



Dear Chapter Organizing Committee,

We are so pleased that you have reached out to MANA to open a Chapter in your local area. You have taken the first step toward providing Leadership, Community Service, Education, and Advocacy for Latinas in your home community. We have put together a comprehensive package of documents that will help you begin this journey. It is quite a bit of information to digest, but please feel free to ask questions as they arise. Once you begin the formal process of starting a new MANA Chapter, you will be assigned a seasoned member of the MANA National Board of Directors to mentor you through this process, and to help you navigate any difficult turns.

Included with this packet, you will find the following documents:

1. **About MANA:** This gives you a general overview of the history and programs of our organization. Your Chapter will mirror locally the programming of the national organization. You will also have the opportunity to address needs specific to your community through programming you develop.
2. **MANA Organizing Instructions:** This document outlines the process of chartering a local MANA Chapter.
3. **Chapter Leadership Guidelines:** This document is a guide for competencies related to the leadership roles you will be filling for your new Chapter.
4. **Chapter Application Form**
5. **Chapter Bylaws**
6. **Elected Officers**
7. **Chapter Agreement**
8. **Articles of Incorporation**
9. **Fiscal Agent Agreement**

Items 4-9 are the documents you will need to complete and send to the MANA National Office to have your Chapter Chartered. The National Office will review the documents, make any clarifications, counter-sign them and return them to you for your Chapter Records.

Please take your time to go through the attached documents and we look forward to hearing from you when you are ready to begin the process. Please also take the time to refer to your state's Secretary of State's website for nonprofits and corporations for detailed information on filing the Articles of Incorporation for your Chapter. In addition to the forms you need to file with MANA, you will need to register with the state.

Thank you again for your willingness to begin this journey to Charter a new MANA Chapter.

Sincerely,

A handwritten signature in black ink that reads "Amy L. Hinojosa". The signature is written in a cursive, flowing style.

Amy L. Hinojosa
MANA President and CEO



MANA Chapter Organizing Kit

Purpose:

Chapters are organized, established and Chartered throughout the United States to further the mission and goals of MANA National. Chapters function independently from MANA National to better respond to the local needs and issues facing Latinas in their communities. In order to maintain a Charter, a Chapter must comply with all requirements of MANA National.

RIGHTS AND RESPONSIBILITIES OF MANA CHAPTERS:

- I. The Chapter shall:
 - A. Be known and do business as it is registered with MANA National;
 - B. Consciously identify itself as a duly chartered Chapter of MANA in all dealings with its clients, contractors, public officials and others, and
 - C. Prominently place appropriate notice of its chapter membership on all forms, business cards, stationary, advertising, signs and other materials where MANA membership is disclosed.
- II. The Chapter shall be solely responsible for its revenues and expense in providing, managing or otherwise conducting the business affairs of the Chapter.
- III. The Chapter shall comply with the provisions of its charter agreement, the constitution, bylaws and policies and directives of MANA National and shall operate its programs, services and business activities in keeping with the purposes, philosophy and standards set forth therein.
- IV. The Chapter shall open and maintain a bank account to be used in general operational activities of the Chapter, as well as an account or accounts for designated specific purposes, which cannot be used for general operational purposes. The Chapter shall make records of its bank accounts available to MANA National upon request.
- V. The Chapter shall keep current, correct and complete books and records of accounts and shall keep minutes of proceedings of its members, and addresses of its members entitled to vote.
- VI. The Chapter shall maintain current, true and accurate records of all financial transactions of the Chapter, including all income and expenditures in accordance with generally accepted accounting principles.
 - A. The accounting period is January through December.
 - B. All books, records and annual reports shall be maintained for at least six years after closing of the accounting period.
 - C. The officers of the Chapter or trustees shall make financial records available to MANA National upon request.

- VII. The Chapter agrees to cooperate with MANA National to protect its Service-marks, Trade-marks and logos from unauthorized use by anyone or any entity without MANA National's explicit authority to use the same.
- VIII. Each Chapter shall have the right to acquire real and personal property to facilitate the furtherance of their programs and services. The Chapter shall maintain an inventory of said property and said property shall be turned over to MANA National in the event that the Chapter's charter becomes forfeited or not renewed by MANA National.
- IX. The Chapter will indemnify and hold harmless MANA National from any and all claims made against the Chapter.
- X. The Chapter will arrange in a manner appropriate to its circumstance, for liability coverage for its activities.
- XI. The Chapter shall make application for exemption as a 501 (c) (3) organization and shall assume all responsibilities as applicable to those required by the Internal Revenue Service.
- XII. The Chapter shall supply copies of all financial, membership, operational and other records maintained in the course of its operations to MANA National upon request.

MANA Local Chapters:

There Are 3 (Three) Phases In Organizing A MANA Local Chapter:

Phase 1 (One):

During this phase, it is recommended that a working group of no less than 14 people work together to complete the following items. Each person must become a member of MANA:

- a) Submit the attached application to the MANA National Office to designate the Chapter Organizers, who will be responsible for completing all phases of the process. Please contact the MANA National Office at mananational@hermana.org with any questions or to request the documents in Word format.
- b) Approve the Chapter By-Laws which must clearly state the MANA mission and the MANA vision.
- c) Elect officers for the Chapter Board of Directors and document the election process.
- d) Sign the MANA Local Chapter Agreement Form.
- e) Approve the Chapter Articles of Incorporation and register the newly formed organization with the state.
- f) Sign Fiscal Agent Agreement.
- g) Establish a Chapter bank account.
- h) Pay an application fee of \$50.00. At this time, you must also send a portion of the dues collected for each Member to the MANA National Office. Please contact mananational@hermana.org for information on the portion of dues that should be sent. Note: The Chapter will submit a portion of the dues annually to the MANA National Office to maintain national membership. Make check payable to MANA, A National Latina Organization.

i) Mail forms and the application fee to:

MANA, A National Latina Organization
1001 Connecticut Avenue, NW
Suite 730
Washington, DC 20036

Phase 2 (Two):

The National Board of Directors will review the By-laws, the minutes, articles of incorporation and the program plan for approval. Once approved, you will be notified in writing and the Chapter will be named.

Phase 3 (Three):

MANA National will make arrangements with the Chapter to be issued the Charter making the Chapter official.

Note: You are not an official Chapter until you are granted approval by the MANA National Office. Once officially Chartered you will be able to start using the MANA logo. MANA National must approve all Chapter brochures.

The estimated time of Chapter application completion is between 6-9 months, although many Chapters have successfully completed the process in less than half of that time. MANA encourages you to effectively manage your project so as to not prolong or exceed an unreasonable timeline. A national board member can assist you in organizing your Chapter. Please do not hesitate to contact us during any step of the process for guidance. We look forward to receiving your information soon.



MANA Local Chapter Application Form

Proposed Name (Must include MANA de):

Proposed Jurisdiction (Geographic Area):

Founders (Attach Additional Pages, If Necessary):

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Signed and dated by organizing member:

Signature

Print Name

Dated



MANA DE BYLAWS

APPROVED: _____ **202**__

Article I. NAME AND LOCATION

Section A.

The name of this Corporation shall be MANA de _____, a chapter of MANA, A National Latina Organization hereinafter referred to as MANA de _____ or the Corporation.

Section B.

The Corporation shall be based in _____.

Article II. PURPOSE

Section A. Intention

The Corporation is organized exclusively to promote the full and equal participation of Latinas in the social, educational, economic, and political arenas of the United States; and to promote respect and appreciation for the cultural diversity of the Latino community. The Corporation shall honor the fact that Mexican American women founded MANA in 1974 in all relevant literature and communications.

Section B. Mission Statement

MANA de _____ empowers Latinas through leadership development, community service and advocacy.

Article III. CORPORATE STATUS

Section A. Compliance with IRS

MANA de _____ is organized and shall be operated exclusively for charitable, scientific and educational purposes as may qualify it for tax exempt status under 501(c)(3) of the Internal Revenue Code of 1954 or its successor provisions.

Article IV. CORPORATE STRUCTURE

Section A.

A Board of Directors which shall be elected by the membership shall determine the goals, objectives, and policies of the Corporation. The Board will be comprised of eleven (11) members. MANA de _____ encourages involvement of non-Latinas in all aspects of the organization. In order to ensure the integrity of the organization's fundamental mission and goals to advocate, develop, and empower Latinas the composition of the Board shall always include no less than 70% Latinas and the Chair shall be a Latina.

Section B.

The MANA de _____ Board of Directors has the authority to establish an Administrative Office and hire and fire a President-CEO who is responsible for implementing the policies and the programs of the Corporation. The CEO has the authority to fill all other staff positions at her discretion without the approval of the Board of Directors, Chair or Executive Committee.

Article V. MEMBERSHIP

Section A. Eligibility

Any individual regardless of race, sex, national origin, religion, age, sexual orientation, or political affiliation, who is committed to the mission and goals of The Corporation, is eligible

for individual categories of membership. Individual members may join through MANA de _____, or may join directly through the MANA national office.

Section B. Membership Classifications

There are five (5) categories of membership available to eligible individuals and corporations. All members shall receive the benefits and services of membership as provided by the Corporation. All individual members, except the honorary members and affiliate members are entitled to the rights and privileges of the Corporation, including the right to vote and hold office, as long as there is no conflict with these bylaws.

- (1) Regular MANA Membership is offered to any individual with a genuine concern for the needs and issues relevant to Latinas as defined by the Corporation. Chapter-based and national at-large members of MANA shall have equal rights and responsibilities.
- (2) Membership is extended to Higher Education Student at college or university level on a full or part-time basis.
- (3) Senior Citizen Membership is offered to any individual over the age of 60 years.
- (4) Hermanita membership is extended to students in elementary, middle and high school, and shall extend to benefits and services of membership, except the right and privilege to vote and hold office. Hermanitas shall have the right to vote for local Hermanitas initiatives, as applicable.
- (5) Lifetime Membership is a national designation offered to any eligible individual interested in becoming a member. Lifetime members shall receive all benefits and services of regular membership, but will be responsible for paying appropriate dues to their local chapter, as applicable.

Article VI. GOVERNANCE OF CORPORATION

Section A. MANA de _____ Board of Directors Meetings

- (1) The MANA de _____ Board of Directors, elected by the membership, shall meet at least twice each fiscal year.
- (2) A majority of the Board of Directors shall constitute a quorum.
- (3) Board action shall be taken only upon a majority vote of Directors, with a quorum present at the duly noticed meeting or by telecommunication.
- (4) All Board meetings are open according to 501(c) (3) rulings and conducted pursuant to the Roberts Rules of Order (Newly Revised). The Board may, by simple majority vote, close any portion of a Board meeting to non-Board members to discuss personnel and related matters.
- (5) Special meetings can be called by the President or upon written request of at least five (5) Board Members.
- (6) All Board members must be given at least 5 days' notice of any meeting.

Section B. Authority of the MANA de _____ Board of Directors

- (1) The MANA de _____ Board of Directors shall determine the goals, objectives, and policies of the Corporation. It shall provide executive direction and oversight of the Corporation's operations and personnel, and ensure compliance with the relevant legal and financial requirements.
- (2) The MANA de _____ Board shall elect its Board Officers after the selection of Board members by the membership. The Officers to be elected are Chair, Vice Chair, Secretary and Treasurer. These Officers, together with the Immediate Past President shall comprise the Executive Committee. No Officer may be elected to the same office for more than two consecutive terms.
- (3) The MANA de _____ Board of Directors shall establish the criteria for membership, period of membership, annual dues, qualifications of its officers, and, with due process and in consultation with MANA chapters, temporarily amend these Bylaws, until the next Annual meeting when any changes will be presented to the membership.

- (4) The MANA de _____ Board of Directors has the authority to create and appoint such committees as deemed necessary to conduct the corporation's business. The Chair of the Board shall appoint the Committee chairpersons from the Board, except the Nominating and Elections Committees, which are set forth in these bylaws. Members of these committees do not have to be members of the Board.

Section C. Elected Terms of Service

The MANA de _____ Board of Directors shall be elected in staggered three-year terms, with 4 maximum being elected yearly, to maximize expertise and experience. Board Members shall not serve more than two (2) consecutive terms. Board members shall take office on the first business day of January, following the end of the year or as soon thereafter as is practicable. Former Officers and Directors will work with new Officers and Directors to ensure an orderly transition of leadership.

Section D. Resignations

Any executive office, appointed official or Director of MANA de _____ may resign at any time by giving written notice to the Board of Directors. Unless otherwise specifies in such written notice, the resignation shall be effective upon delivery to the Board of Directors.

Section E. Vacancies

Vacancies occurring due to resignation or removal of Directors, including Officers, shall be filled for the remainder of that Director's term by action of the Board of Directors within one month after written notice of the vacancy is received. In the event the Office of President shall become vacant, the Vice President shall serve for the remainder of the term vacated by the President. In the event that the Vice President is unable or unwilling to serve as President, the Office of President, an election will be held by the Board of Directors to fill the position for the remainder of the unexpired term.

Section F. Removal of Officers and Directors

Executive Officers of MANA de _____ and any Director of the Board shall be removed exclusively by the procedures hereinafter provided. Before any elected officer or Director may be removed, written charges specifying the alleged sufficient cause shall be filed with the President or Secretary, and a copy thereof shall be served on the person charged. The person charged will be given the opportunity at a meeting of the Board of Directors to be heard on the subject of the charges. The actions constituting sufficient cause are: (1) Actions prejudicial to the goals or purposes of MANA de _____; (2) Failure to perform the duties of elected or appointed office; or (3) Misappropriation of funds. A meeting of the Board of Directors, duly called, and at which there is a quorum, the affirmative vote of two thirds of those present shall be necessary to effect such removal.

Article VII. NOMINATIONS AND ELECTIONS

Section A. Nominations Committee

The Nominations Committee shall consist of three (3) members appointed by the Board, who are not running for election. This committee shall serve for one year and shall be charged with overseeing the nomination procedure for any vacancies on the Board whether end of term or any other reason. The Committee shall see that written background information on each candidate for each office is submitted to members for end of term elections or to the Board for replacing vacancies in between elections. Candidates must have been members in good standing for at least three years in order to stand for election. Members of this Committee should be members in good standing for at least three years. The Chair for this Committee should be a Board member or a former Chapter President, if possible.

Section B. Elections Committee

The Elections Committee shall consist of three (3) members appointed by the Board, who are not running for election. Committee members shall serve for a one-year term and shall be charged with overseeing the elections, ensuring a fair and impartial election procedure in tabulating and reporting the results of each election. This committee will work with staff to ensure that the elections are completed in time to report the results by December 15 to the

MANA de _____ Board. Members in good standing, with dues paid at least 60 days prior to the date ballots are mailed, are eligible to vote in elections.

Article VIII. DUTIES AND RESPONSIBILITIES OF OFFICERS

Section A. Executive Committee

The Executive Committee shall be empowered to execute the duties and responsibilities of the Board of Directors when it is impossible to convene a special Board meeting. Any action or policy adopted by the Executive Committee must be compatible with policy as established by the Board of Directors and shall be reported to the full Board. The Executive Committee shall, except as otherwise specifically provided for conduct the business of the Corporation by a majority vote of members.

Section B. Chairperson of the Board

- (1) The Chair is the presiding officer and spokesperson for the Board of Directors. She is also an ex-officio member of all Board Committees, except the Nominating and election Committees.
- (2) The Chair is responsible for calling and conducting Board and Executive Committee meetings and presides at the Corporation's Annual meeting.
- (3) The Chair appoints Committee Chairpersons, in consultation with the Executive Committee, when committees are created by the Board.
- (4) The Chair provides direction, advice, and consultation on matters affecting the Corporation and its membership.

Section C. Vice Chair

The Vice Chair shall, when called upon, assist the Chair by counsel or otherwise, and in the absence, disability, resignation or removal of the Chair serves as Chairperson until the next election. The person holding this position is expected to run for Chair in the next election.

Section D. Secretary

The Secretary shall be responsible for the recording and the maintenance of the minutes of all fiscal membership, Board of Directors and Executive committee meetings and shall be responsible for the preservation and maintenance of the Corporation's history.

Section E. Treasurer

The Treasurer shall oversee the fiscal matters of The Corporation; present reports on the Association's financial operations to the Board in a timely manner and lends fiscal advice and consultation to the Corporation. This position also ensures that all documents, reports and tax returns that impact the 501(c) (3) status are timely filed.

Section G. All Other Board Members

All other members of the Board of Directors shall have all the duties and responsibilities appropriate to members of the Board of Directors of a non-profit organization, including such duties and responsibilities as may from time to time be assigned by the Chairperson or Chair of any committee of the Board.

Article IX. CHAPTERS

Section A. Purpose

Chapters shall be organized, established and chartered throughout the United States to further the mission and goals of the Corporation. Chapters shall function independently from MANA, A National Latina Organization so as to better respond to the local needs and issues facing Latinas. In order to maintain a charter, a chapter must comply with all requirements listed herein and those imposed in the future by the MANA National Board in consultation with the Chapters.

Section B. Establishment

Chapter memberships are for organizations, which agree to support MANA's purposes. Chapter memberships are granted by the Board after petition by an organization. The petition shall include a written pledge to uphold MANA, A National Latina Organization's purposes; a copy of the Chapter organization's Articles of Incorporation and bylaws or constitution, as appropriate, a list of the organization's elected officers and bonafide members; and payment of initial membership fees.

Section C. Chapter Rights and Responsibilities

- (1) Chapters shall maintain a minimum of fourteen (14) to twenty-five (25) members, unless conditions dictate otherwise. The National Board reserves the right to grant exceptions to this requirement.
- (2) Each Chapter must forward a portion of the membership dues for individual to the MANA National Office on an annual basis, according to the dues structure established by the MANA National Board of Directors. Failure to do so will nullify any individual's claim for direct benefits and services as well as the rights and privileges of National membership.
- (3) Each Chapter must conduct its business in a fiscally responsible manner. This includes the obligation to become and remain a corporation in good standing in its respective jurisdiction, to file for tax-exempt status pursuant to the Internal Revenue Code and the laws of its respective jurisdiction and file all documents necessary to comply with all applicable provisions of federal and local law. Each Chapter shall submit an annual report to National at the end of each year on its activities.
- (4) All duly chartered Chapters shall adopt the Corporation's acronym "MANA, A National Latina Organization" and the national logo. Chapters must clearly print their Chapter name on all-official stationary, membership directories, press releases, and all out-going materials produced by the Chapter. Chapters are to honor the fact that the national organization was founded in 1974 by Mexican American women in all relevant chapter literature and communications.

Section D. Revocation of Chapter

The MANA National Board of Directors, by a two-thirds vote, may revoke or suspend the charter of any Chapter that fails to comply with these Bylaws and/or other policies or directives adopted by the National Board or that operates in any way inconsistent with the spirit and intent of this Corporation or not in the best interest of the Corporation.

Article X. FISCAL YEAR

The fiscal year for the Corporation will be the Calendar year.

Article XI. DISSOLUTION

Section A. Method

The Corporation may be voluntarily dissolved only upon the approval, by mail ballot, of not less than two-thirds of the members in good standing.

Section B. Financial Responsibility

Upon voluntary dissolution of the organization, the Board shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all the assets in a manner keeping with the purposes of the Corporation and consistent with the requirements applicable to organizations exempt from taxation under section 501 (c) (3) of the Internal Revenue Code or any successor provision of federal tax law.

Article XII. RATIFICATION AND AMENDMENTS

Section A. Ratification

These Bylaws shall be deemed ratified after adoption by a majority vote at a fully called Annual Membership meeting and shall be duly recorded by the Secretary of the Board.

Section B. Amendments

These Bylaws may be amended by a two-thirds majority of members present at a duly called Membership Annual meeting. Any Member or Board Member may submit proposed amendments at least forty-five (45) days prior to the Membership meeting where amendments are to be considered. The 45-day requirement may be waived by a majority vote of the members in good standing as may be deemed necessary.



ELECTED OFFICERS
MANA DE _____

A meeting for the organizing Chapter, MANA de _____, was called to order on _____, 202_, in _____, to discuss the following agenda items: (1) Election of the MANA de _____ Board of Directors, (2) Approval of MANA de _____ By Laws.

Elections were held and the following individuals were elected for the following positions:

MANA de _____ Board of Directors

President _____

Vice President _____

Secretary _____

Treasurer _____

Members _____

The Bylaws were read, discussed and approved.

The next meeting was scheduled for _____.

The meeting was adjourned.

Respectfully submitted by:

Incoming Secretary MANA de _____ Board of Directors



This Agreement becomes effective as of the ____ day of the month of _____, in the year of _____, for MANA, A National Latina Organization, a national entity incorporated as a 501 (c)(3) organization.

WHEREAS, MANA, A National Latina Organization (hereinafter “MANA National”) seeks to expand and strengthen a network of MANA Chapters chartered and authorized by MANA National to act within their own communities to carry out MANA National’s purpose of improving the quality of life for all Latinas and for the Hispanic community, and

WHEREAS, MANA National recognizes that its purposes can best be achieved through programs and services offered to local communities through duly organized and chartered Chapters working cooperatively with MANA National and in compliance with bylaws and board policies and directive duty authorized by MANA NATIONAL; and

WHEREAS, MANA National owns all rights to use of the name MANA, A National Latina Organization known as MANA, together with all logos used and developed since 1974 when MANA came into being,

NOW THEREFORE, Board of Directors of MANA National hereby adopts the following policy regarding the chartering of Chapters, their relationship to MANA National and the rights and responsibilities MANA National and the Chapter.

CHAPTERS DEFINED

1. Membership. A Chapter is the basic unit of membership in MANA, A National Latina Organization. Each Chapter shall be identified in a manner consistent with its constitution, bylaws and board policies, said name shall begin with *MANA de _____* and may include the local area which shall not exceed the Bureau of Census Standard Metropolitan Statistical Area (SMSA), and pursuant to a charter agreement executed between the Chapter and MANA National. Once duly chartered, a Chapter shall have all rights granted to Chapters by MANA’s constitution, bylaws, board policies and the charter agreement.
2. Categories of Membership. There are two kinds of membership, Sustaining Membership and Provisional Membership. Sustaining Membership is granted to Chapters that have successfully completed a twelve month period of probation after initial chartering or reinstatement following a period of twelve or more months to demonstrate compliance with the chartering or reinstatement agreement and the constitution, bylaws, Board policies and directives of MANA National. Probationary Members shall have all the rights of Sustaining Members except the right to apply for a MANA Licensing Agreement.

RIGHTS AND RESPONSIBILITIES OF MANA NATIONAL

1. MANA National shall determine, consistent with its constitution, bylaws and duly authorized policies and directives, when and in what manner Chapters shall be chartered or terminated due to noncompliance with the chartering agreement and policies and directives of MANA National or due to inactivity. Similarly, MANA National shall decide, consistent with appropriate agreements and

policies, whether a terminated Chapter shall be reinstated and whether a new or reinstate Chapter has successfully completed its probationary period in order to become a Sustaining Chapter.

2. MANA National will provide administrative and technical guidance to its duly chartered Chapters.
3. MANA National will serve as an advocate at the National level to inform the public, corporate leaders and elected officials of MANA's achievement, as well as of the needs and issues concerning the Hispanic community.
4. MANA National will authorize Sustaining Chapters, through the exception of a licensing agreement, the right to the use of MANA's Service Marks and Trade Marks in connection with the Chapter's programs and activities.
5. MANA National will include any Chapter, whose *fundraising remains under \$20,000 pending approval of their application for exemption by the Internal Revenue Service (IRS) under 501 (C) (3), as subordinate organizations and will undertake all responsibilities required by the IRS of a central organization with regard to subordinate organizations.*
6. *MANA National shall enter into a Fiscal Agreement with the Chapter until such time as the 501 (c) (3) exemption is granted by the IRS.*
7. *MANA National shall be notified upon receipt of exemption and a copy of the exemption together with a copy of approved Articles of Incorporation shall be submitted to MANA National for the record.*
8. MANA National will make its Annual Financial Statement and IRS Informational Returns to Chapters upon request.

RIGHTS AND RESPONSIBILITIES OF MANA CHAPTERS

1. The Chapter shall be known and shall do business as it is registered with MANA National and shall consciously identify itself as a duly chartered Chapter of MANA in all dealings with its clients, contactor, public officials and others, and shall prominently place appropriate notice of its chapter membership on all forms, business cards, stationary, advertising, signs and other materials where MANA membership is disclosed.
2. The Chapter shall be solely responsible for its revenues and expense in providing, managing or otherwise conducting the business affairs of the Chapter.
3. The Chapter shall comply with the provisions of its charter agreement, the constitution, bylaws and policies and directives of MANA National and shall operate its programs, services and business activities in keeping with the purposes, philosophy and standards set forth therein.
4. The Chapter shall open and maintain a bank account to be used in general operational activities of the Chapter, as well as an account or accounts for designated specific purposes, which cannot be used for general operational purposes. The Chapter shall send records of its bank accounts to MANA National.

5. The Chapter shall keep current, correct and complete books and records of accounts and shall keep minutes of proceedings of its members, and addresses of its members entitled to vote.
6. The Chapter shall maintain current, true and accurate records of all financial transactions of the Chapter, including all income and expenditures in accordance with generally accepted accounting principles.
7. The Chapter agrees to cooperate with MANA National to protect its Service Marks, Trademarks and logos from unauthorized use by anyone or any entity without MANA National's explicit authority to use the same.
8. Each Chapter shall have the right to acquire real and personal property to facilitate the furtherance of their programs and services. The Chapter shall maintain an inventory of said property and same shall be turned over to MANA National in the event that the Chapter's charter becomes forfeited or not renewed by MANA National.
9. The Chapter will indemnify and hold harmless MANA National from any and all claims made against the Chapter.
10. The Chapter will arrange in a manner appropriate to its circumstance, for liability coverage for its activities.
11. The Chapter shall make application for exemption as a 501 (c)(3) organization and shall assume all responsibilities as applicable to those required by the Internal Revenue Service.
12. The Chapter shall supply copies of all financial, membership, operational and other records maintained in the course of its operations to MANA National upon request.

Chapter President

Date

MANA National President and CEO

Date

Chapter Secretary

Date



ARTICLES OF INCORPORATION
FOR

MANA de _____

ARTICLE 1

I. NAME

The name of this corporation shall be MANA de _____

ARTICLE 2

II. STATUS

The corporation shall be a non-profit corporation organized pursuant to the provisions of the _____ (insert state) Non-Profit Corporation Act.

ARTICLE 3

III. PRINCIPAL PLACE OF BUSINESS

The principle office for the transaction of business of the corporation is:

MANA de _____

ARTICLE 4

IV. DURATION

The corporation's period of duration is perpetual.

ARTICLE 5

V. PURPOSE

The corporation is formed exclusively for charitable and educational purposes. Specifically and primarily, to promote, complete, and equal participation of Latinas, in the economic, educational, political, and social arenas of the United States. Secondly, to promote appreciation and respect for the cultural diversity of the Latino community.

In addition, this corporation is formed for the purposed of performing all things incidental to or appropriate in, the achievement of the foregoing specific and primary purposes, including any charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code (hereinafter IRC). However, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of its specific and primary purposes.

Furthermore, no substantial part of the activities of this corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation except as otherwise permitted by Section 501 (h) of the IRC and in any corresponding laws of the State of _____, nor shall this corporation participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf (or in opposition to) any candidate for public office.

ARTICLE 6

VI. REGISTERED AGENT AND OFFICE

The name and address of the corporation's initial agent for service of process is:

ARTICLE 7

VII. MEMBERS

The qualification of members, different classes of membership, voting and other rights and privileges of member, their liabilities to dues, termination and transfer of membership shall be set forth in the Bylaws.

ARTICLE 8

VIII. INITIAL DIRECTORS

The number of directors constituting the initial Board of Directors is 14 and the names and addresses of the people who are to serve as the initial Directors until the election of their successors are:

Board President	_____	_____	_____
President Elect	_____	_____	_____
1st Vice President	_____	_____	_____
2nd Vice President	_____	_____	_____
Recording Secretary	_____	_____	_____
Corresponding Secretary	_____	_____	_____
Treasurer	_____	_____	_____
Historian	_____	_____	_____
Board Member	_____	_____	_____
Board Member	_____	_____	_____

The manner in which Directors shall be chosen and removed from office, their qualifications, powers, duties, compensation, if any, tenure of office, the manner of filling vacancies on the Board, and the manner of calling and holding meetings of the MANA de _____ Board of Directors, shall be stated in the Bylaws.

ARTICLE 9

IX. INCORPORATORS

The names and addresses of this corporation's initial Incorporators are:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

ARTICLE 10

X. DEDICATION OF ASSETS

The properties and assets of this non-profit corporation are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of this corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, director or officer of this corporation. On liquidation or dissolution, all remaining properties and assets of the corporation shall be distributed and paid over to an organization dedicated to charitable and educational purposes which has established its tax-exempt status under Internal Revenue Code Section 501 (c) (3).

IN WITNESS WHEREOF, we, the undersigned, being the people named above as the first Directors, have executed these Articles of Incorporation the ___ day of _____, 202_.



FISCAL AGENT AGREEMENT

This Agreement, dated _____, 202_, is between MANA, A National Latina Organization, a non-profit corporation, and MANA de _____, a non-profit association.

MANA de _____ is a newly founded nonprofit public benefit organization which is in the process of applying for Internal Revenue Code Section 501(c)(3) and tax-exempt status. Until it obtains such tax - exempt status, MANA de _____ needs a fiscal agent with such tax-exempt status to receive on MANA de _____'s behalf grants and tax deductible contributions that MANA de _____ will use to carry out its charitable activities.

MANA National is a nonprofit corporation, tax-exempt under Internal Revenue Code Section 501(c)(3). It is agreed that MANA National will act as fiscal agent for MANA de _____. As such, it will receive on MANA National's behalf grants and tax-deductible contributions.

NOW THEREFORE, the parties, in consideration of the premises and mutual covenants and agreements contained herein, intending to be legally bound, hereby agree as follows:

TERMS OF AGREEMENT

Fiscal Agent Services. MANA National agrees to administer all funds received for MANA de _____ and will provide a separate account.

Fiscal Agent Fee. MANA de _____ agrees that MANA National will deduct a fee for service (fiscal fee) at the rate of 3% (percent) of all income accepted on behalf of MANA de _____ during the period of this agreement. Any exceptions to this must be authorized and agreed upon by the MANA National Board of Directors.

Accounting Records. MANA de _____ agrees to maintain complete and accurate records (including receipts) of all monies received and expenses incurred, as well as any other documents related to funds administered by MANA National. MANA de _____ agrees to maintain its ledgers and make all information available, upon request, to MANA National for examination and review.

Audits. It is agreed that any action by MANA de _____ which results in an audit of the books of MANA National will be sufficient reason for MANA de _____ to be held responsible for payment for that audit and for any other expenses encountered which are related to that audit.

Employees. It is agreed that neither MANA de _____, nor employees, or anyone MANA de _____ might contract to work on a project, shall be considered to be employees of MANA National, nor will he or she make claims against MANA National for unemployment compensation, worker compensation, or disability benefits.

Hold Harmless Clause. MANA de _____ agrees to hold MANA National harmless from all personal and contractual liabilities, except as specified in this contract.

Time Limitations. This Agreement shall commence on _____, 202_, and shall terminate on the date that MANA de _____ notifies and submits a copy to MANA National of notice by the Internal Revenue that an exemption has been granted under Section 501 (c)(3) tax-exempt status, unless extended by agreement of the parties, or sooner terminated as provided herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and delivered by their proper and duly authorized officers as of the day and year first above written.

MANA de _____	MANA, A National Latina Organization
By _____ President (Print Name)	By _____ National President (Print Name)
By _____ President	By _____ National President and CEO
Date _____	Date _____
By _____ Treasurer (Print Name)	By _____ National Treasurer (Print Name)
By _____ Treasurer	By _____ National Treasurer
Date _____	Date _____



MANA MEMBERSHIP FORM

(Please print)

Name: _____ Date: _____

Where you would like to receive MANA Information:

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

New Member

Returning Member

Individual Membership

Chapter Membership: _____

Are you interested in participating in training or volunteering in any of these areas:

Youth Mentoring

Financial Literacy Education

Chapter Leadership

Social Media

Advocacy

Membership Fees

For Chapter Membership, make checks payable to *MANA de* _____

For Individual Membership, make checks payable to MANA, A National Latina Organization

Regular Membership - \$35

College Student- \$15

Senior Citizen - \$15

HERMANITAS® \$ _____ (if required by the Chapter)

Lifetime Membership - \$250

The national Lifetime Membership designation is payable in full to MANA, A National Latina Organization. This is a one-time membership payment to the MANA National Office that entitles the member to all benefits and services of regular membership for life. As this is a national designation, the Chapter may require annual fees of their own.



MANA MEMBERSHIP DUES STRUCTURE

Category	Annual Dues – Renewed Each January	Amount to MANA National	Amount Stays With Chapter
Regular	\$35	\$10	\$25
College Student	\$15	\$5	\$10
Senior Citizen	\$15	\$5	\$10
Hermanitas (Ages 11-18)	Discretion of Chapter	\$0	

Lifetime Member is a national designation. This is a one-time payment of \$250 that goes to MANA National. This individual remains a MANA member with all rights and responsibilities for life.

Friend of MANA is a local designation for individuals who do not want to be a formal member of the Chapter or have voting rights, but would like to donate to the work of the Chapter. These contributions are kept by the local Chapter. No portion needs to be sent to MANA National.

Chapter may submit copies of membership forms to MANA National, or a spreadsheet may be created with the following categories:

- **Name**
- **Address**
- **City/State/Zip**
- **Phone**
- **Email**
- **Category of Membership**

Membership forms or spreadsheet should be mailed with the appropriate payment to:

MANA, A National Latina Organization
1001 Connecticut Avenue NW
Suite 730
Washington, DC 20036



About MANA



Leadership Cultivation, Community Transformation

Leadership ♦ Service ♦ Education ♦ Advocacy

Founded in 1974, MANA, A National Latina Organization® (MANA) is a national grassroots membership organization with chapters, individual members and affiliates across the country. MANA represents the interests of Latina women, youth and families on issues that impact our communities. MANA contributes the leading Latina voice on many of the major issues in the public sphere, particularly in the areas of education, health and well-being, financial literacy, equal and civil rights, and immigration reform. Chapters and Affiliates provide programming locally to educate and empower our communities nationwide. Our values are rooted in serving the community through leadership development, educational workshops, mentoring the next generation of leaders, building the structures to support continued Latina success, and advocating for equity in all sectors of American life.





Mission

To empower Latinas through leadership development, community service, and advocacy

National Goals

- Strengthen Latinas as Community Leaders
- Create Vital Hispanic Communities
- Advance Public Policy for an Equal and Just Society
- Grow and Sustain a Healthy Organization

Commitment to Diversity

MANA is committed to elevating diverse voices within our organization, as well as to the external world. You will see usage of different terms throughout our website and external communications. We utilize terms such as "Latino," "Latina," "Hispanic," "Latinx," and others to represent people of Hispanic or Latino/a/x heritage, but understand that no one term can fully capture the diversity and beauty of our communities. You may also see "Latin@," or "Latine" used in other spaces. While our specific mission reflects our attention to women and girls, our hope is to always welcome individuals to our organization as they identify and to serve as allies to all under-recognized, and marginalized communities as we strive toward equity and inclusion for all.



Programs

MANA achieves its mission through educational programming for students and adults in the national Chapter, Affiliate, and Member network.

Hermana Conference

The annual Hermana Conference provides a meaningful and educational opportunity for Latina Leaders each year. With participants from across the country, this is an opportunity to reach community leaders and opinion shapers through workshops and trainings. The conference has drawn influential Latina leaders and motivational speakers from around the country. Participants gain valuable information and resources from top Latina trailblazers. Specialized components are also provided to enhance the local capacity of MANA Chapter Leaders



Latina Savings Project

MANA has partnered with community organizations to create a financial literacy and savings program. This program provides training and turnkey materials to MANA Chapter and Affiliate members to provide local trainings on managing finances and making educated financial decisions, particularly with regards to credit, retirement and homeownership. A key component is encouraging women to begin saving and develop a relationship with a financial institution.

Las Primeras Awards

The MANA Las Primeras® Awards honor Latinas who demonstrate important 'firsts' in their fields with a national impact on the Hispanic community. The achievements of these extraordinary women show the important contributions Latinas make to this country. Las Primeras® serves as an educational program and commemoration of how far we have come as Latina leaders, yet serves as an important reminder of the long road ahead for full inclusion of Latinas in the top levels of leadership in this country.



REACH Youth Conference

HERMANITAS® participate in mentoring programming year-round in their home communities and once a year are brought together for a culminating national HERMANITAS® REACH Youth Conference. They participate in workshops focused on leadership, communication, identity, goal-setting and other topics relevant to Latinas, with influential Latinas from across the nation. An Experiential Day puts focus on real-world applications to the program materials.





Hermanitas: The only national youth mentoring program in the United States for Latinas

At a local level, the HERMANITAS® Program students are assigned a trained mentor committed to a minimum of 104 contact hours per year. Mentoring activities may be in person, on the phone or electronically. Mentor must also initiate one 30 minute meeting or contact with an adult family member and at least one-hour activity with both the Hermanita and the adult family member.



Culture

The curriculum was specifically designed to incorporate community, culture, language, family, peers, and schools. Madrinas® (mentors) are recruited from MANA members and friends, and include caring Latina and non-Latina community leaders and organizers.

Empowering

Hermanitas® empowers Latina adolescents by promoting educational achievement and personal enrichment; developing leadership abilities; encouraging cultural identity and awareness; and modeling proactive community involvement.





Self Esteem

HERMANITAS®
maintain consistent
levels of self-esteem.

Mental Health

HERMANITAS®
display low rates of
depression
compared to
nationwide averages.



Healthy Living

HERMANITAS®
display an
increasingly negative
view of drug and
alcohol use.

Mentoring is Vital

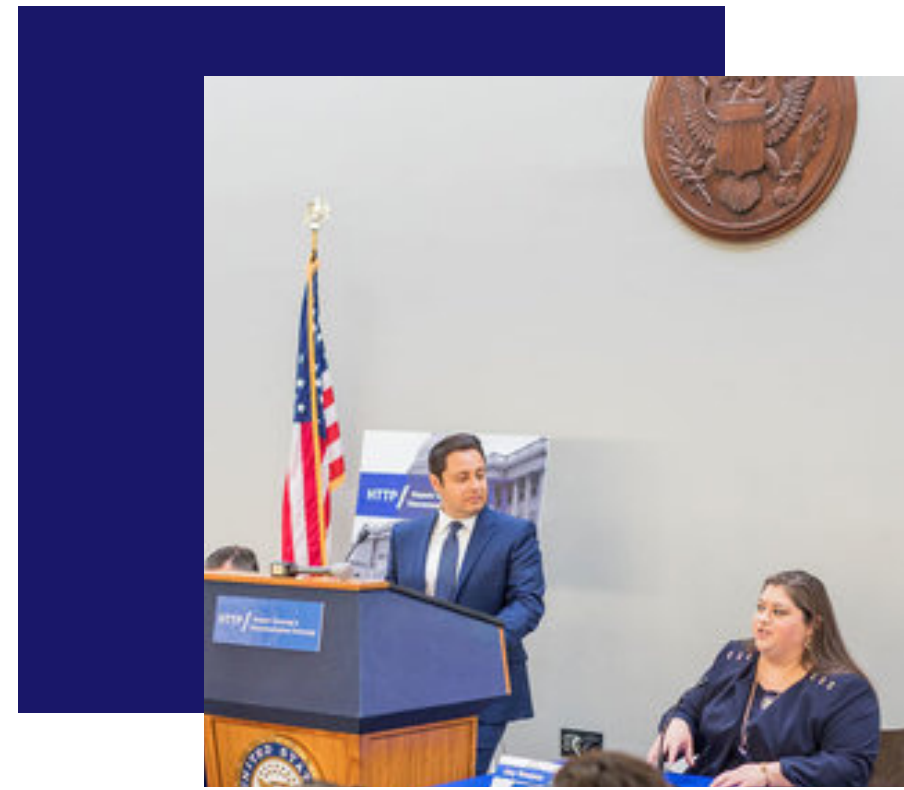
An independently-evaluated, national study conducted by three Latina PhDs was published in the Harvard Journal of Hispanic Policy. The study assessed the impact of the MANA HERMANITAS® program, and found these positive outcomes for HERMANITAS®:



Education

HERMANITAS®
display a growing
positive attitude
toward school and
higher education.





Latina Advocates

MANA contributes the leading Latina voice in Washington, DC, on many of the major issues in the public sphere, particularly in the areas of education and tech access; health equity; financial literacy and education; labor diversity, inclusion and protection; equal and civil rights, and immigration reform. MANA is proud to participate in a number of coalitions and partner with these groups on advocacy efforts to broaden the reach of the Latina voice nationwide.



L-R: Maria Cardona, CNN Contributor; The Honorable Isabella Guzman, Administrator of the U.S. Small Business Administration; Monica Ramirez, Founder, Justice for Migrant Women; Amy Hinojosa



HEALTH EQUITY COLLABORATIVE

Consumers for Quality Care

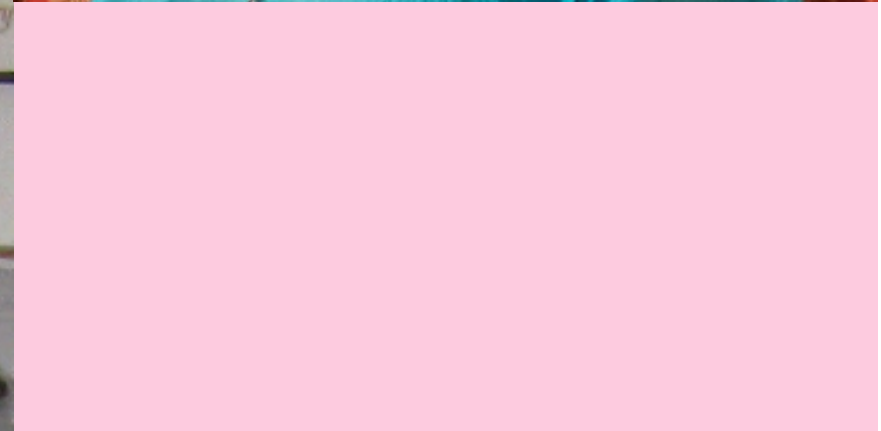


The National Latino Voice in Tech & Telecommunications Policy





Benefits of Membership



Individual Member Benefits

All Paid MANA Members are entitled to vote annually to elect new members to the MANA National Board of Directors.

Become a Latina Advocate

Through your MANA membership, you will have the opportunity to learn about issues facing Latinas nationwide. You will have the opportunity to participate in the latest campaigns and issue advocacy on behalf of Latinas in your community.

Access Turn-Key Program Materials

From our financial literacy training resources to Hermanitas® program training and curriculum materials, you will receive information that you can use effectively to serve your community.

Receive Monthly E-Newsletter

Each month, you will receive the latest updates on advocacy issues, national campaigns, highlights from Chapters and Affiliates, training information and resources, and more!



Join a Network of Latina Leaders

Through Chapter/Affiliate interaction, National training events, or engaging via social media, you will get the chance to interact with Latina Leaders at all levels throughout the country.

Access Training and Professional Development

Each year, you will have the opportunity to attend the MANA Annual Conference to receive program training and workshops that contribute to both professional and volunteer development. MANA National also conducts Continuing Education webinars throughout the year as a benefit to members.

Attend MANA Events

MANA members are invited to attend events and training programs at a free or significantly reduced cost.

National Name Recognition

Chartered Chapters of MANA, A National Latina Organization are authorized to use of the MANA name, logos, programs and trademarks in connection with the Chapter's programs and activities. This gives Chapters the opportunity to utilize the organization's structure and reputation to show a connection to a larger, national movement in support of Latinas.



Resources

The MANA National Office continually updates existing resources and develops additional resources to provide structure and instruction for Chapter functions.

National Exposure

The MANA National Office serves as advocate at the National level to inform the public, corporate leaders and elected officials of MANA's achievement locally and across the country, as well as of the needs and issues concerning the Hispanic community based on feedback from the Chapter leadership.

Technical Guidance

The MANA National Office provides administrative and technical guidance to Chapter leadership, through one-on-one interactions, newsletter guidance, national training or webinars, and individualized training or workshops upon request.

Fiscal Agent

The MANA National Office serves as a fiscal agent for Chapters until they are able to get their own EIN and 501c3 nonprofit tax designation.

Chapter Benefits





Chapter Resources

Sample Resources Include:

- MANA Accounting Guidelines
- Overview of MANA National Programs
- MANA National Advocacy Initiatives
- MANA Chapter Leadership Guidelines
- MANA Chapter Governance
- New Chapter Organizing Kit
- Trajectory of MANA Leadership
- HERMANITAS® Coordinator Manual
- Madrina® Training Manual
- Confidentiality and Conflict of Interest Templates
- Release Form Templates
- Memorandum of Understanding Templates



National Logos and Trademarks

These names and logos are Registered Trademarks of MANA, A National Latina Organization. Chapters and Affiliates of the national organization are given permission to utilize these items only when referring to programs that meet the national guidelines. MANA, A National Latina Organization reserves the right to request any flyers or paperwork containing these national trademarks to ensure their proper usage; and to take away any permissions to use them if they are being used in an inconsistent manner.



MANA, A National Latina Organization®

This is the formal way to refer to the national organization. MANA® is also acceptable. The MANA name should always be in all capital letters, followed by the symbol for Registered. Individual Chapters have the obligation to distinguish themselves with their respective names, i.e. MANA de Albuquerque.

AvanZamos®

When referring to national initiatives or individuals who have completed the AvanZamos® training, the name must have the A and Z capitalized, followed by the symbol for Registered.



HERMANITAS®

When referring to the program or initiatives, the name Hermanitas® must be capitalized, with the subsequent letters in small caps, followed by the symbol for Registered.

Madrina®

When referring to a volunteer mentor in the Hermanitas® program, the M must be capitalized, and the word followed by the symbol for Registered.

Las Primeras®

When referring to the Las Primeras® awards for Latinas achieving firsts, the L and P must be capitalized, followed by the symbol for Registered.

Guidelines for Chapter Officers

Preface

Serving as a chapter officer in MANA can give you the experience you need to advance in your career, to increase your self-esteem and personal effectiveness, and to make you a more well-rounded individual. Although there is a certain amount of work involved in holding any chapter office, the personal (and professional) rewards you will receive are well worth the time and effort it will take.

You have been given an opportunity not only to contribute to the management and success of your MANA chapter, but also to grow as an individual and expand your realm of experience.

The material contained in this guide for chapter officers addresses the responsibilities of each of the officers. It is hoped that this guide along with the experience of your chapter's previous officers, will assist each of you --the grassroots leaders of MANA -- to better perform your duties and responsibilities and to make this year a successful one for your chapter.

MANA CHAPTER OFFICERS SHOULD

- Be Dependable
- Work Together As A Team
- Have A Positive Attitude
- Be Enthusiastic
- Possess Integrity
- Have Leadership Ability
- Be Sensitive To Others

Chapter President

The President serves as the 'chief executive officer' of the chapter and is responsible for its sound management. Before accepting this responsibility, individuals must examine both their professional and personal lives to ensure that the duties of the office of President can be carried out promptly, systematically, and efficiently.

In order to successfully serve as a chapter President, it is advisable that an individual meet certain qualifications: The President should have the ability to lead a group. This skill could be obtained in a variety of ways such as having held other offices in the chapter (or in other organizations) or by serving as the chairperson of a committee, or by experience gained on- the-job.

It is critical for chapter Presidents to have a thorough knowledge of the MANA chapter bylaws and standing rules, the national bylaws, the organizational structure of MANA, and MANA's main goals and objectives.

The successful chapter President displays enthusiasm when sharing this knowledge with others and, in doing to, encourages other chapter members to aim for higher office.

Other important qualifications include being able to adjust one's personal life to meet the responsibilities of the office, being able to communicate effectively, and, above all, being dependable.

Getting Started

The President's job begins as soon as the election is over! Early advance preparation will make the President's term easier and much more enjoyable.

One of the first things the new President should do is to write a letter of congratulations to each of the officers elected to serve with her. This will help establish a spirit of cooperation among the group and enable the officers to work more closely together as a team. Committee chairpersons should be appointed as soon as possible and encouraged to begin thinking about their goals and activities for the year ahead.

Soon after the installation of officers, the incoming President should call a post-election meeting (sometimes referred to as a "turnover" meeting). Attendees should include all incoming and outgoing officers and committee chairs. The purpose of this meeting is to turn over files from each of the outgoing officers and chairpersons to their respective successors, and to discuss the coming year's plans and goals.

It is good to prepare a calendar for the year for distribution at this meeting. The calendar should contain not only dates of chapter meetings, special events, and board meetings, but also standard deadlines from national MANA. It can be useful to the newsletter editor to remind members of upcoming events. The post-election meeting should also be the forum to review the duties and responsibilities of each of the officers and of the board as a whole.

Conducting Meetings

Throughout the President's term, certainly her most visible task is conducting meetings of the membership and the board. With proper planning and execution, this can be accomplished efficiently and effectively, especially with the assistance of a parliamentarian.

Before the Meeting

In addition to the obvious plans that must be made before any meeting --deciding when and where to have it --the President is faced with the task most crucial to the meeting's success. The President must plan the agenda. Proper planning can make preparing the meeting agenda a simple task. The agenda should contain a standard set of elements as listed below.

AGENDA SAMPLE

- Call to Order
- Opening Exercises (if applicable)
- Establish Quorum
- Reading of Minutes
- Treasurer's Report
- Correspondence
- Reports of Officers
- Report of Executive Committee (Summary)
- Reports of Standing Committees
- Reports of Special Committees
- Old/Unfinished Business
- New Business
- Announcements
- Program (if applicable)
- Executive Session (if applicable)
- Adjournment

What many chapter Presidents find difficult and confusing is deciding what items should be discussed under each of the elements on the agenda. The easiest method of doing this is to review past minutes. Any items from 'unfinished business' or 'new business' at

previous meetings continue as unfinished business until they are disposed of. In many instances, an item of business will be referred to the membership from the board meeting. If that item had not previously been discussed at a membership meeting, it would be listed under "new business."

Officers and committee chairpersons should be consulted prior to the meeting to determine which individuals will be presenting reports. Only those who are expected to report should be listed on the agenda.

A report of the previous board meeting should always be given at meetings of the general membership. It should be a summary report highlighting significant discussions and should always include all actions approved by the body. The Secretary should make the report (or any other officer to whom the President wishes to delegate this responsibility).

During the Meeting

The President should arrive at the meeting place early to allow plenty of time for last minute preparations. This will also help ensure that the meeting will be called to order promptly. The meeting can begin without a quorum present; however, no business may be conducted without the presence of a quorum.

The President must keep in mind that she is the presiding officer and that her manner and behavior will set the tone for the meeting. It is particularly important to bear this in mind at the beginning of the year, for once a presiding officer gets off to a "bad start" that impression will linger for many meetings to come.

It is also important that chapter Presidents are aware of and practice parliamentary procedure. A general overview of parliamentary procedure is contained in this booklet.

Executive Session

Because a Board meeting is always open to visitors, members, presenters, and others, Executive Session may be utilized if the Board needs to have a sensitive, confidential discussion in a private setting without those additional individuals. A formal motion is made, seconded and approved by the Board Members in attendance. All visitors who do not serve on the Board of Directors (including staff) are asked to excuse themselves from the meeting. If they will be asked to return, they may wait outside the meeting room, otherwise, they are free to go.

To smoothly handle logistics, the best place for the Executive Session is to be placed at the end of the agenda, just before Adjournment. This allows visitors, members, presenters, and others the ability to participate in the meeting, and then amicably excuse themselves for the confidential conversations of Board Members.

The time Executive Session begins and ends should be noted for the minutes, but no minutes are recorded for these private discussions. If the discussion in Executive Session requires action, any motions, seconds and approvals should be done once the session ends and the Board returns to regular order of business. All actions and decisions must be recorded in the minutes.

After the Meeting

The presiding officer's responsibilities do not end when the meeting is over. It is vital that the actions approved by the membership and/or board are carried out. It is the President's responsibility to ensure this is accomplished. This does not mean that the President will personally perform the necessary action, but rather will ensure that the officer, committee chair, or member to whom the task is assigned fulfills her/his responsibilities.

Between meetings the President should work closely with other officers and committee chairs and attend committee meetings whenever possible.

Helpful Hints

Maintain a file of all correspondence and reports. This file becomes a part of the chapter's permanent records and will be handed down to the President's successor.

1. Don't be critical of the efforts of other officers and committee chairpersons if their results don't meet your personal standards. Instead, offer constructive criticism and solicit additional help on the next project.
2. Delegate! This is a way of training MANA's future leaders and keeping members involved, interested, and active.
3. Don't try to do everything yourself. There's really no such thing as 'Superwoman.'
4. Display enthusiasm for the organization, for your position, and for the activities of your chapter. Enthusiasm is contagious!
5. Don't try to pinpoint blame for a project that did not turn out the way you planned. Learn from the experience and do it right next time.
6. Recognize the efforts and work of your officers, committees, and members. Everybody likes to be appreciated.
7. Don't be afraid or embarrassed to ask for help if you need it.
8. Use the 'chain of command' and consult with your Board Liaisons and/or Chapter Presidents when problems arise.

Chapter Vice President

The chapter Vice President serves primarily as an advisor to the President and is delegated the responsibility of assuming the President's duties in her/his absence.

This consists primarily of presiding at chapter membership and board meetings when the President is unable to attend and representing the chapter at special functions and/or meetings of other organizations at the President's request.

The Vice President also must be ready, willing, and able to assume the duties of President if that individual should leave the office due to resignation or death. For this reason it is essential that the Vice President have many of the same qualifications as the President and be capable of conducting meetings, preparing agendas, and overseeing the general activities of the chapter.


When not presiding in the President's stead, the Vice President enjoys all the rights and privileges of other members and may make motions, participate in discussions, and cast votes. In this capacity, the knowledgeable Vice President can assist the President in running a smooth meeting by clarifying issues during debate and making motions to lead the way on actions the Board deems desirable for Chapter progress.

Other Duties

Many chapters have two (or more) Vice Presidents and they perform some very specific functions within the chapter such as Vice President for Membership or Vice President for Programs. In this instance, the specific duties of each of the Vice Presidents should be detailed in the chapter bylaws.

Chapter Secretary: The Record-Keeper

The role of the Chapter Secretary is a vital one since it is this officer who keeps an accurate record of the chapter's proceedings for the year.

This is accomplished through the taking of minutes of all chapter membership and board meetings. The minutes establish a permanent record of business conducted at chapter meetings; all actions approved and disapproved are included in the minutes. 

The Secretary also serves as a source of information during meetings. She/he should always have copies of minutes of previous meetings and the bylaws and standing rules for the chapter, region, and national MANA available at meetings for easy reference. The Secretary also assists the President in compiling the agenda by reviewing minutes for previous actions and pending business.

If both the President and Vice President are absent from a meeting, the Secretary calls the meeting to order and presides until a Chair pro temp is elected.

The Minutes

The minutes of chapter meetings should contain very basic information and should be written as brief and concise as possible. The first paragraph should always include the type of meeting (regular, special, adjourned regular, or adjourned special); the name of the chapter; the date and time of the meeting; the location of the meeting (this can be omitted if the location is constant); the fact that President and the Secretary were present (or in their absence, the names of the persons who substituted for them); the fact that a quorum was (or was not) present; and the disposition of the minutes of the previous meeting (approved as read or as corrected).

The body of the minutes should be broken down into separate paragraphs for each separate subject addressed. For each subject on which a motion was made, the minutes should include:

- 1) the wording in which each motion was adopted or otherwise disposed of (laid on the table, referred to a committee, etc.);
- 2) the disposition of the motion (adopted or rejected), including if it was temporarily disposed of, and any subsidiary motions (amendments); and
- 3) the name of the proposer of the motion (and the seconder).

Motions that were withdrawn are not included in the minutes. All points of order and appeals, whether sustained or lost, and the reasons given by the chair for the ruling should be included. If a vote is taken by ballot or is counted, the number of votes on each side should be recorded in the minutes.

The last paragraph should state the hour of adjournment.

Time Saving Tips

Committee Chairs should provide written copies of reports presented at the meeting, particularly when the report contains technical details such as dates or amounts of money.

A very quick method of taking and preparing minutes is to use a form. The form, which the Secretary prepares based on the chapter's standard format for minutes, will contain the very basic information which begins every set of minutes (outlined above) and will contain blank spaces in which the Secretary will fill in the date of the meeting, the time it is called to order, the disposition of minutes of the previous meeting, and other such information. Space can be left to accommodate the main body of the minutes in which motions will be addressed and committee reports summarized. If the Secretary has advance access to the meeting agenda, a detailed outline can be included on the form.

It is strongly recommended that whatever method of preparation is used, that the minutes be prepared as soon after the meeting as possible, preferably within 24 hours. The longer after the meeting the Secretary prepares the minutes, the more difficult and time consuming the task will become. Chapter Presidents will find it helpful to receive a copy of the minutes (even in draft form) soon after the meeting. This will serve as a reminder to follow up on action items and allow for early preparation of the next meeting's agenda.

Another task frequently assigned to the Secretary is the Annual Report. This report, which is due at the National Office prior to the annual membership meeting, includes a summary of chapter activities for the previous year. It is also a vital part of the national Awards process. All MANA chapters are provided with a set of report forms at the beginning of each fiscal year. Additional sets are available on request.

Communications Chair (Optional)

The Communications Chair's main function is to prepare official correspondence from the chapter. This may be at the request of the President, another officer, or on behalf of a committee.

Typically, chapter correspondence consists of letters of request and thanks to speakers, letters to prospective members, meeting announcements to members, and any other correspondence which becomes necessary in the conduct of chapter business. In many chapters the Communications Chair also serves as the Newsletter Editor, Website/Social Networking Administrator, Press Secretary, Public Relations, or other capacities deemed necessary by the Chapter.

Be Prepared

The Communications Chair's job can be uncomplicated and enjoyable; or if unprepared, it can be tedious. The well-prepared Communications Chair should always maintain an adequate supply of chapter stationary, envelopes, and stamps. It is critical that she/he be able to neatly prepare chapter correspondence.

Most importantly, the Communications Chair must be able to write/communicate in a clear, concise, well-written format. This is particularly important when corresponding with potential members and other organizations. The correspondence sets a 'tone' and gives the receiver an impression of the chapter and of MANA as a whole.

The Communications Chair's goal should be to create an impression of professionalism and efficiency.

(Note: often the Chapter Secretary and Communications Chair jobs are consolidated to just one position.)

Chapter Treasurer: Custodian of Chapter Funds

As the individual authorized to have custody over chapter funds, the Treasurer's primary responsibilities are to collect revenues and disburse funds to cover chapter expenses.

Revenues are generally received for membership dues, special events such as training programs or dinners, and fund-raising activities. Although from different sources, these funds are maintained in a single bank account in the chapter's name.

Routine disbursements will include payment of national and regional dues, purchase of supplies such as stationary, payment to a restaurant or conference facility, or any other expense approved by the chapter.

- 1) All transactions are maintained in a Cash Receipts and Disbursements Journal.
- 2) The records should include, at a minimum, the date and source of all income received and the date, payee, check number, and explanation of all expenditures.
- 3) A ledger containing separate accounts for each budgeted income and expense account should be maintained. This will enable efficient, accurate preparation of the monthly Treasurer's Report.
- 4) Bank statements should be reconciled immediately upon receipt and any discrepancies corrected.
- 5) The statements should then be filed as a part of the Treasurer's permanent records.

Hints for Efficient Dues Processing

The biggest single responsibility of the Treasurer is to collect membership dues and submit the applicable portion to national MANA. A member is only considered to be in "good standing" if dues are paid to and processed by the National Office. For this reason, timeliness is of the utmost importance.

When the Treasurer receives dues from a member, the national portion should be forwarded promptly. Under no circumstances should the Treasurer "hold" the dues for more than 30 days.

Here are some other helpful hints for Treasurers to ensure the most efficient processing of their chapter's memberships.

- 1) Send the correct amount.
- 2) If the dues submitted to the National Office are over the amount due, the membership will be processed and the overpayment refunded; the refund will generally be issued within 30 days.

- 3) If, however, an insufficient amount is submitted, the chapter will be billed for the balance or the check and membership(s) will be returned to the chapter to resubmit. And, more importantly, the membership will not be processed until the correct amount due is received.
- 4) Use the correct forms. There are forms that the National Office distributes to chapters for their use in forwarding membership dues and other information.
- 5) Chapter Treasurers are requested to utilize the correct forms to enable more efficient processing.
- 6) The Membership Application is used only for new members. Renewals are properly submitted on a Chapter Membership Renewal Form. The Membership Application form is also used to request lifetime memberships.

When forwarding any of the above-mentioned forms with dues payment, it is helpful to also attach a cover memorandum clarifying the materials enclosed.

Helpful Hints for Chapter Treasurers

Obtain bank signature cards to transfer control of the funds from the previous Treasurer immediately upon taking office. After obtaining the signatures of the appropriate officers, assure the completed forms are promptly returned to the bank before issuing any checks.

- 1) Deposit all receipts in the chapter bank account promptly (within five days of receipt).
- 2) Don't "hold" monies received or deposit revenues into personal bank accounts.
- 3) Deposit all funds received from special events intact, and pay expenses by check.
- 4) Don't pay expenses from cash received. All expenses should be by check on the chapter account.
- 5) Maintain duplicate records of all bank deposits and receipts for chapter files.
- 6) Require two signatures on checks issued on the chapter account.
- 7) Keep complete, legible, accurate records.
- 8) Work closely with the Membership Chair to ensure that the chapter's membership records are kept up-to-date and accurate.
- 9) Present a Treasurer's Report at each chapter meeting. At a minimum, the report should include:
 - balance on hand at the end of the prior month;
 - receipts -itemized and totaled;
 - total funds available;
 - disbursements itemized and totaled; and
 - cash on hand as of current date.

Committees Are Vital to Chapter Success

Nothing contributes more to the strength, vitality, and success of an organization than active participation of the membership. And nothing involves members in organizational activities more than committees.

Committees are truly the backbone of the successful MANA chapter and ensure the accomplishment of those tasks that cannot be effectively performed by the membership as a whole. In this regard, properly functioning committees can literally "make or break" a chapter.

Kinds of Committees

There are generally two kinds of committees found in MANA chapters --standing committees and special committees.

Standing committees are assigned tasks that require work on a continuing basis throughout the year and are identified in the chapter's bylaws. The chairpersons of standing committees are appointed by the chapter President and serve the same term as the elected officers.

The primary standing committees that every chapter should consider are:

- Communications
- Membership
- Fundraising
- Hermanitas® Program
- Legislation
- Public Relations, and
- Finance

Other standing committees might include:

- Bylaws
- Programs
- Cultural Awareness
- Newsletter, and
- Special committees formed to perform a specific function or purpose and are appointed (or elected such as the Nominating Committee) as the need arises. When the special committee's task is accomplished and its final report given, the committee automatically goes out of existence. Some special committees may be defined in the chapter bylaws, for example, the Nominating Committee and Audit Committee.

Appointing Committee Chairpersons

To ensure the success of the chapter's committees (and thus, the chapter) it is critical that proper consideration be given to the appointment of chairpersons.

Generally speaking, the chair of a committee should be selected on the basis of qualifications (experience) and interest in the specific position. Before appointing an individual to chair a committee, it is advisable for the President to solicit feedback from the other chapter officers and/or other people who have worked with the potential appointee on projects.

Committee Meetings

Committee chairpersons should call a meeting of their committee early in the year to set goals, discuss past activities, and plan new projects. Thereafter, depending on the purpose and composition of the committee, meetings might be held either on a regular basis (monthly, quarterly) or only as the need arises.

Recommendations from the committee to sponsor special activities or projects should be brought to the Executive Committee for their discussion and endorsement. The proposal should then be forwarded to the membership, if necessary, for approval. This is particularly critical in the instance of projects which involve the commitment of funds or volunteers.

The committee chairperson should make a full report to the membership as needed, and provide a written report to the Secretary and the President.

Get Members Involved

In addition to performing vital chapter functions, committees also serve another very important purpose: they get the members involved.

One of the best methods of getting members active and keeping them that way is to involve them in committee activities. This is particularly effective when the committee is working on a specific project such as planning a training program or a membership drive.

Members like to know that they are contributing something back to the organization. Working on a project from start to finish and realizing the success of that project are key to retaining members. It is particularly important to involve new members as soon as possible.

The Chapter Board of Directors

The chairpersons of standing committees also serve another vitally important function. Along with the chapter's elected officers and Immediate Past President, they serve as members of the Chapter Board of Directors. Chapter bylaws should specify the composition of the Chapter Board of Directors. However, this is the composition most commonly used.

Generally speaking, the Chapter Board of Directors can most effectively be used to iron out problem areas and formulate specific recommendations to the membership.

By discussing issues in-depth at Chapter Board of Directors' sessions, full consideration may be given to the various options available, thus shortening an otherwise lengthy membership meeting.

Ideally, the Chapter Board of Directors would reach a consensus to present to the membership with the Committee's recommendation for approval.

The Chapter Board of Directors should have the authority to conduct chapter business between meetings of the membership. Actions taken by the Board of Directors would then be reported to the membership at its next meeting.