The Chapter Directory lists all active national members in your area currently on file with the national office. It includes everyone’s name, preferred mailing address, phone and e-mail information. The list also includes SPJ member ID, member type, join date, member status and paid thru dates for SPJ national and chapter memberships.

**FINDING LOCAL MEMBERS**

To find those who have paid dues to your local chapter, look in the “paid thru chap” field. If there is no date in that field, national headquarters has no record of them paying local dues. These may be new members who have joined nationally but weren’t aware of the local chapter. Reach out to them.

If that date has expired, their local dues have lapsed in the eyes of national headquarters. These are the folks who once paid local dues but chose not to when they sent their renewal form to national headquarters. Reach out to them and find out why they chose not to renew with the local chapter.

It is possible that the local chapter has collected local and/or national dues, but national headquarters isn’t aware of it. These people will either not be on the roster or be shown with an expired “paid thru chap” date. For this reason, we encourage all local chapters to let national handle local AND national dues collection.

If a chapter continues to collect dues, it is vital that they notify national headquarters as soon as possible about each member. Otherwise, these members will not receive the member benefits they are entitled to, such as Quill and access to member sections of SPJ.org.

Furthermore, when they are invoiced for their membership dues each year, they will be charged for local AND national dues.

If they have already paid the local chapter, this can be extremely frustrating for them. And it can take a while for us to sort things out. This problem often occurs when local chapters allow people to sign up or renew during contests. We don’t discourage this practice, but it’s vital that national is notified as soon as possible about these new/renewing members. For instance, SPJ had several members renew through a local contest in 2023, but national wasn’t notified. Two months after they paid to renew, they received a “Final” notice in the mail because of our normal billing process. As you can imagine, they weren’t very happy. No doubt, this left a bad taste in their mouth regarding SPJ. That’s the last thing we want.

**COMMON REPORTING FIELDS**

**Name**: Name of member  
**Title**: Occupational title  
**Address 1**: Preferred mailing address  
**Address 2**: Second address line  
**City, State, Zip**: City, state, and zip code for preferred mailing address  
**Work Ph**: Work telephone number  
**Home Ph**: Home telephone number  
**E-mail**: Preferred e-mail address  
**ID**: National membership ID number  
**Member Type**: Describe type of membership  
**Join Date**: Date member first joined the NATIONAL organization  
**Paid Thru (SPJ)**: Date NATIONAL membership will expire  
**Paid Thru (Chapter)**: Date local membership will expire  
**Member Status**: Status of NATIONAL Membership (A=Active, I=Inactive, B=Bad Address)