

TRANSFER MEMBERSHIP

Transfer members must be transferred in good standing within 12 months from the former club to qualify for transfer member status. Transfer members pay no transfer fee when joining an existing club, and pay a fee of US\$20 when transferring into a newly chartered club.

Clubs Reporting Online using the WMMR Reporting System:

Transfers Out of a Club: Club secretaries reporting online should follow Membership Transfer directions in the WMMR Reporting System. A club completes the Transfer Member Form (ME-20) to notify the other club that it is dropping the member from its roster, and retains a copy for the club's records. **It is no longer necessary to send a copy of the Transfer Member Form (ME-20) to headquarters.**

Transfers Into a Club: When transferring a member into a club, follow the Transfer Into a Club directions in the WMMR Reporting System.

Clubs Reporting Manually:

Transfers Out of a Club: Club secretaries using the manual MMR (submission on paper) should report the transferring member on the MMR, complete a Transfer Member Form (ME-20) and send a copy of the transfer form to the other club and retain a copy for their records. **It is no longer necessary to send a copy of the**

Transfer Member Form (ME-20) to headquarters.

Transfers Into a Club: When transferring a member into a club, report the member as soon as the Board of Directors has approved the member. **It is no longer necessary to send a copy of the Transfer Member Form (ME-20) to headquarters**