

Chapter Secretary



QUESTIONS?

AMBUCS Resource Center

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The Chapter Secretary

The chapter secretary is the administrative officer of the chapter. His or her responsibilities are of vital importance to the chapter's successful operation. In preparation for your year as chapter secretary, become familiar with your chapter's bylaws. The bylaws and optional chapter policy are broad workable documents which set forth the rules and regulations under which your chapter operates. It outlines the limits of chapter operation. You and your chapter president will be well advised to know these limits, for it promotes the democratic process within the chapter. You should have a copy in your chapter's files. If not, request a copy from the permanent files of the AMBUCS™ Resource Center.

The chapter secretary is also responsible for keeping the corporate status of the chapter intact and up to date. Make sure your chapter's articles of incorporation is current in your state.

Job description

The secretary is responsible for keeping the machinery of the chapter running smoothly. The secretary:

1. Has knowledge of the chapter's bylaws, optional chapter policies, and articles of incorporation.
2. Has knowledge of practices of the chapter.
3. Works closely with the president. Assists and takes care of details.
4. Attends all chapter/ board meetings. Records minutes when needed.
5. Helps the president monitor committee operations.
6. Encourages chapter members to participate in national programs and projects.
7. Keeps the following chapter records up

to date:

- a. Membership
- b. Minutes of board meeting
- c. Committee reports

Chapter Records

Permanent archives. The secretary has custody of all chapter legal records, such as your chapter's Articles of Incorporation, Chapter By-Laws and Policy Guidelines, Chapter EIN and bonafide subsidiary document, minutes of board meetings, and committee reports. The records are the permanent archives of the chapter. It is your responsibility as secretary to ensure records are kept accurate and up to date.

Taking of minutes

Chapter meeting minutes. Keeping minutes of chapter meetings is **not** done unless it is a business meeting. Report proceedings of a business meeting as you would a board meeting. (See pg 25)

Board meeting agenda. As secretary to the board and chapter, follow the model agenda pg 22. Call the roll and record absentees. Strive for a businesslike approach.

Brevity. In keeping the minutes of board meetings, strive for brevity. Use Form 1811 pg 23. Avoid reflecting the personalities involved—state facts only. Actually, the only recording which is absolutely necessary is the verbatim motion and whether motion passed or failed (see Robert's Rules of Order or order concise parliamentary procedure guide from AMBUCS™ Resource Center).

Extraneous comment preceding the motion, or after motion is made and before the question is called for, is better left out of the minutes. Summaries of the comments may be made but care must be shown to keep it accurate.

Verbatim motions. Avoid this pitfall. A member talks for five minutes; another says, "I so move." Another seconds and the chairperson calls for the vote.

Stop discussion and request a clear-cut statement of the motion. Get it down in writing then. Don't assume you will remember. Encourage sound business procedure on the board. Misunderstandings, wasted time, and sometimes tempers are avoided.

Pick up committee reports. Be sure copies of committee reports are given to you and that each is accepted by formal motion. Such reports and plans become policy of the chapter. Indicate in the minutes the approval of a report and that it is filed with the official minutes.

Pass facts to newsletter editor. Following a meeting, be sure the newsletter editor gets a copy of the motions to report to the chapter.

Secretary record system

To simplify and organize your duties as secretary it is recommended that you create your own Secretary Record System. By organizing the following items in a binder you can be certain that you always have the necessary information with you. You should include:

Monthly Planner

Leadership Directory records

Chapter Leadership Directory & Chapter Committee
Chairmen Directory

Minutes

Official Minutes of Chapter Meeting Form #1811
Official Minutes of Board Meeting Form #1812

Membership

Total Chapter Membership by Quarter Form #1815A
Total Chapter Membership by Year Form #1815
New Member Invoice and Confirmation
Drop Member Confirmation
Quarterly Blue Chip Reports-www.ambucs.org

Committee

Report of Committee Chairmen #1144
Committee Preference Sheet #1145
Committee Preference Recap Sheet #1146

Forms-www.ambucs.org

Membership Application Form #126
Report of Chapter Officers Form #128
Report of Officer Change Form #129
Membership Deletion Form #130
Member Change of Information Form #131

Membership Reporting

It is your responsibility to maintain the chapter membership records. You should advise:

1. The chapter president of new members.
2. The Committee Chairmen of new mem-

bers.

3. The newsletter editor so that new members receive the chapter newsletter.
4. The Chapter Treasurer so that billing remains accurate.
5. The AMBUCS™ Resource Center so that members receive welcome letter with membership ID card, the AMBUCS™ magazine, and chapter quarterly dues billing remains accurate.

Membership procedures

All changes in your chapter's membership (additions, deletions, etcetera) must be approved at a board meeting. Following this meeting, make the necessary changes in the chapter records as soon as possible. Forward a copy of Membership Application Form #126 and Membership Deletion Form #130 (sample forms provided in the Forms section) to the AMBUCS Resource Center or submit via WEB site www.ambucs.org. File a secretary's copy in your Secretary Record System. Forward copies to the specified officers. Immediately record the new member information on the New Member Check Sheet. (pg 20) .

Official membership records. A roster of your chapter's members is carefully maintained at the AMBUCS™ Resource Center, but it is only as accurate as the information supplied. Official AMBUCS™ Resource Center membership records are the basis for:

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1. The quarterly Blue Chip Membership Report available on line at www.ambucs.org.
2. Quarterly dues invoice sent to the Chapter Treasurer based on Blue Chip numbers.
3. The *AMBUCS™ Magazine and electronic newsletters* mailing list.
4. The annual Program Giving Goal of \$40 per member. It is based on the official February 28th Membership Blue Chip report.
5. Big Hat sponsor credit.
6. Membership recruiting contest credit.

Reporting period. The reporting period for adding and dropping members is based on a quarterly system. The four quarters are:

1st Quarter: June, July, and August

2nd Quarter: September, October, and November

3rd Quarter: December, January, and February

4th Quarter: March, April, and May

Membership closing. Membership closes on the 10th of the month following the last day of the quarter:

September 10th

December 10th

March 10th

June 10th

Any membership changes (adds or drops) should arrive at the AMBUCS™ Resource Center by the 10th.

Information received late can not be entered or made retroactive.

AMBUCS™ Resource Center sends each chapter secretary a current membership roster just before the end of each quarter. These should be checked against chapter records and the Resource Center should be advised of corrections prior to the close of membership.

Late reporting. Additions and deletion forms received after the closing date will be attributed to the following quarter and **cannot be made retroactive.** This policy, set by the National

Board of Directors, has a direct effect on a chapter in two areas:

1. Late deletion reports will cause the chapter to pay an additional quarter's dues on a dropped member.
2. Late additions can cause the chapter to lose awards for Blue Chip, Branding Time, and Spring Round Up.

Forms

It is important that your chapter report activities to the AMBUCS™ Resource Center. For your convenience the following forms are available on the AMBUCS™ Web site. It is recommended that you become familiar with these helpful management tools.

Chapter Operation Scorecards. For good planning use the Chapter Operation Scorecards. This is an invaluable check sheet for noting chapter progress quarterly. Each scorecard scores different activities. Print all 4 quarters of the scorecards and use them as a reminder for making next quarter's plans with the Board. Scorecards are available to you at the AMBUCS™ Web site www.ambucs.org, printable version. Complete each quarter's scorecard at the last board meeting in the quarter. Submit or fax/mail to the AMBUCS™ Resource Center and copy your governor and director. The chapter scorecard earns your chapter recognition from the AMBUCS organization. Award guidelines are available on the web site.

Form 135 Report of Charitable Giving and Form 136 Annual Report. Every chapter is responsible for submitting Form 135 and Form 136 by November 15th of each year.

Form 135 Report of Charitable Giving- The information provides a capsulated view of the chapter's community service for the year. Collec-

tively, this information illustrates the magnitude of your chapter's community service, the human resources required, and the financial value.

Form 136-The purpose of this form is to collect data from National AMBUCS, Inc. chapters concerning good governance and best management practices of the organization. As a charitable non-profit organization, we strive for transparency and ethical practices. The form serves to certify compliance with applicable rules, laws, and regulations concerning our member chapters.

The report is to be filled out and signed each year by the chapter president, secretary and treasurer (if the chapter has all three offices.) The due date is November 15th of each year.

Membership Activity. Commonly submitted by the chapter secretary.

Form 126 new/reinstated member application

Form 128 - new chapter officers

Form 129 - officer changes

Form 130 - member deletions

Form 131 - member address change

Membership Application Form 126

The Membership Application Form 126 is available in two formats: 1) a printable version to mail or fax as well a 2) online form found on AMBUCS web site to submit electronically. It is important that the information on Membership Application Form #126 is accurate, complete, and legible as it is used to establish a member's permanent record. It is advised that you allow the member to complete the top half of the printable form application. It's less work for you and ensures accuracy. This will allow you to complete the rest of the form and either mail, scan and email, fax, or submit the information on line.

Types of activity. Each member is one of the following types of activity; mark the appropriate box:

New Member

Reinstated Member

Transferring

Dual

New Member. A new member is someone who has never been a member of AMBUCS™.

Reinstated Member. A reinstatement is defined as a former member of AMBUCS™ who has been readmitted to a chapter. A member thus reinstated is entitled to readmission upon payment of an reinstatement member fee. The reinstated member assumes his or her original ID number. Big Hat credit is allowed for the sponsoring member.

Transfer. A transfer is a member, in good standing, who transfers membership to another chapter within sixty (60) days of dropping from the original chapter. No new/reinstated fees are charged and no Big Hat credit is given.

If more than sixty days elapse between the time the member drops from the original chapter and joins another, he or she is treated as a reinstated member instead. Reinstatement member fees are charged and Big Hat credit is given.

Transferring members must be dropped from the original chapter. Complete the "transfer from chapter" portion of the membership application and communicate with the original chapter's secretary to ensure a smooth transfer.

Dual Membership. Dual membership in a second chapter has no sponsor and does not receive Big Hat credit. If a dual member is also a Life member, the member is only listed as a Life member for one chapter. AMBUCS™ Resource Center keeps the Life member designation with the member's original chapter, unless the member advises otherwise.

If dual members are involved in chartering a new chapter, only ten percent of the new charter chapter members may hold dual membership at charter date.

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Type of membership. These definitions are of use only to the chapter. The AMBUCS™ Resource Center does not track types of membership other than Active, Associate and Life Membership. Look up these definitions of membership in your chapter's policy guidelines.

Active
Associate
Honorary
Emeritus
Military
Life
Seniors

Active member. Active status is a member designation for national and chapter dues billing. An active member will be counted on the quarterly Blue Chip membership report and be billed quarterly national dues. Chapters can use this status to bill the member full chapter dues.

Associate member. Associate status is a member designation for national and chapter dues billing. An Associate member will be counted on the quarterly Blue Chip membership report and be billed quarterly national dues. Chapter's can use this status to bill the member an adjusted dues billing.

Life member. When a member has completed the payment for Life Membership, the member moves to the Life Member status and national dues will no longer be billed; beginning with the next quarter. The chapter will no longer be billed for the member's national dues. A life member is counted on the quarterly Blue Chip membership report.

Chapter presidents will receive a Life Member plaque and Life member pin for presentation to the member.

Sponsor's ID number. The sponsor's ID number is the ID number of the member who sponsored the new or reinstated member.

Member ID number. Member ID numbers are assigned by the AMBUCS™ Resource Center. The new member's ID number will appear in the secretary's New Member Confirmation and Invoice, chapter rosters generated by the AMBUCS™ Resource Center, and the member's membership ID card. Reinstated members keep their original ID number.

Sponsor's chapter. The sponsor's chapter section needs to be completed only if the sponsor belongs to a chapter other than yours.

Membership Effective Date. The date is the date that AMBUCS Resource Center records the new member, based on chapter submissions. Forms received after closing dates cannot be made retroactive.

First quarter: June 1 - September 10th

Second quarter: September 1 - December 10th (Branding Time Credit is October 1 - December 10th), Third

quarter: December 1 - March 10th,

Fourth quarter: March 1 - June 10th (Spring Round Up Credit is March 1 - April 30th).

Membership Deletions Form 130

Review Membership Deletions Form 130 (Forms Section). Deletions occur because of:

Resignation

Transfer

Death

Suspension (owes back dues)

If the deletion is because of resignation, death, or suspension, check the appropriate one. If the deletion is because of a member transferring to another chapter, enter the chapter's name in the Transfer To section. If the chapter is not known, place an X in that section. If the member resigned because of moving to another community, please provide a forwarding address (if known) in the Moved to block. The AMBUCS™ Resource Center will check for an AMBUCS™ chapter in the new community and notify that chapter.

Dropped officers. If the deletion is an officer in your chapter, please note this on the form so that information and materials can be redirected to his or her replacement. Submit Form #129 Report of Officer Change.

Official Confirmation Reports

Every week, AMBUCS™ Resource Center processes batches of membership activity. When your chapter reports additions, and deletions the secretary and treasurer are both mailed official confirmation reports of these membership changes. The new member confirmation is the invoice for the \$10.00 new member fee.

After you report new members, the president will be mailed member pins for presentation at your next meeting. Big Hat stars will also be included in this mailing for sponsors.

Membership activity batches for the beginning of the quarter will be delayed until after the previous quarterly Blue Chip Membership Report is published. That means the membership activity in June, September, December, and March will not be processed until the end of that month. This delay is due to computer software limitations.

Chapter Roster

Quarterly, the AMBUCS™ Resource Center sends roster of the chapter membership to the chapter secretary. The roster details membership records, name, address, and contact information of members. The purpose of this roster is to allow a periodic reconciliation of chapter membership records with the official AMBUCS™ Resource Center records. The secretary should make necessary corrections or additions to the roster and return it to the AMBUCS™ Resource Center to be updated.

Secretaries will automatically receive a roster in August, November, February, and May. Rosters may be obtained at any other time upon

request.

Assimilating New Members

The Secretary works with the chapter president and other committee chairmen in the formal steps of:

1. Getting the new member inducted.
2. Acquainting him or her with the other members and the chapter.
3. The formal orientation (see Chapter Committee Guidelines).

Induction. The Secretary should write a letter of congratulations to the new member as soon as the application has been approved. At the induction ceremony the secretary should have the following items ready for the chapter president to give the new member:

1. Meeting name badge.
2. Directory of chapter officers and committee chairmen.
3. Chapter literature and special policies (keep a supply on hand).
4. Member Pin (keep a supply on hand).

When a member's Application Form #126 is received by the AMBUCS™ Resource Center, the member receives a personalized membership ID card and welcome letter.

Quarterly Dues billings

Quarterly membership billing statements and quarterly dues invoices are sent electronically to the Chapter Treasurer about the 15th of the month following the close of the quarter. Chapters are billed in advance for each quarter for all members of record (Blue Chip). The quarterly Chapter Liability Insurance assessment is also included. **AMBUCS™ Resource Center records**

are considered official and billing is based on those records, as shown on the quarterly Blue Chip Report. Payments are payable to National AMBUCS.

Records of honorary members are maintained in the AMBUCS™ Resource Center but are not included on the quarterly statement. If the chapter wants honorary members to receive the AMBUCS™ magazine, it should advise the AMBUCS™ Resource Center. The chapter will be billed \$12 per year for each subscription.

Friends

This membership category is designed to provide a membership type for people who can not be an active member of a chapter. It is being marketed to past AMBUCS™ who have moved to non-chapter areas, and friends, families, and business acquaintances of active members.

It may help you to understand this category to think of Friends as donors. The minimum annual contribution is \$25.00 for Friends membership, and your chapter may sponsor Friends memberships at that price or higher.

It is **not** designed to be a replacement for active or associate members to your chapter. It is intended to be a means for involving people in your chapter who can't be active members. Chapters have used this as a transition tool, by involving Friends and moving them to active member status. Friends can be invited to help with fundraisers or community service projects.

Types of Friends membership. There are three types of Friends membership (dues) billing classes. Each billing class is an annual membership (dues) of \$25.00. They are:

1. *Friends Individuals* – membership contribution (dues) paid directly to National AMBUCS™ by the Friend member. These members are independent and may or may not be affiliated to a chapter. The annual renewal dues invoice is sent directly to the Friend.

2. *Friends of Chapters* - membership contribution (dues) paid directly to National AMBUCS™ by the chapter. These members are directly connected to the chapter. They may be a gift form of membership by the chapter for PR purposes, etc. They may be a working part of your membership, based on your chapter policies. The annual renewal dues invoice is sent directly to the chapter.

3. *Friends by Sponsor* - membership contribution (dues) paid directly to National AMBUCS™ by the sponsor of the Friend member. These members are mostly gift memberships paid by AMBUCS™ members. The annual renewal dues invoice is sent to the sponsor.

Friends policies. Your chapter should have clear policies about what Friends are entitled to participate in, and what costs are involved for Friends members to your chapter. The direct billing to Chapter Treasurers for Friends of Chapters is so you can set your own cost of Friends memberships and generate local revenue to cover additional costs like newsletters, communications, etc. Your chapter should set your own member contribution level for Friends of Chapters.

Friends Dues and Renewals. Friends members are processed when their first \$25.00 annual membership (dues) contribution is received by AMBUCS™ Resource Center. Payment must be received before membership is recognized. Of course, your chapter receives scorecard credit for Friends affiliated with your chapter or sponsored by your members.

Friends members are then billed \$25.00 annually for a renewal. The billing is directed to the various parties based on the Friend member type. Therefore it's imperative that AMBUCS™ Resource Center have the correct status for each Friend member. For example, the Friends member's renewals are mailed according to the

following schedule:

Friends Individuals – membership renewal \$25.00 (dues) billed directly to the Friend member .

Friends of Chapters - membership renewal \$25.00 (dues) billed directly to the chapter.

Friends by Sponsor - membership renewal \$25.00 (dues) billed directly to the sponsor of the Friend member.

Friends application form. Use the special Friends application form. **Do not use Form 126.** It must include the \$25.00 minimum annual contribution. Be sure to indicate renewal billing information.

Friends members do not count in Blue Chip, Branding Time, Spring Round-up, Big Hat credit, or toward the 100% Program Giving.

Communications

Channel Information. The secretary should be alert to pass information on to the proper officers or committee chairmen in the chapter. Help everyone stay informed.

Pass facts to newsletter editor. Often the information from the AMBUCS™ Resource Center are announcements which are of interest to the entire chapter, such as newly chartered chapters, membership activity, Living Endowment figures, etcetera. Share this information with the newsletter editor. This is the easiest way to inform the membership. Announce important items at chapter meetings.

Correspondence. The secretary is responsible for carrying on all correspondence of the chapter with other chapters, the area leaders, and the AMBUCS™ Resource Center, and for answering and filing all other correspondence and requests. Most correspondence from the AMBUCS™ Resource Center and the district governor is addressed to the chapter president or secretary. It is the secretary's duty to read all such correspondence at board meetings.

Reports

Frequently AMBUCS™ Resource Center compiles reports based on member and chapter activities. They are as follows:

The Blue Chip Membership Report. A quarterly membership report with official membership totals for every chapter is posted on the AMBUCS™ Web site.

Scorecard Recap. A quarterly report based on your chapter scorecard activity. It is posted on the AMBUCS™ Web site.

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Program Giving. Published annually, the Program Giving reports chapter giving to the three National Programs: AmBility, Cornerston, and Scholars-Living Endowment. It is posted on the AMBUCS™ Web site Reports/Forms.

AMBUCS™ Annual Report. Published annually, the report reviews association-wide activities, national conference, and financial information. It is posted on the AMBUCS™ Web site.

National Communications

The Leader. Officer newsletter is published electronically each month and emailed to chapter, district, and regional officers. This newsletter serves as a check list and reminder for activities each month. Archived issues are available on the AMBUCS web site.

AMBUCS News. AMBUCS news is delivered to all AMBUCS members each month electronically. Important topics pertaining to the AMBUCS organization are covered.

AmTryke Newsletter. AmTryke Newsletter is published electronically and is sent to all AMBUCS members and evaluation sites quarterly. New AmTryke models and accessories are discussed.

AMBUCS Magazine. A quarterly AMBUCS™ Magazine is published and mailed to all AMBUCS members.

AMBUCS web site. The AMBUCS™ Web site is another great source for information. Here you can find the chapter officer directory, conference information, program updates and member resources. www.ambucs.org

As a chapter officer, it is your responsibility to pass on important information found in these publications to chapter members and be included in your chapter newsletter.

Likewise, your area leader or District Governor should distribute a quarterly district newsletter to chapter officers. It is important that you also pass along this information to chapter members and be included in your chapter newsletter.

Visitations

National officers. If your chapter would welcome a visit from the National President or other national officers, contact them. Their contact information is listed in the Directory on the AMBUCS™ Web Site. The AMBUCS™ Resource Center can provide news releases. If your chapter wishes their attendance, it is customary to underwrite their travel expenses and hotel accommodations.

AmTryke InService. If your chapter would welcome a visit from a certified instructor to conduct an AmTryke InService for your local physical and occupational therapists about the AmTryke therapeutic tricycle project, contact the Resource Center to schedule this event.

Conferences and District Meetings.

The secretary should assist in securing adequate representation of the chapter at regional and national conferences. The secretary should attend the Spring Conference, and national conferences.

AMBUCS' National Programs

AMBUCS is all about the mission

AmBility/AmTryke Program. A popular program that includes many projects that focus on providing equipment for people with disabilities, AmTryke is the foundation of the program.

1. AmTryke® therapeutic tricycle Project.

The most popular activity among chapters is the AmTryke® therapeutic Project. Funding trykes for people with disabilities is a perfect way to exercise the AMBUCS™ motto. Chapters who take part in the project have found it to be a great vehicle to gain community support and publicity.

2. AmTryke® therapeutic tricycle-Wish List Project.

The AmTryke Wish List is a way to ensure that even individuals with limited financial resources and outside of local AMBUCS chapter areas can enjoy the fun and freedom of riding their own tryke. Wish List forms are available on the web site. Donations can be made by friends, family members and supporters to fund the wish.

3. AmTryke® therapeutic tricycle- Evaluation Site Project.

A great way for chapters to locate children/adults for the tryke project is to establish a AmTryke® therapeutic tricycle Evaluation Site. To make a facility a Evaluation Site, the chapter agrees to equip the site with trykes and accessories as well as providing trykes to riders who are evaluated by a therapist at the facility. An ongoing relationship must be maintained between the chapter and the evaluation site to guarantee success.

AmTryke® therapeutic tricycle-Trailer Project. An increasingly popular activity among chapters is purchasing and maintaining a AmTryke® therapeutic trailer. This trailer

full of trykes is a perfect tool on wheels. Use at tryke giveaways, fundraisers, community events, and bike days to introduce a community and therapists to the many models of AmTrykes and the mission of AMBUCS.

5. AmTryke® therapeutic tricycle- Veterans Cycle.

Chapters can seek out community partners also focused on serving disabled veterans. AMBUCS believes these veterans should have every opportunity to be engaged in the active lifestyle they had prior to their disability.

6. AmTryke® therapeutic tricycle-Grant Writer.

Chapters can utilize the grant writer on staff to identify funding sources to establish and support an AmTryke project.

Cornerstone Program. Provides for the growth and development of the AMBUCS organization.

1. AmTryke® therapeutic tricycle Road Show Project-

InService and Bike Day events around the country that educates local therapy communities about the AmTryke therapeutic tricycle project.

2. New Chapter Incentives. Funding to support the building of new AMBUCS chapters. Incentives are available for new chapters and sponsoring chapters.

AMBUCS™ Scholars- Scholarships for Therapists-

Grants given to juniors, seniors, graduate students majoring in physical , occupational, speech pathology, hearing audiology. Chapters who have reached 100% Scholarship Giving can participate in the program by sponsoring local student applicants. Chapter sponsored applicants are automatically made semi-finalists for consideration of the National Scholarship Committee. More information about this national project is available on the AMBUCS web site www.ambucs.org.

National Program Giving. Annually on or about the 15th of March, your chapter will be advised of its Program Giving Goal based on your membership as of the February 28th Blue Chip Report. Each chapter's total Program Giving is based on the members' individual giving to the funds as well as chapter giving. Contributions can be designated to support the three national programs: AMBILITY™ Program, Cornerstone, or the AMBUCS™ SCHOLARS- SCHOLARSHIPS FOR THERAPISTS.

The AmBility Program is funded by chapters, individuals and other supporting partner donations to the AmBility Fund. These donations include gifts to the AmBility Fund, chapter AmTryke sales, honorariums and memorials, Every Kid Needs a Bike, Big Hat Club auction proceeds, Wish List Club membership and AmBility AmBas-sador membership.

Cornerstone Program is funded by chapters, individuals and other supporting partner donations to the Cornerstone Fund. These donations include gifts to the Cornerstone Fund, honorariums and memorials, and Big Hat Club auction proceeds.

AMBUCS Scholars-Scholarships for Therapists is funded by chapters, individuals and other supporting partners donations. These donations include gifts to the Scholars Fund, honorariums and memorials, Big Hat Club auction proceeds, William L White membership, and Named Scholarships.

Donor Courtyard

Chapters may honor or remember individuals through the brick recognition at the new AMBUCS™ Resource Center. This is a minimum gift of \$300.00. No National Program credit.

Leadership Development

Nominating and electing officers and board

Nominating Committee. The Nominating Committee has a serious task to perform. Article 5. Section 2 of the standard Chapter By-Laws state that the nominating committee consist of at least five past presidents. Newer chapters may appoint others to the committee. Most often a slate of officers is accepted as proposed by this committee. The welfare of the chapter hinges on having active and inspired leadership. The chapter cannot afford to have this committee guess wrong.

The By-laws specify that officers for the coming year shall be elected by April 1st of each year, taking office on June 1st. The Nominating Committee must be appointed by the president in late February. The chapter and fiscal year of all chapters shall be from June 1st to May 31st of the year following.

Chapter self-evaluation program. The purpose of this program is to develop strong internal chapter leadership and to provide a forum for the membership to evaluate the operation of the chapter.

In early February, the attendance records of all members are reviewed to identify those who have attained 75% or better attendance. Those who have are contacted by the Nominating Committee and scheduled for a brief interview. The interview can be conducted before or after a regular chapter meeting, and should last approximately fifteen minutes. Depending upon the size of the chapter, interviewing might be divided among committee members who would meet to pool results. You can also use the Chapter Self-Evaluation Form #133 (Forms Section) as a survey, asking members to fill it out at one of the meetings.

During the interview, members are surveyed to determine their likes and dislikes about the

chapter. A sample questionnaire is included in the Chapter Form section of this manual. It may be modified as necessary to meet your chapter's needs. Candid responses are encouraged in the member's evaluation of the activities, leadership, and ideas for improving chapter operations.

In the final step of the interview, the member is asked what office they would like to seek for the coming year, and what their overall aspirations for chapter leadership are. In this manner, a slate of candidates is developed for the election of officers and board members.

This program has proven quite effective. Its use is strongly recommended.

Selecting nominees. The committee should consider each person's qualifications carefully, deciding where that person can best help the chapter. Pick the president-elect first; then call and invite he or she to sit in on the balance of the meetings as other officers and directors are selected. Select a compatible board of directors for the president by letting him or her help.

Secure willing agreement—don't prevail or force. The Nominating Committee Chairperson must not fail to call each nominee, getting an agreement to serve for one year in the capacity selected. If the member declines, pleading lack of time, do not force. Find someone else to fill that place. An officer or director elected over objections will use this as an excuse for doing no job at all. The chapter is the loser.

In the newsletters before election day and on the floor of the meeting, when it is time for nominations from the floor, announce that all nominees proposed must have been contacted in advance and assurance received on the proposed nominee's willingness to serve if elected.

Commitment to attend training conference. The National Board of Directors specify the Regional Spring Training conference for chapter officers-elect as the one important function in which they must participate.

Getting the officers-elect present for this

training is a must. How is this accomplished?

1. The chapter board establishes the policy that a condition for accepting nomination to office be an agreement to attend the Regional Spring Training Conference.
2. As president fully endorsing the policy, you instruct the Nominating Committee before it meets.
3. The Nominating Committee obtains the commitment from the nominee at the time he or she agrees to be placed on the ballot for office. The President-elect must attend. Note Article VIII, Section 6 of the National By-laws .

Commitment to attend the national conference. It is equally important for the incoming president to attend the national conference. The enthusiasm gained is invaluable to the leadership efforts as he or she begins the year. Before being nominated, be sure the member agrees to attend. The chapter should defray the greater part of the president-elects expenses.

Model Agenda for Chapter Meetings

(Copy and fill in your chapter's times and practices)

Time	
_____	Meal Served (optional)
_____	Call to order by president
	Pledge of Allegiance led by _____
	Invocation by _____
_____	Call for introduction of guests (Write guests' names)

_____	AMBUC of the Day (Three minute speech about self, family, business affiliation. etc.)

_____	Announcements
	Call for committee announcements:
	1. Community Service (progress report) _____
	2. Program (speaker for next meeting) _____
	3. Membership matters _____
	4. _____
_____	Secretary reads communications from national and district officers
_____	Introduction of speaker _____
_____	Thank speaker
_____	Thank guests
_____	Adjournment

New Member Check Sheet

Member	Spouse	Inducted	Received Packet	Pin	Comm Pref	Orien- tation	Committee Assignment
John Doe	Jane	1/1/04	x	x	x	Fun	

Induction Ceremony

“You are now about to share in the privilege of membership in an AMBUCS™ chapter.

“We charge that you seek to promote through faithful attendance and hearty cooperation the life, the growth, the service of this chapter in this community.”

“Now on behalf of AMBUCS™, and on behalf of the (chapter) Chapter, I welcome you into a circle which faces inward for friendship, and outward for real service to your community.”

“I know you will wear with pride, this pin which is indicative of your acceptance of our mission: Helping people with disabilities achieve independent lifestyles.”

“Please raise your right hand and repeat after me:

I pledge myself—to strive in every way—to be a loyal and faithful member of the (chapter) chapter of AMBUCS™—and to discharge my responsibilities—as a member—to the best of my ability.”

Invocation

“As we gather about these tables in friendship and fellowship, keep us ever mindful of our aims and our desire to be of service to our community. Bless this food to our good and us to Thy service. Amen.”

Chapter Board Meeting Agenda Check Sheet

Agenda Item	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
1. Call to order meeting												
2. Roll call of the members present												
3. Minutes from												
4. Unfinished business												
5. Finance Committee												
6. Secretary's report												
7. Current and Proposed Special Projects (Members should be prepared to report on)												
a. Current Committee												
b. Feasibility of Finance												
c. Feasibility Project												
d. The Committee												
e. Social												
f. Special Activities												
g. My Hat Club												
h. Treasurer's Committee												
i. Program												
j. Governance of the club												
k. Public Relations												
l. Membership Committee												
m. Membership												
n. Finance												
o.												
p.												
q.												
r. Non-Financial												
s. Other												
t. Summary												

Official Minutes of Board of Directors Meeting

_____ chapter, of _____
City State

held its regular board meeting at _____ on _____
Place Date

Meeting was called to order at _____ AM/PM by _____,

who acted as chairman, with the following directors present:

Minutes

Secretary _____

Board of
Directors Meeting
Order of Business

1. Call To Order
2. Roll Call
3. Minutes Read & Approved
4. Unfinished Business
5. Treasurer's Report in Writing
6. Secretary's Report
7. Committee Reports
8. New Business
9. Monthly Activity Report
10. President's Scorecard Completed
11. Adjournment

TAKING MINUTES

Minutes should contain records of all action taken by the chapter including the exact wording of every motion and the actions taken on the motion. The secretary may request the maker of a motion to put it in writing if the motion is long or involved.

The minutes should be as brief as possible and should be reported in the order in which the business is presented at the meeting. What is done by the chapter, not what is said by the members, should be recorded.

Minutes of the previous meeting are read or distributed for approval at the opening of each meeting. The word "Approved" and the date of approval should be written at the end of the minutes of each meeting. The minutes are signed by the secretary.

In writing minutes this outline is generally used:

1. Kind of meeting--regular or special.
2. Name of chapter.
3. Date, place, and hour of meeting.
4. The president and secretary present (or, in the absence of the regular officers, the names of their substitutes).
5. Statement concerning the minutes of the previous meeting--whether they were read and approved or whether their reading was dispensed with.
6. All motions (except those withdrawn); points of order and appeals, whether sustained or lost.
7. Program topic, method of presentation, names of participants, and important points covered.
8. Hour of adjournment.



Form 1811 Official Minutes of Chapter Meeting

THE REGULAR MEETING OF THE _____ CHAPTER OF NATIONAL AMBUCS™
WAS
CALLED TO ORDER ON _____, 20 _____ BY THE _____
AT _____ A.M./P.M., AT THE _____ WITH THOSE MEMBERS SHOWN

TRANSCRIBE HERE, AND ON REVERSE SIDE, WHAT TRANSPIRED AT MEETING.

ATTENDANCE	
GUESTS	_____
MEMBERS	_____
% ATTENDING	_____

MINUTES CONTINUED:

SECRETARY'S SIGNATURE

Form 1144 Report of Committee Chairman

Date of meeting _____

Name of committee _____ Name of Chairman _____

Volunteer hours expended since last report _____ Date of last committee meeting _____

Next committee meeting date _____ time _____ place _____

Annual budget allowed _____ Amount spent to date _____ Balance _____

Write a short summary of committee's action since last report. Attach additional page if necessary.

Describe future plans.

Committee members	Active	Inactive	Remarks

● Distribution: Copies to President, Secretary, and Committee Chairman

Need additional forms? Contact the AMBUCS™ Resource Center
 Tel 336 852-0052 | Fax 336 852-6830 | e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262



Every AMBUC participates and serves on **one** committee of his or her choice. In addition, they help on the fund-raising projects of the chapter. So that your officers may know what your interests are, indicate on which of the following committees you would be willing to serve this year. All possible consideration will be given to your first or second choice.

Complete and promptly return to your chapter president. Please print.

Name _____ Phone number _____

Rank Committee & Description

_____ **Information**
 This committee takes responsibility for fulfilling the member's needs for information, and for educating the community about the local chapter. They are responsible for handling all public relations for the chapter, keep members informed through a regularly published newsletter, and foster conference attendance and inter-chapter activities, making sure the chapter has an educational or entertaining program at each meeting..

_____ **Fun**
 This committee insures that the chapter has fun in all its many activities. Their special charge is to continually find ways to make the regular chapter meetings light, fun, and entertaining. Their duties include organizing, promoting, and conducting socials each quarter. They should insure that all new members and guests are included in the fun and welcomed at each meeting. The chapter's Big Hat Club is a vital part of this committee.

_____ **Service**
 This committee makes sure the chapter is involved in meaningful, vital service to their community. Local community service is most important, but the committee also insures the chapter is up to date and involved in AmBility™, through the AmTryke® project, and AMBUCS™ Scholars-the scholarship for therapists program. This committee is responsible for the financial well being of the chapter, and also recommends fund raising projects to the chapter for approval.

_____ **Friendship**
 This committee's responsibility is to insure members' needs are being met with respect to maintaining and building new friendships. Their job is to inspire the chapter to recruit, orient, and retain new members.

Need additional forms? Contact the AMBUCS™ Resource Center
 Tel (336) 852-0052 | Fax (336) 852-6830 | e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262

Secretary Guidelines



Member	Information Committee																		Assignment
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		

Need additional forms? Contact the AMBUCS Resource Center
 Tel (336) 869-2166 | Fax (336) 887-8451 | e-mail: ambucs@ambucs.org
 or write PO Box 5127 High Point, NC 27262



Form 1808 Guest Register

Cash Payments of checks of members, Co. in full (check Co.)										Cash Disbursements of the total of Co. B checks (Co. C(1) Co. A checks with same address the total of Co. B are Co.)																			
MEM.	NAME	DATE	MEM.							MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.	MEM.		
			1	2	3	4	5	6	7																				

Form 1815A Total Chapter Membership

For AMBUC Year _____ to _____

Additions/Reinstatements	Date	Confirmation Rec'd	Deletions	Date	Confirmation Rec'd	
						June 1 Membership _____ Additions + _____ Deletions - _____
						Sept 1 Membership _____ Additions + _____ Deletions - _____
						Dec 1 Membership _____ Additions + _____ Deletions - _____

Form 1815 Total Chapter Membership

Additions/Reinstatements	Date	Deletions	Date	June 1 Membership _____ Additions + _____ Deletions - _____
				Sept 1 Membership _____ Additions + _____ Deletions - _____

Chapter Leadership Directory

President _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

1st vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

2nd vice president _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Secretary _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Treasurer _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Newsletter Editor _____

Address _____

Hm. Phone _____ Bus. Phone _____

Email _____ Mobile Phone _____

Chapter Committee Chairmen Directory

Committee	Chairperson
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____
_____	Chairperson _____ Address _____ Hm. Phone _____ Bus. Phone _____ Email _____ Mobile Phone _____