

NATIONAL HUGUENOT SOCIETY

MEMBERSHIP SUMMARY

MEMBER SOCIETY: \_\_\_\_\_ EIN: \_\_\_\_\_

MEMBERSHIP ACTIVITY FOR PERIOD 1 JANUARY 2019 THROUGH 31 DECEMBER 2019

Number of Members, including Regular, Life, Dual, & Junior Members as of 1 January 2019

Table with 3 columns: Membership Activity, Count, and Sign. Rows include New Regular Members, New Dual Members, New Junior Members, Reinstated Members, Transfers In/Out, Deceased, Resigned, and Dropped. Total number of Members as of 1 January 2020 is indicated at the bottom.

Attach Membership Roster: Roster must show National-State Membership Number, Full Name as it appears on Membership Records, and Current Address. Include E-mail Addresses and Telephone Numbers, if available. Include Regular Members, Life Members, Dual Members (showing Home State Member Society), Junior Members, Transfers In (showing former State Member Society), and Transfers Out (showing new State Member Society). List members deleted and reasons as above.

Number of Regular Members \_\_\_\_\_ Number of Life Members \_\_\_\_\_
Number of Dual Members \_\_\_\_\_ Number of Junior Members \_\_\_\_\_

2020 DUES SUMMARY

(National Dues \$20.00)

Table for 2020 DUES SUMMARY with columns for Description, Unit, Amount, and Total. Rows include TOTAL NUMBER OF ALL MEMBERS, PLUS: Reinstatement Fees, PLUS: Transfer Fees, LESS: Credit for Active Life Members, LESS: Dues Waived, LESS: Dues for Applications, and LESS Junior Members. Totals for AMOUNT DUE, AMOUNT PAID, and BALANCE OWED.

“Pay on or before 15 January of each year to the Treasurer General a per capita annual dues for each Regular, Dual, and Life Member carried on its rolls as of 1 January that year.” National Society Bylaws, ARTICLE IV, Section D.4.

“A Member Society whose dues are not paid by 1 March shall not be entitled to representation at the ensuing Annual Congress.” National Society Bylaws ARTICLE V, Section C.

Treasurer Name: \_\_\_\_\_ Signature of Treasurer \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ Zip: \_\_\_\_\_

Date of Report: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_



NATIONAL HUGUENOT SOCIETY  
LIBERTY FAITH

24 October 2019

Dear State President or Treasurer,

Please find attached the 2020 Membership and Dues Summary for your chapter of the National Huguenot Society. This should be completed and returned to me no later than **January 15th, 2020**.

Items that need to be completed and submitted are:

1. Completed **State Membership Summary Report for 2019** (rev. 10/2019) (available from our website under Membership\Computer compatible Membership Forms.
2. Complete **membership roster** (see requirements on membership summary form)
3. Dues payment (check payable to "**National Huguenot Society**")

Our **Membership and Dues Summary** form is now in pdf fillable form that automatically does calculations for you. We thank our webmaster Steve Gerth for converting to this easier format. See 'Using the Forms' and 'System Requirements' on the same web page for help.

Save the file electronically, naming it as follows:

<yyyy-mm-dd>\_<State>\_<Chapter if applicable>\_MembershipSummary.pdf.

Please also include your membership roster in a spreadsheet format such as Microsoft Excel with officers noted, date of election, and with any changes highlighted. This will enable our Registrar to maintain accurate member contact information. Use column headings left to right: **State #; Member #; Name; Address; City, State; ZIP; +4; Ancestor**.

Also, don't forget to file your **990-EZ** form electronically within 5 months of your fiscal year end. This will ensure your tax exempt status under our National organization. Please email me when this is complete. Login and form are available from <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

In addition to emailing me your completed form and roster, please also **print and sign the Summary form and mail it with your check** to me at the address below.

E-mail any questions to me. Include your phone number and I will call you, if needed.

In Huguenot faith and devotion,

*Christine B. Crossan*

Treasurer General, National Huguenot Society

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