

The National League of American Pen Women, Inc.

Supporting Professional Women in the Arts Since 1897

Information and Instructions – Applicants for Membership

Types of Membership

Active: a woman who is a citizen of the United States and meets the qualifications under a specific classification (Art, Letters, Music) including payment for original work of professional standard.

Associate: a woman with all the qualifications for Active Membership, except payment for original work needed not have been received.

International Affiliate: a woman who meets the qualifications for Active or Associate membership, but is not a citizen of the United States.

Member-at-Large: a woman who meets the requirements for Active or Associate membership, but cannot participate in branch activities. A new member may apply directly to the National Membership Committee for admission or a branch member may transfer to Membership-at-Large status.

Qualifications for Membership

Please See the NLAPW Bylaws, Article III, Membership, Section 2

Applications for membership in a branch must be sent to the appropriate credentials officer **by the membership chair**. Please send 2 copies of the application form completely filled out and one copy of all documentation. A resume or biography would be appreciated.

Applications for Membership-at-Large, and all applications for branch membership as sent by branch membership chairs shall be accompanied by documentation of original work and other credentials as required by the bylaws.

Art Memberships: Please send application, check for \$55 (for Member-at-Large send \$65) and credentials directly to Judith Johnson and Gunni Price (co-facilitators) at 10210 Elbow Bend, Riverview, FL 33578.

Letters Memberships: Please send Please send application, check for \$55 (for Member-at-Large send \$65) and credentials directly to Edna Searles at 22808 Clarkbrooke Drive, Clarksburg, MD 20871.

Music (Composition in Music and Dance) Memberships: Please send Please send application, check for \$55 (for Member-at-Large send \$65) and credentials directly to Felicity Coltman at 4925 Strass Drive, Austin, TX 78731.

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Application for Membership

Name of Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

I am applying for: Active Associate International Affiliate

I am applying for the following classification: Art Letters Music/Composition

For International Affiliate status, please state country of citizenship: _____

I AM APPLYING FOR MEMBERSHIP IN _____ BRANCH.

BRANCH MEMBERSHIP CHAIR NAME (PRINT): _____

SIGNATURE: _____ DATE: _____

PHONE: _____ EMAIL: _____

OR I AM APPLYING FOR: MEMBERSHIP-AT-LARGE

SPONSER: _____ BRANCH: _____

ENDORSER: _____ BRANCH: _____

Please note: Endorser is only needed for MAL members. Both the Sponsor and Endorser must be active members in good standing.

Applicants Signature: _____ **Date:** _____

Documentation: Art Letters Music/Composition

(1) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____ (2) Title: _____

_____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____

(3) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____

EVALUATED BY: _____ **DATE:** _____

National Membership Chair Committee Member - Date approved and sent to National Headquarters: _____

National Headquarters – Date Check and applicant's acceptance received: _____

Date Certificate Issued: _____ By: _____ Mailed to: _____

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Application for Added Classification or Change of Status

Name of Applicant: _____

Name of Branch: _____ OR Member-at-Large

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

I am currently a member in: Art Letters Music/Composition

I am applying for an added classification in: Art Letters Music/Composition

OR I am applying to change my status to ACTIVE from: Associate International Affiliate

Applicant's Signature: _____ Date: _____

(1) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____

Name of document attached for proof of payment: _____

(2) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____

Name of document attached for proof of payment: _____

(3) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____

Name of document attached for proof of payment: _____

EVALUATED BY: _____ **APPROVAL DATE:** _____

National Membership Chair Committee Member - Date sent to Headquarters: _____

National Headquarters - Date Check and applicant's acceptance received: _____

Date Certificate Issued: _____ By: _____ Mailed to: _____

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Application for Transfer

Branch to Branch Branch to Member-at-Large Member-at-Large to Branch

Name: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

New Branch (or MAL): _____

Signature: _____ Date: _____

I. Sending Branch Treasurer (or National Headquarters for Member-at-Large)

Treasurer's Name: _____

Branch (or National Headquarters for MAL): _____

I certify that (state transfers name) _____

is member in good standing with dues paid through (date) _____.

Signature of Treasurer: _____ Date: _____

II. Receiving Branch Treasurer (or National Headquarters for Member-at-Large)

Treasurer's Name: _____

Branch (or National Headquarters for MAL): _____

I certify that (state transfers name) _____

is received as a member in good standing with dues paid through (date) _____.

Signature of Treasurer: _____ Date: _____

TO BE A MEMBER IN GOOD STANDING, THE MEMBER'S DUES MUST BE PAID FOR THE CURRENT FISCAL YEAR. THE NEW BYLAWS REQUIRES A PROCESSING FEE FOR TRANSFER IN THE AMOUNT OF \$15.00. PLEASE FORWARD YOUR COMPLETED FORM WITH PAYMENT (NO CASH PLEASE) TO NATIONAL HEADQUARTERS.

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Application for Student Membership

Name of Applicant: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____ Website: _____

I am applying for: Active Associate International Affiliate

I am applying for the following classification: Art Letters Music/Composition

For International Affiliate status, please state country of citizenship: _____

I AM APPLYING FOR MEMBERSHIP IN _____ BRANCH.

BRANCH MEMBERSHIP CHAIR NAME (PRINT): _____

SIGNATURE: _____ DATE: _____

PHONE: _____ EMAIL: _____

OR I AM APPLYING FOR: MEMBERSHIP-AT-LARGE

SPONSER: _____ BRANCH: _____

ENDORSER: _____ BRANCH: _____

Please note: Endorser is only needed for MAL members. Both the Sponsor and Endorser must be active members in good standing.

Applicants Signature: _____ **Date:** _____

Documentation: Art Letters Music/Composition

(1) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____ (2) Title: _____

_____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____

(3) Title: _____ Medium: _____

Publisher/Purchaser/Exhibitions: _____ Name of

document attached for proof of payment: _____

EVALUATED BY: _____ **DATE:** _____

National Membership Chair Committee Member - Date approved and sent to National Headquarters: _____

National Headquarters – Date Check and applicant's acceptance received: _____

Date Certificate Issued: _____ By: _____ Mailed to: _____

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Standing Rules Regarding National Student Membership

In considering an applicant for student membership, the branch to which she is applying must determine that the candidate demonstrates commitment to her discipline and meets the following criteria.

1. She must submit a letter of reference from a professional in her field who may or may not be her sponsor for NLAPW membership. The signature of a sponsor and an endorser are required, as for other memberships.
2. She must meet the qualifications under her specific classification, Art, Letters, Music, except that payment for original work need not have been received.
3. She must submit credentials, national and branch dues, processing fee and signature of approval by the membership committee of the branch in which she will be a member.

An applicant for student membership in a branch must be a female, 16 years old or above, and must be currently enrolled in a college or university program in the field in which she is applying.

Credentials required are submission of 3 works completed within a two-year period.

- In ART, acceptance in exhibits juried by gallery personnel or instructors in an art department qualify.
- In LETTERS, student publications qualify.
- In MUSIC and DANCE COMPOSITION, student performances of compositions qualify.

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The following questions from members were answered by the study committee (see minutes of January, 2009 for board motion and appointment of committee chair and members) and adopted as official procedures June 19, 2010.

Questions: committee decision in red and bulleted

Would the Student membership be branch membership, or comparable to the national Member-at-Large?

- National membership, but in a particular branch only.

Who would review the credentials?

- Credentials will be assessed only by branch membership committee, using these guidelines from National Headquarters. A reference from a professional is required as well as both a sponsor and an endorser.

What level of performance should be required?

- Lower performance expectations than Active or Associate...it is considered that the Student member is not yet a professional.
- NOTE: payment for work is the only differentiation between Active and Associate Membership, therefore, not the determining factor for the Student member.

When a student members wishes to become an Active, Associate, or Member-at-Large, should she start fresh with application and credentials or is transferring with additional credentials possible?

- Upon acquiring necessary credentials for **Active** membership, the National Student Member should submit a new application with credentials through branch membership chair to the National membership personnel.

What about dues?

- National dues for Student Members are \$20 plus branch and state dues (possibly the branch would waive branch dues). National dues will be collected by the branch treasurer and forwarded as is the case with branch Honorary members.