

**TREASURER/MEMBERSHIP FORMS (16-17)**

Forms:

- Local Treasurer’s Information Form
- Instructions for Local Organization Treasurers
- New Member Dues Transmittal
- Renewal/Reinstatement Dues Transmittal
- Membership Application
- Membership Transfer Form
- Secondary Membership Notification
- Record Maintenance Form
- LO Member Dues Tally Sheet
- LO Member Dues Notice

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Business and  
Professional  
Women/TN

**BPW/TN Local Organization  
Treasurer’s Information Form**

**Local Organization:** \_\_\_\_\_

**Treasurer’s Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Phone:** \_( \_\_\_\_\_ ) \_\_\_\_\_ **Business Phone:** \_( \_\_\_\_\_ ) \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Cellphone:** \_\_\_\_\_

**SEND TO: BPW/TN  
LO Treasurer’s Info Form  
2817 West End Ave, Suite126-122  
Nashville, TN 37203**

*Route to:*  
**Treasurer**  
treasurer@bpwtn.org

*Give to incoming Treasurer at Post-Convention Board of Directors or send following Convention.*

## FROM THE TREASURER:

### BPW/TN 2016-2017 Instructions for Local Organization Treasurers:

#### Submitting Member Dues Forms:

Choose appropriate form:

New Member Form for anyone who has not previously been a BPW member.

Renewal/Reinstatement Form for anyone who is renewing current membership or who has previously been a BPW member

1<sup>st</sup> Column: Indicate Member Type (If completing form in Excel version, highlight member type.)  
Member of Local (MOL)  
Student of Local (SOL)  
Senior Member of Local (SMOL)

2<sup>nd</sup> Column: Complete all information accurately.  
Incorrect contact information, address, or email address could affect receiving the *Achiever* or other publications or communications. Enter Member renew date.

3<sup>rd</sup> Column: Enter STATE dues collected from each member and total amount for each page. Total dues amount for all pages submitted.

At the bottom of the page fill in the Local Organization and Treasurer's information and date submitted. (Also indicate page number and total pages submitted on this date at the top of the page.)

Send the state dues amount collected to BPW/TN *at the address shown*. \* Submit renewals, reinstatements, or new member dues **by the 10<sup>th</sup> of the following month**. (See Bylaws Article VIII. Dues)

**Renew date:** *The renew date is the last day of the month the member joined or paid prorated dues in 2010-2011 to change the renew date to April 30. All renew dates from the 2011-2012 year to the present are the month the member joined. Anyone who has been out for a year has a renew date of the month rejoined.*

**Secondary Members:** Secondary members are those who pay only local dues to a local to participate in local activities. They have paid state dues to their primary local organization. **They do not count in the member numbers for the secondary organization, only the primary LO.** A secondary membership notice should be sent to the state treasurer to maintain the membership rosters for BPW/TN.

#### Managing the 2016-17 Membership Rosters

Members will have until 30 days after the Renewal Date to be considered in "Good Standing." Only members in "Good Standing" are permitted to hold office, chair or serve on committees, or vote in meetings or elections.

#### *Lapsed Members:*

Members who are still in arrears 30 days after the Renewal Date will be removed from the local organization Membership Roster and placed on a separate Lapsed Member roster. They will also not be eligible to receive member benefits from BPW/TN.

If dues are paid during the same organization year, the member's Renewal Date will revert to the original date, and their information will be restored to the active Membership Roster.

#### *Reinstatement:*

Members who do not pay dues during the organization year (Renewal dates from July 1 to June 30) will be reinstated when dues are resumed, and their renewal date will be the month when they paid dues to be reinstated.

Ann Hiegel, BPW/TN treasurer  
P.O. Box 534, Rockwood, TN 37854  
865-354-0427  
treasurer@bpwtn.org

\*Until a new official address is secured, all forms and communications should be sent directly to the treasurer at the address shown here.

# New Member Processing Form



**Use this form to remit dues for new members only.**  
 If a member **has ever been a member of BPW**, please  
 Use the Reinstatement Member Processing Form.

**Member Information: (please type or write clearly) Dues Info: BPW/TN MOL, \$50.00, Sr.MOL, \$40.00, BPW/TN SOL, \$15.00**

Member Type: <i>(please circle)</i>	Name:		State Dues \$
	Company Name: <i>(if applicable to mailing address)</i>	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	
Member Type: <i>(please circle)</i>	Name:		State Dues \$
	Company Name: <i>(if applicable to mailing address)</i>	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	
Member Type: <i>(please circle)</i>	Name:		State Dues \$
	Company Name: <i>(if applicable to mailing address)</i>	Renew:	
Member of Local (MOL)	Address 1:		
	Address 2:		
Student of Local (SOL)	City, State, Zip:		
	Work:	Home:	
Senior	Cellphone:	E-mail:	

**Step 1:** After indicating "Member Type" for each reinstating member, please complete all information requested. All information will be used to update the BPW/TN database and used on mailing labels. Please confirm all information for accuracy. Errors can lead to non-receipt of member mailings. Enter Member Renew date.

**Step 2:** Enter the dues collected from each member for State dues. The current State dues are: Member of Local (MOL) \$50.00, Senior MOL \$40.00 and Student of Local (SOL) \$15.00. Information about State dues can be obtained by contacting your State Treasurer.

**Step 3:** Remit all renewal/reinstating member dues collected by the 10th of the following month. Please use as many forms as you need. Send the state dues amount collected to BPW/TN at the address shown.

**PLEASE KEEP A DUPLICATE COPY FOR YOUR RECORDS**

Total dues this page	\$
<b>Remit State Dues directly to:</b>  <b>BPW/TN New Member Dues</b> 2817 West End Ave, Suite126-122 Nashville, TN 37203	State dues for ALL pages submitted for renewing/ Reinstating Members  \$

Local Organization Name \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

Treasurer's E-mail Address \_\_\_\_\_

Treasurer's Daytime Phone \_\_\_\_\_ Date \_\_\_\_\_



Use this form to remit dues for new members only.  
 If a member has ever been a member of BPW, please  
 Use the Reinstatement Member Processing Form.

**Member Information: (please type or write clearly) Dues Info: BPW/TN MOL, \$50.00, Sr.MOL, \$40.00, BPW/TN SOL, \$15.00**

Member Type: <i>(please circle)</i>	Name:		State Dues \$	
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
Member of Local (MOL)	City, State, Zip:			
	Work:	Home:		
Student of Local (SOL)	Cellphone:			
	E-mail:			
Member Type: <i>(please circle)</i>	Name:			State Dues \$
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
Member of Local (MOL)	City, State, Zip:			
	Work:	Home:		
Student of Local (SOL)	Cellphone:			
	E-mail:			
Member Type: <i>(please circle)</i>	Name:			State Dues \$
	Company Name: <i>(if applicable to mailing address)</i>	Renew:		
	Address 1:			
	Address 2:			
Member of Local (MOL)	City, State, Zip:			
	Work:	Home:		
Student of Local (SOL)	Cellphone:			
	E-mail:			

**Step 1: After indicating "Member Type" for each reinstating member, please complete all information requested. All information will be used to update the BPW/TN database and used on mailing labels. Please confirm all information for accuracy. Errors can lead to non-receipt of member mailings. Enter Member Renew date.**

**Step 2: Enter the dues collected from each member for State dues. The current State dues are: Member of Local (MOL) \$50.00, Senior MOL \$40.00 and Student of Local (SOL) \$15.00. Information about State dues can be obtained by contacting your State Treasurer.**

**Step 3: Remit all renewal/reinstating member dues collected by the 10th of the following month. Please use as many forms as you need. Send the state dues amount collected to BPW/TN at the address shown.**

**PLEASE KEEP A DUPLICATE COPY FOR YOUR RECORDS**

Total dues  
this page

\$ \_\_\_\_\_

**Remit State Dues directly to:** State dues for ALL pages submitted for renewing/ Reinstating Members

**BPW/TN Member Dues**  
 2817 West End Ave, Suite 126-122  
 Nashville, TN 37203

\$ \_\_\_\_\_

Local Organization \_\_\_\_\_

Treasurer' Name \_\_\_\_\_

Treasurer's Email Address \_\_\_\_\_

Treasurer's Daytime Phone Number \_\_\_\_\_ Date \_\_\_\_\_



Business and Professional Women/TN

# Membership Application

www.bpwtn.org

The tools you need to succeed.

## Personal Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company name: \_\_\_\_\_

Work Address: \_\_\_\_\_

City, State, Zip (please include +4): \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please indicate your preferred mailing address:  Home  Work

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Because every working woman is a business woman!**

### Member of Local (MOL)\*

By joining through a Local Organization, you'll have access to meeting and networking opportunities in your area. This category includes membership in the local and state levels of BPW/TN. State dues are \$50.00. Local Organization dues vary.

**Senior Member of Local** For ages 65 and older. State dues are \$40.00.

### Student (SOL)\*

This category offered to students, provides all the benefits of a Member. You must be registered to an accredited program at least part-time. State dues are \$15.00. Local Organization dues vary.

*\*For more information on Locals in your community, please contact BPW/TN at the address below or e-mail at info@bpwtn.org.*

### Member at Large (MAL)\*

By joining as a Member at Large, you'll have e-mail access to Legislative updates and other information related to issues important to working women. This category includes membership at the state level of BPW/TN. State dues are \$50.00.

**Senior Member at Large** For ages 65 and older. State dues are \$40.00.

\*All categories of membership include a subscription to the *Achiever*, the official publication of BPW/TN, by e-mail or postal for those without e-mail access.

### Member Type

MOL  Student  Member at Large

Senior MOL  Senior Member at Large

If a BPW/TN Member assisted you in learning more about our organization, please list their name below.

\_\_\_\_\_  
Name

**For Member Of Local, Senior Member of Local or Students that want to affiliate with a Local, send this form and remit dues *directly* to your Local Organization.**

Name of Local: \_\_\_\_\_

**To complete a Member at Large membership, return this form with your annual state dues to:**

**BPW/TN  
Membership Application**  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203

**Online Membership:**  
www.bpwtn.org

**A portion of membership dues goes toward publication costs. This amount is inseparable from dues.**



Business and Professional Women/TN

### BPW/TN Secondary Membership Notification Form

*Please copy this form, as needed, to send to BPW/TN.*

Member's Name \_\_\_\_\_

Date of Notification \_\_\_\_\_

Primary Local Organization Name: \_\_\_\_\_

Secondary Local Organization Name: \_\_\_\_\_

**SEND TO:**  
**BPW/TN**  
**Secondary Membership**  
2817 West End Ave, Suite126-122  
Nashville, TN 37203

*Route to:*  
**Treasurer**  
**Membership Chair**

**OR: Email to:**  
info@bpwtn.org  
treasurer@bpwtn.org  
membership@bpwtn.org

*Form must be submitted each year.*

Local Organization Treasurer: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

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Business and Professional Women/TN

### BPW/TN Membership Transfer Form

*Please copy this form, as needed, to send to BPW/TN*

Member's Name \_\_\_\_\_

Date of Request \_\_\_\_\_

Transfer Out Local Organization Name: \_\_\_\_\_

Transfer In Local Organization Name: \_\_\_\_\_

**SEND TO: BPW/TN**  
**Member Transfer Form**  
2817 West End Ave, Suite126-122  
Nashville, TN 37203

*Route to:*  
**Treasurer** treasurer@bpwtn.org  
**Membership Chair** membership@bpwtn.org

Name of Member Submitting Form: \_\_\_\_\_  
*(If different from Requesting Member)*

Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Member and Transfer-In LO will be notified of date transfer becomes effective.**

# BPW/TN Record Maintenance Form

*Please copy this form, as needed, to send to BPW/TN.*

Member's Name \_\_\_\_\_

Local Organization Name: \_\_\_\_\_

**Please Circle the Type of Information to be Changed:**

NAME	ADDRESS	PHONE
MEMBERSHIP STATUS	MEMBERSHIP TYPE	OFFICER ASSIGNMENT
LOCAL AFFILIATION	EMAIL ADDRESS	RENEW DATE

**Please record the information to be changed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please record the information, as it should now be listed/List reason for change, if applicable:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SEND TO: BPW/TN  
Record Maintenance  
2817 West End Ave, Suite 126-122  
Nashville, TN 37203**

*Route to:*  
**Treasurer** treasurer@bpwtn.org  
**Membership Chair** membership@bpwtn.org  
**Regional Director**  
**Publication Editor** (*Address Changes*)

**QUESTIONS? CONTACT BPW/TN by E-mail at *info@bpwtn.org***

Name of Member Submitting Form: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_



# Business & Professional Women of Tennessee

## BPW/TN

### LO Member Dues Tally Sheet

Local Organization: \_\_\_\_\_ Year: \_\_\_\_\_

	Member Name	Mbr Type	Renewal Date	Renewal Year	State Dues	Local Dues	Total	Date Paid	Check #/ Cash
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
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21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
				<b>LO Totals</b>					

*\*Eligible for Senior Dues*





Business and  
Professional  
Women/TN

**Business & Professional Women  
of Tennessee  
BPW/TN**

**LO Member Dues Notice**

**Local  
Organization:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Renewal Date:** \_\_\_\_\_

**State Dues:** \_\_\_\_\_ MOL

**Local Dues:** \_\_\_\_\_ SMOL

**Total Dues:** \_\_\_\_\_ SOL

*Please remit dues to your local treasurer before the renewal date.*

*Name:*

*Address:*

*Email:*