

**Revised: November 2012 Board of Directors Meeting****Policy #1:20****Subject: New Chapter Formation and Chartering****ACTION****RESPONSIBLE PARTY**

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| 1. Requests for Chapter Start-up Kit 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 petitioning group within 30 days of receipt of request. If the interest group has access to the internet, they shall be instructed to visit <a href="http://www.bignet.org">www.bignet.org</a> , to obtain the kit and instructions for submittal. |  |
| 2. Petitioning Groups are to complete the following information required to form the chapter:  | Petitioning Group<br>(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<br>Regional Directors |
| 5. Acknowledge receipt of chapter formation documentation and forward bank draft and membership applications to the National Office. Forward Bylaws, and Regional Director’s Checklist for New chapters to the Bylaws Committee Chair after review. (Regional Director’s Checklist for New Chapters provided in Appendix A). (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.   | Bylaws Committee                                 |

**NOTE:** In the event the revised corrected bylaws are not completed or in compliance after six (6) months of 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 petitioning group. No further action will be taken by the Board of Directors pertaining to the proposed petitioning 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 petitioning group of any adverse conditions for the charter, if disapproved and advise the National Office Staff of the action taken.  |   |
| 9. Send notification letter to the new Chapter with a copy to the Regional Council President and Directors within two weeks of the NBoD approval of the Bylaws. 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 (ANT). Any new Chapter approved for a charter prior to or during the month of August will receive their charters at the ANT or no later than 60 days following the ANT. | National Office Staff<br>National President |
| 10. The National Office Staff shall maintain an electronic filing system for all documents identified in action paragraph #9 as the 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

Revised: March 2010 Board of Directors Meeting

Revised November 2010 Board of Directors Meeting

Revised: January 2012 Board of Directors Meeting

**Revised: June 2015 Board of Directors Meeting**