



# NEW CHAPTER START UP PROCEDURES AND GUIDELINES

## PREFACE

Prior to taking under consideration the start-up of a new HTCIA chapter, interested parties should be advised that starting a new chapter takes time, effort and work from not one, but several individuals who must be committed to the process. As outlined in the guidelines below, new chapters must have a membership base that will sustain the chapter for the first year of its inception and a population base to draw from that will sustain the chapter and grow the chapter. If these criteria are not met, it is likely that the new chapter will not be a successful one. The long-term viability of an HTCIA chapter is essential to the overall success, professionalism and growth of the organization. The objective of an HTCIA Chapter is to carry out the initiatives of the HTCIA mission within a defined geographic area. Having too many chapters within a specified geographic area may impact the ability of the respective chapters to grow and prosper.

If you cannot meet the guidelines outlined below, we are encouraging people to apply for membership as a "Chapter at Large member" and/or as a member of the closest chapter from a geographical perspective. It is important to note that we are not trying to discourage committed individuals from starting a chapter. However, based upon experience, we do want to emphasize that starting a chapter takes a certain amount of members' time and commitment, and anything short of that will fail to meet the quality standards that we strive for as an organization.

### GUIDELINES FOR STARTING A NEW HTCIA CHAPTER

#### Phase One

Individual(s) who have a desire to start a new HTCIA chapter must adhere to the following guidelines within the first 90 days.

**Step 1:** Those individuals desiring to start a new HTCIA chapter must apply for chapter status via the "New Chapter Affiliation Application" (Exhibit A) as designated by the International Board of Directors (IBD).

**Step 2:** The "New Chapter Affiliation Application" for new chapter status must reach the International Office no less than sixty days before the annual International Board of Director's meeting. In addition, all items in Phases 1 and II must be completed no less than sixty days before the annual IBD meeting. The International Executive Committee will review all applications and will recommend or not recommend new chapter affiliation to the International Board of Directors. Non-adherence to these requirements may result in a rejection of the New Chapter Affiliation Application.

**Step 3:** The proposed chapter must have an initial membership of at least 10 "qualified" individuals prior to submission of an application for formation of a new chapter.

**Step 4:** From the 10 "qualified" candidates, individuals shall be identified to represent the proposed chapter as the President, First Vice President, Second Vice President, Treasurer and Secretary. Those individuals must be committed to be an officer of the proposed chapter start-up and until the proposed chapter is officially recognized as an HTCIA chapter. After the chapter has been voted in by the IBD, elections will be held to vote in new officers, consistent with the International Bylaws. Election results must be submitted electronically to International on a Chapter Election Results Form (Exhibit B).

**Step 5:** The "new" chapter geographic boundaries must cover at a minimum a 100-mile radius and should not infringe upon an existing chapter within that radius. The nearest HTCIA chapter to the new proposed chapter should be notified of the proposed chapter start-up.

**Step 6:** The proposed chapter must affiliate themselves with and obtain "written" sponsorship from an "existing" HTCIA chapter. The proposed chapter should contact the International Office for recommendations of a sponsoring chapter. The sponsoring chapter's President and Secretary must sign the written sponsorship letter (Exhibit C) and forward the letter to the International office.

**Step 7:** The proposed chapter must conduct at least two organizational meetings of the general membership. Documentation of the meeting shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter should conduct chapter business in accordance with the International Bylaws.

**Step 8:** Potential members of the proposed chapter must electronically submit an application form for membership.

**Step 9:** New members of the proposed chapter will become members of the sponsoring chapter until the proposed chapter is approved by the IBD. Upon approval of individual members, the International Office will deposit the dues amount into the International Holding Account. At the end of each month, the International Office will transfer the dues money (less the International portion) to the sponsoring chapter's Bank of America (BoFA) account.

**Step 10:** The proposed chapter must submit a fee in the amount of \$300.00 US as a New Chapter Affiliation application-processing fee on behalf of the chapter. In some situations the "sponsoring chapter" may loan the "proposed chapter" the \$300 fee, or part thereof. If a loan is executed, it will be documented in writing, and payment is due back not later than 180 days after the initial date of the loan. When the proposed chapter is approved by the IBD for HTCIA chapter affiliation, the International Office will open a Bank of America account for the new chapter. At that time, the sponsoring chapter shall authorize the International Office to transfer into the new chapter's Bank of America account those membership dues collected from the new chapter's members and previously deposited into the sponsoring chapter's Bank of America account.

**Step 11:** A proposed budget of revenue and expenses shall be submitted to the International Office within the first 60 days of the inception of the proposed chapter.

## **Phase Two**

Individual(s) who have a desire to start a new HTCIA chapter must adhere to the following guidelines within the second 90 days.

**Step 12:** The proposed chapter must conduct at least two organizational meetings of the general membership during the second 90 days. One of these meetings must be a half-day training session for members in line with goals and objectives of HTCIA. Documentation of the meetings shall include, but is not limited to, copies of the agenda, an attendee signature list, or other documents showing the meeting took place. The proposed chapter should conduct chapter business in accordance with the International Bylaws.

**Step 13:** The proposed chapter, by the end of the second 90 day period, must have a membership of at least 20 "qualified" individuals to submit for formation of a new chapter. A chapter roster, submitted for approval to the IBD at the annual meeting, lower than 20 members, will not be eligible for approval.

**Step 14:** At the end of the second 90-day period, the proposed chapter will submit an updated roster for the 20(+) members and officers, which must include e-mail addresses, to the International Office.

**Step 15:** After the first 180-day period, the proposed chapter should submit to the IEC a status report which will include, but is not limited to, total membership, demographics of membership, dates of the four initial meetings, and an action growth plan for the next 180 days.

**Step 16:** If the proposed chapter has 20 members and has met the above noted criteria, as part of the approval process, they will prepare a one-page typed report for submission to the IBD at the annual meeting. This report will include an update of all items outlined in Step 16 above, as well as any other pertinent information that will demonstrate to the IBD the long-term viability of the proposed chapter.