M E M B E R S H I P   M O D U L E

Your members are your first concern, the heart of your community and the people whose needs come first in your association. Keeping track of your membership is your highest priority information systems task.

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. You have a great deal of flexibility structuring your type system, allowing each type to be single branch or association-wide, individual or family, age or gender limited. Certain types may also have additional privileges, such as use of a restricted health facility.

- **Optional Fees**: A Membership can be configured to have additional optional fees for locker rental or other add-on services.

- **Key dates***:* MEMBERS ONLY displays the original and most recent rejoin dates, the expiration date, and the date the member terminated, if this has occurred.

- **Billing Setup Approval**: Memberships must be approved by the finance office before billing or drafting of an account can begin.

Member Dues Billing

MEMBERS ONLY provides customizable flexibility for managing your billing:

- **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 or 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.

- **Draft Reports** can be run by Member or by Bank, and itemize all funds included in a draft. Additional draft exception reporting helps identify records where the draft is not set up properly.

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 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, drops, and reclassifications in a given date range.

- **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.

All reports can be run either across your entire association or by branch.