

1973

Guidelines for Chapter Structural Plan

National Organization for Women, Inc

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GUIDELINES FOR CHAPTER STRUCTURAL PLAN

- I. Membership: Any person who subscribes to NOW's purpose shall be eligible to become a member of NOW, and, upon payment of dues, shall be considered a member in good standing. No person shall be discriminated against within the chapter because of sex, race, color, religion, national origin, age, economic status, marital status, parenthood or sexual preference.

- II. Meetings: The chapter must provide for at least eight (8) regular meetings per year.

- III. Elections:
 - A. Procedures for nominations and secret ballot elections to be held at least annually shall be established in the implementing procedures of the Chapter Structural Plan;
 - B. Eligibility requirements for office shall not be any more stringent than requirements for national office;
 - C. Proper notices of elections and nominations shall be given so that every chapter member has a reasonable opportunity to run for office and vote;
 - D. Procedures for filling vacancies in offices between elections must be included in the implementing procedures;
 - E. Any chapter officer, board member, task force coordinator, committee chair, or other responsible officer of any other chapter subunit with the authority to interpret chapter policy must be elected;
 - F. Chapter delegates to the national, state or regional conference must be elected by the chapter members;
 - G. Members must pay both chapter and national annual dues to be eligible to vote or hold office in the chapter.

- IV. Accountability:
 - A. Chapters must adopt organizational structures and procedures that are not contrary to national by-laws and the purpose of NOW;
 - B. The chapter shall have at least a contact person and fiscal officer;
 - C. One elected person must be designated as responsible officer;
 - D. The structure shall provide for the implementation of chapter policy and programs. One elected person must be designated as a contact person who shall be responsible for causing the submission of required reports to National NOW in the manner set up by the National Board;
 - E. The fiscal officer shall be responsible for the fiscal procedures specified by the National Board and by-laws. The fiscal officer shall also be responsible for the chapter treasury, and the reporting of the income and expenses to the chapter and national organization in the manner set up by the National Board;

Accountability (continued):

F. Chapter sub-units:

1. The chapter shall provide for sub-units (Task Forces, committees, collectives, etc.) to implement chapter programs and participate in national programs in the manner set up by the National Board;

2. The chapter membership shall have the authority to overrule the decision of any sub-unit of the chapter.

G. An organizational structure and implementing procedure shall be adopted by the chapter members at a regular or special meeting with proper notice of the intent to adopt or amend given at least thirty (30) days in advance of the meeting. An up to date copy of the chapter structure and procedures must be on file with National NOW in the manner set forth by the National Board.