

POLICIES & PROCEDURES
US Committee for UNIFEM and Chapters

1. NAME

For the purpose of expediency, this organization may also be known as UNIFEM/USA. Any chapter functioning under the aegis of the organization must include UNIFEM/USA as part of its name.

2. DUES

There will be the following categories of dues for membership in the organization:

<u>Membership Category</u>	<u>Dues</u>
General Membership	\$50.
Senior Citizen / Young Professional	\$35.
Student	\$15.
Patron	\$100.
Associate Organization	\$100.
Sponsor	\$250.
Donor	\$500.
Benefactor	\$1,000.
Leadership Circle	\$1,500.
Corporate	\$5,000.

Any additions or changes will be effective on the date of adoption of this document.

3. MEMBERSHIP REPORTING

All members will send all dues and contributions directly to the national office and checks shall be made payable to US Committee for UNIFEM or UNIFEM/USA. All other funds received by chapters will be forwarded to the national office within 60 days of receiving them*. On a quarterly basis (March 15th, June 15th, September 15th and December 15th), the national office will return any amount due to the chapters. The national office will also provide chapters, on a semi-monthly basis, with a report listing paid chapter members, including complete contact information (*e.g.*, name, mailing address, home telephone, work telephone, fax, and email address) and the amount of dues paid.

4. CHAPTERS

Each Chapter will support UNIFEM/USA through education, fundraising and advocacy. Chapters shall host at least one benefit a year and all chapters will contribute a minimum of \$1,000 a year, in addition to dues, to UNIFEM/USA. Chapters will have at least 25 members**. Student organizations consisting of independent members who pay their

* In order to comply with accounting and Internal Revenue Service requirements, all monies must be sent directly to the national office for processing. Under Internal Revenue Service requirements, any contribution made directly to UNIFEM is not tax deductible. Members must submit all dues in full directly to the national office to be considered members in good standing.

dues to UNIFEM/USA, organize events and conduct outreach, are to be considered clubs, not chapters. As such, they receive all the rights of membership, but do not receive a percentage of annual dues received by UNIFEM/USA and are not required to maintain 25 members or contribute \$1000 per year to UNIFEM/USA.

Prior to the acceptance of a new chapter, the US National Committee President or designee will meet with the proposed chapter, the Pending Chapter Contract must be signed, and the Board of Directors must vote to accept the new chapter. Within the first year, new Chapters will raise a minimum of \$1000 (\$500 may be kept for Chapter operational expenses and the remaining \$500 will be sent to UNIFEM/USA for the UNIFEM project supported by UNIFEM/USA that year). After the first year, the new Chapter will follow the membership and contribution procedures outlined below.

**Forming Chapters may become an official Chapter with 15 dues paying members of UNIFEM/USA. However, within the first year, new Chapters must increase their membership to a minimum of 25 members.

5. FORWARDING AND REPORTING CONTRIBUTIONS TO UNIFEM/USA FROM THE CHAPTERS

Chapters must forward all funds received, including dues, contributions, and fundraising proceeds, directly to the national office within 60 days of receipt **. Thereafter, on a quarterly basis (March 15th, June 15th, September 15th and December 15th), the national office will return the following percentages of net proceeds from the following sources (the percentage to be deducted is intended to cover overhead and other costs).

<u>Source</u>	<u>Percentage Returned to Chapter</u>
Membership fees	20%
Government grants and private donations specifically given to meet the operational costs of the local chapter	100%

5A. QUARTERLY REPORTS

On a quarterly basis, all chapters will forward to the national office any funds in excess of the chapter’s current and projected obligations, so that those excess funds can be included in contributions to UNIFEM. Twenty five percent of all revenue raised by chapters and sent to UNIFEM/USA, exclusive of dues, is to be designated specifically for education, advocacy and outreach.

Chapters will provide a financial report at the end of each quarter (August 31, November 30, February 28, May 31) to the Treasurer of the US National Committee, who will

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provide a format for the report*. Reports will be received within 30 days after the end of each quarter with the exception of the end of the fiscal year, which will be due on June 10.

*In the first year, new Chapters only need to submit a financial report bi-annually.

5B. BI-ANNUAL REPORTS

Chapters will also file a written report with the President bi-annually – one before the Board Meeting and one before the Annual Meeting of the US National Committee. Reports must be submitted to National a minimum of two weeks before each meeting.

The winter Board Meeting report should include (but is not limited to): Chapter activities to date (for the current fiscal year) and to extent to which they have reached the Chapter goals outlined in the Annual Meeting report (i.e. how much has been raised, accomplishments, obstacles, etc.)

The Annual Meeting report should include (but is not limited to): Overview of last fiscal year including: bank statements, profit and loss, etc. and overview of events. Also include goals for the upcoming fiscal year, budget for the upcoming fiscal year, etc.

6. SPONSORSHIPS

UNIFEM/USA and its chapters are prohibited from sponsoring foreign trips or collecting funds in the name of UNIFEM/USA for such trips.

7. PRODUCT SALES

As stated in the Recognition Agreement with UNIFEM, the US Committee agrees to secure prior written consent from UNIFEM before offering items for sale within the country or to associate its name or that of UNIFEM with other products, services or commercial activities or enterprises. Therefore, the local UNIFEM/USA chapters will secure prior written consent from the US Committee before offering items for sale or associating its name or that of UNIFEM with other products, services or commercial activities or enterprises. Local chapters may not use the UNIFEM logo on any items for sale without prior written consent from the US Committee. Such consent shall not be unreasonably withheld.

8. MEMBERSHIP MEETINGS

The annual membership meeting shall take place in the spring.

9. EXECUTIVE COMMITTEE MEETINGS

When possible, the Executive Committee will meet on the same day as the Board of Directors, thus minimizing the necessity for additional travel. The Executive Committee can conduct business in person, via telephone, and via other electronic means whereby all can hear and speak to one another simultaneously. Additional meetings may also be called by the president or upon the request of any four members of the Executive Committee.

10. ELECTIONS

A call for nominations shall be mailed to all members no more than 75 and no less than 60 days before the projected date of the ballot mailing. The Nominating Committee will select and present a slate of qualified nominees, with provisions for write-in nominations, and will mail the slate and the ballot to all members in good-standing. For the purpose of voting, a member in good standing is one whose dues are paid and reported to the national office as of the date the ballots are mailed.

11. GENERAL COMMITTEE COMMITMENTS

Each committee, other than the Nominating Committee, serving under the umbrella of the US Committee for UNIFEM will consist of a Chair appointed by the President with the approval of the Executive Committee. Committee members will be appointed by the Chair with the approval of the Executive Committee. Each committee will develop a set of written procedures, which should become part of a manual of operations of the US Committee. Each committee will also develop a set of annual goals and objectives, which it will review semi-annually. Its progress will be presented at the annual meeting.

12. THE ADVISORY COUNCIL

The Advisory Council members will serve at the pleasure of the Executive Committee, and will consist of a Chair who is a member of the Council and such number of members as is deemed appropriate by the Board of Directors. A member of the Board of Directors of the US Committee, designated by the President, will serve as the liaison to the Advisory Council. It is the responsibility of the Advisory Council to advocate on behalf of the US Committee. In addition, Advisory Council members may be called on from time to time to speak publicly on behalf of UNIFEM/USA. Individuals will be invited to join the Advisory Council by the Advisory Council Committee in consultation with the Executive Committee.

13. THE ENDOWMENT FUND COMMITTEE

An Endowment Fund Committee shall oversee the Endowment Fund. The Chair of the Committee will be appointed by the President with the approval of the Executive Committee. Committee members shall be appointed by the Chair with the approval of the Executive Committee. Gifts to the fund will be documented and recorded at the national office. The Chair shall submit biannual reports to the UNIFEM/USA Board on the Fund including: (1) total market value of Fund; (2) contributions received since last report; (3) interest generated; and (4) disbursements made.

14. THE PUBLIC RELATIONS COMMITTEE

Contact with the media will be handled by the National President or by a member of the Executive Committee in consultation with the US Committee President. The Chair of the Public Relations Committee will review all substantive content, including web-based communication, for consistency and appropriateness. The Chair of the Public Relations Committee will provide advice and counsel to Chapters on media questions.

15. CONTRIBUTIONS TO UNIFEM FROM THE US COMMITTEE

As is stated in the Recognition Agreement between UNIFEM and the US Committee, UNIFEM/USA shall pay to UNIFEM the following percentage of its gross proceeds from the following sources. The percentage to be deducted is intended to cover overhead and other costs. Per our Recognition Agreement with UNIFEM, all amounts due to UNIFEM, whether from organized campaigns or other sources, should be transferred to UNIFEM designated accounts within four months from the end of the US National Committee’s fiscal year.

<u>Source of Revenue</u>	<u>% to UNIFEM</u>
Private donations to the US Committee for the benefit of UNIFEM (including bequests of money or property to earmarked projects)	90%
Proceeds from general fund-raising campaigns	75%
Proceeds from revenue-producing items or arrangements	0%
Government grants and private donations specifically given to meet the operational costs of the US Committee	0%
Membership fees	0%

US Committee for UNIFEM Policies & Procedures

- Adopted by Executive Committee 1/12/02
- Adopted by Board of Directors 1/12/02
- Amended by Executive Committee 5/17/02
- Amended by Board of Directors 5/18/02
- Amended by Executive Committee 6/11/02
- Amended by Board of Directors 6/27/04
- Amended by Board of Directors 12/4/04
- Amended by Executive Committee 6/25/05
- Amended by Board of Directors 6/25/05
- Amended by the Executive Committee 6/23/06
- Amended by the Board of Directors 6/24/06
- Amended by the Executive Committee 1/12/07
- Amended by the Board of Directors 1/13/07
- Amended by the Executive Committee 10/12/07
- Amended by the Board of Directors 1/20/08