

# Manual of Instruction

## Section Name: Structure & Organization

### Section Number: 3.06

#### Title: Local Chapter

**Description:** The Local Chapter is the essential unit of New York State Women, Inc. (NYS Women, Inc.). Local Chapters should work on promoting issues that pertain to women personally, professionally and politically in their local areas and statewide. NYS Women, Inc. is divided into regions. Each local chapter belongs to one of the regions.

#### Requirements and Leadership

Local Chapter to remain in good standing:

- 1) Shall maintain a membership of at least five (5) active members
- 2) Shall insure that the chapter's bylaws are current and not in conflict with the state bylaws and policies.

#### OFFICERS/EXECUTIVE COMMITTEE

Qualifications and eligibilities of the officers are to be specified in the Local Chapter bylaws. . and may include:

- President
- President-Elect or First Vice President
- Vice President(s), as needed
- Recording Secretary
- Corresponding Secretary, as needed
- Treasurer
- Assistant Treasurer, as needed

#### COMMITTEES

Standing Committees are specified in the Local Chapter bylaws and may include:

- Bylaws
- Communications (PR, NIKE)
- Finance
- Membership
- Personal/Professional Development (Athena, Career Recognition, New Careerist, Political Development and Youth Leadership)
- Advocacy (Legislation, Resolutions and Status of Women)

Examples of Special Committees are:

- Audit
- Nominating

Other special committee chairs are selected by the President as needed. Examples include:

- Chamber of Commerce Liaison (or other Organization)
- Communicator Liaison
- Diversity
- Fundraising
- Newsletter Editor
- Scholarship

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Upon taking office all officers/chairs should become familiar with the Manual of Instruction section dealing with their respective office/chair.

The Sample Local Chapter Bylaws, found in the Bylaws Chair section of the Manual of Instruction, contain mandatory (underlined) sections which must be included in the Local Chapter Bylaws and other sections which can be used as guidelines by the Local Chapter

## Responsibilities of the Local Chapter to the Region

The Region Director(s) is/are the link between the Local Chapter and NYS Women, Inc. Officers and Committee Chairs of the Local Chapter should work along with their Region counterparts.

- Keep the Region Director and Assistant Region Director informed of your activities.
- Send the Region Director a copy of your program plans and newsletter if any.
- Invite your Region Director and/or Assistant Region Director to a regular meeting. Ask advice. The Region Director is prepared to give counsel on programs, membership recruiting and other operational phases of NYS Women, Inc.
- Invite your Region Director or Assistant Region Director to install your officers.
- Be certain your Local Chapter is represented at the Region Meetings.

## Responsibilities of the Local Chapter to the State

Working together, the members of NYS Women, Inc. can accomplish more than that achieved by an individual chapter.

- Attendance at State Board meetings affords an opportunity for Local Chapter officers and members to become more familiar with the procedures, policies and issues pertaining to women and the NYS Organization.
- All attendees have the opportunity to bring back to their Local Chapters the ideas presented at the State Board Meeting to be discussed at their Local Chapter meeting. Through attendance at the State Conference, each Local Chapter member has a voice in the election of State Officers, determination of State policies, changes in bylaws and annual budget. Committees and officers of the Local Chapter may work along with their State counterparts

## Merger of a Local Chapter

The merger of two or more Local Chapters by their own mutually approved actions may do so by filing the Application to Merge (TK 3.06 Application to Merge Local Chapters) with attachments as requested on the Application to Merge form.

A merger can be accomplished by-

- 1) One Local disbands and transfers its membership to another Local Chapter
  - File Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form
  - Bank records and funds are transferred to the receiving Local Chapter
- 2) One Local Chapter disbands and transfers its membership to the other Local Chapter and files for a change-of-name charter
  - File Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form

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- Bank records and funds are transferred to the surviving Local Chapter
  - Surviving Local Chapter files a change-of-name application (TK 3.06 Name Change Application) and receives a charter with the new name
- 3) All involved Local Chapters disband, create a group of all transferring members and file for a change- of-name charter
- Each Chapter files the Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments as requested on the form
  - Members wishing to transfer to a different Local Chapter or continue as a member-at-large, must notify the Membership Chair of their intent. Members wishing to transfer to the newly created chapter should notify their Local Chapter Membership Chair who will record that instruction on the copy of the Roster accompanying Application to Dissolve Form
  - Bank records and funds from Local Chapters are transferred to a new Bank Account under the new name

Changing the Name of the Local Chapter  
Send to the State President (or designee)

- A copy of the Minutes - which includes details of the vote to approve the name-change
- A completed Name Change application Form (TK3.06 Name change Application)

Disbanding of Local Chapters

- 1) A Local Chapter may be disbanded by their own approved actions by:
- Filing the Application to Dissolve Local chapter Form (TK 3.06 Application to Dissolve LC) with attachments\* as requested on the form
- \* The Minutes must contain:
- A record of the vote approving the Chapter's disbandment
  - A report of the distribution of funds remaining after payment of all costs and expenses, including payment to NYSWI for reimbursement of the cost to disband a local chapter (currently \$30, subject to change) in compliance with the Local Chapter and State bylaws)
- 2) A Local Chapter will be disbanded:
- a) after the Local Chapter membership has fallen below five (5) members for two (2) years
  - b) The deadline may be extended if requested by the Local Chapter President and approved by the State President

### Financial Implications

Refer to the Local Chapter Budget (Under Finance Chair in the MOI)

### Included in Toolkit

**For more information go to:**

- TK 3.06 Application to Dissolve Local Chapter Form
- TK 3.06 Application to Merge Form
- TK 2.03 Bylaws-sample Local Chapter
- TK 3.06 Change of Name Application

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TK 1.08 Dues Process

TK 3.06 Dues Transmittal Forms (Renewal and New Member)

TK 2.13 Notification of Dissolution

TK 3.06 Officer Form - Local Chapter

TK 3.06 Child Media Release Form

**Date of Board Approval:** 6/8/18

**Effective Date:** 4/6/2013

\* Underlined passages denotes wording from the NYS Women, Inc. Bylaws  
Article VI Sections 1 - 7