CHAPTER APPLICATION PROCEDURE

National Electronic Media Association
(Requirements for 2021-2022 with Covid Considerations)

GENERAL CONSIDERATIONS

Establishing a chapter of the National Electronic Media Association involves certain underlying considerations that should be understood before a charter is granted. These considerations are not intended to discourage applications for charters but are made in order to avoid future problems and misunderstandings. There are, as indicated below, certain requirements for membership, which mean that applying institutions must offer opportunities in audio/video production, radio/television/cable programming, or other electronic media activities. Applicants should ensure that student interest is great enough to guarantee a chapter membership sufficient to meet the obligations of the Association. Finally, there are certain financial requirements that must be met, both on the part of the individual members and the chapter itself. These are described below.

PROCEDURES

1. Acquire the information requested on the official application form. The following guidelines should be helpful in completing the form:

   A. Question 1: Indicate the name of the school and specific permanent mailing address for the proposed chapter. (This address may be the chapter advisor, a department location, or a permanent campus mailbox. It should not be the address of a student which might change from year-to-year.)

   Question 2: The group should identify the officers in the prospective chapter. The roles of the officers must be specified in a local constitution. (A sample local constitution and/or a fill-in-the-blank is available to prospective chapters on our website.) A minimum of six student members and a chapter advisor are required to start a chapter. (A minimum of four student members are required for 2021-2022.)

   Question 3: The advisor is one of the most important people in a chapter. It is important for the national office to know the name of the Advisor as well as his/her phone number, fax number and e-mail address.

   Question 4: The purpose of the proposed chapter must match that of the National Electronic Media Association; in general, for development of college and university students involved in electronic media. (See National Constitution, Article Two.)

   Questions 5-6: In order to obtain a chapter charter, the school at which the proposed chapter is located must be actively engaged in radio, television, cable production or other electronic media activities. (See National By-Laws, Chapter Three, Section 1)
Question 7: Please identify those individuals who wish to be charter members of the prospective chapter by submitting membership applications and dues.

Question 8: The local constitution may be patterned after the National Constitution, but it should include all local requirements. The local Constitution may be a single document or divided into Constitution and By-Laws as are the national documents. A sample local constitution is available from the website. (As an alternative, chapters may adopt the simple, fill-in-the-blank version of the constitution found on the website.)

Statement 9: Please provide the signatures of the required individuals, attesting to the two statements concerning chapter charter.

2. After the above materials are processed, the necessary investigations are made, and it is determined that all requirements are met, the application is voted upon by the Association’s Executive Council. The prospective chapter will be notified shortly after the vote is completed.

FINANCIAL OBLIGATIONS

1. A $100.00 charter fee, due no later than one year after the application for a charter. (This fee is refundable if the application is rejected.) [This fee is waived for 2021-2022.]
2. Membership dues for each new member. (The dues will be returned if the application is rejected.)
3. Chapters may establish local dues as needed.

OTHER OBLIGATIONS

1. Each chapter is required to be represented at the annual National Convention. (This may be done by a Proxy representative.)
2. Chapters must submit online reports at designated times of the year.
3. In future years, the local chapter constitution must be reviewed annually, signed, and submitted to the national office.

ALL CORRESPONDENCE AND MATERIALS REGARDING APPLICATIONS FOR CHARTERS SHOULD BE ADDRESSED TO:

The National Electronic Media Association Business Office
Box 4206
Chesterfield, MO 63006

Or by e-mail to national.office@nbs-aerho.org

For questions, contact the Executive Director at 314-628-1196 or jim.wilson@nbs-aerho.org.