

Policy #1:20

Subject: New Chapter Formation and Chartering

ACTION

RESPONSIBLE PARTY

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| 1. Requests for Chapter Start-up Kits received by the National Office shall be forwarded to the appropriate Regional Directors and the Regional Council President. The National Office staff shall send the kit to the Interest group within 30 days of receipt of request. If the interest group has access to the internet, they shall be instructed to visit www.bignet.org , to obtain the kit and instructions for submittal. | National Office Staff |
| 2. Interest Groups are to complete the following information required to form the chapter: | Interest Group
(New Chapter) |
| a. Complete the letter of intent, with all Information requested. | New Chapter |
| b. Complete Chapter bylaws in accordance with sample "model bylaws" and instructions. Submit in hard copy and in electronic format. | New Chapter |
| c. Complete IRS SS-4 Form and submit to the IRS to obtain an EIN and State forms as required. | New Chapter |
| d. Provide applications of proposed members in accordance with Article V, Section 2C of the National Constitution. | New Chapter |
| e. Submit one bank draft or money order for member's annual dues. | New Chapter |
| 3. Forward the letter of Intent, IRS SS-4 Form (with EIN), membership applications, bank draft or money order, and original copy of bylaws, with signatures and an electronic version to the Regional Director(s). | New Chapter |
| 4. Inform the affected existing chapter of the new Interest Group. | Regional Council
President
Regional Directors |

ACTION

RESPONSIBLE PARTY

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| 5. | Acknowledge receipt of chapter formation documentation and forward bank draft and membership applications to the National Office. Forward bylaws to the Constitution and Policy Committee (Bylaws) Chair after review. (Also see Policy 1:34, paragraph 2.) | Regional Director |
| 6. | Acknowledge receipt of bank draft and membership applications. New members will be placed in the member-at-large category pending Charter approval. | National Office |
| 7. | Following the final approval, notify the National Office and provide the original and a copy of the approved bylaws for the official record. Provide an additional copy to the Regional Director/Regional Council President. Upon final approval of the bylaws, the new Chapter's members will be considered "Members At Large" and no Charter will be issued until all requirements are met. | Constitution and Policy Committee (By-Laws) |

NOTE: In the event the revised corrected bylaws are not completed or in compliance after 6 months of the date returned to the interest group/proposed chapter by the Constitution and Policy Committee (Bylaws), no charter will be issued. The submitted startup kit, including the letter of intent, bylaws, IRS SS-4 Form and any other pertinent documents requesting chapter charter will be returned to the interest group. No further action will be taken by the Board of Directors pertaining to the proposed interest group until a new startup kit is submitted and the process begins as if no proposed bylaws had been previously placed.

ACTION

RESPONSIBLE PARTY

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| 8. Approve the proposed Chapter to receive a charter, if it meets all of the requirements of the National Constitution. The Board Chair will advise the interest group of any adverse conditions for the charter, if disapproved and advise the National Office Staff of the action taken. | Board of Directors |
| 9. Send notification letter to the new chapter with a copy to the Regional Council President and Regional Directors within two weeks of the board approval of the by-laws. The letter shall include a copy of the approved chapter bylaws, EIN Number, and letter of intent as an attachment. The new members will then be placed in the appropriate Regular membership category. The new chapter shall be advised that new chapter charters are normally presented at the annual National Training Conference (NTC). Any new chapter approved for a charter prior to or during the month of August will receive their charters at the NTC or no later than 60 days following the NTC. | National Office Staff
National President |
| 10. The National Office Staff shall file and maintain all documents identified in action #8 as an official file for all chapters. | National Office Staff |

Effective: April 1998 Board of Directors Meeting
Revised: August 1999 Board of Directors Meeting
Revised: April 2001 Board of Directors Meeting
Revised: January 2004 Board of Directors Meeting
Revised: November 2005 Board of Directors Meeting
Revised: September 2006 Board of Directors Meeting
Revised: August 2008
Revised: January 2009

