



MAINTAINING YOUR CHAPTER CHARTER

The NACE National Board and staff are committed to ensuring the longevity and health of your chapter. The critical components of your success are fostering leadership, presenting quality programs, communicating effectively, and maintaining high standards of membership and ethics.

The requirements to maintain a NACE Chapter Charter provide a “check and balance” that the standards are being maintained. This communication and reporting between your chapter, Chapter Leaders’ Council (CLC) and NACE Headquarters strengthens and builds the relationship between your chapter and the national organization.

All documents listed in this CharterWatch can be requested at any point by NACE National (chapter policies, statements, etc.).

Procedure

1. Each Chapter must be re-certified every year. The traditional CharterWatch checklist has been split into two parts. A reminder notice will be sent to all chapter presidents and CLC Chair prior to the due date of chapter materials.
2. Part I of the CharterWatch application will be **due September 30, 2017** and pertain to January through June 2017. Part II of the CharterWatch application will be **due March 31, 2017** and pertain to July through December 2016.
3. The Chapter will submit all required electronic documents (not already on file) and the certification letter to NACE Headquarters by the posted deadlines. NACE Headquarters will send CharterWatch documents to the CLC Chair for review and verification.
4. The CLC Chair will review the chapter materials and Chapter Statement of Certification. If the CLC Chair cannot recommend re-certification for a chapter, then he/she must submit a written letter to NACE headquarters outlining the chapter issues and why they cannot be recommended for re-certification.
5. NACE Headquarters staff will review the material and Statement of Certification, and complete a tracking form for monthly chapter reports and bank statements. The chapter will receive notification confirming their recertification after the completion of both Part I and Part II of the CharterWatch.
6. Any chapters not receiving a recommendation from the CLC Chair for re-certification will be brought to the attention of the NACE National Board of Directors. If a chapter is found in violation of its charter, the Board may elect to revoke the charter per the association’s National Bylaws listed below:

Article X, Section 1.B states: “Chapter Charters may be revoked by the Board of Directors where the conduct of the Chapter is in violation of the Bylaws and/or prejudicial to the best interests of the Association. Notice of charges shall be mailed to the Chapter President with copies to the Chapter members of record and any member or members of the Chapter may appear in its defense. Upon revocation of the Charter, all fully paid-up members may be considered Members-At-Large as provided by Article IV, Section 2.C.

Requirements

The following documents must be sent to NACE national on a quarterly basis:

- Chapter Board Meeting Minutes – 10 per year required
- Bank Statement Copy – 12 per year required
- Monthly Chapter Reports – 12 per year required

The following documents must also be sent to NACE national:

- Chapter tax filing (annually as filed or with CharterWatch I)

- Chapter board listing (as updated)
- Chapter bylaws (as updated)
- CharterWatch Statement of Certification (biannually)

If your chapter has not yet sent a document listed above, please send it with the Statement of Certification. If these materials are already on file with NACE national, you are NOT required to send them in again.

In addition to completing the documentation requirements, you are also asked to complete all actions listed on the Statement of Certification.

Failure to Meet CharterWatch Requirements

In order for a chapter to maintain its charter, all requirements on the biannual Statement of Certification must be completed. If any of the requirements are not met, the following steps are taken to ensure adherence to the chapter charter.

For all CharterWatch requirements:

Step 1: If any of the requirements are not met, a letter of explanation must be sent to NACE national and the CLC chair along with the completed Statement of Certification.

Step 2: Pending review of letter of explanation and completion of steps below (dependent on requirement) chapter rebates will be suspended.

Step 3: If letter of explanation not accepted and requirement not completed (steps below), chapter rebates will be revoked for 6-month CW time period and chapter will be put on probationary status for 3 months.

Step 4: Certified letter to the chapter leaders explaining rebate forfeiture and probationary status, copied to the CLC chair and chapter members.

Step 5: Chapter will remain on probationary status for up to 1 year if requirements are not met. After 1 year of probation, chapter charter will be revoked. Certified letter to chapter leaders explaining charter revocation, copied to the CLC chair and chapter members.

Additionally, if your chapter has failed to complete one of the following requirements, further steps must be completed:

Chapter programs – failure to hold a minimum of 8 per year

Step 1: Host additional in-person meeting or educational webinar – at cost of chapter – for members in place of missed meeting.

Chapter board meetings – failure to hold a minimum of 10 per year

Step 1: Host additional conference call or webinar scheduled in place of missed board meeting.

Chapter tax return – failure to file annually

Step 1: Extension must be filed by deadline.

Step 2: If deadline is missed, chapter must hire accountant to file taxes. Chapter is responsible for paying for accountant and any IRS fees incurred.

Step 3: IRS will revoke 501(c)6 not-for-profit status.

Chapter membership – failure to maintain minimum of 15

Step 1: Create action plan to recruit additional members with guidance from NACE headquarters and CLC.

Step 2: Letter sent to all chapter members to notify chapter status.

Step 3: Host free member event to increase awareness of NACE and recruit members.

Step 4: If chapter membership remains below required 15 for two months or more, chapter will be placed on probationary status for six months.

Chapter representation at Evolve and/or Experience governance day – failure to attend both sessions:

Step 1: Chapter members are notified that chapter representative was not sent to Evolve/Experience.

Step 2: Chapter to plan emergency board retreat. Chapter arranges to have headquarters staff person attend and execute full in-person board training or training webinar. Chapter to assume all related costs of training, including travel, lodging, supplies, etc.

Probationary Status

While on probation:

- Chapter must remain current with all chapter reporting and other CharterWatch requirements.
- Chapter rebates will be held, then either given to chapter or revoked upon end of probation depending on actions of the chapter.
- Chapter president/leadership must attend bi-weekly conference call with headquarters and CLC chair to design and monitor action plan.
- At end of probationary term, an assessment of chapter status will be made—
 - Chapter is removed from probation.
 - Chapter remains on probation.
 - Chapter charter will be considered for revocation.



We hereby certify the _____ Chapter of NACE has met the following standards for maintaining a NACE Chapter Charter as of July 1, 2016 through December 31, 2016. (This document is required to be reviewed and initialed/signed by the chapter president and one additional chapter officer, and then submitted to NACE headquarters.)

Chapter President Initials

Chapter Officer Initials

_____ Chapter Board of Directors held annual retreat. Date: _____

_____ All chapter officers received a copy of the officer job description upon taking their Office, signed off on description, and chapter secretary has kept signed copies on file.

_____ All chapter officers received a copy of the Conflict of Interest/Confidentiality statement, signed the COI, and chapter secretary has kept signed copies on file.

_____ Chapter has maintained a minimum of 15 Professional members throughout the first half of the year.

_____ Chapter has held _____ (out of the required 8 annual) monthly chapter membership meetings/programs during the last half of the year.

_____ Chapter has held _____ (out of the required 10 annual) monthly chapter board meetings during the last half of the year.

_____ Chapter was represented at the most recent Evolve Conference.

_____ Chapter financial records/bank accounts are up-to-date, valid signature cards are on-file, all financial information necessary to substantiate revenue and expense is organized and available, and all passwords were changed at beginning of year.

List names of all chapter representatives with access to financial accounts/information:

_____ Chapter has conducted at least one internal audit of financial records (banking, checkbook, budget, etc.), or monthly treasurer’s report to board is very detailed.

_____ Applicable tax returns were filed in accordance with state and federal law, copies of completed 990 tax forms are kept by chapter secretary, a copy of completed 990 tax forms has been sent to NACE National headquarters. Date filed: _____

_____ _____ The chapter is sending out proper communication (meeting notices, chapter newsletters, etc) to the membership in an effective and timely manner and is keeping its membership apprised, aware and informed about national policies, activities and initiatives.

_____ _____ The chapter's website is on a regular basis and is *current* with:
_____ membership application _____ link to NACE National Website
_____ display of NACE logo _____ NACE Mission Statement
_____ current chapter meeting information _____ local board of directors contacts

_____ _____ The chapter is actively identifying and grooming appropriate members as future leaders as part of succession planning.

_____ _____ The chapter's overall activities and operations are performed in a professional manner, and the NACE Mission Statement and Code of Ethics are a priority of the chapter.

Sign below and submit this form along with all required paperwork to your chapter Dropbox account. Please contact Lauren Williams at lwilliams@nace.net if you have questions regarding your chapter Dropbox account.

Chapter President date

Chapter Officer date

Print Name

Print Name and Position Held

Reviewed and approved for re-certification by NACE Staff:

Signature/Title date

Reviewed and approved for re-certification by CLC Chair:

Note to CLC Chair: if you are unable to recommend this chapter for recertification, please attach letter of explanation.

Name date

Print Name