

## **Community Love**

We strive to provide both emotional and physical space where participants' whole selves are recognized, lifted up, and loved. As a community, we recognize and honor identity, culture, traditions, expressions, and experiences. We practice consent with bodies, belongings and emotional space. And we show love to any meeting space or chapter property.

## **Show up and show out**

We show up and "show out" by being present at all activities, actively engaged, willing to teach, learn, and share new things. Showing up also means showing up for ourselves in ways like asking questions, checking in with members of our chapter to debrief when needed, and checking in with our friends.

## **Drugs, Alcohol, and other substances**

Local chapters are a drug and alcohol-free place. Drugs and Alcohol are not allowed on meeting space, during driving time, or anytime during chapter meetings/events. This is not to criminalize but to support our chapter positively. We also recognize substances could be a way to cope, connect, and self-care, so we hope to provide alternate spaces to wind down, build community, and connect during meetings.

Anything that is a violation of the law – assault, discrimination, violence, theft, harassment, vandalism, etc. is never allowed at any chapter meetings or events.

## **Things that should be discussed and decided on at a local level:**

- Chapter Leadership structure. See Leadership structure below.
- How to create a safe space for members?
- Smoking cigarettes or e-cigarettes for members over 21. Are you allowing this at your meetings/events? If so, is there a place they can smoke/vape?
- Member's children at meetings- if yes who will watch them? Will you find a volunteer to provide child care in another room?
- Electronics use during meeting time?
- Dating other chapter members
- Members transporting other members to meetings/events
- Personal boundaries
- Giving encouraging/respectful remarks. We will not use any disrespectful or obscene comments or display disruptive behavior.
- Other as chapter seems necessary

**Each Chapter should have a leadership structure. Below are some examples.**

### **Chapter chair**

As the person who sets the tone for the chapter, you are expected to provide helpful, supportive leadership for all the chapter meetings and activities. You motivate, make peace, and facilitate as required. Though you must occasionally step in and make a difficult decision, rarely do so without consulting your members and other chapter leaders. Strive to show respect for all members, even when you do not agree with them, and provide leadership for all.

- Creates meeting agenda and runs the chapter meeting
- Remains in contact with chapter members and adult supporters through email, text, Facebook, etc.
- Represents the chapter within their community
- Informs the chapter of opportunities for outreach within their community
- Serves as the tie-breaking vote on the chapter if needed.
- Recognizes member achievements by presenting “shout out’s” during meetings, sending personal emails of congratulations, and otherwise publicly praising the good work of your members.

### **Chapter membership chair:**

- Maintains the chapter membership list adding names after each recruitment event or chapter meeting.
- Works to create local recruiting opportunities (attends community meetings, meets other organizations, etc.)
- Sends welcome emails/messages to new chapter members
- Responsible for reaching out to all chapter members and potential members to remind them of upcoming meetings and events
- Creates flyers, facebook invites, etc. to inform the community of our meetings and attract potential members
- Maintains constant communication with the chapter chair and adult supporter
- Serves as a role model to the chapter

### **Chapter Secretary (or notetaker):**

- Takes minutes at all chapter meetings and distributes them to chapter members in a timely manner.  
This could be through email or facebook.
- Assists adult supporter in filling out the monthly update form
- Serves as a role model to the chapter
- Help maintain order at all chapter meetings