

Guidelines for the IECA Chapter Formation Process

Approved 2/2005

Purpose

- To increase the success rate of new Chapters by building strong foundations before granting charters. Success will be defined as sustained growth in membership, funds and/or services.
- To support the leaders who are building the Chapter.
- To bring the Chapter to a position of strength in two years.
- To bring consistency to the Chapter formation process for both domestic and overseas Chapters, thereby eliminating inequities, reducing the risk of failure, alleviating leader frustration and reducing the potential drain on IECA and its resources (time and money).
- To increase IECA success by building strong Chapters around the world.

Process

The formation process for new IECA Chapters will consist of Three Steps. A summary of these steps is listed below:

Step One:	Identification of a Potential IECA Chapter
Criteria:	Checklist must be completed and accompanying materials must be provided
Number of members:	At least 25 potential members, as indicated by the Chapter Interest Survey
Time frame:	Indefinite
Step Two:	Status as a Provisional Chapter (Laying the Foundation)
Criteria:	Checklist must be completed and accompanying materials must be provided
Number of members:	At least 25 members who have been members for at least one year
Time frame:	Within two years
Step Three:	Charter as a Chapter affiliated with IECA
Time frame:	Upon successful completion of the Provisional Chapter checklist (Step Two) and approval by the IECA Board of Directors

Step One: Identify a potential new IECA Chapter
Number of members: At least 25 potential members
Time frame: Indefinite

Step One Checklist	Date Complete
1. We have an Ambassador appointed by the IECA Executive Committee who will help assess the feasibility of forming an IECA Chapter and will help grow the region's membership base. IECA will provide Ambassador program qualifications/requirements.	[]
2. Our Ambassador has completed the Chapter Formation Survey and returned to IECA. Survey to be provided by IECA.	[]
3. We have distributed the Chapter Interest Survey to prospective members, compiled the results and submitted to IECA. Survey to be provided by IECA.	[]
4. We have at least 25 potential members committed to building a Chapter as indicated in the Chapter Interest Survey results. Please include full contact information for each prospect: name, company, address, phone, fax and email.	[]
5. We know the history of previous Chapter formation attempts in the region and have contacted relevant parties of the renewed effort.	[]
6. We have contacted local organizations and established that there are potential members for continued Chapter growth. Please list organizations contacted.	[]
7. We have researched the potential members enough to know that there will be diversity in our Chapter (different levels of experience, areas of expertise, etc.), as indicated by the Chapter Interest Survey results.	[]
8. Our Board and interested Chapter members are ready to meet with an IECA representative (via teleconference call or face-to-face, whichever is feasible) to lay our foundations as a Provisional Chapter (Step Two). We will discuss:	[]
a. IECA Orientation & Leadership Development	[]
b. What members will want and what leaders will need to deliver in the next two years as a Provisional Chapter	[]
1. We have had our meeting with an IECA representative.	[]
10. We have elected our Board officers and have listed them below. These people will form the basis of a Chapter Steering Committee.	
a. President:	[]
b. Vice President/President-Elect:	[]
c. Membership Development/Marketing:	[]
d. Professional Development:	[]
e. Secretary:	[]
f. Treasurer:	[]
g. Chapter Advisory Committee representative:	[]
h. Other:	[]

11. We have completed the Step One checklist, submitted the accompanying [] materials and have been approved by the IECA Board as a Provisional Chapter.

Step Two: Status as a Provisional Chapter
Number of members: At least 25 by completion of Step Two
Time frame: Successful completion of the Provisional Chapter checklist or two years, whichever comes first

Step Two Checklist

(IECA will begin collecting and remitting Chapter dues in Step Two.)

	Date
<u>During the first month</u>	Complete
1. We have named our Chapter (IECA is in the name) and defined its geographical region.	[]
2. We realize that the dues prices and processes will work in accordance with IECA’s established procedures. Dues collection for all Chapters is centralized and will be collected by IECA. Members will join through IECA, and pay IECA in US funds. The dues fee includes Chapter dues. IECA will collect all Chapter dues and remit back to the Chapter on a monthly basis. The Chapter will use the regular pricing schedule unless otherwise requested. Requests will be considered on a case by case basis, and all requests will need to be approved by the IECA Board of Directors. Any exceptions to the regular dues schedule will be reviewed on an annual basis.	[]
3. We know that prospects in developing countries according to World Bank standards can receive a half-price E-membership (\$42.50 US). All other IECA membership packages are available for full price.	[]
4. We know how to direct prospective members to join by contacting IECA.	[]
5. We have sent the Chapter Board members’ names, titles and addresses to IECA.	[]
6. Our Chapter Advisory Committee representative has been appointed by the Chapter and is aware of the requirements for service.	[]
7. We have sought out resources that will help us lead our Chapter:	
a. IECA Chapter Guidebook	[]
b. IECA Long Range Plan	[]
c. IECA Chapter Leader Resource Center	[]
d. IECA Chapter Membership Recruitment Package	[]
e. IECA Bylaws	[]

- f. Assistance from IECA Board and staff []
- 8. We have announced our first Chapter membership meeting. []
- 9. We have established our meeting dates and strategies for future meetings. []
- 10. We have sent minutes of first organizational meetings to IECA. []

During the first six months

- 1. We have our written Marketing Plan Outline. Please complete and return to IECA the Marketing Plan Outline provided by IECA. []
 - a. Statement of purpose for the Chapter []
 - b. List of target organizations/audiences for potential new members []
 - c. List of target organizations/audiences for promotion efforts []
 - d. Brief summary of other organizations with which we can form alliances []
 - e. Elements of our communication program []
 - f. Elements of our professional development program []
 - g. Our pricing philosophy:
 - Different costs for members and non-members []
 - Which programs are profit centers? Which break even? Which operate at a loss? []
 - h. Elements of our membership recruiting program []
 - i. A basic budget []
- 2. We have called for assistance and/or shared ideas with nearby Chapters and/or IECA staff. []
- 3. We have created Chapter Bylaws using IECA model Chapter Bylaws. Please provide copy for IECA review. []
- 4. We have opened a Chapter bank account. Please provide copy of paperwork to IECA. []
- 5. We have obtained proof of business determination (or articles of incorporation). Please provide copy of paperwork to IECA. []
- 6. We have established a membership recruitment program that will ensure that we have at least 25 members after two years as a Provisional Chapter. []
- 7. We are holding Chapter meetings and are publicizing them and are continuing to send minutes to IECA. []

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| 8. We have identified the succession process for each Board member and have their commitment to serve for minimum one year. | [|] |
| 9. Our Chapter Advisory Committee representative is attending monthly teleconference calls with IECA staff and other Chapters. | [|] |

During the first twelve months

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| 1. We have researched -- formally or informally -- the needs of our existing and target members. IECA will provide a sample Needs Assessment Survey. | [|] |
| 2. We have planned our Chapter meetings/professional development events according to our member needs research, have events scheduled several months in advance and are publicizing our events according to our communication plan. | [|] |
| 3. We have talked to IECA staff about financial management, legal considerations and planning. We have: | | |
| • Projected our income and liabilities | [|] |
| • Familiarized ourselves with the dues collection and remittance process | [|] |
| • Developed policies for sponsorships and advertising | [|] |
| • Researched the IECA group IRS tax exemption (US Chapters only) and are set up to file after we are chartered. | [|] |
| 4. We have written Board officer, Board member and committee job descriptions that are available to our successors. | [|] |
| 5. We have scheduled a one-year teleconference call with IECA to discuss the year in review and further planning. | [|] |

By the end of the second year:

Date
Complete

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| 1. We have established a budgeting process so that our financial picture and balance sheet are part of our ongoing Chapter management process. | [|] |
| 2. We have established written Chapter policy guidelines. | [|] |
| 3. We have held a second-year review with an IECA representative and can demonstrate sustained growth of membership, funds and/or services. | [|] |
| 4. We have our incoming Board members prepared for the next Board year. | [|] |
| 5. We have at least 25 members who have been members for one year or more. | [|] |
| 6. At least two years after our registration as a Provisional Chapter, our Chapter president has signed an IECA Chapter Affiliation Agreement and returned it to IECA with the request that IECA's Board officially grant the Chapter chartered status. | [|] |

Please note that some supporting documents for the Chapter Formation Guidelines are still being developed, such as the Chapter Interest Survey, Chapter Formation Survey, Marketing Plan Outline, Model Chapter Bylaws, Needs Assessment Survey and Chapter Affiliation Agreement. Samples of these documents will be posted as soon as they are available.

**Please direct any questions about the Chapter Formation Process to
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