

## **Evaluating and Processing a New-Chapter Request Submitted to the North Carolina State Beekeepers Association**

1. Any new request to become a Chapter of the NCSBA that is received from a beekeeping Club should be forwarded to the NCBA Membership Secretary, who has the responsibility for tracking the progress and status of the request. The President will appoint a chair and members of an *ad hoc* evaluation committee to include at least two Regional Directors, one of which will have responsibility for the new Chapter after it is chartered (referred to below as the “assigned Regional Director”).
2. After the Membership Secretary receives all the required documents from the Club and ensures that the officers are current NCSBA members, s/he will send the packet to the *ad hoc* Committee. The packet will include: the application, the Club bylaws, and a list of current Club officers and members. The Committee should review Article V, Section 2(C) of the NCSBA Constitution (<https://www.ncbeekeepers.org/about/constitution-bylaws/ncsba-constitution>) and the model Chapter constitution and bylaws (<https://www.ncbeekeepers.org/members-only/model-by-laws-for-new-chapters>).
3. The Committee will review the documents and make a recommendation to accept or reject the request. If the Committee rejects it, they will state why and the assigned Regional Director will discuss the reasons with the Club President. The Club will have the opportunity to make changes and resubmit the request if it still wants to do so. If the Committee approves the request as-is with no recommended changes, the Chair will notify the NCSBA A President and Membership Secretary. The President will authorize the Membership Secretary to send the packet to the Executive Committee (EC) along with the Committee recommendation and ask that the EC review and voice any concerns prior to the next EC meeting.
4. The President will put the request on the agenda for the next EC meeting. At the EC meeting, the EC will vote on it.
5. If the EC does not approve the request, the assigned Regional Director will contact the club and discuss why and how to fix the problem. If approved, the assigned Regional Director will contact the new Chapter and give them the good news.
6. The President will prepare a “welcome letter”, authorize the Secretary to print a Charter, and authorize the Treasurer to issue a \$100 check (start-up grant). These will either be sent to the assigned Regional Director so that s/he can arrange to present the three items to the new Chapter at one of their meetings, if possible. Alternatively, the three items can be mailed, depending on the wishes of all concerned. Scans of the Charter and letter should be sent to the Membership Secretary before sending the originals to the new Chapter.
7. The Membership Secretary will ask the Webmaster to put all the documents (the application, bylaws, list of officers, recommendation of the *ad hoc* Committee, charter, welcome letter, and anything else pertaining to this matter) into the NCSBA business Dropbox for permanent storage.
8. The Membership Secretary will
  - a. update the database to include the new Chapter’s information (to use for printing in the Yellow Book), including the designated Chapter contact’s email address and phone number;
  - b. ask the Webmaster to add the 1) email address to the Chapter email list, and 2) the Chapter to the “Find a Chapter” feature on the website (including the push-pin map); and
  - c. notify the Master Beekeeper Program Chair who is keeping a map of Chapter locations.
9. There is a section on the NCSBA website under “Chapters” where the instructions and application for becoming a Chapter are posted for future reference. This evaluation document will be posted there as well.