



## Standard Operating Procedures for Local Chapters

- **Determine the mission.** Write the purpose, goal, and why the Chapter exists.
  - **Decide Chapter Coverage Area** -- include states, area codes, and system types (for meeting purpose only). Select a unique name for the Chapter. Remember you may be sharing the same geographical area with another Chapter of a different system type; the Chapter name should be easily distinguishable.
  - **Elect officers.** Use standard titles for Chapter officer positions (Example: President, Vice President, Secretary, Treasurer, Education Committee Chair etc.). Standard officer titles help the National NetVU staff keep accurate Chapter database records. Add committees and additional officers as the needs dictate.
    1. Large Chapters are encouraged to add additional officers and committees to share the workload that come with larger Chapters. *Hint: Every officer or committee member position needs a job description and responsibility. Don't ask someone to serve, then not give him or her a job or task to perform.*
    2. Smaller Chapters may consolidate officer titles and responsibilities. A core of at least 8 agencies is recommended to start a Chapter.
- Note:** A Chapter cannot be exclusive (including only specific agencies as members). It must open its membership to all agencies wishing to participate.
- **Adopt Chapter Bylaws.** Bylaws define why the Chapter exists, who are the members, and how it operates. The NetVU staff has developed a generic document to facilitate the process of writing and adopting bylaws. If you would like to receive a copy, contact Sara Krueger NetVU, Chapter Relations Coordinator. The document template is easily edited to accommodate the Chapter membership needs.
  - **Sponsor two (2) meetings a year.** The Chapter Committee recommends sponsoring at least two (2) meetings a year.
  - **Communicate with everyone.** It is very important to keep the NetVU office and neighboring Chapters informed of meeting dates, location, and educational programs. This will facilitate the coordination of speaker travel and availability, equipment needs, and improve marketing presence and attendance. Communicate the meeting information to Sara Krueger (NetVU Chapter Relations Coordinator) to insure it

will be included in the NetVU ReVU Newsletter, Events Calendar, and NetVU website. A 60-day minimum notice is required. *Send a copy of the meeting minutes to the NetVU office following every meeting.*

- **Budget for the Year.** Every Chapter must have a budget to implement its Education Success Plans and to comply with its mission statement. The budget should include money for planned education meetings, administrative needs, and attendance to the Chapter Leadership Conference. Dues are a good way to develop cash flow. Every meeting should collect enough in registration fees to cover meeting expenses.
- **Make a Treasurer's Report at every Chapter Meeting.** Keep accurate membership records, closely track meeting registrations, attendance, and agency checks received, bills and invoices received and paid. Maintain a database of members and prospective members.
- **Report to the IRS.** It is recommended that even the smallest Chapter file yearly with the IRS. The Chapter should **organize as an un-incorporated association**. If you have taken in any amount of money, the Chapter is required to file an annual tax return (form #1120) with the IRS. If you don't have an EIN, now is the time to get one. The EIN SS-4 form establishes the end-of-fiscal year.

**Suggestion:** Always keep a copy of the Federal ID number and bylaws with the Chapter's financial records.

- **Develop an Education Success Plan for the coming year.** Start planning the meetings tentative dates, topics, and speakers for the next twelve months. Why? A good reason for an annual plan is to determine the direction the Chapter is headed.
  1. Start by practicing this "**Education Success Plan**" habit now make the tentative plans for this year and submit them to the NetVU office, as soon as possible to insure availability of the educational resources. Please complete **one** Education Success Plan request form for every meeting you are planning for the upcoming year.
  2. You will have the flexibility to change the Chapter's education plans — swapping-out, changing, rescheduling, and canceling program topics, dates, and speakers as needed to meet the members' ever changing needs. This can be coordinated smoothly if the plans are already on the NetVU event calendar. Consider planning and submitting a tentative education plan now, it may help make the meeting dates achievable and thereby improve membership attendance in the future.
  3. Education Success Plan (ESP) requests for equipment, educational meeting, and speakers will be coordinated on a first-come-first served basis by the NetVU office. Please include requests for specific Vertafore speakers on this form so they may be coordinated to meet the needs of the Chapter, Vertafore and other Chapters who are making similar requests.
  4. Please keep the NetVU office informed of the upcoming meetings, even if you do not require program assistance. All Chapter Meetings are posted in the NetVU newsletter NetVU ReVU and Web Page. The

newsletter and website can serve as a valuable source for marketing the meetings and sharing the Chapter's meeting plans with fellow Chapters in the region.

**Note:** A central file at the NetVU office will be created for the Chapter's bylaws, officer lists, and IRS document, (Federal EIN number and copies of the yearly filings), and (ESP) forms. This will insure that the Chapter's sensitive and important documents can always be located should the originals be misplaced or lost.