



Advancing Professional Construction
and Program Management Worldwide

CHAPTER SECTION FORMATION GUIDELINES

FORMATION STEPS

- Assess the number of current active CMAA members within 30 minutes driving distance of the planned location for events (Section territory should already be identified prior to commencement). This will be based upon a minimum anticipated head count of 25-30 participants attending an event; per head price of attendance will be coordinated with Parent Chapter Program Manager and Chapter Treasurer. The final decision on the limits of the Section's territory is made by the Parent Chapter.
- Review the demographics of companies that are currently members that have an active office within the proposed Section territory, but do not participate in the Parent Chapter. The resulting information provides the target candidate(s) for additional membership for the Section and increases participation at the planned events.
- Review and approve a committee for the Section that would act as a representative Board. The Chair of this Section Board sits on the parent Chapter's Board. The makeup of the Board could be as follows:
 - Section Chair (one-year term required)
 - Section Vice Chair (chair elect) to act as program officer in conjunction with the parent Chapter's Program Chair.
 - Professional Development Officer to work in conjunction with parent Chapter's Education and Certification chairs.
 - Administrative Coordinator to work with parent Chapter's Program Chair and accounting people within the parent Chapter since the Section's funds remain as a segmented portion of the parent Chapter's overall treasury.
 - At-large Member -- target individual could be a local active Owner that has been or is currently an active Owner within CMAA.
- Parent Chapter Program Committee works with Section Sub-committee to develop initial schedule, which optimally consists of four programs for the first year, eight for the third year, and 12 for the following year. As part of this approach, the parent Chapter should segregate the e-blast database so key events for the new Section can be specifically marketed. Section Program Committee may also create specific marketing materials for e-blasts using parent Chapter's list-serve or Constant Contact program.
- Parent Chapter Education and Certification Chairs work with Section's sub-committee to assure the current education and certification programs of parent Chapter can be offered remotely to the planned Section.
- Parent Chapter President and other Executive Committee members reach out to Owners within the planned territory of the Section to ask for participation of an Owner for the Section's Board.
- Parent Chapter and Section complete final road-map and prepare submittal package for approval by parent Chapter's Board.
- Upon completion of the above items, the package of information and study material are submitted to parent Chapter's full Board for discussion, voting and approval.

- Parent Chapter should provide information on this Section to the CMAA Regional Chapter Committee and staff liaison; this will enable the Committee to provide support and assistance as the Chapter develops the Section. Once the formation is complete, the Parent Chapter and the Section manage the relationship.

SPECIFIC GUIDELINES

- Sections do not maintain a separate checking account. Instead any net funds raised from registration fees are submitted to the Parent Chapter for inclusion in that budget; the Section's funds, though, are kept separate from the Parent Chapter funds.
- Sections do not incorporate.
- Sections are not officially recognized by CMAA National, but exist at the discretion of the Parent Chapter.
- Sections receive membership information directly from the Parent Chapter.
- It is not required that the Parent Chapter continue providing financial assistance to the Section; that is a decision made between the Parent Chapter and the Section.
- Every effort should be made to price any Section meetings/events to generate income or at least to break even.