**** **SUBCHAPTER FORMATION**

**Chapter Formation**

* 1. A request to form a new subchapter should first be brought to the attention of National Headquarters who will notify the Council of the “parent” chapter. Additional chapter formation shall be in accordance with the procedures in the Chapter Officer Information Resource Manual.
	2. The request should include a list of members of the Formation Committee:
* 3 (maximum of 5) members residing in the geographical area of the proposed subchapter;
* Parent chapter president;
* Parent chapter Membership Chair;

Note: If the boundaries cross into another chapter’s area, the subchapter must get approval from the other Chapter Council(s).

* 1. After all research is complete, including no less than 75 NKBA members (a minimum of 50 industry member companies plus 25 individual due-paying members other than students), the Formation Committee should determine whether there is a sufficient base of membership to petition the National Board of Directors for subchapter status. If the Formation Committee decides to proceed, NKBA will send a template for petition to the Board of Directors for subchapter status. The petition will be placed on the agenda for the next meeting of the Board of Directors. NKBA will need the following:
* List of Formation Committee members;
* Names of Subchapter President;
* Formal request by Formation Committee;
* List of 3-digit zip codes to be included in new subchapter’s geographical region;
* Name by which the proposed chapter will be identified (pre-approved by Parent Chapter(s);
* Written confirmation by the Council of the parent chapter(s) of their approval of the subchapter formation.
	1. The subchapter officers will serve until the subchapter receives full chapter status. They are then eligible for re-election to a two-year term in the same officer position.
	2. Once the officer slate is reported to National Headquarters, a grant in the amount of $2,000 is sent to the Subchapter to serve as “seed” money to assist in establishing a treasury. A payment of $500 is provided to the “parent” chapter. In the event of more than one “parent” chapter, the $500 payment is divided per among the “parent” chapters.
	3. All members of the “parent” chapter(s) and the new subchapter are officially notified of the formation and are offered the opportunity to designate a chapter of their choice by contacting NKBA.
	4. Following the successful completion of one year as a subchapter, a petition for full chapter status may be forwarded to the National Headquarters for inclusion on the agenda of the next Board of Directors meeting.

Success is defined as follows:

* Minimum of four subchapter meetings;
* Minimum of three professional development programs held in conjunction with subchapter meetings;
* Successful recruitment and retention of members;
* Leaders willing to assume chapter responsibilities.