





Chapters Achieving Operational Success



STAYING ON TOP OF GOVERNANCE DOCUMENTATION

- ❑ Articles of Incorporation
- ❑ Chapter Affiliation Agreement
- ❑ Constitution & Bylaws
- ❑ IRS Filings
- ❑ Chapter Bank Account
- ❑ Chapter Dues Rates





ARTICLES OF INCORPORATION

❑ Getting Access to the Form

- State Government Websites
 - Sample Forms

❑ Completing the Paperwork

- Content
- Registered Agent
 - Changes to the registered agent
- Where to send completed articles of incorporation

CHAPTER AFFILIATION AGREEMENT

□ Overview

- ASAM's Obligations to Chapters
 - Promote Chapter Involvement
 - Collect and disburse quarterly dues payments
 - Conduct instructional seminars and other guidance for chapter leadership and administrators
 - Provide meeting space for chapters to hold meetings during ASAM's conference
- Chapter's Obligation to ASAM
 - Promote membership in ASAM
 - Regularly attend Chapters Council calls and meetings
 - Respond to ASAM's calls for action
 - Complete survey requests from ASAM National and the Chapters Council
- Signatures
 - Major updates to agreement

CONSTITUTION & BYLAWS

- ❑ Must Be Updated and Not Conflict with ASAM's Respective Documents
 - Sample Constitution & Bylaws in Chapter Resources Section (ASAM website)
- ❑ Board of Directors & Executive Committees
 - Powers & Duties
 - Term of Office
- ❑ Meetings
- ❑ Membership
- ❑ Dues
 - Chapters Dues Rates Form

IRS Documentation

- Employer Identification Number (EIN)
- 990EZ, 990N, or 990
 - Due Date
 - Failure to File
- ASAM Exemption Letter
 - Group Exemption number

Chapter Board Structure



Having a stable board of directors helps guarantee that the mission and philosophy of the Chapter are maintained, and keeps the Chapter moving forward toward its goals, and protects the ideals that moved the Chapter to begin in the first place.

How Large Should Our Board Be?



The Chapters structure and needs are among the factors that determine board size.

Every board needs a sufficient range of expertise to accomplish the Chapters mission. In considering the size of the board, keep these points in mind:

Key positions include, President, Secretary, and Treasurer

If a board is too small, its members may be overworked and unproductive

If a board is too large, every member may not have the opportunity to participate actively.

What Should be the Length of a Board Member's Term?



There are no hard and fast rules for determining board members' tenure. Policies that encourage institutional renewal profit from the experience of veteran board members while welcoming the fresh perspective that new members offer include:

- Limiting members to two consecutive terms and require a hiatus of one year before a board member may be reappointed
- Stagger terms of service so that one half or one third of the board is elected every one or two years for terms of two to four years.



Contribute to Effective Board Organization - Set the stage for efficient board work

- ❑ Prepare a written job description for individual board positions, so they know what to expect.
- ❑ Develop an annual schedule of meetings, with as much advance notice as possible.
- ❑ Circulate clear and thorough information materials, including an agenda, to all members two to three weeks before each meeting.
- ❑ Maintain complete and accurate minutes of all meetings.
- ❑ Keep meetings brief and well-focused.
- ❑ Ask each board member to serve on at least one board committee or task force.
- ❑ Acknowledge members' accomplishments and contributions in a variety of ways in the Chapters newsletter, at meetings, in minutes.



What Committees Should Our Chapter Have?

Most Chapters need only a few standing committees - the rest of the work can be accomplished by task forces created for a specific purpose. Common standing Chapter committees include:

- Policy Committee
- Membership Committee

Why is Chapter Leadership recruitment so important...and so challenging?

Because the job of finding Chapter Leadership is about more than just filling positions.

It is about understanding that individuals volunteer for a variety of reasons, and usually fall into one or more of the following categories:

- Networking – Getting together with peers and colleagues with whom they can share knowledge, establish business relationships, get jobs, and make friends.
- Education – Gaining industry or profession-related knowledge not typically available through traditional educational systems.
- Affirmation – Confirming that there are many others “like me” who share my issues of concern or interests (“I am not alone”).
- Significance – Making a difference worth making for that issue or interest – a critical motivator for volunteers.



Smooth Transition of power

Chapter transition is the glue that holds your chapter together and continues the important work you've done.

- Make a transition timeline. Thinking about transitions as a year-round process will help your chapter maintain a healthy leadership pipeline, and these timelines lend essential structure to the overall leadership transition process.
- Transfer your knowledge. Don't leave it to your successors to reinvent the wheel! During your time as a chapter leader, document everything from passwords to best practices to help out the incoming leadership team. Key information that should be passed on to future leaders:
 - Chapter contacts (internal and external)
 - Chapter requirements
 - Goals and strategies
 - Best practices
 - Evaluations and surveys
 - Processes (elections, events, trainings, etc.)

