



New Chapter Formation Checklist

IDENTIFICATION:

- ___ Identify a geographic area for the new chapter.
- ___ Identify the area boundaries of the Chapter. (*Sectional Zip Code will be used for domestic Chapters*)
- ___ Prepare a petition to the ASM Board, signed by a minimum of 35 ASM members in good standing who are interested in forming a chapter, and agree to remain members of the Society.
- ___ Prepare a mission statement outlining “What needs the chapter will serve” and a plan which shows how the group will meet those needs in the upcoming year.
- ___ The new Chapter must not already be served by another ASM Chapter within 75 miles OR that chapter must be willing to release that area upon chartering.
- ___ There must be a Leadership Team (Executive Committee) with at least four members who are willing to serve and take a new chapter petition through the approval process.
- ___ The organization must create a set of bylaws that are in line with ASM International’s Constitution and Rules of Government, as well as the ASM Constitution. The formal name of the chapter should be identified in the bylaws.

FORMATION:

- ___ Submit the geographic Sectional Zip Code list to ASM Headquarters.
- ___ Submit the Petition, Mission Statement, permission from overlapping-existing ASM chapter if appropriate, Chapter Charter Application, and a copy of the bylaws, to ASM Headquarters – Chapter Relations. (All materials will be copied, filed and forwarded to the ASM Board for approval)
- ___ The ASM Board will identify a representative to serve as the liaison to the newly formed organization, guide them through their development and ultimately make a recommendation to the Board for chartering the group based on their performance for a period of two years following receipt of the petition and charter application.

CHARTERING:

- ___ ASM Headquarters will present the petition and charter application to the ASM Board for approval.
- ___ The ASM Board will vote to approve or deny a Charter for the Chapter.
- ___ The Charter will be issued by ASM Headquarters on behalf of the ASM Board.



Chapter Formation Guidelines

These guidelines pertain to new Chapter formation:

- 1.0 The local leadership group of the prospective Chapter to review available information on-line, including the most recent Chapter Operations Manual.
- 2.0 A letter of Intent to be sent to ASM International which will include the following:
 - 2.1 What Local/National Materials Society and/or Society Chapter exist in the region?
 - 2.2 What extent of cooperation and relationship could be expected to develop between the ASM Chapter and this Local/National Materials Society?
 - 2.3 What additional benefits would be realized by ASM members through the Chapter formation that they do not get from the Local/National Materials Society.
 - 2.4 Regional cultural attitudes pertaining to; willingness and desire toward volunteerism, networking, leadership, etc.
 - 2.5 Industrial base materials producers and/or materials users, as well as presence of an educational facility with a materials program in the region.
 - 2.6 Information on any informal group of professionals in the region, who are networking with each other and may or may not be current ASM members.
 - 2.7 NOTE: This Letter of Intent will be reviewed at ASM International with the Chapter Council and the local ASM Governance Group, as appropriate. A Petition could then be requested.
- 3.0 A Petition for the new Chapter will then be submitted by the leadership groups which will include at least the following:
 - 3.1 Petition for new Chapter must be signed by at least 35 ASM members in good standing or new members applying with the petition.
 - 3.2 Must have potential for membership growth in Local/National region that could benefit from activities of a Chapter. Typically this number could be a target of 200 or more.

- 3.3 List of proposed officers with responsibilities of each officer.
- 3.4 List of programs for education, Chapter meetings, awards/scholarships, membership Recruitment/retention, and other events pertinent to the first year of operation and the success criteria for each program.
- 4.0 Once the petition is submitted to the appropriate ASM Governance Group (i.e. Europe Council, Canada Council, India Council etc.), the Governance Group will work with the Chapter Council, who will make recommendations to the Board of Trustees whether to charter the Chapter. The Chapter's continued viability will be determined by the Chapter, The Chapter Council and the Local Governance Group. Criteria used for this determination will be based on the Chapters satisfaction of its members and the ability of the Chapter to sustain itself over the long-term.
- 5.0 The Chapter must commit to meet the following minimum criteria on an annual basis in order to receive its rebates:
 - 5.1 Submit an annual financial report at the end of each Chapter year.
 - 5.2 Submit the list of Officers for the new Chapter year.
 - 5.3 Specific program plans for the new Chapter year for education, Chapter meetings, awards/scholarships, membership recruitment/retention, and other events pertinent to the specific Chapter.



New Chapter - “Letter of Intent”

Please address the following questions regarding your interest in forming as ASM Chapter in your region and forward this “Letter of Intent” along with you “Chapter Petition” and “Application”.

1. What local or National Materials Society or Society Chapter exists in the region?

2. What extent of cooperation and relationship could be expected to develop between the ASM Chapter and this Local/National Materials Society?

3. What additional benefits would be realized by ASM members through Chapter formation that they do not get from the Local/National Materials Society?

4. What are the Regional cultural attitudes pertaining to; willingness and desire toward volunteerism, networking, leadership, etc.?

5. What is the Industrial base of materials producers and/or materials users, as well as presence of an educational facility with a materials program in the region.

6. Information on any informal group of professionals in the region, who are networking with each other and may or may not be current ASM members.



New International Chapter Petition

We, the undersigned, petition the Board of Trustee of ASM International® for a charter for the

_____ Chapter.

We agree to remain members for a minimum of two years following the establishment of the chapter.

1. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
2. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
3. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
4. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____

5. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
6. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
7. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
8. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
9. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
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10. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____

11. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
12. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
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13. Individual's Name: _____
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14. Individual's Name: _____
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15. Individual's Name: _____
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16. Individual's Name: _____
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17. Individual's Name: _____
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33. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____
34. Individual's Name: _____
Member Id # (if currently a member) _____
Preferred Address: _____
Phone number/Email address: _____

35. Individual's Name: _____

Member Id # (if currently a member) _____

Preferred Address: _____

Phone number/Email address: _____



Application for Chapter Charter

Please type or print:

I: Chapter Name: _____

II: Location: _____

III: Charter Officers and Executive Committee members: (preferred address, phone, fax, email address and Membership Id# (If currently an ASM Member)

Chair:

Vice Chair:

Secretary :

Treasurer:

Executive Committee Members:

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