



## **WORLD ZARATHUSHTI CHAMBER OF COMMERCE**

### **SOP – WORLDWIDE MEMBERSHIP MANAGEMENT & ADMINISTRATION**

The objective of setting up a worldwide Membership Mgt and Admin is to create and maintain a Central Database of all members worldwide and centrally provide service to all Chapters to manage their membership functions.

To achieve this, the following guidelines will be followed:

- The membership data will be centrally compiled and maintained by the WZCC Administrator to be subscribed to by WZCC-I
- It will be the responsibility of the Chapter Chairs (CC) to update the Administrator regarding any changes that may take place in respect of members' data and status, in their Chapters.
- It will be the responsibility of the Administrator to update the CCs from time to time (but in any case not less than once in a quarter), about the current member data and their payment status, for their chapters.
- The Administrator will design and send to all the CCs a standardized certificate which the CCs need to print locally on pre-defined quality and shade of paper for distribution to the individual members.
- CCs will update the data regarding payments received for members in their chapter. They could do this directly online or seek assistance from Administrator to keep the record up-to-date and current. This will also keep the member data available online, upto date.
- At any point of time HQ should be able to see the list of members who are in good standing and whose current dues are paid.
- On receipt of information of payments, the Administrator will electronically issue the confirmations to the individual members with a copy to the respective CCs.
- All receipts at the local level will be held and accounted for, by the CCs locally.
- When the CCs send the annual statement of account to HQ, the total membership amount collected would surely match with that shown online.
- The pro-rata share of 40% of membership dues collected by each Chapter shall be submitted to the WZCC treasurer no later than April of each year, except in case of WZCC-I where pro-rata share will be used in part to support the Administrator and staff services.
- Each member shall be provided a standard certificate which shall be validated each year with a sticker upon payment of dues. The distribution of the certificates and the validation shall be executed by the Chapter Chairs in co-operation with the Administrator.