



# Process for Convening Chapters

National NOW Board Meeting  
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# Type of Chapter; Task Force; etc.

	Local Chapter	Virtual Chapter	Task Force	CAN	High School
Handling money	Chapter bank account	Chapter bank account	Request \$ from State Chapter		
Eligible for rebates	Yes	Yes	No	No	No
File IRS 990-N e-Postcard	Yes	Yes	No	No	No
Submit annual reports	Yes	Yes	Report to State	No	No
Create their own bylaws	Yes	Yes	No		
Elect their own officers	Yes	Yes	Appointed by state		
Take local actions	Yes	Yes	Yes	Yes	Yes

# Step by Step

**Request to start a chapter**

**Check membership and chapter status**

**Send info**

**Complete chapter convenor form**

**Create convening chapter**

**Recruit members**

**Do administrative tasks and submit to NAC**

**Record administrative information**

**PLAN FOR SUCCESS**

# Request to Start a Chapter

Step 1.

## Complete interest form

Found at:

<http://now.org/getinvolved/how-to-start-a-chapter/>



National Organization for Women

### New NOW Chapter Interest Form

Interested in starting a NOW chapter in your area? Fill out this form and a member of NOW's Leadership will be in touch with you soon.

Your Name

Email

Phone Number

 -  - 

### ## ####

City \*

State \*

Tell us a little bit about where you would like to start a new NOW chapter.

# Check membership and chapter status

Step 2.



- Check if requester is a member (if not, ask them to join)
- Check if chapter exists and its status

# If chapter already exists...

## Check if chapter exists:

- Check if they have officers
- Check if they have filed annual reports
- Check database for any indication of tax exempt status

If not, start a new chapter

# Send Info

Step 3.



- Advice on starting a new chapter/taskforce or restarting an existing chapter
- Convenor form and kit
- Checklist
- Contact for state president and/or board member

# Complete chapter convenor form

Step 4.

Submit  
convenor form  
to the NAC

## *Convenor Authorization Form*

TO: The National NOW Vice President / Chapter Services:

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: \_\_\_\_\_

State: \_\_\_\_\_

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 National NOW Vice President within one year and that guidelines for convening chapters are included in the Convenor's kit.



# Create Convening Chapter

**Step 5.**

**Once we receive the signed convenor form:**

- Check convenor form
- Assign a convening chapter code
- Create a record in database
- Add to Find Your Chapter, Join NOW, & Chapter Contact list on NOW.org
- Send a list of at-large members in chapter area

# Chapters Recruit Members

Step 6.

- Reach out to members in your area
- Advertise in the community and on social media
- Reach out at local events
- Use actions as a chance to recruit
- Partner with local businesses to offer benefits to members
- Hold a meeting for interested people

**Discussion: Other ideas?**

# Do Administrative Tasks

Step 7.



- **Get EIN**
- **Open bank account**
- **Adopt bylaws & operating rules**
- **Elect officers**
- **Determine a chapter address and email**

# NAC Records Administrative Info

Step 8 .



- Enter EIN, additional officers, chapter address, email into database
- Notify IRS
- File bylaws and operating rules

# Plan for Success

- **Programs**
- **Actions**
- **Fundraising**

**Discussion: Ideas?**

# In a year, chapters should have:

- **At least 10 members**
- **Bylaws, operating rules and an affirmative action plan**
- **Scheduled meetings**

# Resources: Convenor Kit

## Contains:

- **Convenor authorization form**
- **Membership processing information**
- **Charter requirements**
- **Guide to chapter bylaws and operating rules**
- **Guide to annual report form**

# NOW Leaders Page

The screenshot shows a web browser displaying the NOW.org website. The address bar shows 'now.org'. The navigation bar includes links for 'NOW', 'NOW PAC', 'NOW Foundation', 'Blog', 'NOW Leaders' (highlighted with a yellow circle), and 'Donate'. Social media icons for Twitter, Facebook, YouTube, and Google+ are also present. The main content area features a large image of two young girls sitting on the grass, smiling. The NOW logo is visible in the top left corner. A 'Get Involved >>' button is located at the bottom left of the image. A purple overlay in the top right of the image contains 'Subscribe', 'Donate', and 'Search' options. Video player controls are visible at the bottom right of the image.





# Protected: For NOW Leaders

★ Action	📄 Chapter Management	📖 IRS Taxes	ℹ️ National NOW
<ul style="list-style-type: none"><li>• <a href="#">MsPresidentNOW Resources</a> 08.17.2016</li><li>• <a href="#">Equal Pay Days Social Media Kit 2016</a> 04.12.2016</li><li>• <a href="#">Social Media Kit: Friedrichs v California Teachers</a> 01.15.2016</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Filing Your Chapter's 2016 Annual Report</a> 01.05.2017</li><li>• <a href="#">Resources for Chapter Leaders</a> 02.17.2014</li><li>• <a href="#">Membership Information</a> 01.19.2014</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">IRS Information for Chapters</a> 02.17.2014</li><li>• <a href="#">Fiscal Management for Chapters</a> 02.17.2014</li><li>• <a href="#">Summary of NOW's Tax Status</a> 02.16.2014</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Spring Board Meeting 2017-02</a> 02.24.2017</li><li>• <a href="#">Fall Orientation Board Meeting 2016-09</a> 12.15.2016</li><li>• <a href="#">National NOW Board Meeting, June 23, 2016</a> 06.23.2016</li></ul>

# Chapter Management

- Filing Your Chapter's 2016 Annual Report
- **Resources for Chapter Leaders**
- **Membership Information**
- Order Your NOW Rounds and Signs
- Brochures to Download and Print
- NOW PAC Information
- **Starting a NOW Chapter: Convening Info & Resources**
- Leadership Memos
- Social Media Guides
- Social Media 102 Webinar: You Have Twitter – Now What?
- **Webinars**

# Resources for Chapter Leaders

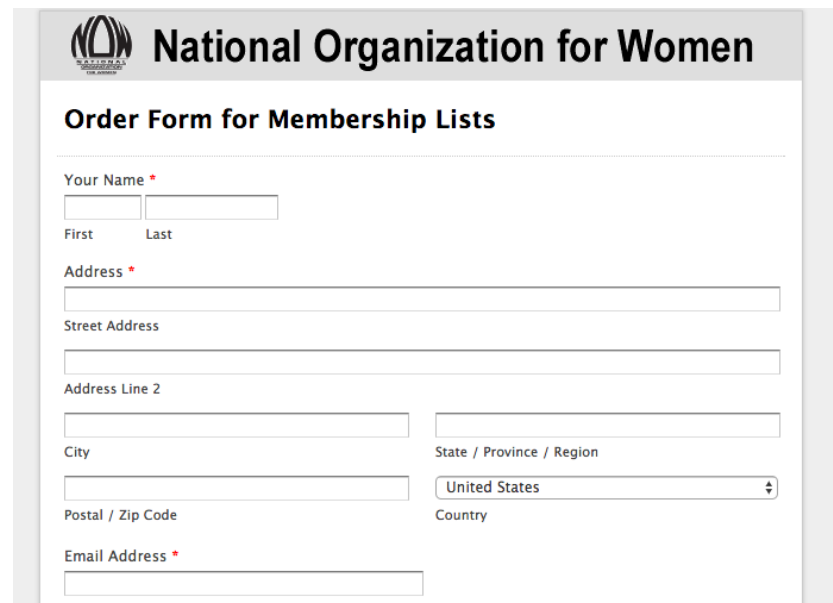
## **Includes information on:**

- **Chapter Website Change Request**
- **Chapter Organizing Manual**
- **Merging and Dissolving Chapters**
- **Coalition Guidelines**
- **Working Together: State and Local Chapters Webinar**
- **Chapter Development and Action**
- **Accessibility Checklist**
- **Policy for Interaction Between Chapters Sharing the Same Geographical Area**
- **Who speaks for NOW?**
- **Branding your NOW chapter**

# Membership Information

- Chapter affiliation form
- Membership guidelines
- Membership applications
- How to request membership lists

How to request membership lists:



The screenshot shows a web form titled "National Organization for Women" with the subtitle "Order Form for Membership Lists". The form includes the following fields:

- Your Name \***: Two input boxes for "First" and "Last" names.
- Address \***: A single input box for "Street Address".
- Address Line 2**: A single input box for a secondary address line.
- City**: An input box for the city name.
- State / Province / Region**: A dropdown menu currently showing "United States".
- Postal / Zip Code**: An input box for the postal or zip code.
- Country**: A dropdown menu currently showing "United States".
- Email Address \***: A single input box for the email address.

# Starting a NOW Chapter

## Includes:

- Convenor Form
- Full Convenor Kit
- Information on bylaws and operating rules
- How to transfer membership affiliation



### CHAPTER AFFILIATION TRANSFER FORM

Chapter  
affiliation  
transfer form:

CHAPTER NAME \_\_\_\_\_  
 CHAPTER NUMBER \_\_\_\_\_  
 DATE SUBMITTED \_\_\_\_\_  
 SUBMITTED BY \_\_\_\_\_  
 EMAIL / PHONE \_\_\_\_\_

MAIL TO: NOW Chapter & State Dev.  
 1100 H Street NW  
 Suite 300  
 Washington, DC 20005

Member's Name	ID Number	Current Chapter #					New Chapter #				
1											
2											
3											
4											

# Webinars

## Webinars of interest:

- **March 2014: Working Successfully with the IRS**
- **2012: Chapter Basics**
- **2012: Recruiting Members at the Local Level**