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**National Association of Community Development Extension Professional (NACDEP)**

**Local (State/Regional) Chapter Application**

Official name of the State/Regional Association for Community Development:

(New organizations use [Your State Region] Association of Community Development Extension Professionals). Please attached a copy of your logo if you have one.

State(s) included in this local unit association:

This is a newly formed association

This is an existing association. If existing, date originally formed:

Mission of the organization:

Membership and Dues structure proposed for your local unit association:

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership Category** | **Local Dues** | **NACDEP Dues - $90.00**  **(if being paid directly by local chapter)** | **Total** |
| Active (must have a .25 Extension Appointment): |  |  |  |
| Life (must be retired from the CE System): |  |  |  |
| Affiliate: |  |  |  |
| Student: |  |  |  |
| Other: |  |  |  |

Please attach to this application:

* Contact information for association officers (name, office, address, phone, email, state)
* Copy of Constitution and/or Bylaws
* Membership list of current paid members indicating:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Membership Category | Email address/State | Local/regional/state position | Area of Responsibility |

Name of Applicant Organization Representative:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ricky Atkins,** The Association Source.  
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**Process to establish a state/regional chapter of NACDEP:**

* Review NACDEP Bylaws Article XII: Affiliate Chapters and Article III: Membership and Dues

This can be used as a framework for your organization.

Notes:

* Review NACDEP Policies and Procedures Section L-State and Multi State Chapters and use as a framework for organization.

Notes:

* Contact your Regional Representative to the NACDEP Board of Directors to indicate your intend to form a state/regional chapter.

Notes:

* Begin recruitment for interested extension community development professionals to build the framework for your local chapter and decide if it will be state or regional.

Notes:

* Establish constitution/bylaws for your organization. This should include membership guidelines and dues structure. Your Regional NACDEP representative will have some from other states to review if you choose.

Notes:

* Elect/appoint officers for the local association.

Notes:

* Apply to NACDEP for final approval to be a state/regional chapter of NACDEP.

**Checklist for acceptance/rejection of the state/regional application**:

* Review the mission of the proposed organization to insure it is consistent with the mission of NACDEP.
* Review the proposed organization’s bylaws for consistency with NACDEP.
* Review the organization’s proposed membership categories and dues structure for consistency with NACDEP guidelines.
* Review the application packet to make sure that it is complete.
* Review the membership list to insure that it is consistent with NACDEP guidelines.
* Present to NACDEP Board of Directors for official approval/rejection.
* Other items as deemed necessary by the review committee.

Recommendation to officially be recognized as a NACDEP Local Chapter:

Yes

No

Notes:

Signature of NACDEP Board of Directors Regional Representative:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NACDEP Board of Directors meeting date when application considered:

Approved by NACDEP Board of Directors:

Yes

No

Notes:

Signature of NACDEP Board of Directors President:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_