



FORMING A NEW STATE DIVISION OF THE POLISH AMERICAN CONGRESS

Adopted June 9, 2016

The process of forming a new PAC State Division consists of three phases:

Phase I. Becoming a member of the Polish American Congress

As the first step an individual or group of individuals who wish to form a new State Division must become members of the Polish American Congress. To become a member, an individual must apply to the Division that is currently established in the state in which they reside. If there is no division in that state, the application must be sent directly to the PAC National Office. The Executive Committee shall then vote whether to accept and certify the applicant as a member. This requirement can be found in Article II of the PAC By-laws.

Phase II. Forming a division

1. Founding Members.

A minimum number of PAC members in good standing to form a Division is 20.

2. Holding a Founding Meeting.

The PAC members who wish to create a new State Division need to gather for a Founding Meeting(s) during which:

- a. Decision is reached as to the creation of a PAC State Division.
- b. Division by-laws are adopted.
- c. Articles of Incorporation are adopted and Division officers selected.
- d. Annual dues for each member of the new Division must be collected. Dues paid for membership in a different PAC Division or on the national level for the given year do not apply. Current annual dues are \$50 per person.

3. Filing official documents/applications.

The new Division must be incorporated within the state in which the Division is to operate as well as file with the IRS for a not-for profit recognition. The new Division is required to provide the IRS letter of recognition of its status upon receipt.

4. Submission for review by the PAC Executive Committee.

Required documents:

1. Letter of intent.
2. Complete list of the proposed Division's members (name, address, email, phone).
3. Copy of by-laws of the proposed Division.

4. Proof of incorporation of the proposed Division including a copy of Articles of Incorporation.
5. IRS ruling regarding not-for profit status OR a receipt letter from the IRS indicating that the application is pending.
6. Copy of the minutes of the Founding Meeting(s).

Phase III. Provisional Status

1. Upon receipt of the required documents the PAC Executive Committee will decide whether or not to grant the proposed new Division a status of a Provisional Division.
2. If granted, the provisional status will last for a period of 12 months from the date of the decision by the Executive Committee.
3. During the time of its provisional status the Division is expected to conduct its statutory activities in accordance with PAC by-laws as well as collect membership dues. Note: the dues collected during the provisional period are not required to be submitted to the National PAC.
4. Representatives of the Provisional Division can attend the meetings of the PAC Council of National Directors as observers with no voting rights.
5. At the end of the provisional period the new Division is required to submit a report to the Executive Committee of the Polish American Congress. The report must include a description of activities conducted during the provisional period, a full list of members, and dues check for all paying members.
6. Upon reviewing of the report, the Executive Committee will decide to:
 - a. Accept the report and ratify the creation of the new State Division of the Polish American Congress with full rights, or
 - b. Reject the report and by doing so decline the application for the creation of a new State Division.