

Guidelines: Creating A NAMA Chapter

1. Contact the NAMA office or a member of the NAMA Chapters Committee and you will be assigned a Chapter Sponsor. Your Chapter Sponsor will send you the Chapter Guidelines and other information that you need in order to start a NAMA Chapter. They will also continue to help you create your Chapter bylaws and guide you through the process of getting approval from the NAMA for Chapter status.
2. Gather four to five persons in your location who are interested in starting a NAMA Chapter. This is the core team that will help you prepare the constituting meeting. It may also be smart to arrange one or more informal sessions prior to the constituting one. Both to see if there is enough local interest to start a local chapter, and to see how many NAMA members there are in the region (you need 4 or 5 members to petition for Chapter status).
3. Write a tentative plan for future meetings and other chapter activities to present at the constituting meeting.
4. Prepare a 'Charter' document to form a NAMA Chapter. Include the suggested Chapter name, Chapter mission, geographic boundaries, and interim Chapter officers. The list of officers shall include a President, a Secretary, a Treasurer, or a Secretary/Treasurer, and additional officers as approved by the Chapter.
5. Find persons who will help develop the Chapter Code of Ethics or adopt the [NAMA Code of Ethics](#). Submit the Chapter Code of Ethics to the Chapter Sponsor and Chapter membership committee for review.
6. Organize a constituting meeting with at least four (4) people that currently are, or are prepared to become, NAMA members and support the NAMA Chapter. The Petition should be signed at the meeting (with each name printed or typed next to the signature) by at least five members requesting to be recognized as a local Chapter of NAMA. Have the President sign the Charter.
7. Submit the Chapter Charter, including the proposed mission and geographic boundaries of the Chapter to the NAMA Chapter Sponsor and NAMA Chapter Committee for approval. Your Chapter Sponsor will inform you continually about your progress.

An important support in starting the NAMA Chapter is the Chapter Sponsor. He is a veteran NAMA member designated by the NAMA organization, and is responsible for overseeing the operation and activities of one or more Chapters. The Chapter Sponsor will be an essential part of helping you to get a Chapter started. The Chapter Sponsor is also a member of the NAMA Chapters Committee.

A NAMA Chapter is loosely affiliated with the NAMA organization, and it is responsible for its own finances and legal organization. A chapter's first source of operating income is the chapter dues and/or suggested donations. Chapters are responsible for collecting their own dues and/or donations, separate from the required NAMA annual Member Active Status dues, and verifying that chapter member applicants are current NAMA members before approving NAMA chapter membership applications.