

NIDOA BYLAW - 2013

CHAPTER FORMATION GUIDELINES

NIDOA Chapter Formation Guidelines

- Forward notice of “Intent to Form a NIDOA Chapter” to the NIDOA Secretariat copying the regional director for your area;
- Have your group form a “Caretaker Committee” and notify NIDOA Secretariat of its membership;
- Send the list of registered members for the budding chapter to the Secretariat & the secretariat will send an electronic copy of the Bylaw and this guideline to assist the new chapter;
- Remit \$50.00 (or 50% of the \$100 registration fee) per registered member to NIDOA Treasurer – an acknowledgement and/or receipt will be forwarded to Chapter representatives – use Slide 3 below to guide remittances;
- Elect your chapter executive committee in line with relevant provisions of the NIDOA Bylaw 2013 (see Article 4); hold meetings in accordance with **Schedule B**;
- Acknowledgement of your chapter’s membership and status will be forwarded to Chapter *Coordinator* or *President* by the NIDOA Secretariat following confirmation of fee payment by the Treasurer / Financial Secretary;
- *Note:* (a) **Charter Chapter Status** – at least 25 registered members;
(b) **Budding Chapter Status** – Less than 25 registered members;
- New budding chapter coordinators are advised to familiarize themselves with all sections of NIDOA Bylaw – 2013, especially section 3.05.3.