

The image features two large, thick black L-shaped corner brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

CHAPTER START-UP

3-15-2018

Minimum Requirements

- You must have four Primary members – Bylaws 10.1.4
- You must elect, at a minimum: President, Vice President, Treasurer, Secretary
 - *You may elect or appoint additional officers, if the membership approves*

Order of Business, First Meeting

- Choose an interim Chair and Secretary
- Elect Officers
- Choose Chapter meeting place and time
- Choose amount of additional chapter fee, if any
 - *Dues Example: \$20: \$17 State, \$3 Chapter + Chapter Fee*
- Discuss Chapter Mission and Goals
 - *Adopt a trail system (park)*
- Inform State Treasurer & Membership chair

Recommendations

- Form committees
 - *Bylaws*
 - *Finance*
 - *Membership (Often the Treasurer)*
 - New Member Packet
 - Membership Cards
 - Insurance Cards
 - *Communications*
 - Newsletter
 - Group eMail
 - Facebook/ Webpage
 - *Activities*
 - *Others*

References

- OHConline.com
 - *Contact Us*
 - Elected Officers
 - Presidential Appointees
 - Committee Chairs
 - *Documents – Chapter Presidents/ Vice residents*
 - State Bylaws and Standing Rules
 - Bylaws Template for Chapter Bylaws
 - Help, I've been elected President
 - Documents on Parliamentary Procedure
 - *Documents – Chapter Treasurer*
 - Instructions for Treasurers
 - *Documents – Chapter Secretary*
 - Duties of the County Chapter Secretary
 - *Documdnts – All OHC Members*
 - Other good stuff

Bylaws and Standing Rules

- Bylaws
 - *Those rules that rarely change*
 - *Must comply with State Bylaws and Standing Rules*
- Standing Rules
 - *Collection of Motions that don't expire*
 - *Things that will change over time*
 - *Standing committee descriptions and duties*