

Chapter Formation

A charter can only be granted to a new chapter with the approval of the Board of Directors (BOD) of SFPE. To gain BOD consideration, a proposed chapter must go through a minimum requirement of completing the following steps, which may or may not occur in this order and may happen concurrently.

Recruit members

Appoint Officers

Prepare Charter and Bylaws

Model of charter and bylaws conveniently provided by SFPE

Submit a letter of intent

Explain the need and purpose of the chapter. List all officers and founding members.

Email all documents to eva@sfpe.org

Additional details can be found: [How to start a chapter](#)