



# How do we form an NMA chapter?

NMA... THE Leadership Development Organization

## In 30 days, you can have your chapter up and running...

### First Meeting (1 hour)

*Select your formation coordinator. Using the model Bylaws as a guideline, coordinator assigns teams to prepare Articles as it applies to chapter being formed. Results to be brought to next meeting for final review and approval.*

- Article I - Name (Have everyone list suggested names on paper and bring back to next meeting.)
- Article II – Mission and Purposes (assign to team)
- Article III – Membership (assign to team)
- Article IV – Dues (assign to team)

*Assign volunteer to do physical changes of Bylaws as they are changed by the group.*

### Second Meeting (1 hour)

*Brainstorm suggested chapter names and compile list. Bring list to next meeting (enough copies for everyone).*

*Review, wordsmith, and approve Article II, Article III, and Article IV.*

*Using the model Bylaws as a guideline, coordinator assigns teams to prepare the following Articles as they apply to the chapter being formed. Results to be brought to next meeting for final review and approval.*

- Article V – Officers, Article VI – Committees, Article VII – Board of Directors
- Article VIII – Nominations and Elections, Article IX – Meetings
- Article X – Amendments, Article XI – Dissolution

### Third Meeting (2 hours)

*Review Article recommendations, wordsmith (painful), and approve*

*Select officers (could be volunteers for first year)*

*President to make committee chair selections and report back at next meeting*

*Assign Team to develop skeleton program plan for upcoming year*

*Treasurer to meet with officers to develop a tentative budget and bring to next meeting for approval*

*Distribute list of names and have group rank them. Tally results for next meeting.*

### Fourth Meeting (1 hour)

*Announce committee chair selections*

*Vote on 3 highest ranked chapter names. Insert name in Bylaws.*

*Approve Program Plan*

*Approve Budget*

*Select charter date*

*Treasurer and President to open bank account for chapter*

*(a fifth meeting can be scheduled if needed)*

**READY FOR CHARTER!**



Start with the end in mind. The **Vision** that is established for the chapter will guide your group through many decisions and help keep you focused.

Create an environment where participation is easy.

Communicate, communicate, and when you think you have done enough... do it one more time. Keep everyone in the loop.

Respect people's time. Always publish an agenda and send it out before any meeting. Make sure notes/minutes go out afterwards to review: decisions made, assigned tasks with due dates, the next meeting, items accomplished, and specific contributions of individuals.

Getting a chapter up and running is easy. Getting people to show up and participate may take some additional work. You need to take some tips from the social director's handbook. Make sure people get personal invitations to attend; introduce them to one another; establish connections for them; make it enjoyable; and keep telling them they belong, they are needed, and their efforts are recognized.

Finally, the NMA Staff is available to support you. Most resources you will need are available in an electronic format. Please call upon NMA at any time.

Your NMA Staff

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