



## Chapter Policy

### ***General Platform for Chapters***

- A.** A Family of Women Chapter is a group of dues-paying women who come together and agree to be part of the Family of Women.
- B.** Each Chapter is an integral part of the Family of Women and is accountable and managed by the leadership of the organization. Each Chapter and its members agree to operate in compliance with the Mission Statement, Vision, Standards, Requirements and Core Values of the organization.
- C.** Each Chapter adheres to the bylaws of the Family of Women, all Board-approved policies, financial procedures and general operations, as required by the Board of Directors and by federal and state statute, all of which are necessary to maintain the exempt status of the Family of Women. The Chapter Leader is managed by the Chapter Leader Team Lead.
- D.** Within this structure, the Chapter Leader and the Chapter have specific responsibilities and requirements. Chapters create and fill leadership positions they determine necessary for the health and vitality of the Chapter--part of which is to provide leadership opportunities for the Chapter Members.
- E.** All Chapter members are encouraged to participate and contribute to creating opportunities and events that allow them to pursue their dreams and goals and be empowered and supported by other Chapter members to make a positive contribution in the world.

### ***Definitions***

**Candidate Statement:** A written statement prepared by a member who wishes to be a candidate for a leadership position, for example, Chapter Leader.

**Chapter:** A group of dues-paying members who come together and agree to be a Chapter and go through the application process. A Chapter must have enough women to fulfill its responsibilities as outlined in this policy.

**Chapter Leadership Team:** The team of Chapter members chosen by the Chapter Leader to work with her to lead the Chapter during her term of leadership.

**Chief Operations Officer (COO):** The woman who brings together the operational aspects of the Family of Women and oversees the Operational Teams and Chapters. She reports to the Board.

**Family of Women Policies:** Policies approved by the Board of Directors for the Family of Women that apply uniformly throughout the organization. All Policies may be found at [www.familyofwomen.org](http://www.familyofwomen.org).

## ***Policies***

**A. Chapter Structure:** A Chapter is a group of members who come together and agree to be part of the Family of Women. It is recommended that the women have been together for at least a year before applying for Chapter status.

**B. Chapter Requirements:** A Chapter must have enough women to fulfill its responsibilities as outlined in this policy.

Each Chapter is required to have, at a minimum, a Chapter Leader and a Meeting Leader. Requirements for the position of Chapter Leader are in the Leadership Requirements Policy. The process for applying for Chapter Leader may be found in the “Chapter Application and Chapter Leader Selection Procedures” document.

**C. Chapter Responsibilities:** Chapters promote the Family of Women and all its work so members, potential event participants, and the surrounding community learn about the organization’s content offerings, mission, core values and contributions to making a difference in the world.

1. Chapters offer programs to their members.
2. Chapters create and participate in creating, producing, and executing opportunities to deliver content as a means of attracting members and event participants.
3. Chapters adhere to the procedures that the Finance/Legal Team defines to properly handle their funds, adhering to all policies and procedures around the FOW’s 501(c)(3) status.
4. The Chapter conducts fundraising efforts to support its local needs and to contribute to strengthening the Family of Women as an organization. All Meeting and Chapter fundraising plans must be pre-approved by the Finance/Legal Team; see the Fundraising Policy.
5. Chapters work collaboratively to create calendars which include important events.
6. The Chapter inspires, enrolls and mentors its members, and creates training and leadership opportunities.
7. The Chapter Leader/Leadership Team collaborates with other Chapters to produce training opportunities.
8. The Chapter may create and/or maintain an Internet presence and use social media that complies with the Family of Women Social Media Policy and Website Policy.

9. Chapters may create and maintain successful relationships with other like-purposed organizations aligned with the Family of Women purpose, per the Affiliations Policy. The Chapter Leader must discuss any proposed relationship or partnership with the Chapter Leader Team Lead prior to proceeding, to ensure compliance with Family of Women policies.

10. The Chapter Leader and her Leadership Team will be managed by and receive “big picture,” “looking ahead” direction from the COO and Chapter Leader Team Lead. The COO and all Family of Women Operational Teams are resources for the Chapter Leader.

## ***Dissolving a Chapter***

**A. Reasons for Dissolution:** A Chapter will be dissolved under the following circumstances:

1. If a Chapter Leader or Chapter Leadership Team disregards any rules, policies or procedures of the Family of Women, such as its bylaws, Board-approved policies, financial procedures, etc. that are required to maintain the exempt status of the Family of Women, and fails to make the necessary corrections, as outlined below.
2. If the Chapter membership does not have enough women to fulfill its responsibilities as outlined in this policy.
3. If an existing Chapter fails to elect a new Chapter Leader by the end of the current Chapter Leader’s term.

**B. Procedure Following a Breach of Bylaws, Policies, Procedures or Operations:** In the event a Chapter Leader and/or any other leader or member becomes aware of a violation or breach by the Chapter of any of the Bylaws, policies, procedures or operations required by the Family of Women, the following actions must be taken.

1. Notify the Chapter Leader Team Lead of the violation or breach.
2. Within 72 hours of being advised of the violation or breach, the COO and Chapter Leader Team Lead will have a conversation with the Chapter Leader and her Chapter Leadership Team to develop a course of action with specific timelines to resolve the issue.
3. If the issue is resolved within the specific timelines developed, no further action is needed.
4. If the issue is not resolved within the specific timelines developed, the Chapter Leadership will prepare an email to the voting members in the Chapter that, after approval by the COO, will be sent to members.
5. The letter must:
  - Advise them of the violation or breach
  - Include the plan originally proposed to solve the violation or breach

- State the fact that the violation or breach failed to be resolved as proposed.
- State that if the issue is not resolved, the Chapter will be dissolved and its members re-assigned to other Chapters.
- Ask the members to collectively help find a solution to the issue and to provide a timeline for resolution. The Chapter Leadership must email the proposed solution and timeline to the COO and the Chapter Leader Team Lead.

6. If the issue is resolved in Step Four, the Chapter Leadership Team will prepare an email to all voting members in the Chapter advising them that the issue has been resolved. If the issue is not resolved, the Chapter will be dissolved.

**C. Results of Dissolving a Chapter:** If a Chapter is dissolved, these follow-up actions will be taken:

1. The COO will prepare and send a letter to all voting members in the Chapter informing them that the Chapter has been dissolved and providing them with options for joining other existing Chapters.
2. When a Chapter dissolves, if there are residual funds, they will remain in that account for the subsequent two cycles. Prior to the end of the second cycle, in accordance with the Chapter Policy, former Chapter members who wish to re-establish their Chapter must comply with the Chapter Application Process to become re-established as a Chapter, or the money will revert to the organization.