

CNU

CHAPTER ORGANIZING CHECKLIST

The following checklist outlines the process of forming a CNU chapter. This should be used as a companion to the CNU Chapter Handbook. If you have questions, please contact the Chapter Coordinator at chapters@cnu.org.

Interest Group

CNU can provide chapter interest groups with member contact lists to get started. As an informal interest group, you of course have the right to assemble your own events, but you may not use the CNU logo or name or collect chapter memberships.

- Contact the CNU Chapter Coordinator to register your interest in forming a chapter
- Assess chapter feasibility and review requirements
- Form a Committee of 20 local CNU members
 - Decide on chapter purpose, structure, objectives, and geographic territory
 - Submit Petition for Chapter Organizing Committee Status

As a Chapter Organizing Committee (COC)

CNU can provide Chapter Organizing Committees with contact lists, and you may use the CNU logo on a case-by-case basis with approval from the Chapter Coordinator. We can also act as a fiscal agent, collecting and holding donations for you and issuing reimbursements from your funds (though we cannot loan money to chapters), so that we can accept tax-exempt donations to support your efforts before you receive 501(c)3 status. Chapter Organizing Committees may not accept chapter memberships.

- Complete administrative and legal actions to become a Full Chapter
 - Elect a Board of Directors and Officers
 - Prepare three-year plan
 - Adopt by-laws
 - File incorporation papers
 - Obtain liability and Directors and Officers insurance

- Open a bank account
- Submit 501(c)(3) application
- Carry out a founders fundraising campaign
- Garner support for the Chapter by receiving commitments from 50 CNU members to join the chapter after its official formation
- Execute CNU Chapter Agreement
- Submit Request for Full Chapter Status

As a Full Chapter

Full chapters can accept memberships, but CNU must process all chapter memberships. CNU membership is required to join a chapter. CNU pays out chapter membership dues along with any chapter donations that come through our office. Chapters may use their own version of the CNU logo.

- Hold regular chapter events
- Report regularly to the CNU Chapter Coordinator
- Send thank you letters for direct donations