

The Chapters Department is responsible for:

- Compiling and creating rebate eligibility lists.
- Generating “End of Month” and rebate reports for the Accounting department.
- Updating officer and other pertinent chapter information.
- Establishing new chapters and Campus Action Networks.
- Providing support to the Membership and Accounting departments for database use.
- Supplying Dropped Membership Lists for outreach purposes.
- Assisting and troubleshooting with chapter leaders to access their chapter membership lists.

**Note:**

- Membership reports are sent out on the 1st and 15th of each month. The reports cannot be formatted before distribution.
- To request a membership list or report any changes to the recipient list of membership lists, please email [chapters@now.org](mailto:chapters@now.org).
- To request information on dropped members, please email [chapters@now.org](mailto:chapters@now.org). According to our policy, we can only provide data from the past two years.
- To request information on at-large members, please email your state president. State leaders can provide the most accurate list for your chapter’s area.

**Upcoming Priorities:**

- Local and State Chapter revivals
- New Chapters – **8** in progress
- Website updates for chapters
- Campus Action Network management
- Chapter Annual Report Analysis

**Procedure Changes: Please continue to use these forms to update/request information.**

- To make changes to a chapter’s officer listing, chapter leaders must fill out the Chapter Leader Role Update Request. - <https://airtable.com/shrGPgymYJsacJAv2>
- To request changes be made on the NOW website, chapter leaders must fill out Chapter Website Change Request. - <https://airtable.com/shr9XQBPrWGibJkZs>
- To request a change of affiliation, chapter leaders or members can fill out the Member Address/Affiliation Change. - <https://airtable.com/shrk3UXZpJ9Xc6yMA>
- To submit the 2023 Chapter Annual Report, chapter leaders can use this form. - <https://airtable.com/appGKucUTlbY5OLQN/shr6FTW3OBMQfvP0G>

### **Rebate Eligibility:**

To be eligible for rebates, chapters must have:

- At least 2 distinct chapter officers with current memberships - Mandatory officers: president and treasurer.
- A valid address on file
- Submitted a current annual report (2022 or 2023)
- Cashed their last rebate check

### **Highlights**

- 1) 2023 Chapter Annual Reports Submitted – **41**
- 2) Current Number of Campus Action Network clubs – **51**

### **Active Chapters**

For purposes of this report, chapters are considered **active** if they have at least 2 chapter officers (President & Treasurer) and a valid address on file with National. Chapters are considered **dormant** if they have fewer than 2 chapter officers and/or no valid address on file with National.

There are 39 **active state chapters**: 224 Active Chapters nationwide.

- **Pacific**: Alaska, California, Oregon, Washington
- **Western**: Arizona, Montana, Nevada, New Mexico, Texas, Wyoming
- **Heartland**: Iowa, Illinois, Michigan, Minnesota, Missouri, Wisconsin, Kansas,
- **Southern**: Florida, Georgia, Louisiana, Mississippi, Tennessee, Alabama, South Carolina
- **Eastern**: DC, Indiana, Kentucky, Maryland, North Carolina, Ohio, Virginia, West Virginia, Delaware
- **Northern**: Massachusetts, New Jersey, New York, Pennsylvania, Rhode Island, Connecticut

**Dormant state chapters** in need of revival are:

- **Pacific**: Hawaii
- **Western**: Colorado, Idaho, Oklahoma, Utah
- **Heartland**: Nebraska, North Dakota, South Dakota
- **Southern**: Arkansas
- **Eastern**:
- **Northern**: Maine, Vermont, New Hampshire

### **Annual Reports**

The 2023 annual report was made available on the NOW Leaders section of the website on January 1, 2023. As of March 4, 2024, **41** annual reports have been submitted for 2023.

## **Compliance Check 2024**

A compliance check was conducted in Q1 and Q2, and chapters were notified via email regarding any non-compliance issues. We are actively collaborating with each chapter to ensure they are taking the necessary steps to meet National's standards and IRS requirements.

Compliance status was crosschecked using EveryAction and the IRS website.

The compliance letters highlighted one or more of the following areas of noncompliance.

1. Missing primary officers
2. Chapter has not submitted their most recent annual chapter report (not required for state chapters)
3. Chapter has not filed the most recent 990-N.
4. The chapter does not have a bank account that was created with their EIN and registered with the IRS
5. Chapter does not have a valid mailing.

There are **67** noncompliant chapters:

- **Northern District: 18**
- **Eastern District: 14**
- **Southern District: 7**
- **Heartland District: 16**
- **Western District: 5**
- **Pacific District: 7**