

How to Create a Chapter



PARTNERS *of the* **AMERICAS**

Connect • Serve • Change Lives

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.

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.

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.*

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 Adviser

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)

Requirements for Charter



Contact:

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Or complete Step 2 at: <https://www.formstack.com/forms/?1858735-4QxuTHXGu1>



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