

PROCEDURES FOR FORMING A NEW CHAPTER

A. FROM THE PSA CCCVP AND CHAPTERS SERVICES COMMITTEE CHAIR, SECURE AN UP-TO-DATE LIST OF PSA MEMBERS IN THE PROPOSED CHAPTER'S AREA AND IDENTIFY POTENTIAL CHAPTER MEMBERS

All members of a Chapter must be individual PSA members of PSA and in good standing

B. FORM THE CHAPTER ORGANIZING/STEERING COMMITTEE

From the PSA membership list, select an Organizing Committee of three to seven PSA members

C. HOLD AN ORGANIZING/STEERING COMMITTEE MEETING (MEETING NO.1)

At the Organizing/Steering Committee meeting:

1. Select a Temporary CHAIRMAN, SECRETARY, AND TREASURER.
2. Take minutes of the meeting and at the meeting's conclusion send the minutes to the Chapters Services Committee Chair.
3. Prepare a letter-email to do the following:
 - a. Announce to the identified PSA members the Date/Time/Place of the **Chapter Organizational Meeting** (meeting No. 2);
 - b. State the purpose of the meeting;
 - c. Request that the PSA members indicate their interest in Chapter membership (YES__NO__);
 - d. Ask for suggestions for a NAME for the new Chapter, if a name has not already been decided.
4. The Chair will appoint a Nominating Committee to propose a slate of Officers for Chair, Vice-Chair, Secretary, and Treasurer (they could be members of your Organizing/Steering Committee but you might wish to involve other people.)
5. Discuss the items that the Organizing/Steering Committee should cover at the **Chapter Organizational Meeting**, including the following:
 - a. The geographical area to be included in the new Chapter;
 - b. The possible names of the new Chapter;
 - c. The information about how often and when the Chapter will meet;
 - d. The Chapter membership form;
 - e. The Chapter membership card if one is wanted;
 - f. The Chapter dues, if any;
 - g. The Nominating Committee's report on the proposed slate of officers for Chair, Vice-Chair, Secretary, and Treasurer;
 - h. The PSA ARTICLES OF ASSOCIATION so that everyone is familiar with the contents and can discuss them at the meeting;
 - i. The formation of the Chapter's Standing Committees.

The Organizing/Steering Committee should have ideas or suggestions on proposed Chapter events and activities to present at the **Chapter Organizational Meeting**.

D. CONDUCT THE CHAPTER ORGANIZATIONAL MEETING (MEETING NO. 2)

Conduct the *Chapter Organizational Meeting for the _____ Chapter.*

1. Take minutes of the meeting. The minutes will be submitted with the petition for the Chapter Charter after this meeting.
2. Determine if 10 or more PSA individual members, that are in good standing and indicating their intent to join the Chapter, are present.
3. Produce a list of the Charter members with their names, address, and email.
4. Read, discuss, and formally adopt the ARTICLES OF ASSOCIATION.
5. Request, by the Temporary Chair, for a report from the Nominating Committee and present the slate of proposed officers.
6. Vote (by paper ballot if it is a contested election) under the guidance of the Nominating Committee.
7. Discuss and establish dues, if any.
8. Determine how many Chapter meetings and when.
9. Form the Standing Committees. The Directors are appointed by the Chair.
10. Decide on the name for the Chapter.
11. Distribute the membership form; collect forms and dues at the meeting if members are ready to "sign". Some may wish to postpone their decision and mail in the form and membership fees.
13. Secure a MOTION to PETITION THE SOCIETY FOR A CHARTER when all of the above requirements are met.

E. PETITION THE SOCIETY FOR A CHARTER

After the *Chapter Organizational Meeting*, the newly elected Chapter Chair sends a written PETITION for a PSA CHARTER to the Chapters Services Committee Chair, who will review it for completeness. It will then be forwarded to the Chapters, Clubs, and Councils Vice President for submission to the PSA Executive Committee. If approved by the Society's Executive Committee, it will then go to the Society's Board of Directors for the vote. The Petition must include the following:

1. Letter of PETITION for CHARTER.
2. PSA CHAPTER'S ARTICLES OF ASSOCIATION as adopted at the *Chapter Organizational Meeting*.
3. List of the CHARTER CHAPTER OFFICERS, addresses, telephone numbers, and emails.
4. List of CHARTER MEMBERS, addresses, and emails.
5. Minutes of the *Chapter Organizational Meeting* (meeting No. 2).
6. Name selected for the Chapter.
7. General geographic area to be the Chapter's location.
8. List of the Chapter's Standing Committee and Directors.

This Petition Packet can be mailed, or scanned and emailed as a PDF document to the Chapters Services Committee Chair.