

## New Chapter Formation

### ***Responsibility***

Region Directors are responsible for the formation of new chapters. They actively recruit individuals or groups who are interested in forming chapters. The Region Director notifies the Member Service Department of the interest in forming a new chapter. In conjunction with the Member Services Department, the Region Director coordinates the preparation and processing of all documents necessary to start a chapter and conducts the organizational meeting.

### ***Requirements***

To form a new chapter, Association policy requires the following:

- **Number of Applicants:** A minimum of twenty (20) members, all of whom must be either Professional or Associate members, committed to forming a chapter.
- **Chapter Structure:** A chapter is formed as a not-for-profit organization. ARMA International prefers that chapters are incorporate and maintain their incorporated status to minimize personal risk to the officers of the chapter. To ensure this is done, ARMA International will incorporate and maintain each US chapter's incorporation in the state of Kansas. ARMA will assist other chapters outside the US as they can per their countries rules and regulations.

Once the chapter is incorporated, bylaws must be passed by the chapter's charter members. The bylaws set out the various substantive and procedural rights of the members, such as voting rights and procedures, duties of officers, the procedure involved in forming committees, etc.

Included with this document are model bylaws which must be used by incorporated chapters, and contain mandatory bylaw provisions for all chapters.

- **Chapter Name:** The chapter name must reflect the immediate geographic area (city, county, etc.). Chapter names, once approved by the issuance of the chapter charter, cannot be changed without the approval of the Membership Department.

### ***Chapter Formation Process***

The process of forming a new or reactivating a chapter of ARMA International includes the following steps:

1. **Region Director Initiates Chapter Formation Process.** The Region Director initiates the chapter formation process by notifying the Member Service Department at ARMA Headquarters of an interest in forming a new chapter.
2. **Conference Call with Member Services Staff.** The Member Service Department schedules a conference call regarding the chapter formation process. The participants in the call include:
  - Manager of Member Services;
  - Region Director;
  - Individual(s) interested in forming a chapter

Optional:

- Director of Member Services;
- Chapter Advisor for Membership & Marketing

Member Services staff will examine the level of interest in chapter formation in the geographical area and determine the feasibility of forming a new chapter. The call will also be used to establish action steps in the areas of recruitment, publicity and the setting up of an organizational meeting.

Following the call, Member Services will forward to the Region Director and relevant individuals the following materials:

- Chapter Charter Application
  - IRS Group Exemption Form (U.S. Chapters Only)
  - New Chapter Formation Document
  - Links to Membership Application Forms
  - Other Informational and Promotional Brochures
3. **Chapter Organizational Meeting.** The organizational meeting of a prospective chapter is open to all those interested in forming a chapter. This meeting is the result of individual contacts or mailings to prospective members. An agenda for the meeting is prepared under the guidance of the Region Director, who attends, if possible, the meeting as an Association representative and discusses ARMA International's purpose and objectives. The following activities are included on the meeting agenda:
    - A. ***Signing the Application for Charter.*** A charter application is made available and circulated for signing by those who wish to be chapter members. The application includes the signature of each charter member, his or her company affiliation, and his or her position. A typed list of charter member names, together with the company affiliation and mailing address for each member, accompanies the "Application for Charter" when it is forwarded to ARMA Headquarters.

- B. **Selecting the Steering Committee:** A Steering Committee, consisting of a chair, vice-chair, secretary and treasurer, is selected by those attending the organizational meeting. The Committee is endorsed by the Region Director. Committee members hold office until an official election is held for chapter officers. Once selected, the Steering Committee appoints (1) a Legislative Chair to finalize the chapter bylaws; (2) a Program Chair to begin planning membership meeting programs; and (3) a Membership Chair to coordinate promotion for additional members. Individuals may serve on more than one committee. The Steering Committee Chair is an ex-officio member of each committee.
  - C. **Distributing Membership Applications:** At the organizational meeting, Application for Membership forms are distributed to all non-ARMA member attendees. The applications are to be completed and submitted directly to ARMA International with a note that they are part of the newly forming chapter.
  - D. **Establishing Dues Structure:** A basic dues structure for the chapter is established. Chapter dues do not take effect until the Chapter Presentation Meeting when the bylaws and dues are approved the chapter membership. All Association dues must be paid prior to the acceptance of the charter application.
  - E. **Additional Questions:** Time is also allotted for a question-and-answer session and for further explanation of ARMA International's operations and chapter activities.
4. **Submitting Final Chapter Documents.** The final chapter documents are reviewed by the Region Director and the Manager of Member Services. The Region Director sends the following documents to the Manager of Member Services after his/her review:
- A. Application for Charter (with required signatures);
  - B. Letter stating the Region Director has reviewed and approved the bylaws, and requests approval for charter; and
  - C. Completed IRS authorization form, if the chapter is in the U.S.
5. **ARMA Member Services Staff.** After the submitted materials have been reviewed and approved, and has validated the minimum twenty (20) active members need, the Manager of Member Services has the following documents prepared and filed.
- A. Files the IRS Authorization form with the IRS and communicates it to the chapter their EIN Tax ID number. (US Chapters Only) This information is also records in the chapters' record in the database, chapter tracking file, and the physical chapter record at ARMA International.
  - B. Files the Articles of Incorporation in the state of Kansas for the chapter and communicates it to the chapter. (US Chapters Only) This information is also records in the chapters' record in the database, chapter tracking file, and the physical chapter record at ARMA International.
  - C. Has a chapter charter certificate and charter member certificates prepared. The new chapter does not officially exist until the chapter charter is formally presented to the chapter by the Region Manager or another officer of the Association.

6. **Chapter Presentation Meeting.** A regular meeting time is established by the Steering Committee Chair with the concurrence of the Region Director. It is recommended that the ceremony be conducted in a place and atmosphere reflecting the professional nature of the occasion.

The Region Director ensures that the following items are provided to attendees:

- A. A printed agenda;
- B. A list of charter members;
- C. A list of the officers slated and proposed chapter dues and;
- D. The ARMA International Code of Professional Responsibility for records and information managers.

Though every charter ceremony does not contain the same elements, all charter meetings include the following:

#### Program

- Ceremony for Chapter Charter
- Introduction of Region Director and/or Chapter Advisors (or other officer of the Association)
- Ratification of Chapter Constitution/Articles of Incorporation and Bylaws
- Election and Installation of New Officers
- Charter Presentation
- Business Announcements
- Guest Speaker or Chapter Program (if there is one)

#### ***Follow Up***

When possible, a representative from ARMA International attends the Chapter Presentation Meeting and prior to or immediately following meetings with the chapter officers to explain all of the services and assistances that is provided to them by ARMA International.

Member Services at ARMA Headquarters provides the following items to the new chapter officers:

1. Membership Application forms
2. Other Informational and Promotional Brochures
3. Link to online Handbook

In addition, close contact is maintained with the new chapter during its first year by the Region Director, Chapter Advisors and the Manager of Member Services. This ensures that the new chapter functions smoothly, and that officers and members are aware of their rights and responsibilities.