

## CHAPTER AFFILIATION REQUIREMENTS AND EXPECTATIONS (CASE)

*A handy reference guide listing all chapter affiliation requirements.*

The Chapter Affiliation Standards & Expectations (CASE).

1. The chapter ensures all chapter members are both global and chapter members.
2. The chapter maintained a minimum of 25 members throughout the year.  
*(10 members for OUS chapters)*
3. The chapter provided at least two (2) professional development activities per year for members.
4. The Chapter Chair attended every Chapter Chairs teleconference, or designated another representative to attend.
5. The chapter maintained a current website with up-to-date information. (updated at least quarterly)
6. The chapter complied with federal and state reporting requirements.

**Reminder:** All chapters are required to submit, along with the annual online survey, the following documents: 1) 2016 Chapter Board Roster, 2) 2016 Strategic Plan, and 3) year-end financial results for the period 1/1/2015 – 12/31/2015.

*Last Updated September 2015*