



**COUNCIL OF REAL ESTATE
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Chapter Charter Renewal Guidelines

Each year the Member Services Committee reviews the activities of all the CRB Chapters and makes official recommendations to the Council's Board of Directors to approve the Chapters. Charter renewal is simply the process involved in allowing a Chapter to continue functioning under its present Charter and operating guidelines.

The main purpose of charter renewal is to ensure that local Chapters are providing programs and services to their members and functioning in a manner consistent with the model Chapter Bylaws and Guidelines. Charter renewal also serves another important function. It affords the Council an opportunity to stay abreast of Chapter activities by requiring Chapters to provide copies of minutes, communication pieces, promotional flyers, etc. Many Chapters have organized and delivered successful programs and made available important services to their local members. These should be shared with all Chapters so that they can provide these programs and services, if appropriate, to their local Chapter members.

Chapters were created by the Council to provide members with services and networking opportunities at the local level. Since Chapters are considered an important member benefit, the Council has the responsibility to monitor Chapter activities to ensure they properly represent the Council's purpose, mission, and needs of its members.

PREPARING FOR CHARTER RENEWAL

The Charter renewal process is very simple if the Chapter officers plan for it early in their term. It measures the activity level of a Chapter and demonstrates its commitment to deliver quality services and programs to members.

REQUIRED DOCUMENTATION

A list of activities is provided that must be performed each year in order to maintain a Charter within the CRB Chapter Network. These activities are considered the minimum activity level that a particular Chapter must perform in order to remain active. Your Chapter agreed to this list of activities when it was originally chartered.

The first meeting of the newly elected Chapter officers should focus on planning the events and activities for the coming year. Be sure to designate which officers are to be responsible for coordinating the documents and sending them to Council headquarters.

SUBMITTING YOUR CHAPTER'S DOCUMENTATION

It is important to remember that Chapters are renewed based on activity occurring the previous year. For example, documentation and activities of Chapters taking place during the previous calendar year will be reviewed. Thus, incoming officers will be responsible for ensuring their Chapter Charter is renewed based on the activities and documentation submitted by the preceding slate of officers. Keep

this in mind when your term as Chapter President or Vice President is fulfilled. Ask yourself... “Have I communicated with the Council headquarters staff effectively, and did I submit all of the proper documentation in a timely manner to ensure our Chapter Charter is renewed next year?” If the answer is “No”, you need to coordinate this task with the incoming slate of officers to be sure all of the requirements and proper documentation have been submitted by the deadline. Above all, be considerate of your successors. Don’t “dump” the responsibility for Chapter Charter renewal in their lap once the gavel has been passed. This process can be simple for all involved if anticipated and planned for in advance.

Many Chapter officers ask when they should submit the various documents required for Chapter Charter renewal. It is recommended that the documents be submitted as they occur. This way, the incoming slate of officers won’t have to hunt through last year’s files for newsletters, minutes, Treasurer reports, etc.

It is recommended that your Chapter place the name and e-mail address of the Director of Professional Development at Council headquarters on your mailing list (*Annie Snyder, asnyder@crb.com*). This will ensure that the Council automatically receives copies of important Chapter communications, reports, and promotional mailings. Key staff from your local and state association should also be added to your Chapter’s mailing list to ensure important Chapter communication pieces are distributed in a timely manner.

DOCUMENTATION DEADLINES

The Council will contact Chapter Presidents to inform them of missing documentation or information necessary to complete your Chapter’s Charter renewal file.

NOTE: The deadline for Chapter Charter renewal documentation is December 31, 2011.

The ultimate success of your Charter renewal depends upon your Chapter’s ability to organize a system that continually informs the Council of your activities and promptly responds to all Council communications.

CHAPTER CHARTER RENEWAL GUIDELINES CHECKLIST

- Hold an annual election of officers (follow instructions as stated in Article VII of the Model Bylaws).
- Schedule election time frames so that officers take office on January 1st.
- Appoint a Membership Committee and Programs Committee chairperson.
- Provide Council with names of elected officers within thirty (30) days of the election.
- Responsibilities of officers will be consistent with those established by Council's Board of Directors.
- Officers must attend business meetings unless excused.
- Hold at least one (1) general business meeting per year.
- E-mail minutes of each meeting to Council headquarters.
- Submit a strategic plan annually to the Council headquarters (if applicable).
- Provide Council with the Chapter's most current bylaws (if not already on file).
- Collect annual membership dues (if applicable).
- If dues are collected, maintain a minimum treasury level equaling 5% of annually collected dues.
- Submit a membership listing/roster to the Council headquarters.
- Submit an annual Chapter activity/financial report to the Council headquarters.
- Submit annual IRS tax reporting forms if necessary.
- Require Chapter representation during the New Officer Orientation (if applicable).
- Schedule at least one education program.
- Publish an annual membership roster.
- Provide newsletter or other forms of communications to the membership at least twice per year.
- Copy Council staff on all Chapter communications (including minutes, newsletters, etc.).
- Respond promptly to all Council communications, surveys directed toward Chapters and their officers.
- Submit press releases to local board and state organization magazines/newsletters on new CRBs, Candidates and new Council programs and products.