapter, depending on the Local Chapter's procedure. See section 'Finances / the role of the Treasurer'

Membership Renewals

Renewal Notices – The State Database Manager sends renewal notices from the database once a month. They are sent two (2) months prior to the member's renewal date and every month until they are paid. These email or print notifications will contain the exact dues amount owed and link to renew online. Renewal Notices that are emailed are copied to the Local Treasurer.

Renewal Confirmation – Once the payment is received, the SDM sends a renewal confirmation notice to the member and Local Chapter President, Treasurer and Membership Chair.