

Checklist for Creating a new Local Chapter

Duties of the Temporary Leader

- 1) The temporary leader shall file petition to the Executive committee for provisional approval of the chapter
- 2) Once granted, the temporary leader shall begin the process of establishing the chapter. This shall include, but is not limited to:
 - a) Creating bylaws
 - b) Setting the chapter dues amount
 - c) Setting up a bank account; Note the Tax ID (or EIN#) can be obtained online <https://www.taxid-gov.us/application.php?form=other>; 'banking purposes' is the reason for the application.
 - d) Finding a venue for the meeting
 - e) Designating a meeting day and time and
 - f) Creating a website

Duties of New York State Women, Inc. (NYSW)

NYSW will provide any resources and support to the temporary leader that they will need to establish a new chapter. This support shall include, but is not limited to:

- a) Provide up to \$250 in assistance for establishment of a website and purchase of promotional materials
- b) Create a chapter logo (available through NYSW state website)
- c) Assign a liaison and mentor to the temporary leader to provide support and assistance.
- d) Introduce the temporary leader to the Region Director
- e) Generate a press release announcing the creation of a new Local Chapter
- f) Create a page on the NYSW website for the new Local Chapter
- g) Ask all members to reach out to contacts in the new chapter's area to help promote the new chapter; and
- h) Add the new Local chapter to the NYSW website as a Chapter
- i) Present Charter to the new Local Chapter President