Chapter Organizing Manual

This manual is intended to assist you in forming a new chapter.
For more information on resources and support for your chapter please contact your State President or National Membership Coordinator, Karen See, at (202) 508-6958 or ksee@cluw.org. State officer contact information can be found on our web site, www.cluw.org.
If you have suggestions for additional information that should be included in future editions of this handbook, please send them to Karen See.

Table of Contents

CHAPTER REQUIREMENTS .................................................................................................1
FINDING POTENTIAL CHAPTER MEMBERS ..................................................................1
THE FIRST MEETING ........................................................................................................2
CHAPTER JURISDICTION .................................................................................................2
GETTING AN EIN NUMBER ............................................................................................3
OPENING A BANK ACCOUNT .........................................................................................3
SOCIAL MEDIA ................................................................................................................3
REPORTING REQUIREMENTS ..........................................................................................3
NATIONAL EXECUTIVE BOARD ....................................................................................4
NATIONAL CONVENTIONS ..............................................................................................4
APPLYING FOR YOUR CHARTER ....................................................................................4
WHERE TO GO FOR HELP ..............................................................................................5
CLUW MEMBERSHIP APPLICATION ..............................................................................6
SAMPLE CHAPTER ORGANIZING LETTER ....................................................................7
SAMPLE START UP LETTER ...........................................................................................8
SAMPLE CHAPTER BYLAWS ..........................................................................................9
  ARTICLE I - STATEMENT OF PURPOSE ....................................................................9
  ARTICLE II - NAME .......................................................................................................9
  ARTICLE III - MEMBERSHIP AND DUES ...................................................................9
  ARTICLE IV - MEETINGS .............................................................................................10
  ARTICLE V - ELECTIVE OFFICERS AND PROCEDURES .........................................10
  ARTICLE VI - DUTIES OF OFFICERS .........................................................................12
  ARTICLE VIII - BYLAWS AND AMENDMENTS .........................................................13
  ARTICLE IX - SAFEGUARDS .......................................................................................14
  ARTICLE X - PARLIAMENTARY AUTHORITY ............................................................14
Chapter Requirements

1. Twenty Five Members
   Chapters are required to have twenty-five regular members. A regular member is a member or retiree in good standing of a bona fide collective bargaining organization. Someone who wants to belong to the chapter but does not meet this requirement can join as an associate member, but they do not count toward the twenty-five member requirement. They cannot hold office, but may serve on committees.

2. Five Different Unions
   Chapters are required to have members from five different International/Unions. There may be more than one Local from an International/National union, but that would only count as one union toward the requirement.

   It is very important to have union diversity in the chapter. Having one union dominate can cause friction and other members may feel left out.

3. Hold Three Meeting
   You want to schedule the meetings at the most convenient time and place for the most participation. There is no required time limit. Some have held meetings weekly to get a good start and others monthly.

Finding Potential Chapter Members

You should contact the National CLUW office for a list of CLUW members in your area. You will want to contact them and ask if they are interested in assisting you with starting the chapter.

Your AFL-CIO Central Labor Council is a great resource. If you know your CLC president that can be a great help. If you don’t, you should meet them and tell them about your plans to start a chapter. They can usually assist you by sending out meeting notices to their affiliates. They may be able to provide you with a place to meet and some have even offered financial assistance. You should ask their board to become CLUW members.

You CLC should allow you to bring information about CLUW to their meetings and to make announcements or presentations. Just be sure to ask in advance.

Keep in mind that although CLUW is a constituency group of the AFL-CIO, we are an independent organization. We welcome members from all unions regardless of their affiliation status. You should reach out to all of the unions in your area.
The First Meeting

At your first meeting you will want to establish some committees.

1. **Organizing Committee**
   You will want everyone to organize new members, but having a structured committee will keep things organized. This committee should reach out to local unions and ask local presidents to support the chapter. They can ask the locals to have their executive board members join CLUW and to have at least one representative from their local attend meetings.

2. **Bylaws Committee**
   Although you don’t really need bylaws until you are chartered, you should start the process now. You will be provided with a copy of sample bylaws, but will want to customize them for your chapter. These will need to be approved by the National Officers Council and should be submitted with your charter application.

3. **Finance Committee**
   You will need to decide on a chapter dues amount. Collecting dues is a good way to establish who is a chapter member and who is not. Amounts vary for each chapter. They range from $5 to $35/year.

You may want to choose interim officers to serve until you can hold an official election. It is recommended that you have at least a President or Chair to conduct meetings, a secretary to take minutes and a treasurer to collect dues.

Before you leave the first meeting, you should decide on the date and location of the next two meetings. Once the chapter is formed you should plan to have the meeting on a consistent basis. At least monthly is suggested. If you go too long between meetings members sometimes lose interest. Having consistent meeting days and times allows people to include the meeting in their schedules.

Chapter Jurisdiction

You need to decide what geographical area you want your chapter to cover. You should make sure you do not overlap with another CLUW chapter. Using the same boundaries as your local CLC is a good idea. They are usually not so big as to prohibit people from attending meetings and big enough to give you enough union density to support a chapter. This will need to be approved by the NOC.
Getting an EIN Number

Before you can open a checking account, you need an EIN number. You can get one by going to the IRS web site, www.irs.gov. It’s a simple process and you will get your number right away.

CLUW is a 501(c) (5) organization. You will be part of our group. As soon as you get your EIN number you need to report it to the national office so we can send the IRS a letter recognizing you as part of our group.

Once you have an EIN number, be aware that you are required to file a 990EZ starting the next year. We will remind you and can assist you if necessary. It is a simple process that is done online and only takes a few minutes.

If you have any questions regarding your EIN or 990EZ you should contact National Treasurer, Judy Beard. You can reach her at jbeard@apwu.org or (202) 842-8584.

Opening a Bank Account

Now that you have your EIN, you are ready to go to the bank. You should look for an account that doesn’t have fees. Your account should have three signatories on it and require two signatures on checks or withdrawals. This is just a good practice to protect the chapter.

The bank may require a letter from National CLUW to identify you as chapter officers. Just give us a call and we can get that to you.

Social Media

Chapters are encouraged to use social media to advance their chapters. If you start a web site you should have it linked to the national site. Contact information for the chapter will be listed on the national site. You may want to consider having a Vice President of Communications who can coordinate your social media.

Reporting Requirements

Once your chapter receives its charter, you are required to submit an annual report to the National CLUW Office. The reporting period is from January 1 to December 31 of each year. The report is due by March 31st. You will want to plan for the report on an ongoing basis so you don’t have to put it all together at the last minute.

The National Treasurer will provide you with reporting forms.

You should add the national CLUW office to your mailing list so they will receive copies of your meeting notices. Your secretary should also submit your meeting minutes to the national office.
National Executive Board

Your chapter is entitled to two National Executive Board delegates and one alternate. Your president is an automatic delegate by virtue of the office. The second delegate and alternate are based on having 25 members. As your membership grows you will qualify for more delegates. Please refer to the national constitution for those guidelines.

The NEB meets once in a convention year and twice in non-convention years. The chapter may consider fund raising activities to help with funding their delegates’ travel expenses. Other resources may include their local or national union or the local CLC.

NEB delegates who do not receive funding from any other source can request assistance from the National CLUW. This will not cover all expenses, but can help. Contact the national office for more information.

At the NEB meetings a meeting of State and Chapter Presidents is held. Chapters and states report on the activity of their organizations since the last meeting. Reports are to be submitted in writing as well as presented orally. If your chapter is unable to attend the meeting, you can submit your report to the national office prior to the meeting and we will submit it for you. Your state president should also receive a copy of the report.

National Conventions

Every CLUW member may attend the National Convention as a voting delegate. Chapters may want to consider fundraising to help fund chapter members so they can attend. Other funding sources are the same as above.

Chapter Presidents should consider making recommendations for convention committee members.

Applying for Your Charter

Once you have met all of the requirements for obtaining your charter, you should submit your application including the signatures of at least 25 members with unions listed. (You should be collecting these as you go along.) You also need to submit copies of meeting notices and meeting minutes from your three required meetings. You will need to submit your proposed bylaws for review and approval by the NOC.

If all of the requirements have been met your charter will be voted on at the next NEB meeting or convention. You should continue as if your charter has been granted until that time.
Where to Go For Help

During the process of setting up your chapter you should not hesitate to ask questions. You can contact your state president or a member of the National Officers Council. (You can find contact information on our web site, www.cluw.org.)

Karen See is our National Membership Coordinator. One of her duties is to assist in forming chapters. You should feel free to contact her with any questions. She is available to assist you with the process.

You can reach Karen at (202) 508-6958 or ksee@cluw.org

The next 3 pages are sample letters and forms. If you would like an electronic version please contact the national office and we can email them to you.
CLUW Membership Application

You can also join CLUW online at www.cluw.org

NAME: _________________________________________________________

ADDRESS: ____________________________________________________

_________________________________________________________________
(City) (State) (Zip Code)

TELEPHONE: (H) _____________________ (W) ________________________

( Cell): ______________________________

E-MAIL ADDRESS: ______________________________________________

CLUW members who provide their email address are automatically signed up as CLUW e-Activists to receive periodic emails on issues important to union women and working families. If you no longer want to receive them, please use the "unsubscribe" link included in every e-Activist Alert.

INTERNATIONAL UNION: __________________

Chapter: _______________________________________________________

Chapter dues (If Included) $______________________________

Chapter dues are in addition to the amounts listed below for National dues. All chapter dues included in your membership check will be forwarded to your local chapter.

I WOULD LIKE TO RENEW MY CLUW MEMBERSHIP AS A: (CHECK ONE)

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<th>National Dues Amount</th>
<th>$1000 LIFETIME MEMBER (One-time fee)</th>
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<tr>
<td>$35 NEW MEMBER</td>
<td>$150 SUSTAINING MEMBER</td>
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<td>$50 REGULAR MEMBER</td>
<td>$15 RETIREE MEMBER</td>
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<td>$50 ASSOCIATE MEMBER</td>
<td>$15 STUDENT MEMBER</td>
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<td>$75 CONTRIBUTING MEMBER</td>
<td>$15 UNEMPLOYED MEMBER</td>
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<tr>
<td>$100 SUPPORTING MEMBER</td>
<td>$1000 LIFETIME MEMBER (One-time fee)</td>
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MAKE YOUR CHECK OUT TO “CLUW” AND MAIL TO:

CLUW
815 16th St NW 2nd Fl S
Washington DC 20006

202-508-6969 • (fax 202-508-6968) • ksee@cluw.org

www.cluw.org

DUES, CONTRIBUTIONS OR GIFTS TO CLUW ARE NOT DEDUCTIBLE AS CHARITABLE CONTRIBUTIONS FOR FEDERAL INCOME TAX PURPOSES

-6-
Dear Sisters and Brothers:

A number of concerned union women, including myself, are organizing a local chapter of the Coalition of Labor Union Women (CLUW) in this area.

We extend an invitation to you and other members of your union to help us launch this new CLUW chapter. We also would appreciate your help in sharing this information with as many active and retired workers as possible.

CLUW is a nonpartisan organization within the union movement. Formed in 1974, CLUW is endorsed by many national unions.

The primary aim of CLUW is to unify all union women in a viable organization to determine our common problems and concerns and to develop action programs within the framework of our unions to deal effectively with our objectives.

The basic goals of CLUW are to promote affirmative action in the workplace, strengthen the role of women in their unions, organize the unorganized women and increase involvement of women in the political and legislative process.

CLUW local chapters educate members, keep them up-to-date and provide a support network for women in unions.

While workingwomen have overcome many obstacles with CLUW's involvement, there is still much work to be done. With your help, we can use our collective strength to make a difference right here, right now.

Thank you for your cooperation in helping to create the __________________________ chapter of the Coalition of Labor Union Women.

For additional information regarding organizing meetings, please contact me at your convenience at ____________.

In Solidarity,
Dear Sisters and Brothers:

A number of enthusiastic union women, including myself, are organizing a local chapter of the Coalition of Labor Union Women (CLUW) in _______________________. We extend an invitation to you and other members of your union, sisters and brothers alike, to help us launch this new CLUW chapter. In anticipation of your help, I am enclosing a membership application. In order to charter a new chapter in _________________________ we need to have 25 members from at least 5 different national/international unions to join our ranks. We have planned our first 3 meetings. They will be held:

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CLUW is a nonpartisan organization within the union movement. Formed in 1974, CLUW has more than 35 chapters and a membership of women and men across the country and is endorsed by many national unions. The primary aim of CLUW is to be a resource to all union women in a proactive organization to develop action programs within the framework of our unions to deal effectively with our objectives. The basic goals of CLUW are to promote affirmative action in the workplace, increase participation of women in their unions, organize the unorganized, and engage women in the political and legislative process. CLUW local chapters educate members, provide resources and a support network for women in unions. For more information on the great work of CLUW visit their website at www.cluw.org.

While working women have overcome many obstacles with CLUW’s involvement, there is still much work to be done. With your help, we can use our collective strength to make a difference right here, right now.

Thank you for your cooperation in helping to create the _________________________ chapter of the Coalition of Labor Union Women. We would appreciate your help in sharing this information with as many active and retired union members as possible. For additional information, please feel free to contact me via e-mail at ______________________ or via phone at ________________________.

In Solidarity,

_______________________
SAMPLE CHAPTER BYLAWS

CHAPTER

COALITION OF LABOR UNION WOMEN

ARTICLE I - STATEMENT OF PURPOSE

Section 1
The primary purpose of Coalition of Labor Union Women, hereinafter referred to as CLUW is to unify all union women in a viable organization to determine first, our common problems and concerns; second, to develop action programs within the framework of our unions to deal effectively with our objectives. Through unity of purpose ______________________ Chapter will seek to accomplish these goals in accordance with the National Coalition of Labor Union Women Constitution.

Section 2
Should any of the provisions of these bylaws be contrary to or in conflict with the National Constitution of Coalition of Labor Union Women, the National provisions shall supersede chapter bylaws.

ARTICLE II - NAME

This organization shall be known as the __________________ Chapter of the Coalition of Labor Union Women. The National Executive Board of the Coalition of Labor Union Women has chartered it.

ARTICLE III - MEMBERSHIP AND DUES

Section 1  National Membership:
Membership in National Coalition of Labor Union Women is a prerequisite for membership in __________________________ Chapter.

Section 2  Chapter Membership and Dues:
   a. Chapter membership is open to union persons who are members in good standing or retirees of a union or other bona fide collective bargaining organization who live or work in ________________________________
   b. Persons living or working in other counties may join __________________________ Chapter until such time as a sufficient membership is established for their own chapter.
   c. __________________________ Chapter membership shall be _________ dollars ($_) per year payable at the time of application.
   d. Retiree membership dues shall be_______ dollars ($_) per year payable at the time
of application.

e. Chapter dues renewal shall be due and payable in ________________ of each year.

Section 3 Membership in ____________ Chapter is forfeited by:

a. Non-payment of chapter or national dues.

b. Expulsion from _________________ Chapter according to procedures provided in the National Constitution.

ARTICLE IV - MEETINGS

Section 1 Regular and Special Meeting:

a. A general business meeting open to the entire membership shall be held ________________.

b. The Chapter Executive Committee may call Special or program meetings.

Section 2 Chapter Executive Committee Meeting:

a. Chapter Executive Committee meetings will be held no later than two (2) weeks before regular or special meetings.

b. Any member of the Chapter Executive Committee absent from two (2) consecutive meetings of this committee shall cease to be a member unless the committee excuses the absences. Attendance will be recorded in minutes of the meeting.

ARTICLE V - ELECTIVE OFFICERS AND PROCEDURES

Section 1 Chapter Elective Officers:

a. In order to be eligible to run for an elective position, one must be a member in good standing of _________________ Chapter two months prior to nomination. A thirty (30) days notice of officer’s election will be sent to members.

b. President, 1st Vice-President, 2nd Vice-President, Treasurer, Corresponding Secretary and Recording Secretary shall be elected in March at the General membership meeting for the term of two (2) years.

c. The above six (6) officers will be nominated from the floor, elected by secret ballot and will automatically become members of the Chapter Executive Committee.

d. Vacancies in these six (6) offices shall be filled within 60 days and for the remainder of the unexpired term by vote of the chapter members at a regular membership meeting.

Section 2 Chapter Executive Committee:

Each union will nominate and elect representation to the Chapter Executive Committee by the following formula:
A union with 5 to 10 members shall be entitled to one (1) representative and for every ten (10) additional members one (1) additional representative may be elected up to a maximum of five (5) representatives.

Any union having less than five (5) members will vote with a multi-union group, which will elect one (1) representative.

Section 3  Chapter Delegates to National Executive Board (NEB):

a. Chapter delegates and alternates shall be elected by the Chapter in a general membership meeting with at least thirty (30) days notice to all regular members. In the event of a vacancy, the alternate shall become the delegate. The alternate shall sit on the National Executive Board in the absence of the chapter delegate. The term of office shall be ____ years. (No longer than four (4) years.)

b. The delegate must notify the chapter President 30 days prior to an NEB meeting as to whether she/he will attend.

c. Chapter delegate shall be a member of the Chapter Executive Committee.

d. Chapter delegate shall participate in their local chapter.

e. Chapter delegate shall be responsible for a report in writing to the chapter president within two weeks after each NEB meeting.

Section 4  Standing Committees:
The following are standing committees of_____________________ Chapter of Coalition of Labor Union Women. (Your chapter may want to add additional committees).

1. Participation of women within their union
2. Affirmative action in the workplace
3. Organizing the Unorganized
4. Legislative/Political Action

a. One (1) representative from each union having five (5) members or more shall be elected to serve on each standing committee. Any union having less than five (5) members will vote with a multi-union group and shall elect one (1) committee member for each standing committee. Their term shall be from chapter election to chapter election.

b. The Chapter President shall be appoint the Chairs of each standing committee. The Chairs of each standing committee shall submit a written report to the Chapter President ten (10) days prior to a scheduled membership meeting. Attendance to be recorded with minutes of the meeting.

c. Two (2) consecutive unexcused absences of a standing committee member will vacate the position upon official notification of the committee chairperson to the President at the next general membership meeting. The members of the union involved shall elect
another member to fill the unexpired term vacated.

ARTICLE VI - DUTIES OF OFFICERS

Section 1  President:
The President’s duties shall be those normally carried out by the president of an organization including the following:

a. The President shall conduct the meetings of the Chapter Executive Committee, general membership meetings and special meetings and shall prepare the agenda for such meetings.

b. The President shall represent ________________ Chapter and be responsible for administering its affairs.

c. The President shall sign all necessary papers and documents.

d. The President shall be a signatory on all chapter bank accounts.

e. The President shall supply annual reports of finances, activities and membership to the State Vice President with a copy to National Coalition of Labor Union Women in accordance with the National Constitution.

f. The President shall submit a brief written report of chapter activities to the N.E.B. Meeting of State Vice-Presidents and Chapter Presidents. A copy shall be given to the Chapter’s Recording Secretary for the records. This report should be available to members if requested.

Section 2  Vice Presidents:

a. The 1st Vice President shall perform all the duties of the President in the President’s absence and/or as directed by the President.
   1. Shall chair the new membership committee.
   2. Shall be a signatory on all chapter bank accounts.
   3. Oversee committees as designated by the President.

b. The 2nd Vice President shall perform all the duties of the President in the absence of the President and 1st Vice President and/or as directed by the President.
   1. Shall arrange booths and publicity for Chapter.
   2. Oversee committees as designated by the President.

Section 3  Treasurer:

a. The Treasurer shall receive and receipt all monies with the approval of the Chapter Executive Committee, keep an accurate record of receipts and disbursements, and submit a quarterly financial report to the Chapter and the National Office in accordance with the National Constitution, issuing all receipts, notifying members of nonpayment of dues, and presenting a financial report to the membership.
b. The Treasurer shall be a signatory on all chapter bank accounts

c. The Treasurer shall prepare a written financial report and present it at each regular Chapter meeting.

d. The Treasurer shall prepare a financial report at the end of each term of office and turn over to the successor all monies and financial records of the Chapter.

e. The Treasurer shall make the books available for an audit at the request of the National Treasurer.

f. The Chapter Treasurer shall be responsible for securing a surety bond by a recognized bonding company in an amount to be determined by the Chapter’s Executive Board. The National Treasurer will advise the Chapter Treasurer of the financial safeguards required to obtain bonding and also recommend companies that provide surety bonding.

**Section 4  Corresponding Secretary:**
The Corresponding Secretary shall issue the announcements of all meetings and other official correspondence of the Chapter.

**Section 5  Recording Secretary:**
The Recording Secretary shall be responsible for recording and filing the minutes of all meetings of ________________ Chapter and submitting them at the General Membership Meeting.

a. General Membership minutes must be submitted to the general membership at the following meeting.

b. Chapter Executive Committee meeting minutes will be submitted only to the Executive Committee at the next chapter Executive Committee meeting.

c. Copies of all meeting minutes will be forwarded to the national CLUW office.

**Section 6  Chapter Executive Committee Duties:**
The Chapter Executive committee shall initiate policy, create committees and delegate duties; authorize expenditures and appropriations not exceeding $100 (one hundred dollars); set dues; pass upon committee recommendations, and otherwise administer affairs of ________________ Chapter, subject to the will of the membership. Expenditure exceeding one hundred dollars ($100) requires the approval of the membership.

**ARTICLE VIII - BYLAWS AND AMENDMENTS**

**Section 1  Bylaws:**
a. Bylaws shall be reviewed after each National Convention.

b. A copy of adopted bylaws shall be made available to all ____________________
Chapter members.

Section 2 Amendments:

a. Bylaws may be amended between National Conventions. Any proposed amendment shall be submitted in writing and approved by the Chapter Executive Committee at least 30 days prior to a vote being taken by the membership.

b. Proposed amendments must be adopted by the majority in attendance at the membership meeting at which five (5) unions must be represented.

c. Copies of the proposed amendments must be mailed to all chapter members with the meeting notice.

ARTICLE IX - SAFEGUARDS

Section 1
________________________ Chapter shall not endorse or contribute funds to the campaign of a candidate for political office, except, __________________________ Chapter may, for informational and educational purposes, report to the members the endorsement actions of their unions and encourage CLUW members to become involved in those political action decisions.

Section 2
If any part of these bylaws is found to be illegal or invalid for any reason whatsoever, this shall not affect the validity of the remaining portions of these bylaws.

ARTICLE X - PARLIAMENTARY AUTHORITY

Rules contained in Robert’s Rules of Order (revised) shall govern the __________________________ Chapter in all cases to which they are applicable and in which they are not inconsistent with rules regularly adopted by __________________________ Chapter.

Respectfully Submitted,
CHAPTER BYLAWS COMMITTEE
Members of the Bylaws Committee were as follows:

The __________________________ Chapter voted to approve these bylaws at a meeting held on __________________.

The National Officers Council reviewed and approved these bylaws on _________________.

-15-