

FCEC Active Chapter/Unit Criteria Checklist

Recognition of chapters is conferred by the CEC state/provincial unit, not CEC Headquarters. Contact the Florida FCEC president to notify of chapter's intention to organize or reorganize. FCEC will provide assistance, and a regional board member contact for support. FCEC will also provide a packet of materials and information that must be submitted to be recognized as a chapter/unit. Schedule a meeting and invite everyone who might be interested. At this meeting, elect or appoint officers, establish committees, and sign up members. Follow the steps listed below, and then work with the state president to finalize the constitution and bylaws and receive your chapter number. Plan and carry out activities throughout the year, and then follow the steps listed for annual renewal of active chapters,

Steps to FCEC Recognition of Chapters/Units

- 1-Submit at least 15 members (with payment) or member transfer forms (from other chapters).
- 2-Submit a chapter application
- 3-Submit a proposed chapter constitution and bylaws and constitution and bylaws checklist.
- 4-Submit a set of assurances of annual chapter activities planned
- 5-Submit an Officer ID form, with at least 3 being members in good standing with the CEC national office (no Associate members). Officers can include, president, past president, president elect, vice president, treasurer, secretary, newsletter editor, membership chair, member-at-large (2), CAN representative, faculty advisor, historian.
- 6-Student chapters should follow steps 2-5 above. This eliminates the 15 member minimum.

Annual Renewal of Active Chapters

- 1-Submit list of elected officers to current FCEC president, 3 of which must be members in good standing with CEC National, by date indicated-*See form*
- 2-Submit set of assurances of chapter activities to FCEC president by stated deadline on the Set of Assurances form-*See form*
- 3-Have an active chapter constitution on file with the FCEC president's office-Keep a copy of this constitution on file with the chapter - *See sample chapter constitution and bylaws*
- 4-Chapter must maintain a bank checking account with the current treasurer and one other current officer listed as contacts for the account.

Reactivating Chapters

-Inactive less than 3 years

- 1-Submit list of the new officers
- 2-Submit a copy of the previously approved constitution
- 3-Verify that there are at least 15 members in good standing
- 4-Maintain a chapter checking account to be able to receive an annual membership rebate.

-Inactive more than 3 years

- 1-Submit and updated or new constitution and bylaws
- 2-Submit list of the new officers
- 3-Verify that there are at least 15 members in good standing
- 4-Maintain a chapter checking account to be able to receive an annual membership rebate.