

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 and Documents for Chapters in the Chrome Divas Handbook.
- Feel free to contact other 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. Officer elections should be held annually.
- The first organizational meeting shall be held within 14 days of the chapter launch, following the Sample Meeting Minute Agenda available in the Chrome Divas Handbook on the web site. Minutes should be uploaded to the National website within 14 days of the meeting.
- The Chapter bylaw template will be emailed to the Chapter Board of Directors. Chapter bylaws are to be saved to the National website for approval within 60 days of chapter launch.
- Chapter bank account shall be opened prior to accepting any chapter dues with a minimum of two (2) chapter officers authorized on the account. Only chapter dues may be deposited into this account.. Instructions are available in the Chrome Divas Handbook, please read carefully before going to the bank.
- Unless otherwise approved by the Regional Directors and Chair of the Board National Board of Directors, a new chapter shall refrain from hosting 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 Directors and the National Board of Directors, 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