

# CHAPTER LEADER UPDATE

## At a Glance:

- Community Chapter Bylaws
- Chapter Taxes
- Leadership Summit 2023-Deadline and Updates
- Membership Portal
- Membership Forms
- Upcoming Youth Declaration Events
- Upcoming Career Connex Events



## Chapter Bylaws Due May 31

UNA-USA community chapters are reminded that bylaws, which use the UNA-USA template as a guide for a chapter's internal operating rules, are due May 31. As mentioned before, the bylaws are meant to serve as a baseline for your chapter, but can be modified to suit your chapter's specific situation, geographic location, size, and number of leaders. Please keep this in mind as you meet with your board.

Your chapter will need to send the document, with tracked changes, to [membership@unausa.org](mailto:membership@unausa.org) by May 31 or as soon thereafter, depending upon your board meeting/annual meeting schedule.



### **Let's Stay Legal: File 990 Forms by May 15**

All UNA-USA community chapters must submit a 990 form to IRS by May 15 date each year. Based on their revenue, there are different [versions](#) of the 990 chapters to complete. They must either complete a 990 by May 15th each year or submit an extension by that time to complete the 990 in the fall. Chapter leaders can check the status of their 990-N filing by going [here](#) and logging back into the system. They can file it [here](#).

**Please confirm that your chapter has filed** by emailing [membership@unausa.org](mailto:membership@unausa.org).



### **Monthly National Leadership Calls**

The May 2023 National Leadership Call, held on May 2, was jampacked with information, announcements, and resources. You can access the recording [here](#), and also on the Chapter Leader channel on UNA Forum (Slack), along with a recap of the Top 5 Takeaways. Please ensure that your chapter's leadership has reviewed the meeting and reach out if you have any questions.

As a reminder, we will not have a June National Leadership Call—because that is during the 2023 UNA-USA Leadership Summit—and in July we take the month off, so the next National Leadership Call will be on August 8, 2023.



UNA • USA

# 2023 Leadership Summit

# UNITED FOR IMPACT

#USAforUN

## 2023 Leadership Summit - REGISTRATION IS CLOSING SOON!

The deadline to register for our 2023 Leadership Summit closes **May 15!** You don't want to miss out on representing your chapter and state. Held in Washington, DC from June 4-6, 2023 at Hamilton Hotel ([Competitive room rates, book your stay here](#)) and virtually from June 4-5, 2023, this is one of UNA-USA's signature events.

Here is a peek at our available workshop sessions that will cover shaping the UDHR, advocacy tips, chapter best practices, fundraising, community engagement and more! Let us know which workshops you are most excited about in our Slack community!



UNA+USA

# 2023 Leadership Summit

JUNE 4, 2023

## Workshop Sessions

10:30 am - 11:30 am	11:40 am - 12:40 pm	1:45 pm - 2:45 pm	2:55 pm - 3:55 pm
UN 101	Shaping the Youth Declaration of Human Rights	MyDiplomat: The Model UN (Lite) App	Campus <> Community Chapter Connection
Chapter Management Matters	UDHR and You: Human Rights in Your Community	Advocating with an Impact: Leading Teams, Initiatives and Executing Programs Through the Lens of DEAI	Impactful Initiatives: From Idea to Implementation
Advocacy Leads Workshop: Bringing Action to Your Community	Growing & Engaging Your Chapter's Membership	Chapter Legacy Planning & Transition	Planning Your Chapter's Programmatic Calendar

**June 4-6, 2023**  
**Washington, D.C.**

**#USAforUN**

In addition to 3 days of connection, educational workshops and action, we are excited to hold our first ever congressional reception in the Gold Room of the Rayburn building! The congressional reception is where we will present congressional awards and celebrate the summit with congressional members and UN personnel!

Register for Leadership Summit [here!](#)

**Getting Ready to Advocate at Leadership Summit**

Make sure to stay up to date. The lead up before Leadership Summit can be quite nerve-racking, especially for those who are newcomers. Here is a list of pre-leadership summit trainings and opportunities to ask Maria Amalla (UNA Grassroots Advocacy Manager) questions. Everything will be recorded minus the office hours, so if you can't make it, it's not the end of the world. Recordings will get posted in Slack; can't wait to see you all in June!

- **Wednesday, May 17th at 7 pm ET:** UNA Advocacy Leads Meeting – We will be covering the congressional briefing book and take our first look at talking points for Leadership Summit. Registration link: <https://lnkd.in/eGmCNMcn>
- **Friday, May 19th from 12 pm – 4 pm ET:** Leadership Summit Office Hours – Stop by and ask Maria any questions about Hill Day. Meeting link: <https://unfoundation.zoom.us/j/97163679153>
- **Friday, June 2nd from 2 pm – 5 pm ET:** Leadership Summit Office Hours – Stop by and ask Maria any questions about Hill Day. Meeting link: <https://unfoundation.zoom.us/j/97133233956>

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## Membership Portal Reminder

This portal will allow members to update their contact information, change their email preferences, view their contribution history, update their payment method, and cancel recurring payments.

It is important to note that members will only be able to see information linked to the email they use to sign into the portal with. If there appears to be information missing, try logging in with a different email account. Please encourage members to check their information and update it as needed. The membership portal can be accessed [here](#). Please reach out to [membership@unausa.org](mailto:membership@unausa.org) with any questions!

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## Mastering Membership Forms

The National Office encourages all chapters to use the same form for prospective members (whether that's online or printed out). Please use [this form](#) or you can use [this pdf form](#) if needed to send in memberships via check.

As a reminder, Introductory memberships were discontinued effective January 1, 2023. Please ensure that all forms and communications reflect this change as this delays membership processing.

Also, we have a few additional special forms for (1) [Youth](#); (2) [Young Professionals](#); and (3) [Adding Multiple Memberships to Your Chapter with One Payment Type](#). You can review all of these options, and other membership categories, [here](#).

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# CAREER CONNEX



UNA★USA

## The Career Connex Series - May 11 @ 1:00 pm - 2:00 pm ET

[Career Connex](#) is an initiative of UNA-USA to connect our members with the variety of career-oriented opportunities in the United Nations, foreign policy, and global development.

Chapters should encourage their members to join these sessions because it is a great opportunity to hear from a variety of speakers, gain resources and learn meaningful tips and tricks for members to successfully forge their own path!

Join this session to hear from five different perspectives about the opportunities and options available to become more engaged with the United Nations. Attendees will learn more about UN Volunteers,

the UNA-USA Fellowship to encourage more American youth to intern at the UN, and about various resources about how to find vacancies.

We will also explore how the Bureau of International Organizations at the U.S. Department of State actively supports a strong US-UN relationship. Participants will hear more tips and tricks from speakers who help others to navigate their career trajectories within the UN system and who themselves have followed unique paths to where they are now.

[Register for Career Connex Session 1 Here!](#)



UNITED NATIONS ASSOCIATION  
OF THE UNITED STATES OF AMERICA

# DECLARATION OF HUMAN RIGHTS BY AMERICAN YOUTH



## Host a Local Youth Human Rights Session

The [Declaration of Human Rights by American Youth](#) has officially commenced with its first Development Session on Health & Well-Being. Every 2 weeks, we focus on a specific human rights topic and encourage members to take action, post in the online forum and host a local consultation. As a youth-led initiative, we are hoping to inspire UNA-USA chapters leaders to spearhead these local consultations as a way of engaging your members and local community on

important human rights issues. This is a great opportunity to host a meeting with your chapter around a specific topic and work together to draft recommendations for the Youth Declaration.

We've put together a [toolkit](#) to help you host a consultation and you can learn more here. You can also reach out to Rae McCave, Senior Associate for Youth Engagement at [rmccave@unausa.org](mailto:rmccave@unausa.org) if you have any questions.

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## Upcoming Youth Declaration Development Sessions

On Thursday, May 4th, we hosted the first Development Session on Health & Well-Being for the Declaration of Human Rights by American Youth. There are 2 Development Sessions happening in May. The [Peace, Security and Law](#) Development Session on May 11th will include a special emphasis on cybersecurity and internet security for youth advocates that's relevant to anyone who engages in digital advocacy. On May 25, the [Education, Innovation and Advancement](#) Development Session will highlight the importance of education and feature a youth speaker working in AI and human rights.



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## Graduation Campus Chapter Leaders

Congratulations to all campus chapter leaders who are graduating with the Class of 2023! We are so proud of your advocacy and leadership as part of the UNA-USA community. Please be sure to submit any changes to your chapter's leadership to your faculty advisor and our team.

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## Important Links

- [Chapter Leader Update Form](#)
  - [Chapter Communication Preference Form](#)
  - [Chapter Logo Vector File Request Form](#)
  - [View international days observed by the United Nations](#)
  - [UNA-USA Store](#)
  - [UNA-USA Swag Store](#)
  - [Chapter Resources](#)
  - [Chapter Landing Page Form](#)
  - [Chapter Event Form](#)
  - [Speaker Request Form](#)
  - [Leave suggestions or feedback here!](#)
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United Nations Association of the United States of America  
1750 Pennsylvania Ave NW  
#300  
Washington, DC, DC 20006  
United States

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