

POLICIES

CHAPTER POLICIES

To provide guidance for the chartering of chapters, revocation of charters, chapter performance and reporting, and NCMA support of chapters.

CHAPTER CHARTER PETITIONS

The National Bylaws empower the Board of Directors (BOD) to grant or deny petitions for chartering new chapters. The officers, directors, staff and chapters are responsible to promote the orderly growth of new chapters and membership.

Policy

The pro tempore chapter officers of the petitioning group will submit a formal charter petition and an organizational progress report to the Executive Director. This report shall contain appropriate information such as the proposed new chapter name, the names of charter members to be included on the charter scroll, together with any other appropriate organization information, and membership data. This charter petition must include the names of at least 25 current members (or new members who have submitted the initiation fee and dues to the NCMA Office). A suggested format for this report and charter petition is set forth in the How-To Guide for Chartering New Chapters.

"Other appropriate organization information" noted above should be attached to the charter petition and address the following considerations:

- a. What is the local business base? Is it growing or shrinking?
- b. Are there geographical reasons for establishing a new chapter, e.g. would the new chapter be located outside the normal commuting distance of existing chapters?
- c. Is there a sponsoring chapter? Member?
- d. If there is an existing local chapter, what is the potential impact of chartering a new chapter?
- e. What are the sources of new membership?
- f. How does the chapter intend to support itself financially? (Attach a copy of the budget prepared by the pro tempore chapter officers).
- g. Has the petitioning group established a particular education program focus?

Upon receipt of a charter petition, it is the responsibility of the Executive Director to verify that all required information has been provided, present the petition to the Board of Directors, and notify the President pro tempore of the petitioning chapter of the approval/denial.

REVOCAION OF CHAPTER CHARTERS

A chapter must maintain a minimum of fifteen (15) members to be considered active.

Chapters maintaining less than 15 memberships for a period of six months will be placed in “Inactive” or “Dormant” status and measures to rebuild undertaken in accordance with guidelines for chapter rescue with the assistance of the National Office as well as any remaining chapter officers or members.

If all measures to rebuild the chapter fail and the President determines the chapter is no longer viable, a recommendation to revoke the charter of the chapter shall be prepared by the Executive Director and presented for a vote at the next BOD meeting.

Revocation of the existing chapter charter is accomplished by an affirmative vote of three-fourths of the Board of Directors. With Board approval, the Executive Director shall prepare an official notice which will be signed by the President and Secretary and forwarded to the last known presiding officer of the chapter involved.

Any remaining members will be transferred to the next nearest chapter, the National Chapter, or the chapter of their choice.

Immediately upon revocation notice to the Chapter, all residual chapter funds shall be forwarded to the NCMA Office and returned to the NCMA treasury.

CHAPTER PERFORMANCE

Members expect value for their time and money. Typically, this value is derived from NCMA through:

1. Education, training and information that build skills and improve job performance;
2. Networking opportunities to connect with people that matter that provide career opportunities;
3. Certification preparation and testing that document proficiency levels and validate professional credentials within a neutral forum;
4. Advocacy of the profession that improves the perceived value of contracting professionals within the business community;
5. Leadership opportunities that build management skills; and
6. Association with others who care about contracting to obtain a sense of identity and belonging and to be part of something bigger.

Chapters are expected to provide value to members. Traditionally, this has been accomplished through education and training programs, networking opportunities, certification preparation or study groups, and (to a lesser degree) advocacy of the profession. However, each chapter has significant autonomy in deciding how best to deliver value to members, based on its membership and their specific needs and preferences.

Chapters are expected to connect NCMA and members, by representing the NCMA brand to members, marketing NCMA programs to members, and communicating issues of importance to members.

Chapters are expected to operate effectively as an organization and be responsible corporate citizens. This includes effectively planning chapter long term and short term goals, objectives and strategies, implementing programs, managing finances, developing leaders, measuring performance, and engaging in two way open communication with NCMA's national office, NCMA leadership, and other NCMA chapters. As responsible corporate citizens, Chapters participate in volunteer training programs, provide transparency in elections and volunteer appointments, provide constructive feedback on NCMA products and services, participate in governance activities, update the membership database, and submit timely and complete reports.

Chapters shall submit the Chapter Annual Report, Attachment 1 to this policy, to the national office no later than August 31.

NCMA SUPPORT FOR CHAPTERS

Chapters can expect NCMA to provide value-added services that improve chapter management and the chapter's ability to provide services that members value. This is one of the national office's most important missions – doing what chapter's cannot do for themselves for whatever reasons, and it is accomplished by providing education and training products that chapters can incorporate into their programs; certification preparation guidance, structure and materials; national networking activities providing broader networking opportunities for their members; and guidance and information on advocacy of the profession.

Chapters expect NCMA to help connect them to their members, by providing marketing materials, services, and assistance. This includes standardized briefings for use by the Chapter, and briefings and presentations by staff and board members at chapter events.

The NCMA national office contributes toward effective operations of the organization as a whole by developing management tools such as guidebooks, training volunteers, providing an effective communications network for dissemination of information on members, prospects, and other customers and providing technological support and tools, such as websites, surveys, email, credit card processing systems, and accounting software.

NCMA shall invite chapters to submit the NCMA Annual Performance Evaluation, Attachment 2 to this policy, no later than June 30. Chapters are encouraged to provide constructive feedback by August 31. The Executive Director shall compile the evaluation feedback and submit a report to the Board of Directors at the next scheduled board meeting, detailing how the national office will address the issues identified in the evaluation. A copy of this report will be disseminated to the chapter presidents.

CHAPTER REBATES

NCMA provides funding to chapters through a system of rebates on membership dues paid. The amount of funds provided is determined by the Board of Directors.

Rebates shall not to exceed \$1,000 per chapter per program year.

Rebates are payable for each individual regular and organizational member in the chapter as of June 30th of each year, in the amount of \$10 and \$8 per member, respectively. Associate, retired, student, and corporate members are not considered when calculating rebates. Rebates will be paid to each chapter within 30 days of receipt of the Chapter's Annual Report.

To be eligible to receive rebates, chapters must have current Chapter Annual Reports, which includes financial reports, financial audits, and officer rosters, on file at NCMA. Rebates payable to ineligible chapters will be accrued (retained) in NCMA's accounting system for a period of two years. If at the end of the second year the chapter's records are still not current, the rebate accrual will be cancelled, and the funds will no longer be available to the chapter.

Chapters ineligible to receive rebate payments can become eligible at any time by submitting current documents. Accrued (retained) rebates not previously forfeited shall be paid within 30 days of the chapter's regaining eligibility.

CHAPTER AUDITS

Chapters shall conduct an audit of their financial records each year. An independent person, who is not a chapter officer or was otherwise involved in the financial management of the chapter during the period being audited, must conduct the audit. The auditor can be any person who has the skills necessary to conduct the audit (professional audit firms are not required).

The audit shall address all items specified in NCMA's "Chapter Financial Audit Form", found on the Intranet. An audit report (no specific format) shall be submitted to the national office as an attachment to the Chapter Annual Report, as required above, by August 31.

FEDERAL TAX ID NUMBER

Chapters shall obtain a federal tax id number as required by the Internal Revenue Service.

Chapters who submit their annual financial report to the national office by the August 31st deadline, are included in the NCMA group tax return. The IRS has the right to exclude from the NCMA Group Tax Return all chapters who do not have a Federal Tax ID#. The excluded chapters are then obligated to file their own tax return (Form 990).