

Steps to take in forming your new organization

1. Hold general membership meeting at which you nominate and elect the following minimum officers: President, Vice President, Secretary/Treasurer
2. During membership meeting establish name and purpose for organization
3. Develop basic constitution for organization. You may wish to use our sample Chapter Constitution to get you started. We suggest using this as interim document, then make all changes as amendments.
4. File with your individual Secretary of State the following forms as may be required: Articles of Organization; Certification of Assignment of Resident Agent (this should be your president's information shown on this form). Each state may have different specific forms and related fees that will need to be paid, however each organization must be registered with their state in order to apply for their non-profit status.
5. File for nonprofit tax status. You can download these forms from either the Internal Revenue Service's web site or at blackcops.net. They are also included in the application for chapter membership packet.
6. Obtain your Employer Identification Number. You can do this online, but you need to have this when you establish your organization's bank account, or you will need to use someone's social security number until obtained. The forms for this are included in the application for chapter membership packet.
7. Establish your bank account. Simple checking account is best, and should require 2 signatures to write anything over a specific amount. Usually set at \$250.00 or more. And wherever possible, we strongly recommend establishing your account at a reputable minority-owned financial institution.
8. Send (fax or mail, but recommend fax) copies of attached press release to all news media (TV, print and radio), the primary community groups (Urban League, NAACP, etc.), community centers in the minority areas, and the obligatory copies to city management (mayor, police chief, city council members) and, of course, to your union. Let people know that you are organizing. If you are experiencing problems from your agency or union, this is a good way to put them on the defensive side, and that the heat is now being applied.
9. Consider holding a formal press conference to announce the formation of your organization. Should be held somewhere very public, but not associated with the police department. Suggest be held at Urban League or a community center. Regardless of where and when this is held, you should ask for and expect that all members not working at the time of the press conference be in attendance. **DO NOT WEAR UNIFORMS.** And make sure you invite the community, as they are the one's you are there for. If you start out including them, they will work both for and with you in your fight.
10. Complete and return your application for Chapter Membership in the National Association of Black Law Enforcement Officers. Your application will be considered during the next conference session after receipt.
11. Let the National organization be aware of your major functions (press conferences, news releases, events, etc.), as it is always very possible that a representative can be available to attend.
12. Have a representative (or two) attend the next conference session of NABLEO. Not only will you be welcomed, you will have a stellar opportunity to see the organization at work and gain a better insight into our programs.