**Processing Drop Inquiries**

|  |  |  |
| --- | --- | --- |
| **Table 1: Proper Drop Notice** | **Old Card** | **New Card** |
| Number of Signatures | One | Two |
| Can **resign** membership at any time? | YesAny request to resign membership or revoke dues will impact both at the same time | Yes |
| May **revoke** dues authorization at any time? | No |
| Resignation and Revocation requirements | Depends on card language or possibly local/council constitution. If none, requires in writing to union but email may be acceptable in certain circumstances. | In writing mailed to union via USPS  |
| Revocation window | None unless specified by constitution or CBA  | August 1-August 31 |
| Effective date of revocation  | Immediately upon receipt of revocation  | Sept 1 |

**Some issues you may encounter:**

**Only the Employee Can Resign Membership and Revoke Dues**

An employer or another person or organization cannot resign membership or revoke dues. In the case where you receive a form or other communication from someone other than a member, inform your Field Service Director.

**A NEW CARD drop notice is received outside the drop window**

For a **new card** drop notice, it is the policy of the Local to honor letters submitted outside the drop window (Aug 1-Aug 31). However, dues will continue to be collected through the end of August.

This does not apply to old card members. As soon as they notify us to drop, we must process the drop and notify the employer immediately.

**Voicemail, email, or in-person requests**

Requests to resign membership or revoke dues via phone, voicemail, email, or in person are not accepted.

Inform them of the requirements to drop—sending a signed letter to the Local—via a one-on-one meeting (informed consent form), phone call, or email (can be generated and sent automatically through our membership system).

**Share all drop inquiries with your Field Service Director!**