

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 write a letter of request to the National Executive Committee to form a new Branch, indicating where the proposed Branch shall be located.

The documents to be provided to the National Executive shall include the following:

- Letter of request to form a new branch, containing approval signatures by the RC President and the RC Membership Chair,
- A list of the names, addresses, telephone numbers and email addresses of all prospective members,
- A copy of the RC meeting minutes indicating the RC voted in support of the creation of the new branch,
- Each individual potential member's application form with signature indicating they agree to abide by the UNWLA Bylaws and Policies and Procedures.

In the case of a new Branch-at-Large, the BAL Liaison signs off on the letter of request showing her approval and provides BAL meeting minutes showing their support.

Once the letter of request and other documents are 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 becomes a part of a Regional Council or a 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 by the National Executive.

Once approved, an Organizational 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 must 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

A list of newly elected officers and chairs must be sent to the National Executive with a copy to the Regional Council following the organizational meeting (see Policies and Procedures, Part 1, Section 10, Attachment A: Annual Meeting Election Report).

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, 5th 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. **This must be done by May 15th 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.