



WOMEN'S  
CAUCUS  
*for ART*

# Women's Caucus for Art

## GUIDELINES FOR MEMBERS AND CHAPTERS

Revised October 2023

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***The mission of the Women's Caucus for Art is to create community through art, education, and social activism***

**WCA is committed to:**

- recognizing the contributions of women in the arts
- providing women with leadership opportunities and professional development
- expanding networking and exhibition opportunities for women
- supporting local, national, and global art activism
- advocating for equity in the arts for all

# Chapter One: Individual Member Information and Responsibilities

## A. BASIC MEMBER RESPONSIBILITIES

Inform your Chapter and the National Office of any address, phone number, and email changes, or make these changes yourself in the MemberClicks online database.

E-mail the URL of your personal website for linking on the National WCA website and include a thumbnail image (150 x 150 pixels at 72 dpi) to [info@nationalwca.org](mailto:info@nationalwca.org).

Promptly respond to requests for information, dues payment, registrations, etc.

Contribute some of your time and talent to the organization. Volunteer to help your local chapter and/or serve on a committee at the National Board level, which may lead to a leadership position on the National Board of Directors.

## B. MEMBERSHIP STRUCTURE

WCA Membership is based on an anniversary year. If members have not renewed and are no longer in their grace period, they will be deleted from the National Member Directory, their URL will be delinked, and they will no longer receive emails and mailings.

### Primary Contact Information:

Women's Caucus for Art  
P.O. Box 1498  
Canal Street Station  
New York, NY 10013

Tel 212-634-0007

[info@nationalwca.org](mailto:info@nationalwca.org)

[president@nationalwca.org](mailto:president@nationalwca.org)

## C. HOW TO LOG INTO THE WCA MEMBER SECTION OF THE WEBSITE

To access WCA's MemberClicks membership directory <https://nwca.memberclicks.net/> for the first time to receive information about benefits and other member features, you must log in with:

1. Your email address
2. Your password

If you forget your password, you can reset your password and will receive an automated password reset email from MemberClicks.

It also helps to add WCA's email address (**[nwca@memberclicks-mail.net](mailto:nwca@memberclicks-mail.net)**) to your address book or to your email provider's whitelist to prevent our email newsletter emails going to your junk mail or spam folder.

## Membership features include:

- Access mentors, colleagues, and assistants through the online National Membership Directory
- Receive a monthly email digest **Pulse**
- Free Second Saturday Programs (a \$200 value)
- List your website on the online WCA Member Gallery
- Opportunities to feature your art on the WCA homepage
- Take part in Regional and Inter-Chapter Activities
- Take advantage of national exhibition opportunities
- WCA Bi-monthly Art Book Club
- Apply for Chapter Development or Chapter Matching Funds or a Conference Travel Scholarship
- Lead your peers and strengthen your professional skills
- Design, curate and realize exhibitions
- Advocacy for Women in the Arts
- Fiscal Sponsorship under 501(c)3 if you have a funding opportunity that requires non-profit status

## D. MEMBERSHIP CATEGORIES AND DUES

Membership is open to all persons and institutions or organizations endorsing the purpose and mission of WCA.

All members of a chapter **must** be members of the National WCA organization by paying both national and chapter dues.

Members may join WCA as “Member-at-Large” when there is no local chapter in the area or if they choose not to participate in local chapter activities. Member-at-large dues include a \$10 fee to cover administrative costs.

Chapter dues are set by the chapter and range from \$10 to \$30 per year. Most chapters welcome guests at events, but only members in good standing should participate in chapter activities, etc. Exhibitions are often an excellent means of recruiting new members.

Members may join more than one chapter simultaneously by paying chapter dues to the additional chapters. However, National dues need to be paid only once each year. This enables participation in exhibitions and other events of multiple chapters and helps foster inter-chapter connections.

### Dues Structure

**Regular Membership** — \$50 (making at least one chapter choice)

**Member-at-Large** — \$60 (without chapter choice)

**Lifetime Membership** — \$750

*This membership level greatly supports WCA's mission;  
as a Lifetime Member you will still be responsible for individual chapter dues*

### **Student and Limited Income Membership\***

\$35 (making at least one chapter choice)

\$45 (without chapter choice)

\*Please email [membership@nationalwca.org](mailto:membership@nationalwca.org) with a description of your financial hardship. Students must submit official proof of full-time status by regular letter. Your membership will be pending until approved.

## Chapter Two: Chapter Responsibilities to the National Organization

### A. MEMBERSHIP DUES PAYMENT AND REPORTING

#### **WCA National Office:**

Women's Caucus for Art  
P.O. Box 1498  
Canal Street Station  
New York, NY 10013

#### **Karin Luner, Director of Operations**

k.luner@nationalwca.org  
Tel 212-634-0007

#### **There are two ways to join the Women's Caucus for Art:**

1. Membership Dues paid through the MemberClicks Online Portal
2. Membership Dues collected by the Chapter (if applicable as most members join or renew online)

PLEASE NOTE: Consult [Chapter 3: The Handbook for Treasurer and Membership Chairs](#) for instructions on how the membership dues are processed and membership information is recorded and reported.

### B. CHAPTER RESPONSIBILITIES

#### **CHAPTER OFFICERS**

The National Office must have a record of each chapter's officers. Send a list of current Chapter Officers to the Director of Operations with e-mail addresses, term of office, and title (President, Vice President, Treasurer, Membership Chair, Secretary, etc.) following each chapter election. Always notify the Office of any corrections or changes, and include the VP of Chapter Relations and the Regional Chair in your updates. Log-in to the WCA MemberClicks portal to find chapter leadership emails.

#### **CHAPTER REPORTS: Chapter Dues Collection**

We encourage chapters to have members renew or join through the national website. If the chapter collects any member dues, the Treasurer is responsible for promptly (within 15 days of receipt) sending a check for national dues for each new or renewing member to the National Office using the Chapter Report Form.

PLEASE NOTE: Consult [Chapter 3: The Handbook for Treasurer and Membership Chairs](#) for further instructions on creating Chapter Reports.

#### **NEW AND RENEWING MEMBERS**

The National Office through its MemberClicks portal sends all new and renewing members a Welcome Letter with their membership information and instructions to set up a login to the Online Member Database.

It is highly recommended that the chapter also send a welcoming letter or email reiterating national and local member benefits, current chapter news, and upcoming chapter events.

PLEASE NOTE: Consult [Chapter 3: The Handbook for Treasurer and Membership Chairs](#) for complete instructions on welcoming new members.

#### **MEMBERSHIP DRIVE**

Chapters are still encouraged to hold a membership drive to encourage membership renewals. Although the new MC portal contacts members in their renewal period directly. Several emails go out before a member will be noted as lapsed in the system. At this point, the member becomes a Prospect in the system.

Membership brochures are available upon request from the National Office. Chapters often create their own brochures as well. To inform people about WCA and your local chapter place brochures at your exhibitions, local libraries, schools, art councils, etc.

### **NON-RENEWALS**

Members who do not renew will become Prospects and their personal website will be unlinked, and they will no longer receive national e-newsletter *Pulse* or *Artlines*, the printed WCA magazine. The Membership Chair should make sure chapter members who have not renewed are informed about this cut-off date.

### **CHAPTER ROSTER**

Check the online member directory regularly for an accurate chapter roster, and periodically check the listing of chapter officers on the National website for accuracy.

### **CHAPTER WEBSITE**

Make sure there is a link to your chapter's website on the National website's [CHAPTERS](#) page. Check that chapter members have links to their personal websites on the [MEMBER GALLERY](#) page. Notify the Director of Operations of any corrections or changes, and include the VP of Chapter Relations and the Regional Chair in your updates.

### **CHAPTER E-NEWSLETTER**

Send copies of your chapter e-newsletters to your Regional Chair, the VP of Chapter Relations, and neighboring chapters as well as to the National Office, and perhaps to the entire National Board.

### **ARTLINES, E-NEWSLETTER & ART INSIGHTS BLOG**

Deadlines for chapter information and requests for articles for the e-newsletter and *Artlines* will be announced in the National WCA e-newsletters. Encourage your members to write articles for *Artlines*, and the Art Insights blog. Links to submit abstracts are on the contact page on the WCA website.

### **WCA SOCIAL MEDIA & PULSE**

To post calls for entry, announcements of conferences, and personal exhibitions, send publication-ready information to the National Office to be posted on the MAIN SECTION of the Facebook page. Submit your events to WCA from the Contact Page.

<https://nationalwca.org/contact/>

### **CHAPTERS' COUNCIL REPRESENTATIVE**

Identify a Chapter Representative who will represent your chapter at the Chapters' Council Meeting at the Annual National Board Meeting in February.

### **NATIONAL BOARD & COMMITTEES**

Encourage members getting involved on the National level by joining a committee or taking on a board position.

### **AFFILIATED ORGANIZATIONS**

Encourage your chapter members to join the College Art Association (CAA), of which WCA is an Affiliated Society. See [www.collegeart.org](http://www.collegeart.org) for more information on CAA membership and Affiliated Society status.

## Chapter Three: Handbook for Treasurer and Membership Chairs

The Treasurer and Membership Chair must work together to keep track of membership and dues payment information. Please familiarize yourself with the duties of both positions. Some chapters might find it more convenient to combine the duties into one position, the Treasurer/Membership Chair. If you are new to the duties of Treasurer or Membership Chair and need to know more about using the member directory, you can request a tutorial of the MemberClicks database from the Director of Operations.

### A. MEMBERSHIP DUES: TREASURER AND MEMBERSHIP CHAIR

#### MEMBERSHIP DUES COLLECTED BY THE CHAPTER

When the chapter receives dues from a member (both national and chapter dues), the Treasurer deposits the money and sends the National portion of the dues to the National Office accompanied by a Chapter Report Form within 15 days of receipt. Either the Membership Chair or the Treasurer records the data on the Chapter Report Form. The Treasurer and the Membership Chair should have copies of every single Chapter Report Form submitted to the National Office. (See Section D: Chapter Report Guidelines)

#### MEMBERSHIP DUES COLLECTED BY NATIONAL

Chapter dues collected by the National Office via MemberClicks, PayPal, or by mail are sent out to the Chapter Treasurer monthly, accompanied by a Chapter Dues Report of new and renewing members. This report is also sent to the Membership Chair. [The MemberClicks Portal allows Chapter Admins \(designated by the Director of Operations\) to download the chapter roster or contact their chapter members or look up a member's information.](#)

### B. THE ROLE OF THE MEMBERSHIP CHAIR

#### MEMBERSHIP RECORDS

The Membership Chair collects all information concerning members in her chapter. She collects names, addresses, phone numbers and email addresses, as well as professional area information, like Artist, Curator, Art Historian, CAA member, etc. This information is collected from the Membership Application Form. (See WCA Documents for current national form)

The Membership Chair keeps this information in a database, be it in Excel, Filemaker or any other record keeping software she is familiar with.

The National Office should be informed of any address or email changes. Good record keeping is very important and will ensure retaining your members in the long run. Also, each member is allowed to change or edit their own profile record at any time.

#### MEMBERSHIP IDENTIFICATION NUMBERS

The National Office's database assigns membership identification numbers to new members. Renewing members keep the same number each year. Membership Chairs can find numbers of chapter members at any time via the online membership directory, which will be updated twice a month. However, in the current system these numbers have become less important.

#### NATIONAL MEMBER DIRECTORY

The Membership Chair also verifies the entries from time to time in the MemberClicks directory. To access the MemberClicks directory as a Chapter Admin, you must contact the Director of Operation to be assigned Chapter Admin privileges.

## WELCOME LETTERS

The National Office sends all new and renewing members a Welcome Letter with their membership information. The letter includes information about how to log into the MemberClicks Member Portal and access their profile. It is highly recommended that the chapter also sends a welcoming letter reiterating national and local member benefits and current chapter news and upcoming events.

## MEMBERSHIP MATERIALS

The Membership Chair makes sure National Membership Brochures are available at all openings, meetings, etc. Chapters often create their own brochures as well.

To inform people about WCA and your local chapter, place brochures at your exhibitions, local libraries, etc. Spread the word and make your chapter grow!

## C. THE ROLE OF THE TREASURER

### BASIC DUTIES

The Treasurer is the keeper of financial records and the checkbook. She works in tandem with the Membership Chair to create and keep copies of the Chapter Report Forms and membership records. The duties of the Treasurer include managing chapter finances, cashing checks, and submitting financial reports to members. This includes maintaining a business account for the chapter.

A personal checking account cannot be used for chapter business. All bank accounts must be in the name of the chapter and have at least two co-signers for the following reasons:

- easing transitions between officers; when a new Treasurer joins the board, the officers simply change the co-signers
- ensuring access to chapter funds in case the Treasurer leaves WCA, falls ill, or passes away
- providing transparency and checks & balances regarding the use of chapter funds
- protecting the Treasurer from unwarranted accusations of fraud or misuse of funds
- meeting criteria as a charitable or non-profit organization, or apply for grants
- maintaining good business practice and professionalism, with checks payable to the chapter rather than to a single individual

### NATIONAL DUES PAYMENT

The Treasurer writes checks for the national dues, which are accompanied by the Chapter Report Form. She mails the checks with a copy of the Chapter Report Form to the National Office at:

**Women's Caucus for Art**  
PO Box 1498, Canal Street Station  
New York, NY 10013

### DUES STRUCTURE

The WCA Dues structure is listed on the national website. <https://nationalwca.org/wca-membership/>

### RECORD KEEPING

The Treasurer makes copies of all checks received from her chapter, checks received from National, checks submitted to National and copies of every Chapter Report Form.

**Please Note:** Chapter dues collected by the National Office via the MemberClicks Portal, PayPal or by mail are sent out to the Chapter Treasurer monthly, accompanied by a Chapter Update Report of new and renewing members. This report is also sent to the Membership Chair.



## D. CHAPTER REPORT FORM GUIDELINES

### THE CHAPTER REPORT FORM

The Chapter Report Form, a Word document, can be downloaded from the WCA website at [WCA RESOURCES](#) → “WCA Documents Tab” to find the form.

### FILL IN THE FORM

1. Please fill out the Chapter Report Form using the following guidelines. This will ensure our records are correct and speed up the recording process so our members will not miss any national mailings. The Treasurer or Membership Chair should fill out the form electronically and email it to the Director of Operations and then send a hard copy along with the check for the national portion of the dues.
2. Type all names in alphabetical order (preferably fill out the form on the computer using Microsoft Word.) Entering the information into the Chapter Report Form with help of a computer facilitates legibility and keeping digital records.  
**Please note:** *If the entries are entered by hand, please be as legible as possible, especially when writing down emails, as emails are the most important tool to connect to our members.*
3. Send in your report forms regularly regardless of how many names are on it, so that members will begin receiving national WCA benefits promptly.
4. Send a digital copy of the Chapter Report Form by email in advance of the Treasurer mailing the dues to the administrator. This enables the administrator to quickly add your members to the National WCA database, by being able to copy and paste your entries, and avoid typing mistakes.
5. Send in a check with the total of the national dues and the completed Chapter Report Form. Do not accept money for chapter dues only. If the Chapter confers an honorary membership and wishes for that member to have access to WCA membership benefits, the Chapter must cover the cost of the National dues.
6. Keep a photocopy of all forms mailed to the National Office, as well as of the checks made out to the Chapter for your own records.

### STEP-BY-STEP INSTRUCTIONS

- NAME: Last Name first. Be sure to clearly show a hyphenated last name. First Name followed by Middle Initial/Name if used.
- ADDRESS: Always include full information such as Street, Ave, South, etc. Be sure City and State are written clearly. Use the full zip code for your area.
- PHONE/Cellphone: Include Area Code
- EMAIL: Make sure all letters and symbols are written clearly.
- URL: If the member has a website, enter the URL
- NEW/RENEWAL: Indicate if a member is a new or renewing member. Even if the member has not renewed for several years, please indicate they are renewing as they might already be in the system.
- SHORTCUT: If a renewing member has no change of address or phone number, just fill in the appropriate columns: (1 through 5) \*Membership Number \* New \*Renewal \* Last Name \*First Name/ Middle Initial and indicate NO CHANGE.

- **JOIN:** The National Office lists a member as "joining" in the month the form and payment is received. Chapter join dates should not differ by more than one month.
- **RENEWING MEMBERSHIP EXPIRATION DATE:** In 2021, WCA changed from a calendar year to an anniversary year. Therefore, it is most important to keep your records accurate to see whose membership has lapsed and whose membership is in grace period.

### **PROFESSIONAL AREA CODES**

A = Artist  
 B = CAA Member  
 C = Critic  
 D = Art Administrator  
 E = Collector  
 F = Faculty/Art Educator  
 H = Art Historian  
 L = Librarian/Slide Curator  
 M = Museum/Gallery Professional  
 S = Student  
 U = Curator

### **INTERNAL CAUCUS CODES**

Eco-arts Caucus  
 International Caucus  
 Jewish Women in the Arts Network (JWAN)  
 Young Women's Caucus (YWC)  
 The Feminist Art Project Caucus (TFAP)  
 LGBTQIA+ (in formation)

*(The caucuses are also a searchable attribute in the online member directory, which facilitates networking among members and across chapters.)*

### **NATIONAL COMMITTEES**

Awards Events  
 Conference  
 Exhibition  
 Legacy  
 Marketing & Communication  
 Membership  
 Advocacy

### **WCA CHAPTER CODES**

HON Honorees  
 LFT Lifetime Member  
 MAL Members-at-Large  
 ALA Alabama  
 CAN California – Northern  
 CAP California – Peninsula  
 CAS California – Southern  
 COL Colorado  
 FLO Florida  
 ILC Chicago, Illinois  
 IND Indiana  
 LOU Louisiana

MAC Massachusetts Central  
MIC Michigan  
NHS New Hampshire  
NSC Carolinas (North & South)  
TEX Texas  
WDC Greater Washington, DC Area

# Chapter Four: How to Start a Chapter

## A. INITIAL STEP: EXPLORATION

- 1. Join:** Start by joining WCA as a Member of a Chapter or a Member-at-Large so that you will have access to member benefits and the online membership directory.
- 2. Learn:** Familiarize yourself with the Women’s Caucus for Art (WCA), its mission—*Create community through art, education, and social activism*—its history, organizational structure, and its bylaws. Some of the documents are public under the ABOUT link, others can be downloaded under the WCA Resources tab at [www.nationalwca.org](http://www.nationalwca.org)
- 3. Reach out:** Contact your Regional Chair, the Vice President for Chapter Relations, President, and the Director of Operations, to let them know of your interest in forming a new chapter to ask for assistance and support. All contact information is available on the WCA website.
- 4. Brainstorm:** Gather ideas by visiting the websites of other WCA chapters.

## B. CHAPTER FORMATION: THE BASICS

- 1. Network:** Find at least five other people interested in doing the work to help form a chapter.
- 2. Name:** Select a name for the Chapter that includes the words “Women’s Caucus for Art”. Check with your state to make sure the name is available.
- 3. Establish a “Chapter in Formation”:** Email the VP for Chapter Relations that a new chapter is being formed so that your contact information can be posted on the national website under “Chapter in Formation”. This will allow others in your area to contact you.
- 4. Make your own WCA logo:** Contact the WCA Director of Operations to get a basic WCA logo and modify it with the chapter name or create your own logo.
- 5. Plan an introductory meeting** (or meetings) to recruit members and elect officers
  - a. Organize:** Plan an introductory meeting or series of meetings to announce the formation of the WCA Chapter and to recruit members. Your Regional Chair or the VP for Chapter Relations can help you with resources and ideas for planning your first meeting. Reach out to other WCA Presidents in nearby chapters for ideas and support as well.
  - b. Advertise:** Spread the word to your art community that you are holding a meeting to explain the WCA mission and to recruit interested members.
  - c. Hold an Election:** At the meeting, identify people willing to be the key Chapter Officers—President, Vice President, Secretary, Treasurer, and Membership Chair. You must have a minimum of three officers to form a chapter—President, Treasurer and one other officer. (Please note: The President cannot also serve as the Treasurer. Oftentimes, the Treasurer takes on the responsibilities of the Membership Chair.) Send the list of newly elected officers with names, titles, addresses, phone numbers, and email addresses to the National Office. Note that all Chapter Officers must be members in good standing with the National WCA (the term “in good standing” refers to having paid national dues for the current membership year). Whenever new officers are elected, the new list must be sent to the National Office.
  - e. Dues:** Agree on an amount for chapter dues (generally \$10 to \$35) that will be added to the national dues sent to the National Office for each member every year.

**6. Draft Bylaws:** Draft a simple set of Chapter Bylaws that conform to the principles and tenets of the National Bylaws and the laws of your state.

**7. Submit Bylaws** to the National Board President and the Executive Committee and ask for permission to become a chapter. Once granted, proceed to the next steps.

**8. Open a bank account.** (See Chapter Three, C. The Role of the Treasurer)

**9. Build Membership:** Recruit additional members and collect dues. The Membership Chair and Treasurer must refer to **Chapter Three: Handbook for Treasurer and Membership Chairs** for all of the details regarding tracking membership and dues. **Note: All chapter members are part of the National Organization and must pay National as well as chapter dues.**

**10. Meetings:** Hold regular board meetings and chapter meetings. Generally, board meetings happen once a month and chapter meetings are held either bi-monthly, quarterly, or biannually. Decide what works best for your chapter. Begin working to develop a chapter focus and develop plans for chapter activities and events. Form committees as needed to support the chapter activities and events. Committees should report their activities back to the chapter board.

**11. Stay informed:** Keep informed of WCA happenings by taking time to read through all communications, e-newsletters and *ArtLines* from National. Communicate with other chapters and members. “Like” the Facebook page for Women’s Caucus for Art, and follow us on Twitter @ArtWCA, or Instagram @womenscaucusforart. Pay attention to news about women in the visual arts.

**12. Communicate:** Use the Contact Center in the MemberClicks directory, to which you will have access to as a Chapter Admin once you have been added by the Director of Operations, or by using a free email marketing service such as Vertical Response, Constant Contact, or MailChimp.

The Treasurer/Membership Chair could be responsible for keeping the mailing lists up to date if you are using other systems than the MC Directory. The MC Directory is dynamic and will always show the latest records. Other options for communication are Slack, Yahoo-Groups, Google Group, Facebook page, or online forums.

**a. Passwords:** The chapter website, email marketing and social networking sites should have at least two administrators to ensure easy access in case one administrator leaves WCA, falls ill, or passes away. The president and at least one other executive officer should keep passwords.

**b. Newsletter:** Create a chapter newsletter to be mailed or emailed to your members and the National Office as well as to other chapters in your region. Printed copies are also shared at the Chapters’ Council Meeting at the annual National Conference in February. The MemberClicks also offers templates to create great newsletters. (Vertical Response, Constant Contact, or MailChimp are also excellent choices for creating good-looking newsletters.)

**c. Website:** Develop a simple chapter website that can be linked to the national website. Free websites can be set up on different platforms. Try weebly.com, wix.com, tumblr.com, wordpress.com, and blogger.com. At a minimum, the website should include the names of the current board members, contact information, information about upcoming events and how to join WCA.

**d. Social Networking:** Consider setting up social networking sites (Facebook, Twitter, Instagram, etc.) for your chapter.

**e. Logo:** Your chapter can use the National Logo with your chapter name underneath. If you like, you can design your own chapter logo that includes the words “Women’s Caucus for Art.”

**13. Choose a Chapter Representative:** Identify a Chapter Representative who will represent your Chapter at the Chapters’ Council Meeting at the Annual National Board Meeting in February. Each year, Representatives at the Chapters’ Council Meeting elect four new members to serve on the National Board as Directors for a three-year term. Encourage participation at the board level.

**14. Ongoing Chapter Responsibilities:** All chapters have the ability to create a chapter that meets the unique needs of their art community. However, all chapters have to adhere to the responsibilities to the National Organization. See **Chapter Two: Chapter Responsibilities to the National Organization** for more information.

## **C. CHAPTER FORMATION: LEGAL ISSUES & BECOMING A NON-PROFIT**

Once established, the chapter might want to become a non-profit corporation. To become a non-profit, the chapter needs to become a corporation first. Once incorporated, the chapter can apply for the non-profit or 501(3) status. Each State has different laws, be sure to check the requirements before initiating further steps. To apply for IRS 501(c)3 recognition, a lawyer might be necessary. (Check Lawyers for the Arts). A good resource to get you started is the National Council of Nonprofits at [www.councilofnonprofits.org](http://www.councilofnonprofits.org). Or search “Starting a Non-Profit in (fill in your state)”. This will most likely point you towards a department in your state that will help you to achieve non-profit status.

One of the primary benefits of being tax-exempt by the IRS is the ability to accept direct contributions and donations that are tax-deductible to the donor. Additional benefits include exemption from federal and/or state corporate income taxes; possible exemption from state sales and property taxes (varies by state); the ability to apply for grants and other public or private allocations available only to IRS-recognized 501(c)3 organizations, discounts on US Postal bulk mail rates, and other services.

### **The Basics: All chapters will need to establish the following**

- a. Mailing Address: Establish a permanent mailing address for the Chapter. Some use a reliable gallery or school address, while other chapters rent a post office box. You will need a mailing address to set up a bank account. Ideally, this should not be a personal address.
- b. Obtain an Employer Identification Number (EIN). Check your state’s website.
- c. Draft Articles of Incorporation: Incorporation is the first formal step in creating a nonprofit organization. You need bylaws, a mission statement, and a statement of purpose.

Draft a simple set of Chapter Bylaws that conform to the principles and tenets of the National Bylaws and the laws of your state. Use the Model Bylaws draft found on the WCA Documents page or ask for bylaws from other chapters to use as a starting point. The Chapter may have its own mission statement to supplement the National Mission Statement and Statement of Purpose.

- d. You need to have at least 3 officers on your board of directors, a President, a VP, and a Treasurer.

- e. Set up a bank account: All bank accounts must be in the name of the chapter and have at least two co-signers. No personal bank accounts may be used for WCA business.
- f. You need to file each year a 990, 990EZ, or the short postcard form.

On becoming a 501(c)3, please send your incorporation papers, bylaws, and letter of good standing with the IRS to the National Office.

## **D. CHAPTER WITHDRAWAL OR HIATUS**

If it is deemed that a chapter must be dissolved for whatever reasons, refer to Article X, Section G, in the National Bylaws for guidance. (The National Bylaws are available under the WCA Resources tab on the homepage)

Please note that a failing chapter may choose to go on hiatus for a period while it works on re-energizing interest in chapter leadership and/or membership. Contact your Regional Chair and the VP for Chapter Relations for further guidance.

**QUESTIONS?** Please email the Director of Operations at: [info@nationalwca.org](mailto:info@nationalwca.org).