



CHAPTER DEVELOPMENT KIT

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NATOA

CHAPTER DEVELOPMENT KIT

This kit has been developed to aid and assist those who have expressed an interest in establishing a Chapter of the National Association. This kit is an evolving document and will continue to undergo review and revision. Those who read or use this document are encouraged to share your feedback with us. Comments should be directed to the Executive Director of NATOA, at the address shown on the front cover, or by e-mail to info@natoa.org.

Starting a NATOA Chapter

It's fairly easy to set one up....

several different models are available for use.

It's a bit of work to run....

officers must be willing to take on some coordination tasks.

It's extremely beneficial...

networks you develop are great for information-sharing and local government advocacy in state forums.

What you need.....

- A group of interested people
- A common cause around which to unite and network
- A simple organizational structure
- A database or emailing list for contact with members
- A request for certification by national NATOA as a Chapter
- A person(s) willing to take on the initial leadership and organizational duties

GETTING STARTED....QUESTIONS TO ASK

- Why do you want to do this and what are your personal goals or needs in establishing a chapter?
- How hard do you want to work as the organizers?
- What are other potential members interested in at this time?
 - General information sharing?
 - Response to problematic state legislation?
 - On what grounds are you “selling” the benefits of a chapter?
- How large will your Chapter area be?
- At what frequency can meetings be held?
 - How far would members have to travel?
 - Would overnight accommodations be necessary?
 - Are “day-trips” or “afternoon-trips” possible for a majority of the group?
- Is there a council of governments, a statewide or regional municipal league or county association in your state with which you could also affiliate?
- Are there annual municipal or county conferences in your state that provide opportunities for “co-located” annual chapter meetings or events?
- Do you have a lot of “experts” in your state who are willing to spend one-on-one time with individual members new to telecommunications issues?
- What are your financial needs? For example, do you need major funding for serious state legislative advocacy or just enough to hold local get-togethers?
- Do you have some large jurisdictions in your selected area that will provide support and/or provide leadership on specific on issues?
- What kind of educational opportunities are already available in your state on telecom issues?
- How many cable or telecom providers operate in your selected area?
- Do you have state legislative issues which require an existing network for “action alert” material?
- Do you want an informal group with a few procedural rules for meetings?
- Do you want a formal group with adopted by-laws and state registration or incorporation?
- Have you reviewed NATOA’s rules and procedures for Chapters?

- Is your group willing and able to abide by those rules and procedures?
- Please refer to the NATOA Bylaws as provided on page 17 and to the NATOA Chapter Guidelines as provided on page 20.
- How important is it to have non-NATOA (national) members as chapter members?
- Do you prefer to simply get together with nearby NATOA members or do you believe that you must attract more people who do not participate (or know about) NATOA?
- How much will potential members pay to support the Chapter?
- Do you want only local government members or would you find industry member participation helpful?
- Will you benefit from a governing Board of Directors or can you function best with just three or four Officers?
- How will you develop “new blood” to take over leadership roles in the future?

GETTING STARTED....NEXT STEPS

1. Contact NATOA’s Chapter Liaison. Discuss the concept of Chapter creation and obtain the initial documents you’ll need to file with NATOA headquarters.
2. Create an organizational committee of no more than four or five people. These could become your Incorporators if you go that route.
3. Poll potential members in your area...staff and elected officials are important to create strength and diversity.

Don’t forget to look in the two or three most recent national NATOA directories for past and current members. If you plan to ask for help from NATOA headquarters for additional information (such as e-mail addresses in electronic format), such requests must be submitted first to the NATOA Chapter Liaison.

A simple email asking the following questions can be used to poll potential members:

- Are you interested in a non-profit state (regional) network of telecom professionals?
 - Are there others in your jurisdiction that would also be interested?
 - Would you be willing to pay individual or group dues to support such an organization?
 - What dues level would be too high?
 - Is your jurisdiction a member of the National League of Cities or its State Chapter?
 - Is your jurisdiction a member of the National Association of Counties or its State Chapter?
 - What are your three most pressing cable, telecom or right-of-way issues?
 - Do you have suggestions for others we should contact?
4. Evaluate the initial strategy or approach. Once you have identified potential members and what kind

of financial commitment they are willing to make, you will have some indication of the structure appropriate for your group, and what issues, trends, or selling points will hold the most appeal in a membership campaign.

5. Research the requirements for incorporation. Contact the Secretary of State or look on their website for items such as:

- Incorporation Application
- Registration to Do Business Application
- Federal ID Tax Number Application
- Copy of State's Corporate Rules/ Laws
- Annual filing requirements

You may decide to forego any action on incorporation at first, but you should know the requirements so that you are prepared for action at a later time.

6. Contact several banks and ask about non-profit accounts.
 - Do you need a Tax Number?
 - What are the monthly or per-check fees?
 - What are the minimum required balances and activity?
7. Based on your response to the issues above, the core group should make some preliminary decisions about organizational structure (see the "Profiles" for ideas) and draft proposed key documents:

- Statement of Purpose
- By-Laws (even if you don't incorporate)
- Membership Categories and Dues (i.e. Individual, Agency, Associate, Industry)
- How Officers and Directors are elected / appointed
- How money will be handled

8. File the Statement of Intent (see Pg. 17) with NATOA headquarters and request approval for preliminary use of the NATOA name and acronym for use in publication of organizational efforts. Please note that NATOA is a registered trademark and service mark of the national organization. The full name, acronym, or logo may not be used without permission from NATOA.
9. Call a meeting for all potential members at least three weeks in advance to ensure a healthy turnout.
 - Have a sign-in sheet.
 - Distribute a written agenda to discuss the items developed in draft documents referred to above and get feedback.
 - Consider including a "content" section at the meeting to discuss a few cable or telecom issues you have identified as important. This is a great way to let potential members see what chapter membership could do for them.
 - If it looks like you have the makings of a chapter, establish the *Charter* Member list.
 - Hold an election of Officers and/or Directors.
(Those elected could be an initial interim start-up Board or full-term first-year Board.)
10. Using the meeting feedback and *votes*, have the new Directors finalize your purpose, goals, immediate objectives and paperwork, including operating rules or by-laws.

11. Send a report (minutes are acceptable) to the Executive Director at National Headquarters and to the Chapter Liaison on the outcome of the meeting. Include a complete list of all attendees (including names, addresses, phone, fax and e-mail).
12. File the formal Request for Certification (see Pg. 18) with National NATOA Board. Request action at next regularly scheduled meeting of the Board. Upon formal approval by the Board of Directors, the Chapter will be authorized to operate as a Chapter of NATOA, and will be licensed to use the name, acronym and logo for the purpose of advertising the affiliation with the National Association.

You should not proceed until the Board has approved your application. Note: Be sure to copy both the Chapter Liaison and the Executive Director on this request.

Once you are certified by NATOA, complete any necessary state filings after the group has voted on incorporation or name registration. *At a minimum, you will require a tax number to open a bank account.*

13. Create a *simple* membership invitation or brochure that clearly states:

- Your statement of purpose
- Each membership category's dues, descriptions and benefits (or limitations)
- A return form which requests: phone, fax and e-mail contact information and basic profile information on the jurisdiction (including cable and telecom providers)
- Indicate where and how payment (if any) can be made

If you are now affiliated with a state league, be sure to mention that in the brochure.

14. Establish an electronic membership database and mailing list.... and be sure to create (and update) a broadcast fax or e-mail list *immediately*. Please add the NATOA Deputy Director to your email list.
15. Open the bank account with the first batch of membership checks and keep the checkbook well annotated and current.
16. Prepare and distribute a simple directory of every member's contact information -
 - Jurisdiction name, population, and number of households
 - Member's name, address, phone, fax, e-mail, website address
 - Cable operator and franchise expiration date
 - Telecom providers operating in their jurisdiction
 - Nature and amount of cable franchise fees, telco license or gross receipts fees

A directory provides a communications tool that allows members to network and gain immediate benefits.

17. Supporting “National” NATOA – As a new Chapter, you need to be aware of our mutual obligations. NATOA makes a commitment to its chapters through its Chapter Guidelines, as found on page 15 of this kit. The Chapter is required to reciprocate and to provide support to the National Association in work done on behalf of all members. To this end, there are a number of approaches that may be used.

- Illinois members vote to send an annual contribution to the NATOA Legal Defense Fund in proportion to their overall budget and available funds. Illinois is very generous with a \$1,000 - \$1,500 annual gift, while Missouri sends \$200 to \$500, which represents about 20%-40% of that chapter’s annual income.
- Chapters are encouraged to designate a portion of their fee revenue to NATOA’s Litigation and Regulation Fund. Chapters may want to require a surcharge on non-NATOA members to fund this payment. This reflects the value provided to those non-National members by virtue of their ability to enjoy the benefits provided by the National association without the affiliation.
- Chapters often provide a portion of their overall dues revenues to the National Association in the form of a contribution for the Regulatory/Legislative Fund, because the work performed through that fund is generally for the benefit of all local governments nation-wide, and is often extended to specific localities in the form of support for FCC filings and court appeals.

PRIMING THE PUMP...

Some creative approaches and activities used by existing NATOA Chapters

Raising Money for Education and Advocacy

- Minnesota, California/Nevada, Texas and Illinois Chapters hold a major annual conference (1.5 to 2 days) at a hotel with content covering both background and current issues. They raise significant funds from the conference registration fees.
- The States of California and Nevada Chapter (SCAN) has developed to the extent that it also organizes and sponsors a major annual conference and video awards program, which generates some significant revenue and participation.
- Texas uses the Missouri model for modest operational dues, but many of its members have gone on to create separate specialty groups like TCC-FUI as a vehicle to raise additional funding for state legislation issues.
- Michigan cities have established “Pro-Tec” as a vehicle for participating in state and federal legislative processes. Both TCC-FUI and ProTec are composed mostly of attorneys who address legislation issues while the state NATOA chapters tend to be composed more of the regulators.
- Minnesota has sliding scale “regular” dues, and sliding scale “public policy” dues (not required for membership) that allow members to funnel additional money to legislative efforts. This can be a useful vehicle for local governments that will allow “dues” payments, but not “lobbying” payments in a departmental budget.

Creating a New Chapter from an Existing Base or Expanding a Chapter

Some Chapters may find themselves with an opportunity to join with another state chapter or expand their existing chapter by including jurisdictions from another state. If one of these opportunities arises, the existing Chapter(s) should file a Statement of Intent with NATOA to indicate their desire to explore this option further. That provides the national office with notice of the proposed changes, and a format for the two entities to conduct further discussions. In the event those discussions evolve into a determination to create a newly combined Chapter on either a multi-state or regional basis, the new Chapter will need to file for formal Certification with NATOA. At such time as the new entity is certified, any previous certification would be extinguished.

Charging Dues

- Oregon and Baltimore-Washington Chapter Members are in their chapter by virtue of being NATOA members. The advantage of the NATOA member model is that it eliminates the need for membership solicitation and much of an organizational structure if you only want to hold periodic meetings to network and share information....you call a meeting at a member’s venue and invite the list.
- Minnesota (MACTA), the oldest NATOA chapter, has a highly formal structure with fairly high annual dues, and pays a part-time Administrative Director to handle day-to-day operations and

conference planning. The advantage to this model is the ability to generate operating funds and manpower for large projects and labor-intensive activities within the state or region.

- Illinois and Missouri have modest annual dues that cover items like stationary, postage, printing, faxing, brochures and directories. Revenues from seminars, meetings or conferences provide additional funds for supporting any activities beyond basic operations.

Leveraging Other Chapters and Related Organizations

- The Texas and Colorado chapters used the Missouri Chapter by-laws to set up a formal group and structure, thus avoiding “reinventing the wheel.”
- Virginia started out with staff support from a State League and is very focused on issues within the state.

Internal Communications

Chapters have developed websites of varying size and content. The NATOA website links to all of them. Reviewing the sites is an excellent way to see what others are doing and evaluate different ways of delivering complex or timely information.

MODELS FOR CHAPTERS

“Oregon” Model

- Dues-paying national NATOA Members in your state or region are automatically members of the Chapter. No additional dues are charged for Chapter Membership
- Chapter is not incorporated, and does not have a Board of Directors. President is only officer and often serves on a volunteer basis until someone else is willing.
- Usually does not have operating budget, but may sponsor periodic seminars or educational events. Monthly meetings or quarterly are held at a member’s venue on a rotating hospitality basis. Modest operating needs (meeting notices, etc) are supported by a President’s or Member’s employer
- If not formally affiliated with a State League, informal cooperative relationships have been established.

“Illinois” Model

- Chapter Members pay modest annual membership dues in the \$20 to \$60 range.
- Chapter members do not have to be members of national NATOA

- Chapter is incorporated, with bylaws and elected Board of Directors and officers.
- Operating budget comes from dues and fees for an annual conference or seminar, which may be simple and inexpensive, or formal and more expensive, but are usually held at a hotel in conjunction with Annual Business meeting. Some may institute other projects such as programming awards, which provides operating support for Chapter activities.
- Sends contributions for the national Legislative/Regulatory Fund.
- Chapter has often established formal affiliation or cooperative arrangement with a State League (Municipal or County)

“Minnesota” Model

- Chapter Members pay more substantial annual membership dues....\$100 and up range
- Chapter members do not have to be members of national NATOA, although the President of the Chapter must be a current and paid member. Roughly 50% of Chapter members may be non-national
- Chapter is incorporated, has adopted bylaws, and has elected Board and officers.
- Chapter holds more frequent meetings, sponsors major annual multi-day seminar on cable/telecom issues
- Operating budget from dues and fees may be substantial enough to have part-time paid professional support staff or some staff support through a state league, rather than only volunteer administration by the Officers.
- Has formal or informal active and cooperative relationship with State League on local government telecom issues.

WHICH MODEL IS RIGHT FOR YOU?

- NATOA does not recommend or endorse one model over another. It’s best to use only the components that work for you. Mixing and matching will allow you to customize a structure that makes sense in your area.
- Generally, a Chapter would be wise to start out fairly simply. You may want to create a mission statement that establishes the focus and provides guidance, and to elect a few officers. Formal by-laws, incorporation and a full Board of Directors can come later.

If you plan to open a bank account, you probably will need to complete a name registration and acquire a federal ID (tax) number because many banks will not open an account without one.

MANAGING A NON-PROFIT

Financial Records

Financial records do not have to be complicated, but starting out with a simple ledger sheet and a good set of books is enormously important.

If you want to incorporate or file for tax-exempt status at a later date, you may have to provide financial evidence that you really are non-profit or public benefit or whatever your state calls it.

NATOA will require you to submit a simple financial statement as part of your original certification and annual reports thereafter.

While some non-profits basically do financial reports that mimic the checkbook, it is very helpful and more accurate to include a listing of "Accounts Receivable" (money people REALLY owe you, not just that you hope to get) and "Accounts Payable" (bills you have incurred or received but not yet paid).

Minutes

You must keep them. Basic minutes include

- Place, time and date, and who called the meeting to order.
- How meeting was conducted - conference call, in-person, etc
- What type of meeting it is (regular, monthly, quarterly, special, annual business, etc)?
- List of those attending with titles (President, Directors, Members, Guests, Observers)
- Whether a quorum was or was not present.
- Whether you approved minutes of any previous meeting
- Financial Reports presented or adopted
- Brief description of what type of actions were taken or issues discussed.
 - Elections
 - Committee or Officer's Reports (if written, then attach to the minutes)
 - Old Business
 - New Business

Any written platforms, bylaws, documents, position papers, policies, etc. that are adopted should be attached to (rather than put in the body of) the minutes and referenced. Be sure to mark the attachment as "adopted by resolution of the _____ on (date)," so you can recall later which version was adopted when. (See the sample document attached as an Exhibit.)

CHAPTER CERTIFICATION

To be a NATOA Chapter, certain initial and ongoing conditions must be met.

1. Chapters must comply with NATOA bylaws requirements.
2. Groups forming a NATOA Chapter must file a Statement of Intent with National and obtain permission to use the NATOA name, acronym and/or logo for organizational purposes.
3. Chapters must apply to the NATOA Board of Directors for formal certification.
4. The Board, without limitation, is authorized to set conditions or requirements for Chapters. Such conditions may be by resolution, adoption of a certification application, administrative policy or otherwise.
5. The Board may require whatever application form or documents it deems necessary.
6. Continuance of certification may depend upon continued compliance with requirements and timely filing of reports or documents or lists.
7. Certifications may be denied, suspended or revoked by the Board.
8. Groups that have not been certified may not use the NATOA name or acronym in any literature, publicity, organizational filings or documents, nor represent itself as a Chapter of national until and only while certified.
9. NATOA wants to cooperatively publicize chapter events and activities, send national conference and seminar brochures to chapter members, and develop chapter members into NATOA national members. Chapters must support National in these efforts.

National Bylaws Requirements

Article XIII CHAPTERS

Section 1. Chapter Organization/Requirements

- A. Within these bylaws, the word “chapter” shall mean “state and/or regional chapter” unless otherwise specified.
- B. The Board shall have the authority to approve the establishment of chapters to further the goals of the Association. The business and activities of these chapters shall be conducted within the guidelines and policies of the Association. All chapters must be approved (including but not limited to chapter Bylaws and dues structures, if any) by the Board for authority to operate as a Chapter of the Association.
- C. Membership and voting requirements for chapters shall be determined by the chapter membership.
- D. In general, the NATOA board encourages chapters to allow membership privileges to any individual who meets one of the six membership categories listed in Article III, Section 1. of these Bylaws. Chapter members do not have to be members of the National Association, however the Chapter President or Chairperson shall be a member of the National Association.
- D. Chapters shall have the authority to conduct chapter activities and to assess a reasonable dues structure to support chapter activities. However, no NATOA chapter shall engage in any activities that are for pecuniary gain or profit to the members or leadership thereof, or are otherwise inconsistent with the provisions of the Internal Revenue Code of the United States, section 501(c) 4 or applicable law. Chapters shall provide an annual written report on chapter activities to the chair of the State and Regional Chapters Committee, or to the President of the Association prior to each meeting of the Association.

ARTICLE III MEMBERSHIP

Section 1. Membership, Generally

Membership in NATOA, with associated privileges, is open to those who qualify under the membership categories set forth in these Bylaws, and whose dues payments to NATOA are current, where applicable.

A complete copy of the most recent version of the NATOA bylaws is available on NATOA's website. It is the Chapter President's responsibility to ensure that the Chapter has a complete and current copy of any future revised Bylaws, so that the Chapter remains aware of any current requirements, conditions or definitions.

Annual Filings with National

The following documents are required.

1. Chapter membership list in Excel format (*identify Non-National NATOA members*)
2. Chapter by-laws (if amended during the year)
3. Membership dues structure
4. Annual financial report if your chapter has financial assets (statement of income and expenses and the balance for the chapter bank account)
5. Annual written report on chapter activities

NATOA STATE AND/OR REGIONAL CHAPTER GUIDELINES

Each NATOA Chapter will establish minimum Chapter guidelines that will achieve the following:

- Establishment and administration of a system for sharing of information about cable and telecommunications issues and activities that impact local government;
- Education and training; to enhance the capacity of members to deal with cable and telecommunications issues; to improve the administration of cable television and telecommunications franchises and the use of such services by local government;
- Technical and informational assistance to the membership;
- Providing a forum for open and balanced discussion and debate of communications issues;
- Communication with other professional organizations for the overall improvement of communications services to the public;
- Whatever other services may be determined by the membership.

CHAPTER ORGANIZATION

Application to establish a Chapter must be received by the NATOA Board. The application will be reviewed for completeness by the Executive Director and scheduled for a vote by the National Board. A complete application shall include proposed Chapter Bylaws, dues structures, if any, a commitment to comply with the guidelines and policies of the National Association, and other material as may be necessary to define the Chapter's functions and responsibilities. Upon approval of the Chapter application, the National Board shall enter into a memorandum of understanding that shall set forth the roles and responsibilities of the Chapter and the National Association. Such Charter shall bind the Chapter and the National Association to joint commitments as defined by the Board and the National Bylaws ("Article XII; Chapters").

MEMBERSHIP

Each Chapter may establish classes of membership. Membership in a Chapter, with associated privileges, is open to those that qualify under the membership classes set forth, by the Chapter, and whose dues payments to the Chapter are current, where applicable. The NATOA Board encourages Chapters to allow membership privileges to any individual who meets one of the six membership categories listed in Article III, Section 1, the National Bylaws of NATOA as may be amended. At a minimum, the Chapter President or Chairperson shall be a member of the National Association.

The national headquarters shall receive any Chapter NATOA newsletter publications, a complete list of Chapter members updated annually, and special mailings. The NATOA Board encourages each Chapter to ensure that all members of National NATOA are eligible for the same reduced registration fees for participation in any Chapter conference or training activity as are the Chapter members. More comprehensive membership privileges may be established by the Chapter.

DUES

Each Chapter may establish membership dues. Rates for dues established by Chapters will be sent to the members once a year. A Dues Schedule will be submitted to the National Association on an annual basis.

OFFICERS

Chapters may establish categories of officers and may have in place a mechanism for qualifications, elections, vacancies, terms, removal, voting rights and duties.

MEETINGS

Chapters will conduct regular meetings at times and locations designated by the Chapter. At least one regular meeting shall be held each fiscal year.

NATOA NATIONAL ASSOCIATION COMMITMENT TO THE CHAPTER

The NATOA National Association ("Association") pledges to respond to all reasonable Chapter needs on a timely basis.

The Association pledges to provide each Chapter with the following:

- Permission to use the NATOA name, acronym and logo in a fashion not inconsistent with the National Association's ownership and use.
- Membership lists, including new member updates
- Information newsletters and special mailings
- Notice of NATOA conferences and educational seminars
- Material and/or information necessary to promote Chapter growth and development
- Availability to technologies, as they become available, that would enable Chapters to passively access our organizational resources
- Summary and/or information on the Association's position on key filings, court cases and legislation
- Copy of the Association's Annual Financial Statement and/or Annual Report

Statement of Intent

This document is for use by those who desire to form a NATOA chapter. The name National Association of Telecommunications Officers and Advisors, its acronym "NATOA" and its logo are registered trademarks and service marks of the National Association and may not be used without permission. Prior to contacting others for the purpose of establishing a chapter and using the National Association's name, acronym or logo, such group must file this "Statement of Intent" with the NATOA Board and receive permission to proceed. The "Statement of Intent" should be sent to the attention of both the Executive Director of the National Association and to the Chapter Liaison for the Board of Directors.

The individuals listed below hereby petition the Board of Directors of NATOA for permission to use the name, acronym and logo of the National Association in their efforts to establish a NATOA chapter. It is agreed and understood that such use is for the limited purpose of establishing a NATOA Chapter, and is subject to subsequent abandonment or success of the effort. The individuals listed below acknowledge and agree that they will be granted limited permission for such use for a period not to exceed 180 days from the date of grant. If, after 180 days, the efforts of the group to establish a chapter have been successful, the group will file a Request for Certification with the National office. If such efforts have not been successful, the group will either discontinue the use, or will petition the National Board for additional time during which to pursue this effort.

Any questions relating to permissible use are to be addressed to the Executive Director of the National Association and to the Chapter Liaison for the Board of Directors.

Acknowledged and Agreed:

Signature

Signature

Printed Name

Printed Name

Date

Date

Contact Information:

Contact Information:

Address:

Address:

Phone:

Phone:

Fax:

Fax:

E-Mail:

E-Mail:

Employer:

Employer:

Address (if different from above)

Address: (if different from above)

REQUEST FOR CERTIFICATION

State/Region _____ Date: _____
Business Address: _____
City _____ State _____ Zip _____
Proposed Chapter Name: _____ Acronym: _____
Organizing Individuals:
Name/Title/Address/Phone/Fax/E-Mail _____
Date of First Organization Meeting _____ Number in Attendance _____
Chapter Bylaws in place? _____ Yes _____ No If yes, attach a copy for review.
Does your organization have "not-for-profit" corporate or association status? _____
Is your organization incorporated? _____ If yes, attach Articles of Incorporation.
Have you obtained not for profit status? _____ Yes _____ No If yes, provide documents.
Have you obtained a Federal ID number? _____ Yes _____ No If yes, provide _____
Please list your elected officers:
President:
Secretary:
Treasurer:
Other (please specify):
On a separate document, please provide the names, addresses, phone, fax, e-mail and affiliation of all officers.
Have you established a membership structure? If yes, please respond to the following:
Is membership in National NATOA a condition of Chapter membership? _____
If an individual within your state/region is a National NATOA member are they automatically considered a Chapter member? _____
Please describe your membership categories: _____
Have you established a dues structure? If yes, please respond to the following:
Annual dues required? _____
Does the dues amount for National NATOA members differ from others? _____
What are the dues categories and amounts? _____
As a separate document, please list the names, addresses, phone, fax and e-mail of all members as of this applications date.
How often will the officers of the organization meet? _____
How often will the membership of the organization meet? _____
Have you adopted a mission statement? _____ If yes, please attach.
Have you planned your first event? _____ If yes, please provide details.
Are you affiliated with any state or municipal leagues? _____ If yes, please provide details.
As a separate document please attach copies of any materials prepared to date that advertise the creation or existence of the chapter or any meetings or functions planned or held to date.