

FEDERATED WOMEN'S INSTITUTES OF ONTARIO

20 Spadina Road, Toronto 4
January 10, 1961

Dear Branch Secretary:

You will find enclosed herewith the form necessary to send on your Branch fees to your District Secretary before February 1st.

Because so many of you have had difficulty in the past, I am listing below some explanations which I hope will result in complete and accurate reporting from every Branch. It is only in this way that a true picture of our membership can be obtained at Provincial level.

Please read and follow these instructions carefully:

Membership - Report your TOTAL membership (including your Life Members) according to your roll at your January meeting. The same number will also be reported on the Form E which you will receive in time for your Annual Meeting in April. Any person joining after your January meeting will be listed as a member for 1961-62, and these fees entered in your books for the year from April 1, 1961, to March 31, 1962.

Life Members - Report ALL Life Members. All Life Memberships are now transferable, and those holding certificates granted prior to May 1st, 1946, are on equal status with those granted since that time. In other words, there are no longer any "non-transferable" Life Members.

Fees - District fees are paid for all members, with the exception of District Life Members. F.W.I.O., F.W.I.C. and A.C.W.W. fees are paid for all members, except Branch Life Members.
e.g. - On a total membership of 20 (including 2 Branch Life Members) fees would be: District - for 20 members
FWIO, FWIC & ACWW fees - for 18 members
If the Branch Life members are also District Life Members, District fees would be paid only on 18 members.

List of Life Members - Attach a complete list of your Life Members to your fee sheet when forwarding your fees to your District Secretary. It is most important that this be done every year in order to keep an accurate account of our Life Membership in Ontario.

Exchange - Write the words "Plus exchange" on your cheque, and mail, together with your Fee Sheet and List of Life Members, to your District Secretary before February 1st.

May we count on you to give a complete and accurate report of your Branch statistics?

Thanking you, I am,

Yours sincerely,

Read Jan. 17

Gerald Holder

Mrs. Gerald Holder,
Secretary-Treasurer, F.W.I.O.

10/1/61
DM.