

# *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: \_\_\_\_\_

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**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:** \_\_\_\_\_

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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: \_\_\_\_\_

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**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: \_\_\_\_\_

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(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:** \_\_\_\_\_

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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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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:** \_\_\_\_\_

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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: \_\_\_\_\_

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**EVALUATED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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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.