SIA's Club Chartering Process

BEFORE CHARTER: Strategize

REGION LEADERS → **CHARTER TEAM**

1. Identify charter team
2. Choose a club model
3. Determine geographic focus
4. Set a timeline and budget
5. Contact membership@soroptimist.org

KEY ACTIONS & DECISIONS:

List names of possible members and region leaders and confirm their commitment to the charter team.

Will this be a traditional club or an online club? Where will the club be located? Does your charter team include members connected to this area? If no, add to your charter team!

How much time and funding do you need to be successful? Are there funds available to support this effort?

Email **membership@soroptimist.org** to submit Form A: Declaration of Intent to Charter.

DURING CHARTER: Implement

CHARTER TEAM → **CHARTER MEMBERS**

1. Community outreach and recruitment
2. Informational meetings
3. Club logistics
4. Charter application
5. Celebration

KEY ACTIONS & DECISIONS:

Identify who will lead this effort and who has connections to potential members. Where can info meetings be held? Who will plan them?

Who has can guide the club to establish bylaws and a budget? If no one, add to your charter team!

Find Form B and review the requirements to charter on **www.soroptimist.org**.

Submit Form B, club bylaws, and roster to **membership@soroptimist.org**. The last step is to submit payment.

How can the region welcome and celebrate the new club?

AFTER CHARTER: Mentor

CHARTER MEMBERS → **NEW CLUB**

Charter team or a mentoring committee will continue to engage with the new club throughout their first year.

KEY ACTIONS & DECISIONS:

Make sure club officers access club email address and club admin resources on SIA website.

Provide advice and best practices about fundraising locally.

Advise the club to participate in SIA's Dream Programs (SIA provides USD$1,000 for their first LYDA recipient!)

Assist them in planning for region and federation meetings.

At the end of their first club year, support electing new leaders and paying dues for the new year.

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