



STATE/REGION RESPONSIBILITIES

Complete the “Petition to Form a CRLA Chapter” form.

Compile a list of names and addresses of members petitioning for chapter status. Secure signatures of at least 25 CRLA members. Contact CRLA Membership Coordinator and Coordinator of State/Region/Chapter Leaders to confirm that all persons signing the petition are current members of CRLA.

Create bylaws for the proposed chapter. (See CRLA bylaws for specific requirements and sample bylaws for guidance.)

Submit petition, proposed bylaws, and signatures page(s) to the Coordinator of State/Region/Chapter Leaders.

BOARD RESPONSIBILITIES

The Coordinator of State/Region/Chapter Leaders will verify that the request for chapter status is complete, including the verification of current member status for all signers of the petition and conformity of proposed bylaws with CRLA bylaws and policies.

If the petition and other documents are complete and in conformity with bylaws and policies, the Coordinator will notify the Board that a chapter request has been made.

The Board will act on the request, and notification of the Board action will be sent to the chapter facilitator within 30 (thirty) days.

RESPONSIBILITY OF NEW CHAPTER

After chapter status is granted, the chapter facilitator must work with the Coordinator to elect officers and other board members in accordance with the bylaws of the chapter.