

## **Branch Responsibilities and Benefits**

**Includes relevant By-Laws, “Good Standing” Protocols and “Best Practices”**

### **April 2007 Board Action**

#### By-Laws Amendment

##### III. C.

1. Ten or more WILPF members may form a branch.
2. All branches must follow the guidelines included in the Protocol for National-Branch Relations, adopted by the national board and regularly provided to branches. By following the guidelines, a branch qualifies as being in good standing.
3. Only Branches in good standing may use the WILPF name in any of their publications or operations.
4. Branches in good standing are additionally eligible for certain benefits, as determined by the national board.

#### Protocol for National Branch Relations.

1. All branches must have at least the following two leadership positions: a mailing contact/liaison and a treasurer, who is responsible for local records and membership information. The US WILPF office will communicate regularly with the branches to provide information on WILPF national and International programs and other facets of the organization.
2. Branches must use “Women’s International League for Peace and Freedom” or WILPF (or other language equivalents, such as the Spanish, LIMPAL) in all identity and public materials.
3. WILPF will be the priority identity and focus of branch actions, including fundraising. The US WILPF Office will provide branches in good standing with WILPF tools and resources for nationwide activities and events, such as model press releases, sample flyers and posters, and talking points.
4. A person cannot be a branch member unless they are a member of US WILPF. The US WILPF Office will communicate regularly with branches to provide contact information on new or renewed WILPF members in the vicinity of branches.
5. Branches must report membership contact information at least annually to the US WILPF Office [*c/o Stacey Ferguson, 1213 Race Street, Philadelphia, PA 19107.*] The US WILPF Office will work with branches to correct discrepancies in membership information in a timely fashion.
6. Branches must briefly report at least annually on their local activities, either in writing to the US WILPF Office or by participating in phone interviews with the US WILPF Office. The US WILPF Office will communicate regularly with the branches about the activities of other branches and ideas for branch activities through a variety of means, such as the national magazine, the website, the various WILPF e-mail lists and the branch packets.

7. Branches cannot collect WILPF membership dues unless they do so in accordance with current US WILPF national policies. These dues policies will provide branches with the option of additionally collecting local dues beyond the national dues.
8. Branches must respect and implement the fact that, as a 501C(4) non-profit organization, US WILPF is a nonpartisan group. Therefore, branches can neither endorse nor campaign for or against partisan candidates for political office. Branches can lobby and campaign for legislation and issues, and the *US WILPF Office will provide advocacy tools*.
9. Branches must respect the relationship of the Jane Addams Peace Association to US WILPF as the only tax deductible education fund – 501C(3) – for all levels of WILPF (including International, National Sections and Local Branches). The US WILPF Office will provide branches with written information on how to work with JAPA and set up branch bank accounts properly.

### “Benefits to Branches in Good Standing”

#### Branches in good standing:

- Will have access to the Branch News sections of the WILPF national website.
- Will have access to *Peace and Freedom* magazine for reporting and publicity on branch actions and events.
- Will receive a branch discount on all purchases of WILPF resource materials for resale and distribution.
- Will be entitled to receive branch mailings, such as the Branch Packet.

#### Best Practices Section:

*(This section will grow over time. You are encouraged to submit your suggestions to the Membership Committee of the National Board for inclusion.)*

1. A healthy, active branch will meet at least four times a year in order to maintain connections with members and visibility in the community.
2. A viable branch will change branch leadership at least once every three years in order to encourage leadership development among its members and have the technical knowledge unique to that branch shared by more than one person at a time. This sharing prevents critical loss of capability when key members are unavailable. This should cover access to any computer data (mailing lists, membership lists, newsletter formats, etc.), as well as knowledge of the physical location of any archival materials, banners, filing cabinets, libraries, videos, etc.
3. An active branch will present or participate in at least two local WILPF related events/actions each year in order to enhance visibility in the local community thereby attracting new members and/or invigorating current members.
4. A visionary branch will work to share national and international WILPF information and resources with its members in a timely fashion in order to express the scope of WILPF's work and connect with those women involved around the world.

5. A thoughtful branch will review and consider the WILPF mission and vision statements, as well as any Campaigns in order to connect local branch actions to the national and international WILPF programs and themes.
6. A responsible branch will have a realistic budget of current finances and an active plan to cover future situations. This might involve fundraising events; appeals for donations; efforts for funding special projects locally, nationally, or internationally; and/or a plan to increase planned giving, life memberships or shift to monthly support funding of dues.