

NAHMMA CHAPTERS FORMATION POLICY

Adopted by NAHMMA Board of Directors on September 8th 2005

Purpose: Provide NAHMMA members a professional group organizational structure for advancing issues, programs, and competencies of common concern to chapter members through chapter activities and interaction with the NAHMMA Board, committees, and staff.

Chapter Formation Process and Requirements:

- 1) Eight or more NAHMMA members may petition the NAHMMA Board of Directors, through the NAHMMA Chapters Committee, to form a NAHMMA Chapter. The eight members must be from various organizations within the proposed Chapter boundary. The NAHMMA Chapter petition must be signed by at least eight NAHMMA members in good standing.
- 2) Identify the NAHMMA Chapter liaison, an alternate NAHMMA Chapter liaison, and a NAHMMA Chapter treasurer.
- 3) Identify a proposed geographic boundary for the NAHMMA Chapter.
- 4) Indicate whether the NAHMMA Chapter will become or is already an incorporated non-profit corporation 501(c)(3) , or whether the Chapter intends to exist as an unincorporated group of associated NAHMMA professionals. The first kind of chapters are NAHMMA Incorporated Chapters while the second kind of chapters are NAHMMA Unincorporated Chapters.
- 5) All chapters shall have a position called “Secretary/treasurer” who will be responsible for coordinating the use of NAHMMA Chapter funds and other duties as outlined in the NAHMMA Chapter Charter.

Chapter Activities and Chapter Status

Minimum Activities: All Chapters are encouraged to include all professional peers inside their geographic boundary to fully participate in NAHMMA Chapter activities that are consistent with the mission, policies, goals, purposes, and exempt-tax status of NAHMMA and, where applicable, constructs of NAHMMA Incorporated Chapters (articles of incorporation, by laws, operating policies, etc.).

To remain an “active” NAHMMA Chapter. The Chapter will hold organizational meetings, events, trainings, or other chapter-wide activities at least twice per year. If a chapter fails to maintain this minimum level of activity, the NAHMMA Chapters Committee may recommend to the NAHMMA Board that the Chapter enter a “inactive” status. After a Chapter has entered inactive status, the NAHMMA Board may dissolve the NAHMMA Chapter after two or more years. Such a dissolution allows for the formation of new chapters, however, may have no effect on the legal status of independent corporations.

Chapter Funding and Accounts

Each NAHMMA member who is also within the geographic boundary of a NAHMMA Chapter will have a Chapter Portion of their annual membership dues placed in the Chapter account. 25% of member dues paid to NAHMMA will be deposited into the Chapter Account. Chapters that are incorporated as non-profit

corporations can develop an equivalent schedule of dues to support the Chapter and NAHMMA upon approval by the NAHMMA Board of Directors. NAHMMA Chapters will be paid semi-annually for NAHMMA member dues from the Chapter Portion collected by NAHMMA or an equivalent arrangement for Incorporated Chapters as approved by the NAHMMA Board of Directors.

If required, Unincorporated chapters will be registered with the state Secretary of State office as an out-of-state, non-profit corporation. NAHMMA Unincorporated Chapter's Secretary/treasurers shall be the registered agent for the local chapter, i.e., the designated official local NAHMMA contact.

Chapters Sponsoring the National and Regional Conferences

Chapters are encouraged to sponsor chapter-wide, regional, and the national NAHMMA conferences and symposium with NAHMMA members, CHMM chapters, and other professionals with common interests.

Chapter and regional conferences may be sponsored by single or multiple chapters. All regional expenses and revenues will be managed within the sponsoring Chapter(s) account and Chapters shall not incur financial debts in excess of chapter account assets on behalf of NAHMMA unless authorized in advance by NAHMMA.

The NAHMMA national conference or other national events may be sponsored by Chapter(s). Chapters that sponsor national conferences and other events in collaboration with national NAHMMA committees and provide the required level of local support as a sponsor for the organizing and running such events will receive a proportion of the net proceeds of the conference or event, if any. Net proceeds is the amount of revenue received less administrative and direct expenses for the event.

Chapter Representation and Delegates

After the Chapter is formed it will designate a primary Chapter Representative and Alternate Chapter Representative. The Chapter Representative has an ex-officio voting membership position on the NAHMMA Chapters Committee. The Representative and/or Alternate will be available to participate via conference call with the Chapters Committee and represent the interests of the Chapter to NAHMMA national. The Alternate can exercise the Chapter vote in the absence of the primary Representative.

Each Chapter may designate two delegates to the national NAHMMA conference and those delegates will receive complimentary registration to that conference.

North American Hazardous Materials Management Association (NAHMMA)
NAHMMA Chapter Petition

Proposed NAHMMA Chapter Name: _____

Proposed Chapter Geographic Boundary: _____

We the undersigned NAHMMA members in good standing petition the Board of Directors to create and recognize a NAHMMA Chapter as described above. By signing below we acknowledge that we have read the NAHMMA Chapters Formulation document and fully intend to implement the functions as outlined in the NAHMMA Chapters Formation document needed to serve as a professional development and support organization within the Chapter boundary. *(Petitions must be signed by at least 8 NAHMMA members.)*

NAHMMA Member (print or type)	Signature	Date
1) _____		
2) _____		
3) _____		
4) _____		
5) _____		
6) _____		
7) _____		
8) _____		
9) _____		
10) _____		

The proposed Chapter is already incorporated as a non-profit corporation (circle one) **Yes** **No**

The NAHMMA Chapter Liaison will be:

Name: _____ Phone: _____ E-mail: _____

The Alternate NAHMMA Chapter Liaison will be:

Name: _____ Phone: _____ E-mail: _____

The NAHMMA Chapter Treasurer will be:

Name: _____ Phone: _____ E-mail: _____

Submit this completed form to the NAHMMA Chapters Committee for review and submittal to the Board.

Attachment - Possible benefits to NAHMMA Chapters and Members

- Video Library of Selected National Conference Presentations
- Webcasting of Selected National Conference Presentations
- On-line access to papers and presentations
- Speakers/Trainers Bureau
- NAHMMA Newsletter and full access to Members area of NAHMMA website
- Advocacy of state and national policies of importance to NAHMMA members
- A NAHMMA Chapter account to support Chapter Functions such as: refresher training, meetings, workgroups, social interaction, regional purchasing co-ops, regional conferences, etc.
- Hazardous Waste Information Hub
- Chapter delegates to national conference receive complimentary registration.
- NAHMMA expertise reference listings (Behavior Change, Business Sector P2, Collection Operations, Facility Design, Trainers, Publicists, etc.)
- NAHMMA endorsed/produced publications
- Discounts for national conference registration
- Hosting national conference