



So you want to start a NOW Chapter...

NOW chapters are the heart and muscle of NOW. Chapters elect leaders, set policy, and determine NOW's grassroots agenda. By speaking out and taking action, NOW activists make change happen at the local, state, and national level.

Checklist to convene a NOW chapter:

- ✓ Become a NOW member if you have not done so already.
- ✓ Contact your State President/Coordinator to express your interest.
- ✓ Return the Convenor Authorization Form to the State President/Coordinator, to be forwarded to National NOW. You will be assigned a number for your chapter (XX0000), which you will use in processing new members.
- ✓ Request a list of at-large members in your area to reach out to. (Instructions available on the NOW Leaders section of the NOW website.)
- ✓ Hold a meeting for interested people, tell them to invite their friends. Discuss how people would like to proceed. (See a Sample Meeting Agenda in the Convenor Kit.)
- ✓ Adopt chapter bylaws and operating rules which are in agreement with National bylaws.
- ✓ Elect chapter officers and send their names to the State President/Coordinator and the National NOW Chapter Services Specialist (chapters@now.org). Officers must be members of NOW.
- ✓ Apply for an Employer Identification Number (EIN). (Instructions available on the NOW Leaders section of the NOW website.)
- ✓ Open a bank account. Most banks will allow you to use a member's social security number until the IRS sends you the EIN they have assigned your chapter.

You'll be a convening chapter for 12 months. By the end of that time you should:

1. Have at least ten members.
2. Adopt bylaws, operating rules, and an affirmative action plan.
3. Have scheduled chapter meetings on a regular basis (at least eight per year), whether virtual or in person, and carried out at least three actions in your community on NOW issues.

You will be surprised how easy it is to become a successful, productive chapter. The National Action Center provides lots of help and ideas, and is happy to share structures that work!

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