



Chapter Development Handbook

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I. UNIFEM, US NATIONAL COMMITTEE FOR UNIFEM AND CHAPTER OVERVIEW

What is the difference between UNIFEM, the US National Committee and its Chapters?

UNIFEM is the women's fund at the United Nations. Established in 1976, it provides financial and technical assistance to innovative approaches aimed at fostering women's empowerment and gender equality. Today the organization's work touches the lives of women and girls in more than 100 countries. UNIFEM also helps make the voices of women heard at the United Nations — to highlight critical issues and advocate for the implementation of existing commitments made to women.

Placing the realization of women's human rights and security at the center of all of its efforts, UNIFEM focuses its activities on four strategic goals:

- Reducing women's poverty and exclusion;
- Ending violence against women and girls;
- Halting the spread of HIV/AIDS among women and girls;
- Supporting women's leadership in governance and post-conflict reconstruction.

For more information about UNIFEM, visit www.unifem.org.

The US National Committee for UNIFEM is one of 16 National Committees worldwide that supports the mission of UNIFEM. Chartered in 1983, the US National Committee is committed to increasing public awareness, expanding support and raising funds within the United States for UNIFEM. Our vision is to create a world where women and girls live free from violence, poverty and inequality. The US National Committee is a 501 (c)(3) non-profit organization and contributions to the US National Committee are tax-deductible. For more information, visit www.unifemusa.org.

Local Chapters are a part of the US National Committee for UNIFEM that work in their communities to raise awareness about the US National Committee, increase membership, and raise funds for the US National Committee in support of UNIFEM's projects. Each member of the US National Committee is automatically a member of a Chapter if one has been organized in the area. For more information about chapters, visit www.unifemusa.org and click on the Chapters link.

II. CHAPTER DEFINITIONS AND PURPOSE

- a. A Chapter is a community-based group of members dedicated to working within the guidelines of the US National Committee for UNIFEM.
- b. The purpose of each Chapter shall be to support and advance the work of UNIFEM and the US National Committee through education, fundraising, and advocacy.

The Chapter shall:

1. Encourage individuals to become members.
 2. Publicize the work and achievements of the Chapter, the US National Committee and UNIFEM through meetings, events, organizational networks, individual contacts, newsletters and the media.
 3. Raise funds for UNIFEM and the US National Committee through public events and private contributions.
 4. Solicit tax-deductible contributions from businesses, organizations and individuals.
 5. Systematically involve the community and local organizations in Chapter programs as widely and as often as possible.
 6. Strive to work with local schools, colleges and universities and non-governmental organizations.
 7. Under the guidance of the US National Committee, inform elected officials about UNIFEM's work and encourage their support of its programs.
- c. Chapters are encouraged to promote and participate in the following annually:
 1. **March 8** - International Women's Day
 2. **March – October** - The US National Committee Annual Walk in support of the UN Trust Fund to Eliminate Violence Against Women
 3. **October 24** - United Nations Day
 4. **November 11 – December 10** - The 16 Days of Activism Against Gender-based Violence
 5. **December 10** - Human Rights Day

III. CREATION OF CHAPTERS

- a. **To become an official Chapter, a group must meet the following criteria:**
 1. Have at least fifteen (15) dues paying members of the US National Committee for UNIFEM.
 2. Send a request to the US National Committee (by email, mail or phone).
 3. Identify a set of Officers and Directors (pro-tem).
 4. The founding Board of Directors must review and have an understanding of the Chapter Development Handbook, Policies and Procedures, Bylaws and Recognition Agreement.
 5. Create a name for the Chapter that includes US National Committee for UNIFEM or UNIFEM/USA, i.e. US National Committee for UNIFEM

Metropolitan New York Chapter or UNIFEM/USA Metropolitan New York Chapter*.

6. Develop a set of By-laws in consonance with those of the US National Committee.

*In the formation process, the Chapter will be referred to as “Friends of the US National Committee for UNIFEM”. The Chapter will be provided with a “Friends of the US National Committee for UNIFEM” logo to promote the Chapter.

b. Once the above criteria has been met:

1. A request to be an official Chapter that is signed by the founding board members should be submitted to the US National Committee by mail.
2. The Chapter Board of Directors will meet with designee from the USNC for an orientation. The designee will work with the pending chapter to assist in development of the chapter.
3. At the orientation, the founding Board of Directors should sign and return the Pending Chapter Contract (pg. 9) that conveys its understanding and agreement of these guidelines.
4. After the orientation, the Chapter must hold one event introducing US National Committee to the community.
5. Within one month after the event, the pending chapter is voted on by the US National Committee. The Pending Chapter Contract is then signed by the National President, thus making the group an official Chapter. The instillation ceremony of the Chapter will be held at the subsequent Annual Meeting.

c. Once established:

1. Each chapter will be presented with its own logo and a section on the US National Committee website. Chapters are discouraged from hosting individual Chapter websites.
2. The logo must be used in all printed material such as Chapter stationery, officers’ personal cards, invitations, newsletters, etc. Note: The US National Committee does not recommend putting the Board of Directors names on printed stationery (as Chapter Board of Directors change often).
3. All communications should also include a line or two about the purpose of UNIFEM and the US National Committee based on the standard description listed at the beginning of this document.

d. Within the first year, the Chapter must:

1. Open a bank/checking account (using the US National Committee Federal Identification Number).
2. Prepare a budget. The fiscal year of each Chapter shall coincide with that of the US National Committee - June 1 to May 31.
3. Each Chapter should apply for local tax-exempt status under the US National Committee 501(c)(3) status.
4. Hold a fundraiser event.
5. Raise a minimum of \$1000 (\$500 may be kept for Chapter operational expenses; the remaining \$500 will go the UNIFEM project supported by US National Committee).
6. Increase membership to at least 25 members.

7. New Chapters will provide financial reports bi-annually. For auditing purposes, receipts must be kept for all expenses and proper records kept of all financial activity.
8. Each Chapter shall also file a written report of its activities with the National Committee bi-annually (to be turned in at the same time as the financial reports).

e. After the first year, the Chapter must follow all procedures outlined in the Policies and Procedures.

IV. ORGANIZATION OF CHAPTERS

- a. The Founder and/or Organizer will act as President pro-tem until elections are held and shall chair each Chapter's Organization Committee.
- b. As soon as appropriate:
 1. A Board of Directors shall be elected
 2. Officers shall be elected.
 3. Committees shall be established as needed.
- c. The terms of office of the officers and members of the Board of Directors shall be determined by the Chapter's Bylaws.
- d. Only dues paying members of the US National Committee for UNIFEM may be on the Chapter Board of Directors or serve as officers.
- e. As stated in the Policies and Procedures of the US National Committee for UNIFEM, the local chapter will secure prior written consent from the US National Committee before offering items for sale or associating its name or that of UNIFEM or the US National Committee with products, services or commercial activities or enterprises. Local chapters may not use the UNIFEM or US National Committee logo on any items for sale without prior written consent from the National Committee. Such consent shall not be unreasonably withheld.

V. FINANCIAL ARRANGEMENTS

- a. The US National Committee establishes membership dues. Chapters are not allowed to alter or change the membership due amounts or categories. The dues are as follows:

General Membership \$50;
Senior Citizen \$35;
Young Professional \$35;
Student \$15;
Patron \$100;
Associate Organization \$100;
Sponsor \$250;
Donor \$500;
Benefactor \$1,000;

- b. Chapters are not permitted to deposit membership dues into their bank accounts. All membership dues must be made payable to the US National Committee for UNIFEM and mailed directly to the US National Committee.
- c. After the first year, Chapters will make a minimum contribution of \$1,000 a year, in addition to dues, to the US National Committee.
- d. In order for a Chapter to have the contributions of its donors tax exempt, checks must include the name of the US Committee for UNIFEM or UNIFEM/USA*.

* Under Internal Revenue Service requirements, any contribution made and sent directly to UNIFEM (at the United Nations) is not tax-deductible.

VI. CHAPTER SUPPORT

The US National Committee will provide the following to Chapters:

- a. Information
 - Quarterly UPDATES (our National Newsletter)
 - Website
 - a. Ability to list and promote chapter events
 - b. Up to date information from US National Committee and UNIFEM
 - c. Linkages to other organizations which may be of interest
 - Brochures
 - Membership materials
 - Annual Walk to End Violence Against Women and Girls materials
- b. Resources
 - Serves as a liaison to UNIFEM
 - Holds two board meetings
 - Hosts one membership meeting annually
 - Hosts two teleconferences per year with chapter presidents and key committee chairs
 - Resource for speakers
 - Fields questions
 - Completes and mails tax-exempt status reports for chapters
- c. Administrative
 - Maintains 501 (c)(3) status as an umbrella for chapters
 - Files all necessary legal documents and any fees due to maintain NGO status
 - Chapter inclusion in D&O insurance policy*
 - Processes memberships and maintains membership files (renewals, new members, dues rebates)
 - Forwards Chapter membership database to Chapter with pertinent contact/membership information
 - Annual audits

*General Liability Insurance for Chapters is available through the US National Committee. Please contact the US National Committee for more information and a quote (as prices vary from state to state).

VII. CHAPTER DISSOLVEMENT

- a. In the event that a Chapter cannot sustain or wishes to disband, the Chapter agrees to provide the Treasurer of the US Committee for UNIFEM a full financial report for auditing purposes within 3 months of notification to disband. At the same time, the Chapter must also forward all funds collected to the US National Committee for UNIFEM.
- b. Once the US National Committee annual audit has been completed, the disbanded Chapter will be provided with a letter indicating that it has met its responsibility and that is officially disbanded.

VIII. STUDENT CLUBS

- a. **Student Clubs**, located on a College/University or High School campus, must have at least one faculty advisor who is/becomes a member of the US National Committee.
- b. Student Clubs must follow the general guidelines listed above. Funds raised by student clubs are subjected to the above procedures including a year-end report. However, Student Clubs are NOT responsible for meeting the minimum requirement of \$1000 contribution annually.
- c. If a Student Club forms in an area where there is a local Chapter, the local Chapter will assign a liaison to the club faculty advisor. Where there is no nearby Chapter, a liaison from the US National Committee will serve that purpose.
- d. High school students are not required to pay membership dues.

***Please see the following pages to review
the Pending Chapter Checklist and Pending Chapter Contract.***



Pending Chapter Checklist

Item:	Date
<input type="checkbox"/> We have contacted the US National Committee for UNIFEM informing them that we are interested in forming a Chapter.	
We have read and understand:	
<input type="checkbox"/> The Chapter Development Handbook	
<input type="checkbox"/> By-laws of the US National Committee for UNIFEM	
<input type="checkbox"/> Policies and Procedures of the US National Committee for UNIFEM	
<input type="checkbox"/> Recognition Agreement between the US National Committee and UNIFEM	
We have met each of the following criteria:	
<input type="checkbox"/> Have at least 15 dues paying members of the US National Committee for UNIFEM	
<input type="checkbox"/> Identified a set of Officers and Directors (pro-tem)	
<input type="checkbox"/> Created a name for the Chapter that includes US National Committee for UNIFEM or UNIFEM/USA	
Developed a set of By-laws based in consonance with those of UNIFEM/USA	
We have also completed the following:	
<input type="checkbox"/> Mailed a request to be an official Chapter to the US National Committee that is signed by the founding members	
<input type="checkbox"/> Met with the UNIFEM/USA designee for a Chapter orientation	
<input type="checkbox"/> Held one event introducing UNIFEM/USA and the Chapter to the community	
<input type="checkbox"/> Our founding Board of Directors have signed the Pending Chapter Contract	

Founding Pending Chapter President on behalf of the _____ Chapter

Name _____ Title _____

Signature _____ Date _____

UNIFEM/USA Designee

I have met with the Chapter and they have completed their orientation.

Name _____ Title _____

Signature _____ Date _____

UNIFEM/USA President

With my signature, the Chapter is now an official Chapter of UNIFEM/USA.

Name _____ Title _____

Signature _____ Date _____



Pending Chapter Contract

As a Chapter of the US National Committee for UNIFEM, we agree to uphold the US National Committee's vision of "working toward a world where women live their lives free from poverty, violence and inequality". We have received, reviewed and will abide by the organization's By-laws, Policies and Procedures, and Chapter Development Handbook. We understand and will dutifully fulfill the responsibilities as a Chapter in a timely manner, working cooperatively and respectfully with the Board of Directors to accomplish the US National Committee's mission to generate individual and public awareness that leads to financial support for UNIFEM's innovative programs in developing countries aimed at achieving women's empowerment and gender equality.

We, the undersigned, agree to the terms stated above:

Founding Board of the _____ Chapter

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____