



UNITED NATIONS ASSOCIATION
OF THE UNITED STATES OF AMERICA

UNA-USA COMMUNITY CHAPTER HANDBOOK 2023

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Welcome Letter

Dear UNA-USA Chapter Leader,

Thank you very much for your dedicated and invaluable service as a leader of a UNA-USA chapter. Your work as a leader, educator, and advocate is essential as we work together to expand support for U.S. leadership at the United Nations. You bring knowledge of your community, a spirit of service, commitment to the ideals of the United Nations, and volunteer leadership skills to our work. Thank you for these special contributions.

I hope that this handbook and other materials and services provided by the National Office will help you in your work. The handbook details how UNA-USA members can form an officially recognized chapter, and the requirements a chapter must follow to remain in good standing with UNA-USA. Our goal is to help you explain the importance of the United Nations to your friends, neighbors, and leaders in your community. Whether it is through our education and membership programs, or in our advocacy efforts to leverage American support for the UN, we want to assist you in helping your community understand why U.S. leadership at the UN is needed now more than ever.

Your ideas and suggestions on how we further our mission locally and encourage broad engagement across sectors and communities are always welcome. We need and seek to learn from your experiences and hope to create an active forum where chapters can share best practices. Please contact us directly or through your regional representative on the UNA-USA National Council to share these insights.

I look forward to meeting each of you in person when I visit your area or when you attend our annual Global Engagement and Leadership Summits.

May your time as a UNA-USA volunteer be rewarding and fulfilling. Your time, experience, and talent are most appreciated, and we greatly enjoy working with you in furthering together our mission to advocate and mobilize for the full support of the United Nations.

In solidarity towards a future in which no-one is left behind,



Rachel Bowen Pittman
Executive Director, UNA-USA

Application of the Chapter Handbook

Unless otherwise specified within this handbook, the general reference to “chapters” includes organizing groups, chapters, and divisions. For areas specific to one, or some, of these types, the language will be more explicit.

This handbook details the basics of UNA-USA and chapter requirements. For details on execution of requirements, activities, and more, leader should consult the Chapter Leader Guide (shared only with chapter leaders), chapter resources shared on UNA-USA’s website, and other resources shared exclusively with chapter leaders.

Understanding UNA-USA

The United Nations Association of the USA (UNA-USA) is a movement of Americans dedicated to supporting the United Nations. With over 20,000 members (60% under the age of 26) and more than 200 chapters across the country, UNA-USA members are united in their commitment to global engagement and their belief that each of us can play a part in advancing the UN’s mission and achieving the Sustainable Development Goals.

Our Mission

We are dedicated to educating, inspiring, and mobilizing Americans to support the principles and vital work of the United Nations and its agencies. Our nationwide network is committed to strengthening the United Nations system, promoting constructive United States leadership in that system, and achieving the goals set forth in the UN Charter. UNA-USA is a program of the United Nations Foundation. UNA-USA and its partner organization, the Better World Campaign, comprise the largest network of UN advocates in the world.

Our Pillars

The three pillars of UNA-USA that inform all of our work are educate, inspire, and mobilize.

Educate people within the U.S. on the UN, the SDGs, and how they are deeply tied to all issues facing our communities.

Inspire others to learn more, become leaders, and take action to realize local progress of the SDGs and the global goals of the UN.

Mobilize Americans to advocate with their Members of Congress to fully fund the UN and enact policies that further the SDGs.

Our History

Older than the United Nations itself, UNA-USA is a movement of Americans dedicated to supporting the United Nations. With over 20,000 members and more than 200 chapters across the country, UNA-USA members are united in their commitment to global engagement and their belief that each of us can play a part in advancing the UN’s mission and achieving the SDGs.

UNA-USA, originally the American Association for the United Nations, was founded in 1943 by a passionate group of Americans committed to building an organization that could win the peace

following World War II. UNA-USA played an instrumental role in the creation of the UN Charter, its ratification by the US Congress, and in every chapter of the US-UN relationship since the UN's founding.

In 1953, Eleanor Roosevelt, recently retired from her role as US Ambassador to the UN General Assembly, walked into the UNA-USA office and offered to build UNA-USA's national membership as a volunteer leader asking only for an office in return. From that moment until her death in 1962, Mrs. Roosevelt crisscrossed the country speaking of the importance of the UN to all Americans in venues large and small, inspiring local leaders, and leaving behind a network of UNA-USA chapters in communities and on college campuses. It is this same network, now led by a new generation of globally engaged Americans, that forms the foundation of UNA-USA's mission and work to this day.

UNA-USA became a program of the Better World Fund (BWF) and affiliated with the Better World Campaign (BWC), as well as the United Nations Foundation in 2011. UNA-USA works closely with BWC on advocacy matters, and for tax purposes we are linked (you will notice membership donation acknowledgements indicate the BWF name).

Our Partners



United Nations Foundation

Media entrepreneur and philanthropist Ted Turner wanted to donate \$1 billion dollars to the United Nations in support of outstanding U.S. dues. However, as the UN could not accept money from individuals, Ted Turner instead pledged that money to support UN causes. Thus, he used that money to create the United Nations Foundation in 1998 to serve as a strategic partner and resource for the UN in solving global problems. This really serves as the core of our advocacy message – urging Congress to pay our dues to the U.N. and support UN agencies to continue the instrumental work that they do. When our dues are fully paid, the UN continues the instrumental work it does. When our dues are in arrears, the UN suffers and the world suffers.

Turner's goals in establishing the Foundation were to demonstrate the value of investing in the UN, encourage new partners to work with the UN, and promote strong U.S. leadership at the UN. Today, the Foundation focuses on mobilizing ideas, people, and resources to help the UN tackle some of the greatest collective action challenges of our time, including scaled collaboration to achieve the Sustainable Development Goals and the promise of the Paris Agreement on climate change. The UN Foundation is not part of the UN or the UN System but serves as its "best friend" in that the purpose of our work is to help support and connect people to their goals.

The Foundation does this work through its various alliances (Data2x, Family Planning 2020, U.S Climate Alliance), initiatives (Business & Sustainable Development Commission, Global Entrepreneurs Council), and campaigns/communities (UNA-USA, Better World Campaign, GirlUp, Shot@Life, Nothing But Nets). You can find a full list of all issues, initiatives, and communities on the [UN Foundation website](#).

Better World Fund

The Better World Fund is the sister organization of the UN Foundation. Through its “[Better World Campaign](#),” the Better World Fund has worked to strengthen the relationship between the United States and the UN by outreach, communication, and advocacy; to encourage U.S. leadership to enhance the UN’s ability to carry out its invaluable international work on behalf of peace, progress, freedom, and justice; and to engage policy makers, the media, and the American public to increase support for the UN. UNA-USA, through its community and campus chapters, is able to bring the Better World Fund’s advocacy initiatives and messages to the public in local communities across the United States.

Our Members

Individuals who live within the U.S. can join UNA-USA to learn more and take action to support the UN.

Joining A Chapter

Membership is with, and membership data is owned by, UNA-USA. When a member joins or renews they can select a chapter or organizing group to be affiliated with (ideally a local chapter, but not required) or they can decide not to affiliate with a chapter and select Member-At-Large. If a member affiliates with a chapter, that allows UNA-USA to share that membership’s data (name, address, email, etc.) with the local chapter. UNA-USA respects the privacy of our members and will not share any member’s details with anyone other than the specific chapter they affiliated with in their most recent membership. At any time, a member can reach out to UNA-USA to request a change to their affiliation.

Members can only join divisions that were approved by UNA-USA to operate as a chapter upon the establishment of the division. In division bylaws, this is referred to as “UNA-USA membership”. Otherwise, divisions cannot obtain individual members and are not listed on join or renew forms. Instead, its members are representatives of the chapters that have established a relationship with the division (see Division & Chapter Relationship). This is referred to as “division membership” in division bylaws.

Categories

The UNA-USA membership program consists of multiple membership categories at varying dues levels, as well as a complex management system. UNA-USA may change categories and rates.

Category	Rate	Description
Lifetime	\$1,000	One-time payment for lifetime membership
Gold	\$500	One regular membership plus a general \$450 donation to UNA-USA
Silver	\$250	One regular membership plus a \$200 donation to UNA-USA
Bronze	\$100	One regular membership plus a general \$50 donation to UNA-USA
Standard	\$50	Regular membership
Fixed Income	\$25	Individuals who self-identify as being on a fixed income
Young Professionals	\$25	Individuals 18-30 years old
Youth	Free	Individuals 12-25 years old

Membership Cycle

Membership is on an annual cycle per each individual membership (e.g. A membership that began/renewed on February 4, 2021 expires February 4, 2022). UNA-USA provides an extra one-month lapse period before the membership is completely dropped (e.g. February 4 – March 4, 2022). For youth members, membership expires on their 26th birthday. Youth members receive a one-month lapse period from that day before they are completely dropped.

Terminology

Retaining UNA-USA members is critical for long-term success. Below are the key terms we use to describe membership status.

Current/Active: Memberships that have not yet reached their expiration date.

Expiring: Memberships that are two months from their expiration date. UNA-USA begins sending them renewal notices during this time.

Lapsed: One month grace period after a membership has expired but is not yet considered dropped. Members will continue to receive renewal notices during this time.

Dropped: Memberships that are not renewed within the lapse period. As a result, these members are dropped and no longer receive communications from UNA-USA or their affiliated chapter.

In good standing: Memberships that are current/active. Lapsed members are not considered in good standing.

Renewal Notices

Physical

Paid members will receive one mailed renewal notice during the last month of the quarter before they are due to expire. For example, if a membership expires on February 4, 2022, they will receive this notice in the mail in December 2021.

Email

Once a member is two months from their expiration date, they will be entered into an automated email renewal series. This email series ends on the member's drop date.

Email 1: Sent two months prior to expiration date

Email 2: Sent one month prior to expiration date

Email 3: Sent one week prior to expiration date

Email 4: Sent one week after expiration date

Email 5: Sent one month after expiration date

Email 6: Sent two months after expiration date

Members will only receive all six emails if they do not renew their membership while in this workflow. If a member renews at any time while in this workflow, their membership status will update to "active" and will be removed from the workflow immediately. They will not receive any additional emails.

Member Data

Membership data is owned by UNA-USA. Legally, it cannot be shared with entities the member has not given us permission to upon joining or renewing. Based on our current join and renew forms, information can only be shared with the specific entity (i.e. chapter, division, or organizing group) the member has affiliated with. This means chapters cannot share membership lists or parts of the data (such as email addresses) with any other entity, including fellow chapters or its division. This is the same

for divisions. Divisions cannot receive, from the chapter or the UNA-USA, membership data for any of its chapters. Chapters cannot receive, from the division or the UNA-USA, membership data for its division.

As a traditional division’s membership is the chapter’s themselves, it does not receive membership dues from individual members as chapters do. Instead, its chapters typically have annual dues it pays to the division as members of said division. The amount of those dues is established in agreement with the division and chapters. These dues only apply to community chapters as they receive quarterly dues shared from UNA-USA. Dues to divisions are optional for campus chapters. As UNA-USA members in that geographic area are not automatically members due to location, and because these divisions do not operate like chapters and receive individual members, this also means there is no membership report sent to them monthly.

For those divisions previously approved to operate as a chapter, they receive membership dues from individual members, and thus their own monthly membership report of those members. Those reports do not include local UNA-USA members who are not affiliated with the division.

Our Chapters

Our chapters are a critical component to UNA-USA’s mission of educating our communities, inspiring people to get involved, and mobilizing to advocate for the UN. **Chapters take the UN’s global goals and make them local** to those communities’ issues. Chapters give people a framework through which they can make a local impact.

Each chapter is set up as its own organization through a process managed by UNA-USA and operates with the permission of UNA-USA to use its intellectual property (name, logos, membership information, etc.).

UNA-USA	Chapters
<ul style="list-style-type: none"> • Establishes/approves new chapters • Provides approval for chapters to use intellectual property (membership records, UNA-USA name and branding, etc.) • Provides general resources to help chapters build its own capacity • Maintains central membership records • Ensures chapters maintain requirements • Identifies main advocacy areas with digital and other advocacy actions • Owns all membership information, which it is able to share with chapters 	<ul style="list-style-type: none"> • Manages its Board of Directors, finances, and keeps centralized records for its board • Trains its incoming leaders • Manages its internal membership records from reports sent by the National Office • Plans and markets events and programming • Reaches out to other chapters and organizations to collaborate • Identifies and writes grants and partnerships proposals, as desired • Maintains chapter requirements • Creates individual website and social media

Similarities and differences between UNA-USA and its chapters.

Types

UNA-USA has three different types of “chapters” with some differences in its capabilities, longevity, and purpose. For ease of communication, we primarily use the word “chapter” when speaking to audiences, creating resources, etc., but always keep in mind that while most things apply to all, there are still some key differences between [organizing groups](#), [chapters](#), and [divisions](#).

Organizing Groups are a temporary 6-month status given when a new chapter is being formed. After six months, if the chapter process was not completed, the organizing group is disbanded.

Chapters have completed the organizing group process and are official chapters and operate as such.

Divisions do not operate the same as chapters; instead, they serve to provide support to the chapters who have established a relationship with them. A small number of divisions have been given permission to operate as a chapter.

	Organizing Group	Chapter	Division
UNA-USA Intellectual Property	Eligible to use and publicize	Eligible to use and publicize	Eligible to use and publicize
Bank Account	Cannot establish	Can establish	Can establish
Membership	Can outreach to build affiliated members	Can outreach to build affiliated members	With a few approved exemptions, divisions do not have individual UNA-USA members because its “members” are the chapters within its territory. Divisions given an exception to operate as a chapter can have UNA-USA members and thus outreach for such.
Dues Shares & Donations	Cannot receive membership dues shares nor apply for/receive donations and grants	Can receive membership dues shares and apply for/receive donations and grants	If approved to operate as a chapter, it receives dues shares. Otherwise, divisions may collect dues directly from chapters in their division as defined in its bylaws. All divisions can apply for/receive donations and grants.
501(c)(3) Status	Not eligible	Eligible for group or independent exemption	Eligible for group or independent exemption
Event Insurance	Not eligible for event insurance through UNA-USA	Eligible for event insurance through UNA-USA if under group exemption, exemption status is current, and insurance is required by the venue	Eligible for event insurance through UNA-USA if under group exemption, exemption status is current, and insurance is required by the venue

Organizing Group vs Chapter vs Division Snapshot

Activities

We encourage chapters to think about UNA-USA’s pillars when creating its activities. Potential ideas include:

Educate	Inspire	Mobilize
Trainings	Sharing stories of issue/SDG impact	In-district meetings
Panel discussions	Highlighting work of local advocates	Fundraising for an issue
Educational resources	Host My Diplomat simulations	Advocate for SDG integration into local government
Social media posts		Conducting digital advocacy actions
Group discussions		Organizing community projects

Activities chapters have developed include:

- Collaborated on a campaign with other organizations to locally ban certain plastics that get into the ocean. – UNA San Diego Chapter
- Panel discussions with local groups and experts on human trafficking. – UNA Kentucky Division
- Conference discussing how COVID-19 has impacted efforts to progress human rights. – New Jersey chapters
- Partnered with PBS North Carolina Children’s Media and Education Team on presentation on how public television is contributing to SDG 4: Quality Education. – UNA Wake County Chapter
- Created a Global Leaders Program for students to teach them how SDGs are related to local issues. – UNA Greater Philadelphia Chapter
- Created a UN Perspective Series where each event explores local actions taken towards the SDGs. – UNA Greater Boston Chapter
- Created a virtual Model UN conference in Minnesota. – UNA Minnesota Chapter
- Created “Climate, Covid, Community” critical series in 2020. -- UNA Portland

Chapter Names

Chapter names follow the standard of United Nations Association of the United States of America [city, state, or geographic area] Chapter. A chapter’s official name cannot be the name of another individual or entity. UNA-USA will only create chapter logos based on the chapter’s approved legal name. UNA-USA determines and approves the name of all new chapters.

Territory

Chapters and organizing groups operate within a geographical area (also referred to as territory or chapter area) to help identify where it should be holding events, recruiting members, and focusing its energies. The territory is determined and approved by UNA-USA. Generally, these territories do not overlap with that of another chapter, but they may do so towards the outskirts of a territory to ensure all members can realistically and easily engage in a chapter's activities.

For traditional divisions, territory refers to the geographical area within which chapters have the opportunity to establish a relationship with the division. For example, if a division's territory is eastern North Carolina, this means any chapter in that area can, if it chooses to, be part of that division in all that it entails (receiving support, having a chapter representative on the division leadership, paying chapter membership dues to the division). For divisions established with the permission from UNA-USA to operate as a chapter, the territory also refers to the geographical area in which they operate in terms of programming and outreach the same way it is for chapters.

Division & Chapter Relationship

The purpose and scope of a typical division is to act as a central, local point of support, guidance, and collaboration for leaders of the chapters (campus and community) that have agreed to establish a relationship with a division (also referred to as being "under a division") within the division's territory. Divisions do not have authority over a chapter's programming, leadership, or other activities. Chapters have full determination over whether they wish to establish a relationship with its local division.

The division's leadership is typically made up of representatives from those affiliated chapters and the membership of the division consists of the chapters themselves, as an organization, and not individual UNA-USA members in the area.

Some divisions were given permission to operate as a chapter upon its establishment. Their leadership can be made up of representatives from chapters in its division or through elections or hiring that bring in other individuals not associated with a chapter. Divisions continue to act as a local support for chapters under the division, but also operate as a chapter in the recruitment of members, planning events, etc.

Chapter obligations to the division

- Pay any agreed-upon division membership dues, the amount of which is determined by the chapter and division, at the agreed-upon interval.
- The president must attend the Board of Directors meetings of the division and fulfill all other duties of their leadership role within the division's Board of Directors.
- Include key division activities in the chapter's existing communications to its audience.
- Share updated information on its leadership with the division upon any changes.
- Maintain its compliance with UNA-USA.

Division obligations to the chapters

- Have a Board of Directors that includes the chapters' Presidents. If the division has approval from UNA-USA to operate also as a chapter, the Division's Board of Directors may or may not include the chapters' presidents.
- Include key chapter activities in its existing communications to its audience.

- Share updated information of division leadership changes and contact information with the chapter.
- Serve as a local point of support and collaboration for the chapter and other chapters under the division.
- Assist UNA-USA, upon UNA-USA's request, in working with any of the chapters through any issues with chapter compliance.
- Maintain its compliance with UNA-USA.

Communication

While chapters and divisions cannot share membership lists with one another due to privacy rules and laws, there are other means of supporting one another. The division and chapters should regularly communicate with one another and establish habits of including information from each other's activities in its own regular communications to members. For example, if a division is hosting an event, the chapters should include those details in its existing email outreach to its members. Similarly, the division should include chapter activity details in its own outreach to any of its audience. It is recommended the chapter include someone from the division in its public and/or member newsletters, and that the division do the same.

Neither one can demand access to, or inclusion in, internal leadership communications for the other party. This is up to the chapter/division leadership, and they can determine what, if any, communication they copy the other in. Unless decided on by the chapter, and agreed upon by the division, the division has no seat in the chapter's leadership and thus no requirement to be included in the chapter's internal communications.

Becoming Part of a Division

Joining a division

To join a division, the chapter must be in the territory the division operates in, and the chapter and division leaderships must be in agreement. At that time, both parties are required to update its bylaws to include language detailing the relationship with the division to include when it begins, details on the relationship and its purpose, the chapter's obligation to the division, the division's obligation to the chapter, any dues requirements, and details on the process of leaving the division voluntarily or involuntarily. Updated bylaws must be sent to UNA-USA.

Existing chapters not part of a division, but operating within its geographic area, have the opportunity at any time to join the division.

After UNA-USA establishes an official chapter and it receives its Charter, UNA-USA will inform the new chapter of a local division and will be connected with the division to learn more about it. The chapter can decide whether or not to "join" the division, and if it does opt-in, both parties will update their bylaws accordingly and send an updated version to UNA-USA. Organizing groups cannot be part of a division – only official chapters.

Leaving a division

Chapters can be removed from this relationship with the division voluntarily or involuntarily. Chapters and divisions must detail in its bylaws the process for the voluntary and involuntary removal from the relationship. This involuntary language must be shared and included in the bylaws/internal documents for both chapters and divisions. The existing language required in the bylaws from UNA-USA around

voluntary and involuntary chapter closure can be used as a template. After every departure, the relevant bylaws and internal documents must be updated and sent to the UNA-USA.

Voluntary Removal

The chapter may choose to voluntarily remove itself from the division with authorization of the chapter's Board of Directors given at a special meeting of the Board of Directors called specifically for this purpose. The chapter can remove itself with approval of two-thirds of the Board of Directors – valid only during a quorum and with the vote majority set by these bylaws.

Involuntary Removal

The division can involuntarily remove the chapter from the division if the chapter has not met the requirements of UNA-USA and been deemed non-compliant for 24 months, or if the division determines the chapter is not fulfilling its obligations to the division as outlined in these bylaws (see Article VIII Section 1 – Obligations). This must be decided and voted on by the division's Board of Directors at a special meeting of its Board of Directors called specifically for this purpose. The vote passes with the approval of two-thirds of the Board of Directors – valid only during a quorum.

Impact on Division Compliance

All divisions must meet the compliance requirements specifically defined for divisions in the UNA-USA Chapter Handbook, which include having a minimum number of chapters under the divisions that are compliant with UNA-USA. If this minimum number of compliant chapters is not met, the division is considered non-compliant and could be placed on provisional status or have its charter revoked.

Divisions given approval by UNA-USA to operate as a chapter must also meet chapter compliance requirements.

Support & Resources

While chapters manage their own activities and operations, UNA-USA continually works to enhance the support it is able to provide chapters through resources, webinars, roundtables, leadership communication, a private resource folder for chapter leaders, and more. In addition to our [public chapter resources](#), chapter leader only resources are also available. You can find this in the Chapter Leader Guide that is made available to chapter leaders only.

Relationship with the UNA-USA National Council and Regional Reps

The UNA-USA National Council (NC) operates as the elected volunteer advisory leadership of UNA-USA. It consists of representatives elected by and from the UNA-USA membership of the [eleven geographic regions](#) around the country. Members can serve up to three two year terms consecutively.

The National Council is governed by an elected Executive Committee consisting of a Chair, Vice-Chair and Secretary. Through its committees and affinity group liaisons, the National Council helps set the direction for UNA-USA programming and chapter engagement. The NC is the democratic voice of the UNA membership in making decisions for UNA-USA.

As regionally elected representatives, National Council members also serve as conduits between the UNA-USA National Office and chapter leaders. Regional representatives organize regular regional meetings with chapters in the geographic region and serve as a support system for chapter leaders by disseminating UNA-USA information, check-ins and more.

Supportive resources include...

Chapter landing page	Sharing basic details of the chapter on the UNA-USA website
Posting chapter events on website	Promoting chapter events on our website's event page
Membership dues shares	Sharing 50% of relevant membership dues
Sharing membership data	Sending monthly reports of active and lapsed members
Chapter logos	Creating a chapter's logo
Chapter Leader Update	Monthly email of important updates and opportunities
National Leadership Calls	Monthly calls for updated and fellow leader discussions

Membership Reports/Access to Membership Data

UNA-USA shares membership data with chapters when a member has affiliated with that specific chapter, allowing you to reach out to them, promote your activities, and engage with them at the local level. This comes in the form of monthly membership reports and weekly reports of new members.

Membership Dues Shares

As membership is between UNA-USA and the member, all membership payments should be made by the member directly to UNA-USA. It is preferred they join or renew online at unausa.org, but if members wish to mail a check, they should make it payable to UNA-USA. Checks should contain a membership form detailing the member's information and be mailed to:

UNA-USA
1750 Pennsylvania Avenue NW
Suite 300
Washington, DC 20006

To financially assist chapters and divisions operating as chapters, after the conclusion of each quarter, UNA-USA shares 50% of the membership dues with the chapter and division those dues are associated with for that membership.

UNA Forum

UNA Forum, hosted on Slack, provides all UNA-USA members a closed virtual space to connect with fellow members across the country, share resources and events, and discover opportunities to get even more involved with UNA-USA programs and fellowships. In addition to public channels that are accessible to all UNA-USA members, UNA Forum also hosts numerous private channels that are closed to UNA-USA's Affinity Groups, programs, and committees. UNA-USA members can only be added to private channels by invite-only. The link to join UNA Forum is always shared in member-only communications. You can also request an invite by emailing membership@unausa.org.

Chapter Leader Series

Throughout the year UNA-USA puts together virtual trainings, webcasts, and other digital material to assist chapter leaders in skill-building, chapter management, event planning, and more.

Promoting Chapter Events

While UNA-USA is unable to send emails to members of a chapter, state, or region to promote a chapter's event, or to share membership lists with chapters a member is not affiliated with, we do provide a few avenues to help in the promotion of chapter events.

- **Chapter Leader Update (sent to all chapter leaders), PASSPORT (sent to all UNA members), and UNA Today (public newsletter):** Each email includes a standing link to our website's event calendar. The Chapter Leader Update is sent at the beginning of each month. UNA Today is sent the third Friday of each month. PASSPORT is ad hoc each month. If a chapter submits it via the Chapter Event Form, the event will show up on the calendar within about 5 business days.
- **Chapter Landing Page:**
 - Please email membership@unausa.org with any edits to your chapter landing page on the UNA-USA website.
- **Social Media:** Create or reshare a post on UNA-USA's social media for chapters that are either collaborating with 3 or more other chapters that have secured a UN Speaker
 - Due to branding guidelines, we will not use any graphics created by the chapter or reshare a post including a graphic that does not follow our branding guidelines (e.g. if it uses the UNA-USA logo instead of the chapter logo or manipulated the chapter logo). In these cases, either no graphic will be used or UNA-USA may decide to create a new, basic graphic as a replacement.

Online Store

Through the UNA-USA online store, chapters can purchase a variety of promotional items. Visit the online store at www.unausastore.org. Our online store is open to the public and merchandise will be shipped directly to the buyer. Additionally, swag is distributed to chapters on an annual basis by request. Please reach out to membership@unausa.org with any swag requests.

Chapter Logos & Branding Guidelines

UNA-USA creates the logos for all chapters that incorporates UNA-USA's official branding. Chapters are required to use this logo exclusively on all public facing documents, website, and social media. Chapters are not permitted to use UNA-USA's logo at any time. UNA-USA's white logo icon on a blue background can be provided to chapters upon request and ONLY for use for a chapter's social media profile photo and not for any other use.

Incorrect Logo Usage

The chapter logo and all elements must remain intact and cannot be edited for any purpose.

Do not separate logo elements.

Do not remix, delete, or introduce new design elements. Do not distort the logo in any way.

Do not place the logo against a background that would result in low contrast. Do not swap the two blues.

Do not introduce different colors within the logo.

Official UNA-USA Colors

The primary colors palette comes from the logo itself. There are two different blues: UN Blue (lighter) and UNA-USA Blue (darker).

Secondary colors should be used as accent colors or in special cases for specific issues.

CMYK 14/91/98/4 RGB 204/59/41 HEX #CC3A28

CMYK 0/73/87/0 RGB 242/106/55 HEX #F26A37

CMYK 3/26/94/0 RGB 248/191/44 HEX #F8BF2C

CMYK 66/6/100/0 RGB 94/186/71 HEX #5EBA47

CMYK 81/19/43/1 RGB 0/154/152 HEX #009A98

CMYK 81/85/0/0 RGB 79/64/171 HEX #4F40AB

Official UNA-USA Fonts

Aller is the primary typeface. Aller bold, specifically, is the only typeface employed for the logo. It should also be applied to headlines and callouts online and in print collateral. Avenir is the secondary typeface. While not used in the logo, it should be used in web and print materials for long-form text, like body copy beneath a headline.

Maintaining A Chapter

Whether you are an organizing group, chapter, or division, there are requirements to remain fully in compliance with UNA-USA as well as requirements to IRS and your state government. We encourage all leaders to make note of these requirements and which ones are the responsibility of their specific role.

Status Types

These only apply to chapters and divisions as organizing groups are a temporary 6-month phase.

In Compliance: All requirements are fulfilled, with no exceptions. It is eligible for any relevant cash dues and unique opportunities, such as any available chapter grants.

In Good Standing: All requirements are fulfilled with the exception of leadership numbers and leadership roles. It is eligible for any relevant cash dues and unique opportunities, such as any available chapter grants.

Provisional: At least one requirement is unfulfilled that is critical to the chapter's survival, and the chapter is at risk of having its charter revoked. It is not eligible for any relevant cash dues or unique opportunities, such as any available chapter grants.

Inactive: A chapter needs a temporary reprieve from activities and most requirements while it works to address an issue. It is not eligible for any relevant cash dues or unique opportunities, such as any available chapter grants.

Revoked: When UNA-USA has determined, whether due to unfulfilled requirements or another serious matter involving the chapter, to discontinue the relationship with the chapter and revoke its charter that gives it the ability to be a chapter and utilize UNA-USA's intellectual property.

Requirements

	Organizing Group	Chapter	Division
Leadership Numbers	The individuals in the required leadership roles are in good standing	The individuals in the required leadership roles are in good standing	The individuals in the required leadership roles are in good standing
Leadership Roles	President, Secretary, Treasurer, Membership Chair, Advocacy Chair	President, Secretary, Treasurer, Membership Chair, Advocacy Chair	President, Secretary, Treasurer, Membership Chair, Advocacy Chair
Board Meetings	Hold regular board meetings	Hold at least 1 board meeting per quarter (per the bylaws)	Hold at least 1 board meeting per quarter (per the bylaws)
Minimum number of current/active members	25	15	15 UNA-USA individual members and 4 UNA-USA chapters (<i>if approved to operate as a chapter</i>) 4 UNA-USA chapters (<i>if operating as a division</i>)
Annual Membership Meeting	Not Applicable	Hold an Annual Membership Meeting	Hold an Annual Membership Meeting
Events	Not Applicable	2 events a year open to the community	2 events a year open to the community (<i>if operating as a chapter</i>)
Annual Chapter Report	Not Applicable	Submit Annual Report form by January 15 annually	Submit Annual Report form by January 15 annually
Exemption Status	Not Applicable	Must maintain its exemption status	Must maintain its exemption status Chapters “under” the division must maintain its exemption status (<i>whether operating as a chapter or division</i>)
Tax Filings	Not Applicable	Submit annually IRS form 990 by May 15 and email confirmation to UNA-USA Submit annually any state required filing	Submit annually IRS form 990 by May 15 and email confirmation to UNA-USA Submit annually any state required filing
Bylaws	Complete per UNA-USA’s language requirements within the 6-month deadline	Maintain per any new UNA-USA template or language requirements	Maintain per any new UNA-USA template or language requirements

Bylaws	Complete per UNA-USA's language requirements within the 6-month deadline	Maintain per any new UNA-USA template or language requirements	Maintain per any new UNA-USA template or language requirements
Affiliation Agreement	Fill and sign within the 6-month deadline	Maintain per any new UNA-USA template	Maintain per any new UNA-USA template
Miscellaneous	Must finish the new chapter steps within 6 months		

Requirement Details

Below are more details on a few of the above requirements.

Leadership

Chapters are required to maintain these leadership roles and numbers and do so in accordance with the election and voting sections of the chapter's Bylaws. Chapters must inform UNA-USA of leadership changes immediately using the appropriate form. The leaders in the required roles must be UNA-USA members in good standing.

Annual Reports

This report serves as an assessment of each chapter's health and activities from the previous year in a way that's consistent across all chapters. Reports will be evaluated by UNA-USA to determine the status of the chapter as well as identify areas of support for future

Board Meetings

Chapters should hold a minimum of four board meetings per year to manage chapter finances and membership, review the chapter's business plan and programming, and address the needs of its committees.

Community Event

Chapters must organize a minimum of one community-facing event or program each year. The event should be open to the public and not just the chapter's affiliated members. Many chapters choose to do this in October for UN Day, but the chapter may identify its own time to fulfill this requirement.

Annual Membership Meeting

An Annual Membership Meeting is open to all a chapter's affiliated members, shares a report from leadership on the chapter's previous year of activities, and shares an overview of the chapter's plans for the upcoming year. Depending on your chapter bylaws, election for new leaders must happen during this time, the membership may approve financial reports or budgets, or the chapter must conduct other business as well. Please note that all proceedings should be recorded so that members not in attendance can stay up to date.

Affiliation Agreement

Whether a chapter is exempt from federal income taxation under section 501(c)(3) pursuant to its own determination letter from the IRS or is included in the BWF group exemption letter, the chapter is required to enter into an affiliation agreement with UNA-USA to receive an official charter. Please review the terms and conditions of the affiliation agreement carefully, specifically the chapter's

Bylaws

Chapters must maintain updated bylaws that are approved by UNA-USA and voted on by its Board of Directors. The bylaws must use the required language in the latest template provided by UNA-USA, and this template may be updated from time to time by UNA-USA. Chapters are legally bound to adhere to its bylaws.

Federal & State Tax Filings

Chapters and divisions must comply with all state and federal laws, rules, and regulations applicable to nonprofit organizations; maintain all permits, licenses, and other governmental approvals required in the chapter's territory; and make all required filings, such as annual corporate reports, fundraising reports, and tax filings that may affect the chapter's corporate or tax status, also pay all applicable taxes, fees, and penalties.

Federal Form 990

Federal law requires the tax form 990 (or an extension on form 990) to be filled each year by May 15 (unless otherwise indicated by the IRS). Failure to submit this form for three consecutive years will result in the chapter's exemption status being automatically revoked by the IRS. The chapter must email UNA-USA with a confirmation of filing/requesting an extension on form 990. Confirmation means a PDF copy of the confirmation page after submission (if submitting form 990 online) or a copy of the submission sent via postal mail.

State Tax Filings

Chapters should research, or ask fellow chapters in its area, state requirements and processes for annual tax filings. The 990 must be filed by May 15 to follow federal law and UNA-USA standards. Not filing your 990 for three consecutive years will have your tax exemption status automatically revoked by the IRS.

Operation as 501(c)(3) Organization

As exempt organizations under Section 501(c)(3) of the Internal Revenue Code, UNA-USA chapters are required to organize and operate exclusively for charitable, educational, and scientific purposes. To this end, UNA-USA chapters operate to further the mission of UNA-USA. Thus, UNA-USA authorizes chapters, subject to the terms of the chapter's affiliation agreement, to conduct educational, advocacy, and fundraising activities in the territory covered by its charter, as well as other activities that are consistent with UNA-USA's mission to develop and strengthen the relationship between the U.S. and the United Nations and to enhance international cooperation through U.S. leadership.

Chapters may not take any action or assume any power or authority that would prevent it at any time from qualifying and continuing to qualify as a 501(c)(3) organization. In addition, the chapter may not engage in any activity, whether directly or indirectly, that would pose a substantial risk of loss of its tax-exempt qualification under section 501(c)(3).

For more information about complying with the requirements of Section 501(c)(3), please consult IRS publication 557, Tax Exempt Status for Your Organization, and the IRS publication Compliance Guide for 501(c)(3) Public Charities, both available at www.irs.gov.

IRS Rules and Regulations

Tax-Exempt Status

As a program of the Better World Fund, UNA-USA receives its tax-exempt status from the Better World Fund, the UN Foundation's advocacy arm. This determination exempts UNA-USA from federal income tax on all forms of income derived from our exempt purposes. **However, this tax-exempt status does not automatically extend to UNA-USA chapters.** UNA-USA adds all new chapters to BWF's group exemption subordinate list to allow the chapter to receive 501(c)(3) status.

Chapters are required to have its fiscal year be the calendar year. Whether a chapter has obtained its own tax-exempt determination letter from the IRS or is included in BWF's group exemption, each chapter must comply with organizational, operating, and other legal requirements imposed upon a public charity under section 501(c)(3), and it must submit its own tax filing each year.

Group Exemption

BWF, the organization associated with UNA-USA for tax purposes, has a group tax exemption from the IRS that can recognize UNA-USA chapters as tax-exempt under Section 501(c)(3) by putting the chapter under BWF's group exemption subordinate list. This eliminates the need for a chapter to individually fill out, submit, and pay for the exemption status paperwork. BWF's exemption letter serves the same purpose as an individual exemption letter except that it applies to all eligible chapters and divisions. As subordinates, chapters included in BWF's group exemption do not receive its own individual exemption letters—chapters only receive its own EIN letter.

To qualify for a group exemption, the central organization (BWF) and its subordinates (chapters) must have a defined relationship. Subordinates must be: (a) affiliated with the central organization; (b) subject to the central organization's general supervision or control to ensure that each affiliate's operations are, on an ongoing basis, consistent with the central organization's exempt purpose; and (c) exempt under the same paragraph of IRS 501(c)(3), though not necessarily the paragraph under which the central organization is exempt.

To comply with the IRS group exemption ruling, BWF is responsible for: (a) ensuring that the chapters included as subordinates continue to qualify for exemption; (b) verifying that any new chapters requesting inclusion in the group exemption letter are exempt; and (c) updating the IRS on an annual basis of new subordinates, subordinates to be withdrawn, and subordinates that have changed names or addresses.

However, once a chapter loses exemption status due to not filing its annual federal taxes, or any other reason per the IRS, it is no longer on BWF's group exemption list and can never be placed back on it. The chapter must independently fill out, submit, and pay for the paperwork (IRS form 1023) to get its exemption status reinstated outside of the group exemption.

Tax-Deductible Donations

Chapters with BWF group exemption are able to obtain tax-deductible donations. Donors may obtain a copy of the letter from BWF if they are interested. Contributions to chapters covered by the group exemption ruling are deductible. For details on how to confirm with other entity's a chapter's exemption status through group exemption, consult the Chapter Leader Guide.

IRS Guidance

Chapters are expected to keep up with any updated guidelines from the IRS regarding operating as a 501(c)(3) organization. In general, no organization may qualify for section 501(c)(3) status if a substantial part (usually interpreted as more than 5%) of its budget is attempting to influence legislation (commonly known as lobbying). An organization can opt to spend up to 20% for this purpose by filing IRS Form 5768 and electing to come under the provisions of a 1976 law. Education and research expenditures are not reported as lobbying. Lobbying is the expenditure of funds to advocate for specific legislation, and most UNA members' advocacy efforts do not expend corporate funds. A 501(c)(3) organization may engage in some lobbying, but too much lobbying activity risks loss of tax-exempt status that allows for tax deductible contributions.

Legislation includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public through a referendum, ballot initiative, constitutional amendment, or similar procedure. It does not include actions by executive, judicial, or administrative bodies.

An organization is regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing specific legislation, or if the organization advocates the adoption or rejection of specific legislation.

Organizations may, however, involve themselves in issues of public policy without the activity being considered as lobbying. For example, organizations may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner without jeopardizing its tax-exempt status. They can even educate others about specific issues before Congress without having it considered lobbying if they do not refer to specific legislation, such as with a bill's identifying number.

Attempting to influence legislation means: (a) any attempt to influence any legislation through an effort to affect the opinions of the general public or any segment thereof (commonly known as grassroots lobbying); or (b) any attempt to influence any legislation through communication with any member or employee of a legislative body or with any government official or employee who may participate in the formulation of legislation (commonly known as direct lobbying). However, "attempting to influence legislation" does not include the following activities: (a) making available the results of nonpartisan analysis, study, or research; (b) examining and discussing broad social, economic, and similar problems; (c) providing technical advice or assistance (where the advice would otherwise constitute the influencing of legislation) to a governmental body or to a committee or other subdivision thereof in response to a written request by that body or subdivision; (d) appearing before, or communicating with, any legislative body about a possible decision of that body that might affect the existence of the organization, its powers and duties, its tax-exempt status, or the deduction of contributions to the organization; or (e) communicating with a government official or employee, other than a communication with a member or employee of a legislative body (when the communication would otherwise constitute the influencing of legislation) or a communication with the principal purpose of influencing legislation. Also excluded are communications between an organization and its bona fide members about legislation or proposed legislation of direct interest to the organization and the members, unless these communications directly

encourage the members to attempt to influence specific legislation or directly encourage the members to urge nonmembers to attempt to influence legislation, as explained above. Charitable organizations may also encourage nonpartisan voter participation such as voter registration and get out the vote efforts.

Chapter Financial Responsibilities

Record Keeping

The treasurer or president of the chapter should retain custody for at least seven years of all financial records (bank statements, invoices, receipts and other proofs of expenses, and any correspondence with the IRS or other government authorities). More specific record retention periods vary depending on the types of records and returns.

Precise accounting records must be kept to ensure the most efficient use of chapter resources and to demonstrate to the chapter board the degree of success of a program. Accurate record keeping will also help determine future budgets by illustrating how much cost or benefit was associated with a program. Records should be kept in accounting journals, ledgers, or computer programs such as Word or Excel, or with online money management tools, such as Quicken, Mint, or QuickBooks. Any record-keeping system should show gross receipts, purchases, expenses, and assets. Each expense should be accompanied by either an invoice or receipt.

Permanent Records

Some records should be kept permanently. These include organizing documents, such as articles of incorporation and bylaws, with amendments, as well as board minutes.

Employment Tax Records

If chapter has employees, it must keep employment tax records for at least four years after the date the tax comes due or is paid, whichever is later.

Records for Non-Tax Purposes

When records are no longer needed for tax purposes, an organization should keep them until they are no longer needed for non-tax purposes. For example, a grantor, insurance company, creditor, or state agency may require that records be kept longer than the IRS requires.

Annual Budget

The treasurer works with the president, and executive director if there is one, to prepare the financial section of the chapter's annual report, which includes an annual budget. The budget should include an accurate projection of costs and revenue for the year, as well as line items for each chapter activity.

The preparation of an annual budget is an important opportunity for long-term strategic planning by the chapter board. Ideally, incoming and outgoing board members are involved in the process. All planning should be framed by measurable, agreed upon goals. Long-term planning will create a sense of common purpose and maximize time available for the important work of your chapter.

During chapter board meetings, the treasurer should report actual financials as they relate to the budget and ensure that all board members understand the report. Remember, UNA-USA staff are available for assistance.

Bank Account

Chapters should ensure at least two officers have authorized access to the bank account. This prevents issues accessing funds if one officer leaves, is indisposed, or unreachable.

Employer Identification Number

Each chapter has its own EIN from the IRS. Each chapter must always use its own EIN. **Under no circumstances should a chapter use the EIN/TIN of BWF.**

Dues Shares

The chapter should ensure the treasurer and one other chapter leader has access to the chapter's bank account at all times. This prevents loss of access should one individual abruptly leave, become incapacitated, or unreachable. The treasurer is responsible for maintaining accurate records of membership dues shares received from UNA-USA, taking the steps necessary to receive those dues shares, and depositing the dues shares into the chapter's bank account within 60 days.

UNA-USA has a limited time at the beginning of each year (typically until the end of February) to disburse unclaimed membership dues shares for chapters for the previous year. After that time, none of those unclaimed funds can be collected from the chapter, therefore it is critical the treasurer fulfills their obligations for this process and stays current on the communications from UNA-USA to confirm and accept each quarterly dues disbursement.

If a chapter has established a relationship with a division, it is up to the chapter and division to establish and agree upon any dues that chapter pays to the division.

Leadership Roles

Brief highlights of responsibilities of some leadership roles. Some have already been identified as required by UNA-USA and others are optional and commonly found across chapters. Please note that each chapter can utilize its own nomenclature for leadership titles (i.e., Chairs, Vice Presidents, Director, etc.).

President

They facilitate the work of the chapter, creating the chapter's annual business plan, and are responsible for adjusting programmatic goals in collaboration with the board members. The president presides at all chapter meetings; appoints all chapter committee chairs with the consent and approval of the officers; presents the report covering the activities of the chapter in the previous year at the chapter's annual membership meeting; enforces chapter guidelines; ensures that all books and records are properly kept and that all meetings are appropriately called; and ensures completion of all required reporting (such as submission of the annual or semester reports and annual budgets to UNA-USA).

President-Elect (or Vice President) - *Optional Role*

They serve as a future president in training. They observe all workings of the chapter, assist with special projects such as strategic planning, preparing the annual reports, and research. Chapters should have strong succession plans to ensure stability during leadership changes.

Vice President

They help the president with the work of the chapter or to assume committee leadership. In the latter case, a senior vice president is identified to serve during the president's absence or removal or following their resignation.

Secretary

They serve all notices required by the UNA-USA Chapter Handbook. The secretary also records accurate minutes of all meetings of the chapter (which should include all election results and assignments to specific duties); works with the president to prepare the chapter's annual or semester reports; and performs other duties of a secretary. They notify leaders if their membership is expiring or if they are no longer a member in good standing.

Treasurer

They maintain all financial records for the chapter and provide oversight for all banking, events, and fundraising activities. The treasurer ensures financial compliance with all applicable laws and provides information to the president and the UNA-USA National Office membership team on all financial matters of the chapter. They work with the president to prepare the financial section of the chapter's annual or semester reports. The Treasurer also works with the Finance and Budget Committee if the chapter has established such a committee.

Membership Lead

They manage the chapter's membership records and develop a membership growth strategy. Specific responsibilities include contacting current, lapsed, and prospective members. They are also responsible for welcoming new members. Each chapter should have a membership committee to assist the chair with membership development. The membership chair may also be called the vice president for membership.

Advocacy Lead

They act as a liaison between the chapter, UNA-USA, and the Advocacy Committee of the UNA-USA National Council. The advocacy chair is responsible for encouraging members to take digital advocacy actions and participate in advocacy events, such as UNA-USA's day on Capitol Hill and in-district advocacy activities. The chair should develop and maintain personal relationships with local congressional representatives and/or their relevant staff members through letters, telephone calls, emails, and personal visits and stay up to date about their positions on UN-related issues.

Young Professionals Lead – *Optional Role*

They manage and develop a successful Young Professionals or university alumni program that encourages members to become engaged with the United Nations through professional development and other opportunities. There is a separate membership category for UNA-USA Young Professionals who are individuals between 18 to 30 years of age and who pay an annual membership fee (UNA-USA Youth Membership is free up until age 26 but has different benefits).

Education Lead – *Optional Role*

They act as a liaison with the UNA-USA Educator Affinity Group and the chapter to support educational goals. The education chair can also develop strategies to introduce MyDiplomat to students and organize educational programs for partners, members, and prospective members. They can also serve as the point person to helping members understand the UN's Sustainable Development Goals.

Communications Lead – *Optional role or can be combined with secretary duties*

They oversee all aspects of communication with the public and the chapter membership. This includes maintaining an online and social media presence as well as regular communication with the chapter's membership and the general public. The communications chair is encouraged to work alongside the president and membership chair to assist with retention efforts, in addition to highlighting the efforts of the chapter throughout the year and regularly updating UNA-USA about upcoming advocacy activities, programs, and events.

Transitions and Tenure

Succession planning is vital for a chapter to be successful through leadership transitions and unexpected events within your chapter or your leadership. Consider the following to ensure your chapter is prepared:

- Hosting important historical documents (bylaws, meeting notes, membership lists, tax documents etc.) in a space accessible by your entire leadership team. The UNA-USA National Office recommends Google Nonprofit (free for chapters) for this shared space.
- Identifying and connecting with potential new leaders during chapter events/meetings etc. will help your chapter have a solid election slate when it is time to elect new leadership. Start this early and don't hesitate to talk to your current members (or potential members!) about why a leadership position within your chapter could be right for them.
- Connect with local campus chapters and invite them to your events and meetings – these youth UNA-USA members could very well step into leadership roles within your community chapter in the future.
- If you are having trouble with leadership transitions, connect with other chapters for advice on what is working for them in this realm. The Community Chapter Slack channel is also a great place for discussion on this topic – lean on your fellow chapter leaders!
- Use your time as a Vice President/Vice Chair effectively to prepare for stepping into the President/Chair role. This is a great opportunity for the current President to mentor the incoming President for a smoother transition.
- Voting should be conducted at an Annual Meeting (mandatory) and the voting timeline should be outlined in your chapter Bylaws. Position terms/tenure should also be strictly abided by and outlined in your chapter Bylaws.
- Chapters may choose to hold elections electronically. This could be beneficial to chapters who mostly meet virtually or who have members that are unable to attend meetings in person. Electronic elections need to be anonymous with a designated deadline to vote. Google Forms and SurveyMonkey have great options that allow for anonymous voting.

Provisional Status

The purpose of the provisional status is not only to identify chapters that are non-compliant and struggling to maintain themselves, but also to put them on a support path with UNA-USA or the UNA-USA National Council to strengthen it. However, depending on the specific issue(s) a chapter is facing, its severity, or if there is another issue deemed detrimental to UNA-USA, the chapter may not be placed on provisional status and instead will have its charter revoked at the discretion of UNA-USA and per its affiliation agreement.

Organizing groups are not placed on provisional status. If one does not complete the requirements within a 6-month timeframe, the organizing group is dissolved, can no longer continue the new chapter process, and must disuse all UNA-USA intellectual property.

Chapters

Any of the below unfulfilled requirements will result in being placed on provisional status.

- Chapter has been determined by UNA-USA to be At Risk or High Risk
- Maintain a minimum of 15 members in good standing
- Held 2 events open to the community within the last calendar year
- Submit Annual Report within three months of the deadline (due January 15).
- Submit UNA-USA approved Bylaws (from the most recent updated template per UNA-USA)
- Submit UNA-USA approved Affiliation Agreement (from the most recent updated template per UNA-USA)
- Submit required federal and state tax filings
- Exemption status with the IRS is current and not revoked

Divisions

Any of the below unfulfilled requirements will result in being placed on provisional status.

- Division has been determined by UNA-USA to be At Risk or High Risk
- Maintain a minimum of 15 members in good standing (if approved to operate as a chapter)
- Maintain a minimum of 4 chapters under the division that are either in compliance or in good standing
- Held 2 events open to the community within the last calendar year (if approved to operate as a chapter)
- Submit Annual Report within three months of the deadline (due January 15).
- Submit UNA-USA approved Bylaws (from the most recent updated template per UNA-USA)
- Submit UNA-USA approved Affiliation Agreement (from the most recent updated template per UNA-USA)
- Submit required federal and state tax filings
- Exemption status with the IRS is current and not revoked

Process

1. UNA-USA finalizes chapters to be placed on provisional status and shares this during the UNA-USA National Council June meeting.
2. Chapter is notified with a letter via email before the end of June that it has been placed on provisional status, the circumstances for the provisional status, and the next steps. The assigned National Council Regional Representative will be copied on this email.
3. Within one month of notification, the chapter will have a meeting with its assigned UNA-USA staff or Regional Representative regarding its status, to discuss methods/strategy of improvement, and to schedule monthly check-in calls to ensure continued support from the UNA-USA
4. Chapter will meet at least monthly with its assigned individual for assistance and progress updates.
5. By May of the following year the chapter must come into compliance.

Inactive Status

Inactive status enables the chapter or division to go on temporary hiatus while it works to fulfill an outstanding requirement. It also enables transparency with UNA-USA and our members to see which chapters are currently active and which are unresponsive.

Involuntary: If a chapter is unresponsive to direct UNA-USA or National Council communications for 6 months, UNA-USA may at its discretion place it on inactive status. After being placed on inactive status for a certain amount of time (as determined by UNA-USA) with continued unresponsiveness, UNA-USA may deem the chapter not in compliance and may revoke its charter.

Voluntary: A chapter can request this status if it needs time to work through an issue, such as finding new leadership to take over the chapter, as long as its exemption status is active.

Inactive status typically lasts for 1 year (or another length determined by UNA-USA). During this period the chapter:

- Is still required to complete its annual tax filings
- Is not required to submit any Chapter Annual Report that is due during this period
- Will no longer have members as the members will be instructed to select another chapter or be moved to Members-At-Large
- Will not receive membership dues shares
- Will be removed from join/renew forms
- Will be indicated as inactive on its landing page on our website

During inactive status, UNA-USA and/or a National Council Regional Representative will work to assist with addressing the chapter's issues. If the chapter does not come into compliance within the specified time, it is at the discretion of UNA-USA to revoke the chapter's charter.

Membership FAQ

Can a member join multiple chapters?

Only youth members can affiliate with two chapters (specifically, their campus chapter and their local community chapter). All other members can only affiliate with one chapter.

Can I get the membership report for another chapter, or a chapter “under” my division?

No—Membership data is UNA-USA's intellectual property and is protected by privacy laws. That data can only be shared with an entity if the member agrees to it. In the case of UNA-USA, that agreement happens when a member joins/renews and on that form affiliates with a chapter (which are separate organizations from UNA-USA). Only that specific chapter can get that membership data, and any portions of data within.

How can we find out if someone's membership is expiring?

The membership report UNA-USA provides includes a member's initial join date, latest renew date, and their expiration date. The Membership Chair should be diligent with tracking this information and using it to send their own additional encouragement to members to renew. Sorting your membership lists by expiration date can be a great way to quickly identify who you may want to reach out to that month.

What happens to our dues shares if a member later changes their chapter affiliation?

If a member changes the affiliation before the quarter ends, those dues will go to the new chapter. Otherwise, the dues remain with the initial chapter connected to that payment.

Code of Ethics & Conduct

All Affiliated Persons of the United Nations Association of the United States (“UNA-USA”) are subject to the terms of the Code of Conduct found on the UNA-USA website for the duration of their affiliation with UNA-USA.

Failure to comply with these terms could result in removal of the Affiliated Person from a leadership role with UNA-USA and/or from his or her further affiliation with UNA-USA.

Diversity, Equity, Accessibility, and Inclusion (DEA&I)

UNA-USA’s DEA&I Strategy seeks to strengthen our diversity and to ensure DEA&I across leadership, programs, community and college chapters, partnerships, and to build a culture of equity and inclusion in all that we do.

UNA-USA Diversity, Equity, Accessibility and Inclusion Statement:

As advocates of the United Nations and stewards of the Universal Declaration of Human Rights, UNA-USA affirms its commitment to build a culture to engage and support all members and stakeholders regardless of race, creed, color, sex, gender, sexual orientation, gender identity, age, disability, religion, marital status, political opinion, national origin, socio-economic status, or any other protected characteristics. Our goal is to ensure an organizational environment where members and stakeholders feel valued and empowered to support the principles and work of the United Nations, including the UN Sustainable Development Goals.

Resource Links

- [UN Foundation Website](#)
- [Better World Campaign](#)
- [Public Chapter Resources](#)
- [Regions](#)
- [UNA-USA Store](#)