



# How to Create a Partners of the Americas Chapter



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# 4 Easy Steps for Creating Chapters

## **STEP 1** Get informed

Learn about Partners of the Americas, our vision and mission, our three different types of Chapters and the steps and requirements for creating a new Chapter.

## **STEP 2** Express your interest

Fill out a short [form](#) to let us know more about you and your interest in creating a Chapter. We will follow up to help walk you through the third and fourth steps.

## **STEP 3** Get oriented

Meet with Partners Staff for an orientation session where we will share guidance for developing your Chapter and meeting the Requirements for Charter.

## **STEP 4** Apply!

Submit an Application for Charter, showing that you have met the Requirements for Charter.



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# What does the Board consider in reviewing a request for Charter?

- **Requirements for Charter**
  - Has the applicant fulfilled all the minimum requirements?
- **Location**
  - Is the proposed Chapter near an existing Chapter or other Partners organization? If yes, how does the proposed Chapter complement –and not duplicate- the Chapter(s) that already exist(s)?
- **Vision and Leadership**
  - Does the application show a clear vision for the Chapter’s activities over the next 2-3 years?
  - Is it clear that the leaders are committed to the Partners mission and dedicated to creating real impact through their Chapter?





# What happens next?

- **Recommendation for Approval**
  - Favorably reviewed applications will be recommended for approval by the Board of Directors.
- **One year mentorship/trial period**
  - The new Chapter will be matched with one or more trained mentors from the Partners' network to provide support in establishing a successful organization and connecting it to potential collaborators.
- **Introductions**
  - Partners' will provide at least 3 introductions to other people and organizations in the network, based on your expressed interests. Our goal is to help you form the thematic and/or geographic partnerships you need to sustain your vision.



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# Requirements for Charter

- **Get the organizational house in order**
  - Pay dues
  - Adopt an approved constitution
  - For Chapters only
    - Prepare to obtain legal status\*
    - Prepare to open an organizational bank account\*
  - For Student Chapters only
    - Obtain appropriate recognition from the host institution and compliance with all host institution regulations
  - For Affiliate Chapters only
    - Appoint an official Point of Contact
    - Sign and maintain a valid Affiliate Chapter Memorandum of Partnership

\*Legal status and bank account will be required AFTER being granted Charter.



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# Requirements for Charter

- **Find the right people**
  - Recruit 10 members
  - Fill 4 basic Officer positions: President, Vice-President, Treasurer and Secretary
  - Register the Chapter and all officers and members in PartnersConnect and commit to maintain the profiles
  - For Student Chapters only
    - Recruit a Faculty or Staff Advisor



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# Requirements for Charter

- **Commit to excellence**
  - Commit to hold regular meetings and elections
  - Commit to regularly submit PartnersCounts hours
  - Commit to submit Annual Plans and Reports
  - Commit to requiring officers to complete all required trainings annually (or upon induction of new officers)



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## For more information

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Or complete Step 2 of the process at:

<https://www.formstack.com/forms/?1858735-4QxuTHXGu1>



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