

## **START-UP GUIDELINES FOR REGIONAL CHAPTERS OF THE ACOUSTICAL SOCIETY OF AMERICA**

*(revised March 2010)*

The objective of these guidelines is to make the Regional Chapter start up process as effortless as possible and to achieve a functioning Chapter in the shortest possible time. These guidelines are compiled from the experience of past Chapter activations. All Regional Chapters follow the same rules and guidelines except in a few cases where some variation is called out for Student Chapters. If any part of these guidelines is in conflict with the Bylaws or Rules of the Acoustical Society of America (ASA), then please follow the Bylaws then the Rules (both documents found on CRC Website).

Support and assistance for people interested in starting a Regional Chapter of the ASA are available from the ASA Committee on Regional Chapters (CRC) and from the ASA Headquarters Office. Information (including this document and the enclosures) is also available on the CRC Website. Members and officers of other Chapters will also be available to help in the start-up process.

### **CONTACTS**

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#### ***Co-Chairs of the Regional Chapters Committee (CRC)***

Visit the CRC website for current Co-Chair contact information:

[asachapters.org](http://asachapters.org)

#### ***ASA Headquarters Office***

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## THE PETITION PACKAGE

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### ***Required Components***

A Petition Package will need to be assembled and submitted to the ASA for your group to be considered to be a Chapter of the Acoustical Society of America. The Petition Package shall contain the set of documents listed below. **Templates for these documents can all be found on the CRC Website.**

1. ***Letter of Petition:*** to the Society Executive Council for acceptance as a Regional Chapter. In this letter please state the following:
  - a. Name of the proposed Chapter (\*Note: Student Chapters should include “Student” in their name)
  - b. Location of the proposed Chapter: describe the city, state or geographical area to be encompassed,
  - c. Statement that the Chapter Charter and Chapter Bylaws (or Constitution) were approved at a meeting of your Chapter, giving the date.
2. ***Charter:*** This document is not to be altered except that the name of the proposed chapter shall be inserted at the top and there are several edits to be made depending on whether or not the chapter is a Student Chapter. Please supply the version that has been approved at a meeting of your Chapter.
3. ***Bylaws:*** Commonly referred to as a Constitution. Please indicate, on a separate sheet, where (if at all) this document has been altered from the template. Please supply the version that has been approved at a meeting of your Chapter.
4. ***List of Officers:*** Also include the name of the faculty advisor if Student Chapter. Potential officer positions are all detailed in the Bylaws template.
5. ***List of Chapter Members:*** include names of initial Chapter members or attendees to initial events and organizing meetings.

### ***Approval Process***

- Once you have finished compiling your Petition Package, submit a copy of all documents to the CRC Co-Chairs & the ASA Headquarters listed on page 1.
- The CRC Co-Chairs, ASA CRC members, and ASA Headquarters will review your package and provide comments.
- Once you have addressed the comments, your package will be discussed and voted on at the next national ASA meeting. If approved by the CRC, it will be put forth to the ASA Executive Council for final approval at the meeting. These meetings are held twice a year in the spring and fall.

### ***Deadlines***

Petition Packages for new Chapters can be submitted at any time. However, we suggest submitting your package at least three months prior to the regular ASA meeting at which consideration is requested to allow adequate time for comments and revisions if needed.

## **SUGGESTED PRELIMINARY ACTIONS**

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The following actions are suggested prior to submitting your Petition Package:

1. The organizing group should become familiar with the following documents, all found at on the CRC Website.
  - a. This start-up document
  - b. The required Petition Package documents
  - c. The Rules of the Acoustical Society of America Committee on Regional Chapters and the Guidelines for the Operation of a Regional Chapter
2. Identify a spokesperson(s) for the new Regional Chapter's organizing group. If the new Regional Chapter is comprised mainly of students (a Student Chapter) at a campus, then also identify the faculty advisor who shall be a regular ASA member.
3. The spokesperson establishes contact the CRC Co-Chairs and the ASA Office Manager to let them know of your group's intent to start a chapter. They can assist you with the startup process and Petition Package documentation.
4. Have a representative attend the ASA CRC meeting at the regularly scheduled Spring or Fall National ASA meetings. It is best if you can attend a meeting prior to submitting your Petition Package. Contact the CRC Co-Chairs to arrange.
5. Establish proposed Chapter Executive Committee members (officers). Potential officer positions are all detailed in the Bylaws template. Examples are standard officers (Chair, Vice-Chair, Secretary and Treasurer) and a Chapter Representative to National (who will attend the Committee on Regional Chapters Meetings at the ASA meetings twice per year).
6. Ensure that your Chapter meets the following minimum requirements of active ASA membership.
  - a. *Traditional Regional Chapters*: At least half of the officers of the Chapter, the Chapter Representative to National, and at least ten of the active members shall be members of the National ASA.
  - b. *Student Chapters*: At least five of the active members + the Faculty Advisor shall be members of the National ASA.

\*Note that membership to the National ASA is not required to be involved in Regional Chapters, but the above criteria are required to ensure a minimum level of involvement with the National ASA.
7. Schedule Chapter Organizing Meetings to compile the following required Petition Package documents:
  - a. Letter of Petition
  - b. Charter\*
  - c. Bylaws\* (a.k.a. Constitution)
  - d. List of proposed initial slate of officers and members-at-large of the Chapter Executive Committee + if it is a Student Chapter include the regular ASA member/faculty advisor who will be a member of the Chapter Executive Committee.
  - e. Attendance list

\*Note that the Charter & Bylaws must be voted on & approved by your Chapter prior to submitting the Petition Package.

## **TIPS FOR RUNNING SUCCESSFUL CHAPTER ORGANIZING MEETINGS**

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1. Plan to hold an interesting meeting with a speaker and topic that will attract a good representation of potential new members. Plan on keeping the business portion of the meeting as short as possible.
2. Send out the meeting announcement several weeks prior to the organizational meeting date.
  - Send to local ASA members (usually within ~100 miles), to other local organizations, and to students that may be interested.
  - You may request ASA Headquarters to broadcast an email announcement to ASA members in the area by supplying the content of the meeting announcement and a list of states or zip codes (send information to ASA at least 6 weeks prior to the meeting date).
  - Since there are many ASA members that may not have email, ASA will supply mailing labels (request 2 sets for two organizational meetings) to reach those members.
  - Ask University persons to post announcements on message boards.
  - Other local organizations may have similar methods to send information to their membership. Other organizations may include: Audio Engineering Society (AES), Institute of Electrical and Electronics Engineers, Inc. (IEEE), American Society of Mechanical Engineers (ASME), Institute of Noise Control Engineering (INCE), and University student organizations.
  - Student Chapters may want to include the local community in their membership according to their Bylaws (a.k.a. Constitution).
3. The spokesperson of the Organizing Group, faculty advisor, or someone leading the new Chapter effort can officiate at the meetings.
4. At each organizing meeting, collect meeting attendee names, contact information, and ASA membership status on an attendance list. Include a column for interest in becoming a member of the new Regional Chapter.
5. At your first meeting:
  - a. Discuss Chapter organizational goals and procedures described in the Petition Package template Charter and Bylaws. Refer time consuming organizational questions or issues to an ad hoc committee for resolution prior to the second Organizing Meeting.
  - b. Announce the date for the next Organizing Meeting
  - c. Proceed into the technical, invited speaker portion of the meeting as soon as possible. Most, if not all, potential Chapter members will be primarily interested in the technical and social aspects of the meeting. Do not bore this critical "first" Chapter audience with an extended discussion of organizational matters which can be easily resolved with an interested separate ad hoc committee.
6. Once you have drafted the Charter & Bylaws, make copies (about 25) of the following documents for distribution / approval at one of the organizing meetings
  - a. Proposed Charter
  - b. Proposed Chapter Bylaws (a.k.a. Constitution)
  - c. List of proposed initial slate of officers of the Chapter Executive Committee, and if it is a Student Chapter include the regular ASA member/faculty advisor who will be a member of the Chapter Executive Committee.

## **ONCE YOUR CHAPTER IS APPROVED...**

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### ***Establish a Chapter Bank Account***

- Upon favorable feedback from the ASA, establish a Chapter bank account in the name of your Chapter. Some Chapters establish them at a local bank and Student Chapters may alternatively choose to establish them with the campus finance office. Ensure that the current treasurer and chair have access to the account. For Student Chapters, ensure that the Faculty Advisor also has access to the account.
- Once the account has been established, your Chapter may request an initial allowance of \$1000 from the Society to aid in the start up expenses of your Chapter. A letter requesting the Chapter start up allowance should be sent to the Co-Chairs of the CRC with a copy to the ASA Headquarters Office, Attn: Elaine Moran.
- If the chapter is deactivated the chapter account funds must be reverted to the Society, as described in the ASA CRC Rules.

### ***Become Familiar with Required Annual Reporting Forms on CRC Website***

- Start by reading the “Annual Reporting Guidelines”
- Be sure you understand & are compiling the following required annual documentation:
  - Current Executive Board Member (Officer) List
  - List of Chapter Activities
  - Annual Financial Status Report
  - Additional materials mentioned in the Annual Reporting Guidelines (receipts, signed attendance lists, etc.)

### ***Viva La Chapter!***

If you have proceeded to this point, the Chapter is obviously off to a flying start. Congratulations! Remember the ASA Headquarters Office and the Co-Chairs of the CRC as well as members of nearby Chapters are just a phone call away. Don't hesitate to call for consultation or whatever else you need at any time!