

## **UNWLA Policies and Procedures**

### **Part 1: Branch Policies and Procedures**

#### **Section 1: Establishing a New Branch**

##### **A. Process**

At least 10 individuals are required to form a new Branch.

Prospective members should contact a Regional Council (RC) President and RC Membership Chair (if in their vicinity) or the Branches at Large (BAL) Liaison for assistance and direction in getting started.

The prospective members hold an Organizational meeting\* and write a letter of request to the National Executive Committee to form a new Branch and indicate where the proposed Branch shall be located. This letter shall include the names, addresses, telephone numbers and email addresses of all prospective members. All prospective members fill out the UNWLA membership application form that is retained at the Branch. All new members at this Organizational meeting must agree to follow the UNWLA Bylaws and Policies and Procedures.

Once the letter of request is received, the National Executive Committee will vote to accept or reject the new Branch.

Once accepted, a Charter (Certificate) is issued and a Branch number is assigned by the National Executive Committee. The new Branch shall be assigned to a Regional Council or become part of the Branches-at-Large if a Regional Council is not in their vicinity. Admission into the UNWLA shall be the date of acceptance.

Once approved, an Annual meeting is held at which a new Branch Board and Standing Chairs are elected. Below is a full list of the Branch Executive and Standing Chair positions. In addition to the Executive positions the Branch should elect those Standing Chairs (listed below) for the area of work in which they are most interested. At a minimum, this should include Standing Chairs for Advocacy, Education, Culture and Social Welfare.

Branch Executive: President  
Vice-President  
Treasurer  
Secretary

Standing Chairs: Advocacy  
Education  
Culture

Social Welfare  
Public Relations  
Arts and Museum  
Membership  
Archives  
Scholarship

Each new member pays a minimum \$45 membership dues for the calendar year. Local Branches establish additional dues based on the goals and needs of the Branch. The new Treasurer collects these funds and submits them along with the new member roster, including printed names in English and Ukrainian, mailing addresses, telephone numbers and email addresses, and mails them to: UNWLA Headquarters, 203 Second Ave, 5<sup>th</sup> Floor, New York, NY 10003.

The Branch shall be exempt from any other financial obligations to the National Board or to a Regional Council for that calendar year. Once the member's dues are paid, they will be added to the UNWLA database.

The Branch Treasurer contacts the National Financial Secretary to assist in applying for an Employer Identification Number (EIN) from the IRS for the Branch. Once received, the Branch can open a Branch bank account with this EIN number.

The new Branch shall receive regular support, advice and mentoring from the Regional Council or BAL and the National VP for Membership Affairs.

\*Note: It is advisable to have the Regional Council Membership Chair and or the President of the Regional Council (or BAL Co-Liaison by phone or Skype) be present at the Organizational Meeting to assist.

## **B. IRS Requirements**

Every Branch is required by the IRS to file an annual tax notice electronically (E-postcard) on website [www.irs.gov/990n](http://www.irs.gov/990n). **This must be done by May 15<sup>th</sup> of each year.** Once the E-postcard is filed, the Treasurer shall print a copy of the confirmation for her records and email a copy to the National Financial Secretary. Failure to file 3 years in a row will result in the loss of the Branch's "not for profit" status under the umbrella of the parent corporation UNWLA, Inc. and could be subject to filing a full 990 tax return. The National Financial Secretary should be the first point of contact regarding any and all IRS matters.

### **C. Employee Identification Number (EIN) Application**

In order to establish a bank account, the Branch must first apply for an Employer Identification Number (EIN). The Branch Treasurer must contact the National Financial Secretary to assist in the EIN application process. The Branch President will be contacted by the IRS once the Branch is assigned an EIN.