



## CHAPTER APPLICATION PROCEDURE (Requirements for 2022-2023)

### 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 means 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. Item 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.)  
  
Item 2: 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, and e-mail address.  
  
Item 3: If the potential chapter has already selected a President, please provide contact information.  
  
Item 4: Members should go to the website, [nbs-aerho.org](https://nbs-aerho.org), and use the NEMA/NBS link under the MEMBERSHIP drop-down to register for membership.  
  
Item 5: 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.)  
  
Item 6: Please provide the signatures of the required individuals, attesting to the two statements concerning chapter charter.
  - B. After downloading and filling out the [application form](#), get the required signatures, scan the application form and local chapter constitution. Email the documents as attachments to the [national office](#).
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 Board of Governors. The prospective chapter will be notified shortly after the vote is completed.

## **FINANCIAL OBLIGATIONS**

1. The charter fee (\$100), is waived for chapter start-ups in 2022-2023.
2. Membership dues for each new member. (Either \$25 per member or \$100 for unlimited number of members.) There must be a minimum of four members for 2022-2023.
3. Chapters may establish local dues as needed for operation of the chapter.

## **OTHER OBLIGATIONS**

1. Each chapter is required to be represented at the annual National Convention. (This may be done in-person or by a Proxy representative.)
2. Chapters must submit a chapter census form at three designated times of the year. (November, February, and April)
3. In future years, the local chapter constitution must be reviewed annually, signed/dated, and submitted to the national office.

**ALL CORRESPONDENCE AND MATERIALS REGARDING APPLICATIONS FOR CHARTERS SHOULD BE E-MAILED TO:**

[national-office@nbs-aerho.org](mailto:national-office@nbs-aerho.org)

**FOR QUESTIONS, CONTACT THE EXECUTIVE DIRECTOR AT THE ABOVE ADDRESS OR 314-628-1196.**