

KEEPING MEMBERSHIP STATISTICS

The national League determines the eligibility requirements for membership and the types of members. These are embodied in the third article of the LWVUS bylaws, which are also incorporated as the third article in all local League bylaws:

Article III, Membership, Sec. 1 Eligibility. Any Person who subscribes to the purpose and policy of the League shall be eligible for membership. (LWVUS Bylaws)

It is the responsibility of the Membership Committee to be familiar with these bylaws and with the information contained in the publication from LWVUS called the *Presidents Packet*. The national League emails all presidents a *Presidents Packet* every year, which includes information the treasurer or membership treasurer needs to know to keep accurate records of members.

The state League awards three certificates of achievement at State convention: one to the League with the greatest percentage increase in membership with under 50 members, another to the League with the greatest percentage increase in membership between 50-150 members and the Harriett Goldberg Memorial Award to the League with the greatest percentage increase in membership with over 150 members. The membership awards are based on the yearly membership count as reported to the national League by local Leagues.

Here are the most important things to remember:

1. The national League is responsible for all membership recordkeeping. The local League advises the national League on the assignment of a member to a local League.
2. Send membership additions, changes, and deletions to the national League using LWVUS' Online Database on a regular basis, monthly or bi-monthly. Do not put this off, as you may find yourself with a mess at the end of the year and may end up paying PMP for members you do not have. It is very important to send a copy to State office so they can update their files regularly as well since national does not automatically update each State's files.
3. As membership information is computerized, be careful to submit changes on members' names exactly as they have been recorded by the computer.
4. Additions should be sent to the national League as soon as possible. National's computer prints out the address labels used for important member information and the sooner the new member's name gets on the computer and email list, the sooner that member will receive these mailings.
5. Help members who are moving to transfer their membership. Be sure to tell the national League as soon as possible, so that addresses can be changed. If national receives transfer information before local league, it will send the information to the appropriate League.
6. The annual membership count as reported on the electronic tally form sent to each LL in January is the basis for calculating the per member payment (PMP) due to national, state, and inter-League organization (ILO), if the League is a member of the latter. These numbers are derived from the information included on the LWVUS data base for each LL

and it is critical that LLs reconcile their membership numbers with those on the LWVUS data base before Jan.31 each year to ensure proper PMP billing

7. The state League office responds to membership inquiries it receives and sends a copy of the inquiry (with name and address of prospect) to the appropriate local League.
8. The state PMP will be waived for students under the age of 25 enrolled in school. Local Leagues can set student dues at any amount, not to exceed \$25. (Note: Local Leagues are responsible for national PMP.) The local League will receive a rebate from LWVUS.
9. Annually, publish a membership list with names, addresses, phone numbers including cell phone as well as e-mail where available for all the members. Some Leagues include the membership list in a bulletin while others compile a separate membership directory. However, membership lists are for internal League use only. Any other use requires a decision by the board and prior notification of members.

MAKE SURE YOUR MEMBERSHIP ROSTER IS UP-TO-DATE!

It's crucial to keep your membership roster updated with current information. Updating your on-line roster monthly can also lessen the stress and anxiety that often accompany the official membership count that takes place in January. Included below are instructions for updating the information in your online database. For additional training on logging in to the on-line database, please contact: membership@lww.org.

It is ESSENTIAL that you keep a true list of “active” (dues-paying) members throughout the entire year. ALL members marked “A” for active in the database *will be* included in your League’s membership numbers (members are ***NOT automatically moved to “inactive” status even*** if their expiration has passed) in January. It is the responsibility of each individual local or state League to make the expiration date changes.

Please note: If your League uses a common anniversary date for members, you are able to update the expiration date for all members simultaneously. There is no need to open each individual member record. Additionally, during times of increased traffic on the database, you may occasionally experience difficulty logging in. Please wait a few minutes and try to log on again. If the problem persists, contact database@lww.org

ACCESSING THE ONLINE ROSTER/DATABASE

League of Women Voters Online MICF and Roster can be accessed using Microsoft Internet Explorer, or other common web browser. For a complete, in depth description of this process, go to the resource titled: How to Use the LWVUS Database. Below is a brief summary to get you started.

1. Start your web browser (Internet Explorer, etc). In the address field please enter: <https://www.member.lww.org/>. This will bring up the League Login page.
2. You must have your User ID and Password supplied to you by the national office (state League has the passwords, so you may call the State office to obtain yours or for instruction.) The password is **CASE SENSITIVE**. Please turn your caps lock off.

3. Enter the user id and password supplied by the national or state office.
4. Press **Submit** to login. The Message Center page will appear.
5. The system functions are in RED and UNDERLINED to the left of the page, and at the bottom of the page. These functions allow the editing of the Leagues contact information, editing and viewing of members, and editing, viewing and downloading of the League's roster.
6. *You can call the state League office at any time for assistance, from obtaining your password to adding a new member.*