

New Chapter Policy & Procedure

Before submitting a chapter request:

- Surf our web site www.chromedivas.com and check out the chapters and their members.
- Register as a National Chrome Diva along with three other interested ladies.
- Review National Bylaws, Chapter Policy and other documents found in the New Chapter Handbook.
- Feel free to contact chapter Directors with questions and any information on what it takes to lead a successful Chrome Diva chapter. Contact information can be found on the chapter web pages.
 - Select a Chapter name and an alternative. *An acceptable chapter name should be a city or locale name and not encompass broad areas such as Southern Indiana or NW Duval County. State or Providence names are not acceptable.*
 - Appoint chapter officers: Director, Assistant Director, Secretary and Treasurer. (Elections of officers will come later)

New Chapter Policies:

- Appointed officers shall serve an unchallenged term of **6 months** with an officer election held at the end of that period, afterwards officer elections should be held annually.
- The first organizational meeting shall be held within **14 days** of the chapter launch, following the **First Meeting Agenda** available in the "New Chapter Handbook" on the web site, and minutes submitted to the Regional Director within **7 days** of the meeting.
- Chapter bylaws are due to the Regional Director for approval within **90 days** of chapter launch. A template is available in the New Chapter Handbook on the web site. Your Regional Director is available and eager to assist with the drafting and implementation of this crucial document.
- Chapter bank account shall be opened within **30 days** of chapter launch with a minimum of two (2) chapter officers authorized on the account. Only chapter dues may be deposited into this account. Bank name, location and signers should be reported to the Regional Director. Instructions are available in the New Chapter Handbook, please read carefully before going to the bank.
- Unless otherwise approved by the Regional Director and National Board, a new chapter shall refrain from any chapter sponsored charity events for the first **six months**. Volunteering to assist in another group's event is encouraged and can be a great learning experience for when you are ready to host your own.
- For the first **six months**, chapters will refrain from soliciting chapter sponsors or accepting any monies whether as a donation or sponsorship. Only collection of membership dues is permitted.
- Unless otherwise approved by the Regional Director, membership is restricted to **10 chapter members** for the first six months to allow the chapter ample time to get to know each other and implement organizational systems. Other interested ladies may ride with the chapter but shall not be eligible to vote on chapter business.

SIGNATURE

PRINTED NAME
