

Women's International League for Peace and Freedom



Branch Recommendations and Protocols

(Replacing the 4/17/11 Protocol for National Branch Relations; revision by Marybeth Gardam, 7/18; shortened and revised, 6/22, by Darien De Lu; approved by the Board July 26, 2022.)

Time-Honored WILPF Branch Procedures

- 1- Start with and maintain some form of **democratic governance and leadership selection**. Voting is what most people are familiar with. Using consensus is also OK. The branch members should agree to use a consistent governance method that allows **all members to be heard**.
- 2- **Fill these useful and necessary roles** – with individuals or through a leadership team:
 - **chair**
 - **treasurer**
 - a **contact person**, whose contact info is listed on the WILPF US website Branches page
 - a **branch liaison** who receives and disseminates to the branch members information from the internal WILPF emails from the Branches listserv, based on what is appropriate to branch interests.
- 3- **Open a branch bank account/checking account** that allows the branch to deposit dues and donations and to pay branch expenses. Usually, the account designates two signees, the Treasurer and the Chair. (For further information on *how to open a bank account/checking account*, contact the Membership Development Committee Chair.)
- 4- **Feature the WILPF US logo and name** (as seen above) prominently in the branch's printed and published documents and signage. (The logo may be black and white or teal/blue-green, as shown above – showing WILPF US and the dove logo.) In materials, please include the WILPF US website address (wilpfus.org) in addition to your local contact information.
- 5- **Members of the branch should be dues-paying national WILPF members**. At least ten current members – renewing once a year – qualify as a branch. At any time, your branch can request an updated membership list from WILPF US (with the agreement to keep the personal contact information confidential). That list includes members in your region or state and those whose dues are in arrears or due soon. We encourage your branch to help us update these lists regularly – including email addresses and information on members who have moved or passed.
- 6- **Make WILPF the central organization featured in your meetings and actions**. We also closely align with other organizations (Raging Grannies, CodePink, Black Alliance for Peace, Veterans for Peace, League of Women Voters, etc.), yet we ask you to seek to keep your branch in solidarity with our WILPF US identity – as well as publicly visible as a branch.

We hope you'll request additional information on welcoming practices and meeting openings, strategic planning, roles for shared leadership, and more.

Additional help is available! Connect and reach out to WILPF US for assistance, training, mentoring, resources, and information – via our webpage or via email or phone: <https://WILPFus.org>, info@WILPFus.org, 617/266-0999.