

Convenor Authorization Form

TO: The Chapter Services Specialist:

The persons listed below intend to convene the _____name of chapter_____ chapter of NOW in State: _____

Briefly describe the geographic location of the chapter (e.g. city(ies) county, area): _____

Convenor's Name: _____

Address: _____

City/State/Zip: _____

Telephone: (H) _____ (C) _____

E-mail: _____

Treasurer: _____

Address: _____

City/State/Zip: _____

Email: _____ Telephone: _____

Third Member: _____

Address: _____

City/State/Zip: _____

Email: _____ Telephone: _____

The Convenor understands that requirements for chartering – bylaws, officers, etc. – should be sent to the Chapter Services Specialist within one year and that guidelines for convening chapters are included in the Chapter Convenor Kit.

In addition, the National Action Center should be placed on the chapter mailing list along with the State President/Coordinator. Any questions regarding the convening or chartering process should be directed to the State President/Coordinator. A Chapter Organizing Manual will be sent upon receipt of this form.

_____ Date: _____

Chapter Convenor's Signature

FOR THE STATE COORDINATOR:

Signing for my state, I hereby authorize the convening of this chapter. The convening chapter should be assigned a number in the database system in order to begin receiving leadership mailings, and to use in processing memberships.

_____ I have already sent a Convenor's kit to this chapter

_____ Please send a Convenor's kit to this chapter

State President/Coordinator's Signature: _____ Date: _____

Note: After all parties have signed this form, please scan and send to chapters@now.org, or send to the Chapter Services Specialist, 1100 H St NW, Suite 300, Washington, D.C. 20005. If the convenors are new members, they may join online at www.now.org/join before submitting this paperwork, or membership application forms and checks made out to National NOW for each person's membership should be included. (Please see processing directions in the Convenor packet for amounts and sliding scale information.) If the convenors are at-large members who wish to transfer into the chapter, send their member identification numbers, if possible, or complete addresses. No chapter can be convened without three memberships or transfers!