



WOMEN LEADERS IN LAW
ENFORCEMENT FOUNDATION

HOW TO CREATE A CHAPTER GUIDE

Women Leaders in Law Enforcement Foundation



INTRODUCTION

The following “How-to Guide” was created by the Women Leaders in Law Enforcement Foundation (WLEF) Chapter Advisory Committee to assist others in starting a Women Leaders in Law Enforcement (WLE) chapter in their respective area/region. This guideline is only intended to be an outline or a guide, rather than a blueprint.

Establishing a WLE Chapter

In establishing a WLE Chapter, it is important to gain the support of the region’s law enforcement association. To start, the individual(s) seeking to establish a chapter may want to begin with gaining the support of their law enforcement department head.

Meet with the Department Head

The purpose of meeting with your department head is to provide them with information about the history and evolution of WLE. As the person leading the effort to expand WLE into your respective region, you will be demonstrating your initiative and leadership. It is important your department head be advised that WLE is not exclusive to women. In fact, it is designed for men, women, non-binary individuals, sworn and professional staff from all types of law enforcement agencies. Topics to discuss with the department head at your meeting could include:

- Inform them about WLE conferences
- Explain the evolution in your respective county where members wanted monthly meetings for networking, mentoring, and attending leadership training rather than waiting one or two years to attend the WLE conference
- Formats of monthly meetings are “brown bag” bring your own lunch. The locations move throughout the agencies within the region. The hosting agency generally has their department head give a welcome address to the group
- Describe the value the initiative brings to your respective region such as recruitment, training, mentorship, and promotional preparation opportunities

So, you're ready to begin...



WLLEF Chapter Agreement

Please take a moment to complete the WLLEF Chapter Agreement as it is required and submit it to the Women Leaders in Law Enforcement Foundation via email to info@wllef.org.

Formation and Compliance Document

Please take a moment to review the informational WLLEF Formation and Compliance Document and feel free to reach out with any questions.

Gaining Interest in Creating a Chapter

The person(s) leading the charge are encouraged to reach out to others in their area to gauge the level of interest in creating a chapter and recognizing a core team to take on official roles (Chair, Vice Chair, Secretary and Treasurer) as the region develops.

Name Your Chapter

Like other police training associations, it is important to designate the name of your chapter. Naming the chapter from the county or region may be helpful due to the fact WLLE chapters are beginning to develop throughout California.

Logo

Logos are established and approved by the chapter membership then submitted to WLLEF for final approval. Logos are used on letterhead as well as merchandise which are designed and sold to raise funds. Once your chapter has agreed upon a logo, please send it over to info@wllef.org for review.



Bylaws and Articles of Incorporations

WLLE is supported by the California Police Chiefs Association, and Chapters are supported by the WLLEF Foundation, therefore, it is important for each chapter to create bylaws for their respective chapter.

WLLEF has compiled sample bylaws that can be used as templates when starting your chapter. It is also important to keep in mind that WLLE represents police professionals (sworn/professional staff, women, men, and non-binary individuals from all types of law enforcement agencies). As such, maintaining a professional organization with appropriate checks and balances is critical. Once your bylaws have been established, they will serve as your road map to success and will make the timelines you set more achievable.

SAMPLE BYLAWS

For a comprehensive document, [click here](#).

**BYLAWS OF
WOMEN LEADERS IN LAW ENFORCEMENT OF LOS
ANGELES COUNTY, INC.
A California Nonprofit Public Benefit Corporation**

**ARTICLE I
NAME**

The name of this corporation is WOMEN LEADERS IN LAW ENFORCEMENT OF LOS ANGELES COUNTY, INC. (hereinafter ""Corporation"), existing and exercising the powers and authority and assuming the responsibilities delegated to it under these By-Laws.

**ARTICLE II
OFFICES**

Section 2.01 PRINCIPAL OFFICE

The principal office of the Corporation for the transaction of the activities and affairs of the Corporation ("principal office") is located at 242 West Sierra Madre Blvd. Sierra Madre, County of Los Angeles, CA 91024. The Executive Board may change the principal office from one location to another. Any change of location of the principal office shall be noted by the Secretary on these Bylaws.



Section 2.02 OTHER OFFICES

The Corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Executive Board may, from time to time, designate.

**ARTICLE III
PURPOSES AND LIMITATIONS**

Section 3.01 OBJECTIVES AND PURPOSES

This corporation is a nonprofit public benefit corporation organized under the California Nonprofit Public Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity for which a corporation may be organized under such law. Such purposes for which this corporation is formed are pleasure, recreation and other non-profitable purposes. This corporation is organized exclusively for such purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986. Notwithstanding any other provision of these Bylaws, this corporation shall not, except to an insubstantial degree, carry on or engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (ii) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

The primary objectives of this Corporation shall be:

- (a) To promote the collaboration of women and men in the law enforcement community.
- (b) To enhance relationships across all partners in law enforcement.
- (c) To share strategies for successful leadership.
- (d) To create strength within members to face the challenges of balancing work, home and community.
- (e) To support the values and mission of the statewide Women Leaders in Law Enforcement.
- (f) To conduct such other related activities as may be necessary, desirable or incidental to furtherance of the above objectives.



Section 3.02 LIMITATIONS

- (a) Political activity. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in or intervene in (including the publishing or distributing of statements in connection with) any political campaign on behalf of any candidate for public office.
- (b) Property. The property, assets, profits and net income are dedicated irrevocably to the purposes set forth in Section 3.01 above. No part of the profits or net earnings of this corporation shall ever inure to the benefit of any of its Directors, trustees, officers, members (if any), employees, or to the benefit of any private individual.
- (c) Dissolution. Upon the winding up and dissolution of this corporation, after paying or adequately providing for the payment of the debts, obligations and liabilities of the corporation, the remaining assets of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for recreational purposes and which has established its tax-exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law.)

**ARTICLE 4
MEMBERS**

Section 4.01 DETERMINATION AND RIGHTS OF MEMBERS

The membership shall consist of women and men working in or retired from a law enforcement agency and are considered in good standing by their agency based upon the tenants of the Law Enforcement Code of Ethics. Membership encourages sworn and civilian status. A letter from the agency Chief may be required upon determination by the Chair at any time.

Section 4.02 ELIGIBILITY FOR MEMBERSHIP

Members are law enforcement personnel active, or retired, sworn or civilians involved in law enforcement functions.

Section 4.03 ADMISSION OF MEMBERS

Any person, as defined in Section 5065 of the Corporations Code and eligible for membership under Section 4.02 of these Bylaws, shall be considered for membership by presenting a request for membership to the Chair through email or verbally. The application shall be voted upon by membership at the next regular meeting and on the payment of the first annual dues as specified in Section 4.04(b) of these Bylaws.



Section 4.04 FEES, DUES AND ASSESSMENTS

- (a) No fee shall be charged for making an application for membership in the Corporation.
- (b) The annual dues payable to the Corporation by members shall be in such amount as may be determined from time to time by resolution of the Executive Board. The Executive Board is empowered to establish a dues schedule. Payment of dues at any other time than at the beginning of the calendar year shall be for the remainder of the calendar year only, but shall be the full amount of applicable annual dues. The initial dues shall be as follows:

The annual membership dues will be \$75.00 per member.

- (c) The annual membership dues of the initial founding members of the Corporation who pay their initial dues prior to January 31, 2018 will be \$50.00 and will not be subject to increase in the future.
- (d) Memberships shall be non-assessable.
- (e) Any member that is delinquent in payment of over 60 days from January 1 of each year will automatically be eliminated from the active roster.

CONTINUED

The original document is 22 pages long. For a comprehensive document, [click here](#).

First Meeting

Now it's time for your first meeting! Here are some tips to make it a success:

- Create an agenda
- Assign a note taker to draft meeting minutes
- Create a sign-in roster
- On-going roster for future communications

The first few meetings may need to be devoted to setting the foundation for the WLLE chapter. Once that foundation is established, adjusting the format to bring in speakers is the next step.



ONCE THE BOARD IS ESTABLISHED AND A CHAPTER IS CREATED

Establishing a 501(c)3

Tax Exempt Status

Both incorporated and unincorporated Chapters may apply for federal and state tax exempt status after seating a board, electing officers, adopting bylaws and obtaining an EIN. Generally, a Chapter formed as a California nonprofit public benefit corporation will apply for federal 501c3 exempt status from IRS, and then later the analogous state tax exempt status.

Attorney General Registration

All California nonprofit public benefit corporations must submit an initial registration package to the California Attorney General's office, and must also file annual reports with the AG.

Ongoing Compliance

Chapters must be sure to maintain ongoing compliance with all state and federal requirements including but not necessarily limited to filing a Statement of Information with the Secretary of State (every other year), state and federal tax returns every year, and Attorney General reports every year.

*All chapters regardless of the state they reside need to follow your states Secretary of State filing process.



Establishing a Bank Account

A bank account is required as transparency and accountability are paramount in any organization. Establishing a bank account relieves members from mismanagement and misappropriation of group funds. There are times when collecting money from members is necessary (networking events, t-shirt sales, etc.) and having a bank account ensures that all monies are accounted for.

Listed below are the documents you will need when establishing a bank account. Please be sure to contact a local financial institution for further requirements.

- Bylaws
- A letter identifying and authorizing signers
- Government Issued Identification
- Tax Identification Number

SAMPLE LETTER

To Whom It May Concern:

Appointee has been authorized by the organization, Women Leaders in Law Enforcement – So Cal, to establish a bank account in the name of the organization. Appointee has been appointed Treasurer and has authority to make any necessary financial inquires on behalf of the organization.

In addition to the appointee, the following persons should also be added as signers to the account:
Vice Chair Appointee
Secretary Appointee

Membership Dues

Each Chapter will decide whether dues will be collected but ultimately it depends on how your chapter is classified.



Getting the Word Out

Designating someone to help with marketing and solicitation of new members for your newly formed chapter is imperative. *Canva is a great tool for creating flyers, social media posts, and more and they also offer a non-profit rate.

Social Media

We recommend taking advantage of all social media platforms available. Most of your audience will be on one platform or another so it's best to have them all covered.



Website

In addition to social media, we would encourage you establish a website where meeting minutes, agendas and upcoming events will be posted and easily accessible for members and future members. First step will be to secure your desired domain from *GoDaddy. *Some of our favorite website building platforms that also offer non-profit discounts are, Squarespace, MailChimp, and WordPress.

Email Distribution List

To protect the email addresses of members, it is suggested that email be sent using the blind copy (BCC) option or via an *email marketing platform such as MailChimp. Most email platform companies offer non-profit discounts as well!



Agenda

Obtain information for agenda.

SAMPLE OF AGENDA

WOMEN LEADERS IN LAW ENFORCEMENT OF LOS ANGELES COUNTY

(logo)

DATE

TIME

LOCATION

AGENDA

- Roll Call
- Social Media Update
 - Recruitment Announcements
- Financial Update
 - Tax Filing
 - Account Balance
- Open Discussion
 - Ideas for Zoom luncheon presenters
- Close



Meeting Announcement

Two weeks prior to the meeting, send out the meeting announcement. Include the agenda and the minutes from the previous meeting in the message. Send attachments as PDF files.

SAMPLE OF ANNOUNCEMENT

Good Morning:

On behalf of _____, I am pleased to announce that the next meeting of the _____ will be held on Day, Date, at Time. This will be a “bring your own/brown bag” lunch meeting held at the Agency Police Department, which is located at Address. The room will be available at 11:00 a.m.

As a reminder, these meetings are open to men and women from all types of agencies and all ranks, both sworn and professional. This is an exciting opportunity to learn what Southern California regional needs can be met as we strive to enhance law enforcement and our goal of exceptional public service. Due to the anticipated high response, kindly RSVP at your earliest convenience and no later than this Day to...

Venue Information:

Additional information to include parking notes.

Meeting Documents (Attached):

Tentative Agenda for Meeting on Date

Minutes from the Meeting Held on Date

RSVP/Check-In Sheet

Collect RSVPs and place the individual’s name, agency, e-mail address, and phone numbers in an Excel spreadsheet, which will serve as a Check-In Sheet at the next meeting. Create additional tabs within the Excel file to track attendees, interested parties, etc. By creating specific tabs for each meeting, attendance can be tracked easily. It may be helpful to maintain a master roster of all attendees to ensure proper email distribution. Verify each Check-In sheet with the master roster. If an individual has previously attended a meeting, his/her information may have been listed. Verify that all contact information is accurate and current.



Meeting Day

Bring a couple extra printed copies of the agenda and two copies of the RSVP/Check-in Sheet along with a couple of pens and your laptop.

Type minutes using the template, request that any photographs taken be forwarded to you for inclusion in the minutes and grab the check-in sheet to confirm attendance.

**Attendees will occasionally ask for proof of meeting attendance.*

Update the roster in Excel and paste the completed document into the minutes. Add any photographs that were taken at the meeting and forward the minutes to the board for review.

Name Tags

Have blank fill in name tags available for attendees when they arrive.

Financial Accountability

The Treasurer is tasked with the financial management of the organization. The Treasurer will establish a bank account, report all incomes and expenses in a monthly Treasurer's Report. The Treasurer also maintains a binder with all bank statements, reports, and contracts.

SAMPLE TREASURER REPORT

WOMEN LEADERS IN LAW ENFORCEMENT - SO CAL *TREASURER'S REPORT*

As of Thursday, February 20, 2014

1. BANK ACCOUNT UPDATES

Checks and debit cards have been delivered. Any expenses/purchases should be made using WLLE – So Cal checks and/or debit cards rather than using any one member's personal funds. **Additional signers still need to be added to account.**



2. FUNDS AVAILABLE	
Balance on hand November 19, 2013	\$896.00
Income/Receipts	
Refund Account Fee	\$14.00
Disbursements/Expenditures	
None	
Balance on hand February 20, 2014	\$910.00

Signed, WLLE - So Cal Treasurer
ABC Police Department

Have Fun!

We hope you have found this how-to guide informative. Please note that you are not alone in this amazing journey, and you have a group of dedicated professional to help you succeed. Please do not hesitate to reach out at any time, info@wllef.org.

**All companies listed in this how-to guide are suggestions and have been tested by multiple members of WLLEF. We are not affiliated with any company listed.*



Have questions? Please visit our [FAQ page](#) to learn more.