

Fundamental Requirements

- There must be member interest in starting a state or multi-state Chapter.
- There must be at least 50 members in the state/multi-state Chapter region.

 If your state/region doesn't have at least 50 members, please work with the Chapter Program Manager at the NATP National office to increase the number of members in your area.

Step 1



- **Form a volunteer Organizational Committee (OC)**, consisting of at least 12 members interested in working to start a Chapter.
- Work closely with National to obtain needed tools for your committee.

Step 2



- OC must file a petition with National, requesting a **vote by the membership** to determine if a majority of members in the state/region would like a Chapter.
- National will send a letter and ballot to the potential Chapter membership.
- At least 40 members or 20% of members in the region must vote.

Step 3



- Organizational meeting** will be held to:
- **Elect** interim officers (President, Vice President, Secretary, Treasurer).
 - **Appoint** Bylaws, Regional Analysis, Nominations and Annual Meeting Planning committees.

Step 4



- **Hold first annual meeting** to finalize the formation of the Chapter.
- Bylaws will be approved and adopted.
- Regional Analysis Committee report will be approved.
- State directors and officers will be elected.

Step 5



- **File incorporation papers.**
- Chapter presented at National Conference.



Congratulations!
You have formed an NATP Chapter!