

# Chapter of Excellence

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*Revised, to take effect for 2011-2012 IAAP Year*

***Note that beginning in July 2011, all of the 8, newly revised, Chapter of Excellence Criteria are mandatory and must be earned to become a Chapter of Excellence.***

*IAAP Headquarters Membership Department reserves the right to request original documentation of criteria earned.*

*All forms and information submitted must be received by the specified deadlines.*

## ***Revised Criteria as of July 1, 2011***

A Chapter of Excellence will receive a podium banner (first year) and in subsequent years will receive a banner year patch. Each year, the CoE award will include one of the following two options: a \$100 IAAP gift certificate **or** \$150 credit toward subscription to the IAAP Web Community.

1. Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division by October 1.
2. Chapter submits budget and annual financial review/audit report to the members with a copy to the division by December 31.
3. Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to the division by June 1.
4. Chapter holds at least one New Member Orientation between July 1 and June 25. (New members in attendance must have joined IAAP within the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to the division by June 25.
5. Chapter develops and updates business plan. Chapter submits business plan to members with a copy to the division by April 30.
6. Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.
7. Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.
8. As of June 30, at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.