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|  | <b>FMCA POLICIES AND PROCEDURES</b>                         | INDEX NO.<br><b>3009</b>                             | APPROVAL LEVEL<br><b>GB</b> |
|   | SUBJECT<br><b>Chapter and Associate Chapter Application</b> | EFFECTIVE<br><b>8/19</b>                             | SUPERSEDES<br><b>8/06</b>   |
|   |   | SPECIAL DISTRIBUTION<br><b>Chapter Formation Kit</b> |                             |

**POLICY**

A chapter provides opportunities for fellowship and interchange of ideas among members who share mutual interests, geographic or otherwise.

A chapter has Governing Board representation and is an organization of members with a scope within the United States and Canada. An associate chapter does not have Governing Board representation and may have a scope outside of the United States and Canada.

**PROCEDURE**

Application for Chapter and Associate Chapter Status

1. Any group of 15 or more voting memberships may petition FMCA for a charter for the creation of a chapter. Any group of 7 or more voting memberships may petition FMCA for a charter for the creation of an associate chapter.
2. The petition applying for recognition as a chapter or an associate chapter of FMCA, with the requisite number of valid signatures, is to be submitted to the National Executive Board, which has the authority to issue a charter based on the acceptance and approval of the items listed in paragraph 4.

All charter items submitted below must conform and be validated to have a voting representative at the Governing Board meeting. The request for charter must be received in the national office no less than 45 days prior to the Governing Board meeting to be eligible for representation. (Not applicable for associate chapters)

3. No more than once a year, when a chapter's annual certification is submitted, a chapter may change its status to an associate chapter, or an associate chapter of members with a scope within the United States and Canada may change its status to a chapter.
4. The petition for a chapter charter is to be accompanied by the following:
  - A. The name for the proposed chapter;
  - B. A description of the area of mutual interest;
  - C. A list of the provisional officers elected;
  - D. A copy of the formal record -- usually called minutes -- of the proposed chapter formation meeting, signed by the chapter Secretary, and countersigned by the chapter president;
  - E. Chapter bylaws;



- F. A check, in the amount of \$35.00, for payment of the proposed chapter's registration fee, as established by the Governing Board, to help defray the administrative costs of preparing the charter, processing the application, and entering the proposed chapter's members and officers on the records of FMCA upon approval;
- G. Each year an associate chapter with a scope outside the United States and Canada must provide FMCA a current certificate of insurance that is applicable to the country in which the chapter is located.

#### Maintenance of Chapter and Associate Chapter Status

1. All chapters must maintain a minimum number of memberships in order to retain their accredited status.
  - A. A chapter must maintain a minimum number of 15 FMCA memberships. A chapter that fails to maintain the required number of memberships shall revert to inactive chapter status, and the national director or alternate national director elected by the chapter shall have no vote in the proceedings of the Governing Board.
  - B. An associate chapter must maintain a minimum of 7 FMCA memberships. An associate chapter that fails to maintain the required number of memberships shall revert to inactive associate chapter status.
2. For certification purposes, no later than December 31<sup>st</sup> of each year, each chapter secretary shall furnish to the national office of FMCA a list of its members and a list of incumbent chapter officers. A chapter remaining inactive longer than two years shall no longer be considered a chapter of FMCA, and shall be dissolved.
3. In each fiscal year, a chapter shall hold at least one business meeting at which a quorum is present. Said meeting shall be duly announced in advance to the membership.
4. A chapter that has been inactive less than two years will return to regular status after it has furnished the national office of FMCA its current membership list, which needs a minimum of 15 memberships; a list of elected chapter officers; and the date of one business meeting at which a quorum was present. Upon notice to the FMCA Review Council by the National Secretary, the national director or alternate national director elected by the chapter shall regain voting privileges in the proceedings of the Governing Board. Notice must be received no later than 21 days prior to the meeting to be eligible for representation at the Governing Board meeting.
5. If a dissolved chapter wishes to reactivate, it needs to complete a chapter formation kit. There is no fee required to re-charter.

The chapter's charter date can remain the same as originally chartered; however, the chapter's anniversary presentations will need to be manually calculated so that its presentations will be based on total years of existence.

If the chapter is an associate chapter with a scope outside the United States and Canada, it is required to provide FMCA with a current certificate of insurance that is applicable to the country in which the chapter is located.