

APSIPA LOCAL CHAPTERS GUIDELINE

A. DEFINITION

A Local Chapter shall be a technical subunit of APSIPA. A Local Chapter shall comprise of a minimum of ten (10), and shall be established by application to the APSIPA Vice President - Member Relations and Developments to fulfill the mission of APSIPA.

APSIPA members with the Student Member, Full Member, or Life Member Grade, who belong to a geographic unit, are considered Local Chapter members.

The geographic unit shall be basically based on country/region/local area.

Local Chapters shall conduct activities within the scope of the technical field of interest of APSIPA.

B. CHAPTER FORMATION

1. Application Process. An application to establish a Local Chapter shall contain the following:

- a. Name of the organizer (who becomes interim Chair pending election of a regular Chairman at a later organization meeting). The organizer shall be of APSIPA voting member of Full Member or Life Member grade and must be an APSIPA member in good standing.
- b. Signatures of at least ten (10) APSIPA voting members, in good standing, of Full Member, or Life Member Grade.
- c. Business plan of meetings and activities planned for the first six months.
- d. The application for a Local Chapter shall be submitted to the Vice President – Member Relations and Development for written approval.

2. Approval Process

- a. The Local Chapter shall be considered established after the Vice President – Member Relations and Development has ascertained that the Board of Governors and the President have no objection to its formation.
- b. After Local Chapter approval, the Local Chapter shall organize a kick-off meeting featuring an APSIPA Distinguished Lecture chosen from the APSIPA DL roster.

C. CHAPTER MANAGEMENT

Responsibility for Local Chapter management shall rest with the President, which shall have control of all financial and other assets of the Local Chapter in carrying out its activities.

1. A Local Chapter may maintain its own accounting of income and disbursements.

Funds in such an account may include income received by the Local Chapter from APSIPA and the Chapter's share of income and disbursements associated with programs sponsored or cosponsored by the Local Chapter and with operations of APSIPA.

2. Those Local Chapters having separate bank accounts shall submit a year-end financial statement to the APSIPA Headquarters by January 15 for the previous fiscal year.
3. The Local Chapter shall be responsible for auditing, proper accounting, and submitting, with its annual financial report, a Chapter financial statement to the Vice President – Member Relations and Development and the APSIPA Headquarters.
4. Reasonable efforts should be made to notify all members of Local Chapter meetings. Methods of communication could be, but are not limited to, email distributions, postings on Chapter websites, social media venues, or hard copy distributions.

D. CHAPTER OFFICERS

Officers of the Local Chapter shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The Local Chapter may combine the offices of Secretary and Treasurer.

1. Each member of the Local Chapter Committee should be an APSIPA voting member of Full Member, or Life Member grade. The Local Chapter Chair shall serve as Chair for all meetings of the Local Chapter, the Local Chapter Committee, and the Local Chapter ExCom where such an ExCom exists.
2. The Local Chapter Vice Chair shall assist the Chair in the coordination of all Chapter activities. At the request of the Local Chapter Chair or in the absence of the Local Chapter Chair, the Local Chapter Vice Chair shall chair meetings of the Local Chapter, Local Chapter Committee, or Local Chapter ExCom.
3. The duties of the Local Chapter Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports to the APSIPA Headquarters at the end of each year and such other duties as are assigned to him/her by the Local Chair.
4. The duties of the Local Chapter Treasurer shall include the development of a Local Chapter budget for approval by the Vice President – Member Relations and Development, accounting of all Chapter funds, keeping financial records, and submitting a financial record to the APSIPA Headquarters.
5. Officer Terms and Eligibility:
 - a. All officers shall be elected by Local Chapter members of Student Member, Full Member, or Life Member grade. Elections for all officers shall take place every two years as provided by the Chapter Bylaws.
 - b. The term of office for all officers shall be two years. An individual may

continue in the position until a successor has been duly elected and takes office.

- c. The term of office shall normally be from January 1 through December 31.
 - d. The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, for more than six years in total. Exceptions to this rule require approval by the President and the Board of Governors. Each extension must not exceed a period of two years.
6. The names of the newly elected/appointed officers (voting and non-voting) of the Local Chapter shall be reported to the APSIPA Headquarters, within 20 days following election/appointment.

E. FINANCIAL MANAGEMENT

APSIPA shall be responsible for distributing funds to the Local Chapters in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the APSIPA. The Local Chapters are entitled to receive the funds generated by their own activities.

1. Funds within the Local Chapter, from whatever source derived, are the property of APSIPA, and shall not be used for purposes other than the normal operations of the Local Chapter as defined in APSIPA Bylaws or published interpretation of policy, without prior authorization of the President-Elect, unless otherwise provided.
2. APSIPA shall give \$1,000 per year to subsidize the activities of a Local Chapter based on the activity and budget plans submitted in advance. APSIPA shall also give bonus rebate based on the number of members of the Local Chapter in the end of the previous year. The bonus rebate shall be given \$100 per 100 active members.
3. The Local Chapter may serve nonmembers or groups wishing to receive meeting announcements and other Chapter publications.
4. The Local Chapters may accept local voluntary financial contributions.
5. The Local Chapters may establish appropriate bank accounts for accounting of Chapter funds.
 - a. Accounts established in the name of APSIPA must be reserved for the purpose for which they are established, without co-mingling of funds.
 - b. The Local Chapters may establish a reserve fund at least equal to one half of the total budgeted yearly expenditures.
 - c. All unit funds management must adhere to a fiscal year January 1 – December 31.

F. CHAPTER REQUIREMENTS

1. A Chapter shall be required to maintain a membership of no fewer than ten (10) members of Full Member, or Life Member grade, and to hold no fewer than two (2) technical meetings per year, or to maintain a level of activity acceptable to the Board of Governors and the President.
2. A Local Chapter shall submit annually an activity report on the meetings held within the past year and any changes to its roster of officers in a timely manner to the Vice President – Member Relations and Development and the APSIPA Headquarters.
3. A Local Chapter shall cooperate with Friend-labs in the territory of the Local Chapter on technical activities.

G. CHAPTER PROBATION

1. Failure of a Chapter to meet the minimum required activities as described in Section H for a period of one year shall result in the Chapter automatically being placed on probation, effective January 1 of the following year. A Chapter probation period shall last three consecutive years. The Chapter will not be eligible for subsidies until it comes into compliance with the minimum requirements.
2. Annual notice of delinquency will be given to all concerned.
3. A report of delinquent Chapters will be presented to the Board of Governors.

H. CHAPTER DISSOLUTION

1. With the concurrence of the President and the Board of Governors, a Local Chapter may be dissolved.
2. A Local Chapter shall be dissolved automatically if it has failed to meet the requirements as stated in Section H for three consecutive years and annual notice of the delinquency has been given to all concerned. Such dissolution will be reported to the Board of Governors.
3. Following dissolution, any remaining funds and assets in the custody of the Local Chapter shall revert to APSIPA.