

Chapter Formation

Introduction:

Charter Members in any town, city, county, state or region in the USA that has five or more Charter members may form a chapter. They can elect a Vice President from Charter Members residing in that state or region to carry out all required functions at the local level. The intent of forming a Chapter is to increase organization grassroots reach, conduct local events, address issues that are of local nature, and encourage membership at local level.

The chapter will be responsible to carry out the aims, objectives and civic responsibilities of USPAK Foundation. The chapter must abide by the Bylaws and processes of USPAK Foundation and ensure that there is no conflict in objectives. Unless otherwise specified all rules and regulations of USPAK foundation would apply to Chapter. USPAK Executive Council will determine the hierarchy of Chapters located within a region, state, county, etc.

Chapter will submit and seek approval of an annual operating plan to the USPAK BOD. Chapter can embark on major tasks only with prior approval from the Board of Directors. The chapters are required to submit quarterly reports and stay in close communication with the Executive Officers of USPAK Foundation.

USPAK Foundation will provide administrative, accounting, legal, compliance, virtual office, and best practices support to Chapter, including chapter website content, accounts receivable and payable, any state compliance filing, telephone support, marketing, growth, and event planning.

Naming of the Chapter will be done on a consistent basis like, USPAK Washington DC Chapter.

Disbursement of Charter Member Dues & Donations:

BOD will determine the allocation of funds to Chapter on annual basis. Currently it is set that 70 % of the revenue generated by Charter Member dues will be retained by USPAK Foundation, remaining 30% of the funds will be distributed equally amongst Chapters the Charter Member belongs to.

85 % of all donations or other similar funding received or collected by Chapter will be retained by the Chapter, remaining 15% will be transferred to USPAK Foundation in lieu of administrative support.

All funds required to be disbursed to the Chapter will be transferred after the end of quarter in which they were received.

Dissolution of a Chapter:

BOD after a 2/3rd majority vote can dissolve a state or local chapter, common reasons for dissolution can be

- Lack of activity
- Increased administrative burden
- Un satisfactory performance

Chapter Meeting

Meeting and other rules of USPAK Foundation will apply to Chapter organizations. Chapter will meet to conduct the business of organization on as needed basis. Such business may be electing officers, event planning, or any other specific purposes that the President or Board of Directors may deem necessary. These meetings may take place at a physical location, through a conference call, or other meeting techniques. Chapter Vice President, directly or through the Secretary, shall give a 7(seven) day notice of any regular meeting.

Elections of Chapter Officers

USPAK Foundation election rules will apply to Chapter. Chapter Officers will be elected only by the Charter Members belonging to that Chapter.

Requirements for Chapter Vice President

1. At a minimum, he/she must be a Charter Member.
2. Have involvement in his/her communities, must be knowledgeable about local issues.
3. Available and committed to provide input, and take on tasks, and become members of committees within USPAK Foundation for specific functions.
4. Attend more than 60% of the conference calls, as called by the President and the Secretary of the national organization.
5. Will be a member of the USPAK Executive Council.

Responsibilities of Chapter Vice President

1. Maintaining records and information on the Chapter and sharing it with Executive Officers.
2. Developing a team of individuals with prior USPAK Executive Council approval, including but not limited to:
 - a. Secretary.
 - b. Local Event coordinator.
3. Collaborating and working relationship with existing organizations of interest in the state.
4. Develop a large list or group emails in the area to share action items only for writing and responding on issues.
5. Developing/collecting a team of qualified individuals to speak on issues.
6. Develop a team of individuals who would serve as think tanks within the chapter and help in the national pool of think tanks.

7. Develop a pool of individuals who can write reports with reasonable, in depth study on specific subjects.
8. Report to the President on a quarterly basis on the above responsibilities.
9. Follow the code of conduct and ethics of USPAK Foundation.
10. Mantain and provide accounting and compliance needs to USPAK Foundation.

Chapter Formation Process

Following flow diagram depicts USPAK Chapter formation process.

