

Membership Management is the central task of many not-for-profit organizations. With MEMBERS ONLY your Membership may consist of organizations, individuals, or both. **MEMBERS ONLY** can manage memberships in one association, or in a family of related organizations. A member may hold more than one of these memberships simultaneously. The Membership Preferences and Membership Types setup gives the module a great deal of flexibility to manage your membership program.



Membership Status

Member Status information visible at a glance includes:

- **Member Status:** Each membership is either active, lapsed, or terminated. You may add additional user-defined status values to this list.
- **Membership Type:** The Membership Type determines the dues structure to be employed. The system can be configured to recognize rules as to which Member Types can be held by what persons or organizations.
- **Optional Fees:** A Membership can be configured to have additional optional fees for special publications, Special Interest Groups, and the like.
- **Key dates:** Members Only displays the original and most recent rejoin dates, the expiration date, and the date the member dropped out, if this has occurred.



Member Dues Billing

MEMBERS ONLY provides customizable flexibility for managing your billing:

- **Dues setting:** Dues are tied to the Membertype. The system tracks prior year, current year, and next year dues. Optionally, dues for specific member types can be based on corporate revenue figures. The system can be configured to allow manual override of the dues levels for negotiated dues rates.
- **Billing Period:** You may allow your members to select annual, semiannual, quarterly, or monthly billings. Periods you do not allow can be locked out of the system.
- **Billing Method:** Billing may be by direct invoice, or you may select any of several optional billing methods, such as automatic credit card billing or direct bank draft.

- **Billing Cycle:** You can choose how far before a member's due date billing should begin, how many reminder bills are printed, and how long after the expiration date the member is removed from active membership.
- **Invoices** can be customized to your requirements, and can be printed complete with your logo on plain paper on any color printer.
- **Financial Reporting** - The *Billing Control Report* lists all the invoices produced on any run. The *Deferred Dues Report* lists all unearned dues income. *Membership Receivables and Cash Receipts* can be run from the Accounts Receivable Report Suite.



Membership Administration

Membership Administration includes all the functions you need to do to perform your typical Membership Tasks during the year. MEMBERS ONLY supports you in these ways:

- **Work group Management.** Use the Work groups feature to assign your members to committees, boards, and task forces. Print a current roster of each committee with a single click. Since each Work group Assignment has a start and an end date, you can print a listing for the group and anytime in the past or future.
- **Member Correspondence.** Generate Membership Cards, form letters, New Member Certificates, faxes and letters. Some customization will be required to make these outputs conform to your organizations requirements.
- **Member History.** Each time a member joins, cancels, lapses, renews, or receives a bill, an entry appears in the Member's History log. This can be very useful in resolving problems in a particular member's Status.
- **Member Photo.** You can keep a photograph of each member on file and view it with a single click.



Membership Statistical Reporting

- **Membership Activity Report** tracks all joins and drops in a given date range.
- **Projected Revenue Report** shows the renewal count and total dollar value of those renewals for each month of the next twelve-month period, by member type.
- **Membership Statistics Report** allows you to view your membership counts by member type.
- **Membership Demographics** allows you to view individual membership counts by age, sex, or ethnicity.
- **Membership by Profession** allows you to view individual membership by profession.
- **Membership by Industry** allows you to view organizational membership by Company Type.