

Scope of Document

This document details the policies and procedures for Chapter operations and establishment of new Chapters of Association for Materials Protection and Performance (the “Association”).

Article 1: Article 1: General Provisions

SECTION 1: PURPOSE

A Chapter is a group of professional members who have chosen to affiliate within a specific geographic area. Each Chapter operates as an official AMPP affiliate per the Chapter Affiliation Agreement that defines the relationship between the Association and the Chapter. Chapters exist to support the mission and vision of the Association, governed by and subject to all policies and procedures set by AMPP. Chapters develop activities in response to local needs.

SECTION 2: TYPES OF AMPP CHAPTERS

To accommodate AMPP's global presence, there are three types of Chapters that are covered in this Procedural Document that may be formed based on the geographic location and the local laws. Student Chapters are not governed by this Procedural Document.

Unincorporated Chapters – These are chapters in the US and Canada that operate under AMPP and AMPP Global Center EIN(s). As such, these Chapters can have bank accounts hosted by AMPP headquarters and are subject to AMPP's audit process and financial reporting as required by the U.S. Internal Revenue Service.

Incorporated Chapters – These chapters are recognized AMPP member groups outside of the US and Canada that are legally recognized as separate entities in their home countries. These Chapters are not legally, nor financially, incorporated as a component of AMPP or AMPP Global Center, nor are they recognized by the U.S. Internal Revenue Service.

Hosted Chapters – These chapters are formally recognized AMPP member groups outside of the U.S. and Canada that are incapable of being legally recognized as separate entities in their home countries but have identified existing, legally incorporated, and recognized organizations to host activities and financial transactions. These Chapters are not legally incorporated as a component of AMPP nor AMPP Global Center nor recognized by the U.S. Internal Revenue Service. In China, these are known as Hosted Clubs.

Each Chapter type has a specific Chapter Affiliation Agreement which serves to define the role and relationship of AMPP with AMPP Chapters.

SECTION 3: MINIMUM ANNUAL REQUIREMENTS FOR AMPP CHAPTERS

All AMPP Chapters addressed in this Procedural Document are required to fulfill the minimum requirements for operations annually.

- Host open nominations and elections for all governing positions.
- Chapter Officer positions must be occupied by an active member in good standing.
- Have a current and active Chapter Affiliation Agreement.
- Host 2 meetings, activities, or events per year open to the membership of the Chapter. These

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- events may be hosted in person or virtually.
- Submit financial reports quarterly as defined in executed Chapter Affiliation Agreement.

If a Chapter is unable to fulfill these requirements, the following steps will be taken:

- AMPP will send notification to the Chapter, copying the Area Task Force Chair. Notification will identify which requirement is not in compliance and the expected corrective action needed.
- The Chapter will have 30 days to respond to the issue and provide a plan for the resolution.
- If the Chapter does not respond within 30 days, the Area Task Force will reach out to provide assistance to the Chapter.
- The Chapter will have 90 days from when they were first notified by AMPP of the issue to resolve the issue unless an alternative timeline is approved by the MPC.
- After 90 days without a resolution or alternative timeline approval, the Chapter will be suspended.

Suspended Chapters will be ineligible to administer any AMPP programming (such as AMPP education courses and conferences), hold meetings, or promote themselves as an AMPP Chapter publicly (including the use of the AMPP brand and Chapter specific logo).

In order for a suspended Chapter to be reinstated to active status, the Chapter must resolve the reason for suspension and submit a written request to the MPC for reinstatement. If approved by the MPC, AMPP will reinstate the Chapter within 60 days of receiving the written request.

AMPP will dissolve automatically any Chapter that remains suspended for two years or more. Upon dissolution of a Chapter, process will follow the Affiliation Agreement procedure for termination.

SECTION 4: TERM; TERM LIMITS

The terms of all Chapter governing positions are July 1 – June 30 each year.

Except for Treasurer and Chapter Delegate, all governing positions and Activity Chair positions are 1-year terms that may be renewed twice for a maximum of 3 years.

The Treasurer and Chapter Delegate positions are three-year terms that may be renewed once for a maximum of 6 years.

SECTION 5: CHAPTER POSITIONS

- Chapter Officers (required positions)
 - Chapter Delegate (non-voting)
 - Chair
 - Vice-Chair
 - Treasurer
 - Secretary
 - Member-at-large
- Activity Chair positions (non-voting, optional positions)
 - Education Activity Chair
 - Membership Activity Chair
 - Webmaster Activity Chair
 - Student Activity Chair

In order to carry out additional activities of the Chapter, other Activity Chairs may be appointed by a majority vote of the Chapter Officers. These Chairs will be ex officio members without voting privileges.

SECTION 6: VOTING

Chapter Officers are voting members of the Chapter (excluding the Chapter Delegate). The Activity Chairs are members of the Chapter but are non-voting members.

SECTION 7: REMOVAL AND RESIGNATION; VACANCIES

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If the position of Chair becomes vacant, the Vice Chair shall accede to the Chair position for the remainder of the term.

If the Vice Chair is unable to fulfill the role of Chair, or any additional vacancies occur, then the vacancy shall be filled for the remainder of the term by a Member of the Chapter in good standing, appointed through a majority of the voting Members of the Chapter Officers. When fulfilling a portion of a term vacated by another Member, the time served in the vacated position shall not be considered a full term.

Any individual holding a Chapter position may voluntarily resign from such position at any time with notification to the Chapter Chair, Delegate, or Area Task Force Chair. Any individual holding a Chapter position can be removed at any time by the AMPP Board of Directors, the Ethics and Professional Practice Committee, or the Membership Program Committee (MPC). Chapter Officers or members may petition to request that an individual be removed from their Chapter position by submitting a letter to the Area Task Force Chair. The MPC will review each petition to determine if sufficient cause exists to remove an individual from their position.

SECTION 8: AMENDMENTS TO PROCEDURAL DOCUMENT

The AMPP Membership Program Committee (MPC) shall review this Procedural Document at least once every five years and may revise as needed, requiring a majority vote of the MPC for approval to make changes.

Additional procedural documents may be developed by the MPC and the AMPP Board of Directors has the right to review, revise, and/or approve any procedural/governance documents developed by the MPC, in its sole discretion at any time.

Article 2: Establishing New Chapters

SECTION 1: ELIGIBILITY REQUIREMENTS

The first step to starting a new Chapter is to obtain 30 professional members of the Association in good standing to complete a petition that includes the following:

- Initial slate of officers willing to lead new Chapter
- Proposed boundaries
- Proposed Chapter name
- Host if required (International Only)

SECTION 2: CHAPTER PETITION

New Chapter petition forms are available from AMPP Headquarters staff.

Completed petition forms shall be submitted to AMPP Headquarters Membership staff, whose role is to confirm membership of all petitioners and verify the forms are complete. All petitions must be complete before continuing to the CEO.

All petitions for New Chapters must be approved by the AMPP Chief Executive Officer before continuing to MPC, to aid in identifying interorganizational relationships that may be affected by a new Chapter. Following this step, completed and approved petitions will be sent to the MPC for its consideration for approval

SECTION 3: REQUIREMENTS FOR ACTIVATION

After a new Chapter petition is approved by MPC in accordance with Section 2, the following requirements must be completed.

- Signed Chapter Affiliation Agreement
- Established bank account (International Only)
- Local Registration (For Incorporated Chapters Only)

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New Chapters will become active only after all requirements have been met, petition form has been verified/approved by AMPP staff, and the request is officially approved by the AMPP CEO and then the MPC.

SECTION 4: CHAPTER NAMES

All AMPP Chapter names shall follow a consistent format.

Format: AMPP _____ Chapter

Name shall include one or more of the following:

- City
- State
- Country
- Geographic region or boundary (i.e. Gulf Coast)
- May include directional or divisional descriptors (i.e. Southern Nevada or Central New York)
- May not include adjectives (i.e. Founding)

In regions where the term 'Chapter' is prohibited (i.e., China), the term 'Club' may be used in place of 'Chapter'. All other format and requirements for naming are applicable to AMPP Clubs.

Article 3: Chapter Resources

SECTION 1: GENERAL

AMPP provides resources to help member leaders navigate successfully through every step of their office term. As new resources are developed, they will be posted to the web, so it is important to check your officer resource page frequently. <https://www.ampp.org/membership/member-resources/officer-resources>

In addition to the officer resource page, AMPP has a Chapter Leadership Community of Interest where Chapter officers can collaborate, troubleshoot, and share success stories with other leaders.

SECTION 2: AMPP GOVERNANCE DOCUMENTS

AMPP Chapters and officers are subject to the governing documents of the Association. AMPP Bylaws and governance documents are located online at: <https://www.ampp.org/about/ampp-bylaws-and-governance>.

Chapters and officers should pay special attention to the specific documents listed below.

[AMPP Member Code of Ethics](#) – The Member Code of Ethics are part of the AMPP and AMPP Global Center Policies and Procedures Charter.

[AMPP Policies and Procedures Charter](#)

[Chapter Financial Operations](#) – Establishes requirements for Chapter financial operations, including appropriate and inappropriate uses of Chapter funds, details Chapter bank account requirements, and reporting.

This Procedural Document will cover aspects not addressed in the above-mentioned documentation specific to Chapter Operations as established by the Membership Program Committee.

Article 4: Chapter Elections

The following outlines the procedures used in planning the AMPP Chapter Officer Elections. This process has been developed and approved by the AMPP Membership Program Committee and is managed by headquarters annually per the process outlined below.

SECTION 1: CHAPTER OFFICERS PROCESS

- A. Each Chapter shall have Chapter Officers to identify candidates for open positions in the upcoming election. The Chapter Officers may only select one Chapter member per open position for inclusion on the ballot.

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1. AMPP Headquarters shall notify the Chapter Officers for each Chapter of open officer positions no later than April 15 of each year.
 2. All nominees must be notified of their selection by the Chapter Officers and accept the nomination, for inclusion on the ballot.
 3. Members selected by the Chapter Officers to run for a position may not self-nominate for another position on the Chapter Officers.
- B. Nominees selected by the Chapter Officers shall be identified as such on the Chapter Ballot.
- C. All nominations submitted by the Chapter Officers must be sent to Headquarters by April 30 to be included on the ballot.

SECTION 2: OPEN NOMINATION PROCESS

- A. AMPP Headquarters shall establish an online portal no later than March 31 each year to solicit self-nominations by Chapter members for vacant positions.
1. Members interested in serving as a volunteer in an elected Chapter officer position shall self-nominate through the established online portal for the position they are interested in no later than April 30.
 - a. Self-nominees must be a member in good standing with AMPP to run for any officer position.
 - b. Self-nominees may only nominate for a position within the Chapter they are a member of.
 - c. Members may only run for one position each election period.
 - d. Self-nominees for the position of Chapter Delegate shall meet the knowledge, skills, and abilities (KSA's) listed in Article 5.

SECTION 3: CHAPTER DELEGATE VERIFICATION

- A. AMPP Headquarters will provide the current Chapter Officers with a list of all Chapter Delegate self-nominees by May 5.
- B. The seated Chapter Officers will have two weeks to review each Chapter Delegate candidate and confirm they meet the established KSAs.
- C. By May 19, each Chapter shall report on every candidate that has applied for Chapter Delegate, notating which candidate(s) should be removed from the ballot, based on ineligibility and the reasons why they are ineligible. Only candidates who do not meet the KSAs shall be removed from the ballot for consideration.
- D. If AMPP Headquarters does not receive confirmation to remove a Chapter Delegate candidate, each nominee shall be assumed confirmed and appear on the ballot.

SECTION 4: ELECTIONS

- A. No later than May 31, Headquarters shall distribute electronic ballots from the nominations received.
- B. Ballots shall include the following information on each candidate:
1. Name
 2. Company
 3. Please describe your current and past involvement with your Chapter and any other volunteer roles applicable to the position either within Legacy NACE or Legacy SSPC (AMPP) or at other associations.
 4. What makes you the best candidate for the position you are self-nominating for and what do you hope to contribute to the chapter in this role if elected?
- C. Candidates that do not submit profile information will not be eligible for consideration on the ballot.
- D. Headquarters will open electronic balloting to all active Chapter members in good standing. Notification of balloting will be sent by email to all active members.

1. Members shall only submit their ballot through the electronic portal established by Headquarters.
 2. Members may vote once per election cycle.
 3. Members may abstain from voting for certain officer positions if they so choose.
 4. Members may only vote for one candidate per position.
- E. Ballots will be available for voting through June 15.
- F. On or before June 30, Headquarters shall report to the Chapter Officers and newly elected officers the election results.
- G. New officers will begin their new term on July 1.

Article 5: Chapter Delegate Knowledge, Skills, and Abilities (KSA)

Candidates for the position of Chapter Delegates must meet KSAs as established for the position by the MPC.

	Priority	Knowledge	Skills	Abilities
Chapter Delegate	Required	<ul style="list-style-type: none"> Knowledgeable in Chapter roles Familiar with Chapter Operations Has broad knowledge of local membership Familiar with AMPP's strategic plan Experienced in Chapter operations with a minimum of three years in a Chapter/Section officer position (legacy service included) 	<ul style="list-style-type: none"> Communication (written and oral) 	<ul style="list-style-type: none"> Willingness and ability to dedicate time Ability to provide direction and motivation to Chapter Officers Participate in local Chapter meetings
	Nice to Have	<ul style="list-style-type: none"> Public Speaking Committed to learning about AMPP's Programs, Products, and Services Participation in AMPP conferences and events 		

Addendum A: Job Descriptions for Chapter Officers and Activity Chairs

Chapter Delegate

- Purpose: The Chapter Delegate serves as a mentor to the Chapter Officers.
- Essential Duties
 - Represents the Chapter at Area Task Force meetings
 - Responsible for bringing any Chapter concerns or needs to the Area
 - Responsible for communicating information from the Area back to the Chapter
 - Serve as a non-voting member on the Chapter Governing Board (in the event of a tie, the Chapter Delegate will be the deciding vote)

Chair

- Purpose: Effectively operate the Chapter so that the needs of the members are met. Responsible for ethical oversight of the Chapter's activities and funds.
- Essential Duties
 - Ensure proper administration and conduct of the Chapter
 - Ensure the accomplishment of Chapter goals, objectives, and strategies
 - Prepare agendas for all meetings of the Chapter Governing Board
 - Preside over Chapter Governing Board and Chapter meetings
 - Lead effective transition to a new Governing Board

Vice-Chair

- Purpose: The Chapter Vice-Chair supports the Chapter Chair's role to provide ethical oversight of the Chapter's activities and functions.
- Essential Duties
 - Provide executive support to the Chapter Chair
 - Perform the duties of the Chair in their absence
 - Perform special assignments made by the Chair

Secretary

- Purpose: The Chapter Secretary is the official keeper of the records. It is the Secretary's responsibility to make sure that the minutes are distributed to the Governing Board.
- Essential Duties
 - Provide administrative support to the Chair and the Chapter Governing Board
 - Maintain and distribute minutes of Chapter Governing Board meetings
 - Distribute agendas of Chapter Governing Board meetings

Treasurer

- Purpose: The Chapter Treasurer is responsible for the integrity of the fiscal affairs of the Chapter and ensuring that financial records and assets are accurately maintained.
- Essential Duties
 - Collect, deposit, and maintain records of all Chapter funds in accordance with the Chapter Affiliation Agreement
 - Issues payment for invoices in a timely manner
 - Fiduciary responsibility to ensure that the terms of the Chapter Affiliation Agreement are met regarding financial concerns
 - Provide ethical oversight of the Chapter funds and ensure financial reporting
 - If the Chapter sponsors a Student Club, hold and distribute funds for that Student Chapter working with the Student Financial Liaison

Member-at-large

- Purpose: The Chapter Member-at-large serves as a liaison to the general membership of the Chapter and representative to the Governing Board.
- Essential Duties

- Primarily serves as a liaison between the membership and the Chapter Governing Board
- Solicits program topics from membership and evaluates relevance and interest to members
- Represent the regional membership's interest to local government agencies and/or NGO facilities, promoting the mission of the organization

Education Activity Chair

- Purpose: The Education Activity Chair coordinates and supervises logistics for Chapter education events and courses.
- Essential Duties
 - Promote education programs to the Chapter membership
 - Determine the needs of the Chapter membership for AMPP courses
 - Ensure that education literature is displayed and promoted at all Chapter meetings
 - Supervise education activities put on by the Chapter

Membership Activity Chair

- Purpose: To provide leadership in recruiting new members and retaining current members.
- Essential Duties
 - Promote membership in AMPP and engagement with the Chapter
 - Maintain an updated list of Chapter members
 - Participate in local industry shows and at meetings of other technical societies to promote AMPP membership
 - Make certain that new members are welcomed at Chapter meetings

Webmaster Activity Chair

- Purpose: The Chapter Webmaster Activity Chair is responsible for the creation and maintenance of the Chapter website.
- Essential Duties
 - Maintain and update the Chapter website
 - Post all meeting notices to the Chapter website
 - Test and monitor web site to ensure functionality

Student Activity Chair

- Purpose: The Student Activity Chair is responsible for promoting student activities within the Chapter and implementing efforts to support local students.
- Essential Duties
 - Act as advocate for the Chapter in schools/universities
 - Coordinate scholarships through your Chapter
 - Interface between local students and your Chapter
 - Coordinate and facilitate student participation at AMPP Chapter meetings
 - Support any Student Chapters sponsored by the Chapter.