



THE KIWICLUB REMITTANCE OF NATIONAL DUES

GENERAL INFORMATION:

- Your Kiwi dues are due and payable before November 1 of even- numbered years.
- Dues are \$50 per member for the upcoming two years, collected biennially, no matter when one renews their membership during this period.
- Dues are considered delinquent after thirty days (December 1st) and will draw a \$5.00 penalty charge per member. Penalties are not collected for new members.
- Life Members and Honorary Members *do not* pay National Dues. (See The Kiwi Club National Bylaws, Article III, Section 1, C & D for definitions).

INSTRUCTIONS:

- The 2nd Vice President sends to all Chapter Treasurers their current roster from the Kiwi Database (.pdf format), along with Instructions for Remittance of National Dues and New Member Applications.
- Chapter Treasurers use the DB roster to check off paid members, make corrections to addresses, emails, phone #s, etc. If a member did not renew, their name should be crossed out.
- Add the names of any new members. Include a New Member Application Form for each new member.
- Make note of chapter members who pay National dues through another chapter.
- Make changes to the Status of a member if necessary:
N (new member),
R (renewing member)
F/A N (current F/A new member)
F/A R (current F/A renewing member)
LM (Life Member/Past National President),
- Send the corrected/updated roster with a check from your chapter account, cashier's check or money order made payable to The Kiwi Club for the full amount of your chapter's dues.

Mail to
KIWI NATIONAL TREASURER
Melissa Williams McGrath
1019 W. Grove Avenue Nashville, TN 37203
(615-403-8470)
TheKiwiClubMelissa@gmail.com

NOTE: Make copies of the updated roster for your use.