



UNITED NATIONS ASSOCIATION
of the United States of America
A PROGRAM OF THE UNITED NATIONS FOUNDATION

United Nations Association of the United States of America
Council of Chapters and Regions

Standard Operating Procedures

The mission of the United Nations Association of the United States of America is to inform, inspire and mobilize Americans to support the principles and vital work of the United Nations and to strengthen the United Nations system; to encourage U.S. leadership to work constructively through the United Nations and encourage everyone to achieve the goals of the United Nations Charter; and to educate the American public about the invaluable work of the United Nations, raise funds, and carry out local activities related to the United Nations through its chapters and programs.

The Council of Chapters and Regions operates as part of the United Nations Association of the United States of America (UNA-USA), a program of the United Nations Foundation. It serves as an advisory council to the UNA-USA Executive Director and other representatives of UNA-USA.

Its functions are defined as follows:

1. To serve as liaison between the various chapters of UNA-USA and the national office;
2. To serve in an advisory capacity to the national office on matters of concern to the chapters, divisions, and regions;
3. To assist the national office in the development of policies, programs, and methods of communication among the chapters, as well as other national and international organizations;
4. To assist chapters and regions in strengthening their effectiveness and compliance with national standards, policies, procedures, and in helping to resolve any dispute within a chapter or region;
5. To consult with the national office regarding the establishment of membership dues and any classes of membership;
6. To promote UNA-USA membership, advocacy, and educational programs and campaigns.

Section 1: Name

The name of the body shall be the Council of Chapters and Regions (hereafter abbreviated CCR).

Section 2: Membership

Members of the CCR shall consist of one person from each UNA-USA chapter and division as selected by the individual chapter or division and all persons serving on the CCR Steering Committee described in Section 11 hereof.

Section 3: Diversity

All CCR activities should in principle and practice provide diversity on the basis of gender, race, creed, age, sexual orientation, national origin, and disability.

Section 4: Meetings

The CCR shall have an annual meeting during the UNA-USA annual meeting. CCR members shall be notified of these meetings in writing or by electronic message at least 60 days prior to the meeting.

Special meetings of the CCR may be called by the CCR Steering Committee or by a petition signed by thirty members of the CCR. At least 15 days written notice of the time, place and agenda must be sent to all members of the CCR.

The Executive Director and other representatives of UNA-USA shall attend meetings and other proceedings of the CCR.

Section 5: Quorum

A majority of the registered chapter delegates at a meeting shall constitute a quorum at all sessions of the meeting for the purposes of voting.

Section 6: Officers

Officers of the CCR shall be a chair, vice chair, and secretary who shall each be elected by a simple majority of the CCR Steering Committee members at their first annual committee meeting during UNA-USA's annual meeting. Each officer shall come from a different geographic region. No officer shall be deemed an officer or agent of UNA-USA, Better World Fund, Inc. (BWF), or the United Nations Foundation, nor shall any such officer have any authority to bind or act on behalf of any of those entities. The Nominating Committee will provide all CCR Steering Committee members with each individual's nomination forms and resumes prior to the vote.

Section 7: Nominating Committee

The CCR Nominating Committee shall consist of five (5) members of the CCR Steering Committee, including at least one young professional (between the ages of 21 and 40), who shall be elected by a simple majority of the CCR Steering Committee members at their first annual committee meeting during UNA-USA's annual meeting. Each officer shall come from a different geographic region and no sitting officer shall be a member of the CCR Nominating Committee. The chair of the CCR shall appoint a chair from among the members of the CCR Nominating Committee.

Section 8: Chapters

A UNA-USA chapter is a group of 25 or more members in good standing formally recognized by the UNA-USA national office, with elected officers and bylaws charged with promoting the organization's mission in a specified geographic location.

Section 9: Regions

The chapters of UNA-USA shall be divided into eleven geographic regions (New England, Mid-Atlantic, Mid-East, South East, Great Lakes, North Central, South Central, Rocky Mountain, North West, Mid-Pacific, and Southern California). Regions serve to assist chapter activities, grow membership, promote UNA-USA advocacy goals, and represent chapters on the CCR Steering Committee. Regions do not have Employee Identification Numbers (EINs) or bylaws, and are not permitted to open bank accounts.

Section 10: Divisions

UNA-USA divisions support the activities of UNA-USA chapters within a designated state or section of a state. A division is expected to help strengthen chapters in its designated area, but does not have authority over those chapters. Divisions may provide programs, projects, and events to promote the mission of UNA-USA and work with chapters to build their membership. A division board of directors shall include representatives from the chapters in its designated area and is responsible for fostering communication among these chapters. Divisions may elect officers, adopt bylaws, and have a treasury. Existing divisions that do not support activities of three or more chapters are urged to become chapters.

Section 11: CCR Steering Committee

The CCR Steering Committee's purpose is to lead and execute the functions of the CCR between annual meetings. It shall provide regular reports to the national office. The CCR Steering Committee shall meet at least twice per year, with one meeting to be held during the UNA-USA annual meeting. The CCR Steering Committee shall be responsible for filling all vacancies which may arise in the officers and committees of the CCR. Filling vacancies in Steering Committee membership is the responsibility of the affected Region.

The Executive Director or other representatives of UNA-USA shall attend meetings and other proceedings of the CCR Steering Committee.

The CCR Steering Committee may hold an executive session as necessary, during annual meetings, which will consist of the members of the CCR Steering Committee only.

The CCR Steering Committee shall consist of:

1. **Between two and four regional representatives from each of the regions** elected by the region, through the process described below. If a region has two representatives, it is recommended that one be a young professional (between the ages of 21 and 40). If the region has more than two representatives, it is required that at least one be a young professional (between the ages of 21 and 40).

If a region cannot find a young professional representative (between the ages of 21 and 40), an exception may be made by the Nominations Committee upon application and receipt of an action plan for encouraging younger participation in regional activities.

2. The officers of the CCR, including the immediate past chair.
3. The chair or co-chairs of the Council of Organizations (COO).

If a region has:

Under 1000 members = two regional representatives
1000 – 2000 members = three regional representatives
2000 + members = four regional representatives

The CCR Steering Committee representatives elected from each of the regions shall be the leaders in organizing the chapters of that region. The young professional representative from each region shall be additionally responsible for engaging young professionals in the important work of UNA-USA chapters and for strengthening young professional members' participation in the chapter network.

The term of a regional representative on the Steering Committee is two years; a representative may not serve more than three consecutive terms. Of the regional representatives to be elected initially in 2012, 1/3 of the positions shall be term-limited after two years; 1/3 of the positions shall be term-limited after four years; and 1/3 of the positions shall be term-limited after six years. Within any region having two or more representatives, no more than one shall initially be term-limited in the same year. The young

professional representatives from regions having three or more representatives shall initially be term-limited in three different years. Any representative elected in subsequent years is eligible to serve for three full consecutive terms. Each member of the CCR Steering Committee shall have one vote in CCR Steering Committee decision making.

Section 12: Election to the CCR Steering Committee

The CCR shall elect its Steering Committee representatives **via an electronic vote** (hereinafter the “Vote”) by members of the CCR. Each region’s vote shall take place in alternate years **between April 15 and May 1, one month prior** to the UNA-USA annual meeting.

Any chapter, division, or individual may nominate a candidate for the CCR Steering Committee, provided that the candidate meets the following **minimum requirements**. A candidate must:

1. Be a UNA-USA member in good standing;
2. Have served in a local leadership capacity for at least one year;
3. Be willing and able to travel to national CCR Steering Committee meetings, as well as to the chapters in the represented region.

On January 1, four months prior to the Vote, the UNA-USA national office membership team shall issue an **announcement requesting nominations** for CCR Steering Committee representatives. Nomination forms and resumes for candidates must be submitted by email to the CCR Nominating Committee.

On March 1, two months prior to the Vote, all nomination forms and resumes will be **due** to the CCR Nominating Committee, which will examine and forward all eligible nominations to the national office membership team.

On April 15, voting will commence. Each member of the CCR (as defined in section 2 hereof) shall have access to the nomination forms and resumes of each candidate from his or her region, which he/she may share with other chapter members. The CCR Steering Committee regional representatives shall be selected by a simple majority of CCR members from their region. Voting shall take place over two weeks and **will conclude on May 1.**

In the event of a Steering Committee vacancy, a special election will be conducted within the region to select a replacement regional representative to serve the remainder of the two-year term.

- ***New CCR Steering Committee representatives will take part in an orientation session during UNA-USA’s Annual Meeting in June.***

Section 13: CCR Executive Committee

The CCR Executive Committee shall consist of the chair, vice chair, and secretary. The CCR Nominating Committee shall select a slate of officers, from among the CCR Steering Committee representatives, for the CCR Executive Committee. This slate, along with each candidate's CCR Steering Committee nomination form and resume will be presented to each member of the CCR (as defined in section 2 hereof) who is present at the UNA-USA Annual Meeting, and selected by a simple majority of those CCR members present.

The chair of the CCR shall be elected for two years and shall be eligible for re-election for one additional two-year period. Beyond such term, the chair may serve an additional two years as an ex-officio member of the CCR Steering Committee if approved by a simple majority vote of the CCR Steering Committee. The chair shall preside at all meetings of the CCR and the CCR Steering Committee, be an ex-officio member of all subcommittees, and shall have such usual powers of supervision and management accorded to a chair. The chair shall also provide regular reports to the national office.

The vice chair shall serve as chair when necessary and be eligible for two two-year terms.

The secretary shall keep minutes of all meetings of the CCR and the CCR Steering Committee. The secretary shall be eligible for two two-year terms.

Section 14: Voting on CCR Policies and Procedures.

Voting on proposed changes to membership policies and procedures is sometimes required at UNA-USA Annual Meetings. If this is the case, CCR members shall be notified in writing or by electronic message at least 60 days prior to the meeting, and chapters and divisions will be able to select voting delegates. Voting may be conducted by electronic means.

Each chapter and division may register two delegates. If a chapter has over 250 members, it may register one additional delegate for each additional group of 125-250 members. Each delegate must be a UNA-USA member in good standing.

Example:

Chapter membership of 250 = 2 delegates

Chapter membership of 375 = 3 delegates

Chapter membership of 500 = 3 delegates

Chapter membership of 625 = 4 delegates

Each chapter that is represented by three or more delegates may register **one additional young professional delegate** (21-40 years old).

Delegate Selection:

1. Selection of delegates - Each chapter determines for itself how it wishes to select its delegates.

2. Registration of chapter/division delegates online - The actual registration for each chapter may be done by one person appropriately authorized by the chapter leadership, such as by the board, president or whatever person or authority is required according to the chapter's bylaws; or each approved delegate may choose to register individually. UNA-USA national office membership team will review all registrations to confirm that the maximum number of delegates has not been exceeded for each chapter.

Section 15: Standing and Ad Hoc CCR Subcommittees

Standing committees are the CCR Executive Committee (officers of the Steering Committee) and the CCR Nominating Committee. The CCR Steering Committee may appoint such subcommittees as it deems appropriate to function between the annual meetings through meetings, conference calls, email, and/or other suitable means. At all meetings of any committee, a majority of the members of the committee shall constitute a quorum, and the act of a majority of the members of the committee present at any meeting thereof at which there is a quorum shall be the act of the committee. All committees are to report promptly to the Executive Director and only take such actions as are specifically designated in the standard operating procedures or in the resolution chartering the committee. Unless otherwise specified in these standard operating procedures, members of a committee shall serve until the next annual meeting of UNA-USA or until their successors are appointed.

Section 16: Robert's Rules of Order

To the extent not in conflict with these standard operating procedures, Robert's Rules of Order Newly Revised shall govern the CCR in all cases where they are applicable.

Section 17: Amendments

Amendments to these standard operating procedures may be made by a two-thirds majority vote of chapter delegates providing that the proposed amendments have been submitted in writing to the delegates at least thirty days prior to the vote.

Section 18: Miscellaneous

These standard operating procedures and any amendments thereto shall require the prior concurrence of UNA-USA. These standard operating procedures shall be subject to the governing documents of UNA-USA and, to the extent they conflict, the governing documents of UNA-USA, LLC shall be controlling. The CCR acknowledges that management of UNA-USA is vested in BWF and only BWF or any agents of UNA-USA authorized by BWF shall have the authority to bind or act on behalf of UNA-USA.