

# State/Provincial Chapter Organization WBDI Procedural Manual



## Interest Meeting

Hold an interest meeting as a session during your state/provincial music educators association's conference or at a similar event. Collect contact information from interested women. At least 10 women are needed to start a chapter. Here is an example of a [presentation](#) used for a meeting to determine interest in forming a state/provincial chapter.

## Chapter Requirements

Review the [chapter requirements](#) from WBDI.

## Organizational Meeting

This meeting can be held on Zoom or a similar platform. The following items need to be discussed and compiled:

- Names and email addresses of your original members (charter members)
- Officer Positions and election of officers
- Will chapter dues be collected?
- Goals for the chapter
- Constitution and Bylaws

## Prepare the Chapter Constitution and Bylaws

[Sample](#)

## Application for State/Provincial Chapter Status

Complete the [application](#) and submit it to the WBDI President for review with a copy to the WBDI Treasurer.

## Approval

When the application materials are being reviewed by the president, some changes may have to be made as requested by the president. Once approved, your chapter may proceed.

## Chapter - Final Set-up if Collecting State Dues

If your state/[provincial](#) chapter will be collecting dues, you will need to visit your state/[provincial](#) website to register as a non-profit business. This can be done online.

([North Carolina example](#))

- Name your state non-profit
- Choose your registered agent
- Include your board members/officers
- Adopt bylaws and conflict of interest policy
- FILE THE ARTICLES OF INCORPORATION (There may be a fee.)
- Get an EIN (This will be needed to open a checking account.)
- Open a checking account once your organization has received an EIN.
  
- UPDATE – You can now get a 501(c)(3) status for only \$275 if you meet the requirements.  
<https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status>

## Tax Forms

Check to see what federal/state/[provincial](#) tax forms need to be filed each year such as Form 990. Your organization's Form 990 is due on the 15th day of the 5th month after the end of the organization's taxable year. This means that if your organization follows the calendar year (January 1 – December 31), your Form 990 would be due on May 15th of each year.

[A Guide to Tax Filing Requirements for Charities and Nonprofit Organizations](#)

## Website & Social Media

There are many web hosting companies that provide free websites. Your state/provincial chapter website can be linked on the WBDI website by the webmaster. Social media (Facebook, Twitter, Instagram) is a great way to connect with members and potential members.

[\(Example\)](#)

## Resources

[The Difference Between Non-Profit and Tax-Exempt Status](#)  
[How Long Can a Non-Profit Operate Without 501\(c\)\(3\) Status?](#)  
[How to Start a Non-Profit in North Carolina](#)  
[Legal Compliance Checklist for NC Non-Profits](#)  
[Seven Steps to Forming New Chapters - Society for Nonprofits](#)  
[Starting a Chapter of an Organization: The Ultimate Guide](#)