



Guidelines for Chapters

Edison Wiltshire, CGE, Director
Promotion and Public Relations
for the Board of Directors

Relationship of Chapter to Board

1. The Association Board of Directors may authorize the formation of Chapters and Roundtables in geographical areas not within the jurisdiction of affiliated organizations.
2. Such chapters and groups will exist at the pleasure of the Association Board of Directors. Their rights and responsibilities shall be as defined from time to time by the Board. Such Chapters and Roundtables may not seek incorporation or charter as independent units of the Association.
3. The operation of a Chapter or Roundtable shall be directed by the Association Board of Directors through an appointed President.
4. Autonomy will be granted to a Chapter Board of Directors with no less than three hundred in number, elected by the Members in that Chapter.
5. Chapter Directors shall be responsible for operating the Chapter or Roundtable in accordance with the publication *Guidelines for Chapters* provided by the Association Board of Directors.
6. Each Chapter or Roundtable shall hold a meeting of Members at least once a year and submit a financial statement and report on its activities to the Association Board of Directors.
7. Upon declaration by the Association Board of Directors that any Chapter or Roundtable is no longer operative, the rights and responsibilities of that Chapter or Roundtable shall cease to exist and its net assets shall be transferred to the Association.

The Process

1. A committed CGE will agree to be an Organizer of a potential Chapter through a Roundtable. Recognition from the Association Board of Directors will be to preside in local organizing. The title will be President in recognition of presiding with CGE in the area.
2. The appropriate methodology is for the President to establish a Roundtable to promote our Association and ethics in general. The Association Board is prepared to assist in promoting Roundtable through the Director of Promotion and Public Relations. The Association website is the appropriate vehicle for promoting any Chapter activities.
3. Association promotional material should be prominently displayed at all Chapter activities. The material is available without charge from the Association Board of Directors.

4. The Association name and designs must be approved by the Director of Promotion and Public Relations or the Board prior to being utilized in public.
5. All Association Members are encouraged to attend any Roundtable opportunities regardless of Chapter membership. Registration at all Chapter events should be publicized as early as possible to permit potential visitors' attendance.
6. Association Membership information should be promoted through every means possible. Future Association Members is the lifeblood of CGE.
7. The Chapter must be self-sustaining, with no liability to the Association.