

START-UP GUIDELINES FOR REGIONAL CHAPTERS  
OF THE ACOUSTICAL SOCIETY OF AMERICA  
(061115, revision history at end)

The objective of these guidelines is to make the Regional Chapter start up process as effortless as possible and to achieve a functioning Chapter in the shortest possible time. These guidelines are compiled from the experience of past Chapter activations. All Regional Chapters follow the same rules and guidelines except in a few cases where some variation is called out for Student Chapters. If any part of these guidelines is in conflict with the Bylaws or Rules of the Acoustical Society of America (ASA), then please follow the Bylaws (found on [asa.aip.org](http://asa.aip.org)) then the Rules (Encl 1).

Support and assistance for people interested in starting a Regional Chapter of the ASA are available from the ASA Committee on Regional Chapters (CRC) and from the ASA Headquarters Office. Information (including this document and the enclosures) is also available on the ASA Website ([asa.aip.org](http://asa.aip.org)) under Chapters, Chapter Resources. Members and officers of other Chapters will also be available to help in the start-up process.

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Enclosures

1. Rules of the Acoustical Society of America, Committee on Regional Chapters
2. Sample of Letter of Petition to the Society Executive Council for approval as a Regional Chapter
3. Chapter Charter
4. Proposed Chapter Bylaws (or Constitution)
5. Guidelines for the Operation of a Regional Chapter of the Acoustical Society of America.
6. Content for a meeting announcement
7. Meeting preparation suggestions
8. Samples of Membership application forms

## A. The Petition Package

A Petition Package will need to be assembled and submitted to the ASA for your group to be considered to be a Chapter of the Acoustical Society of America. The Petition Package shall contain the set of documents listed here:

- a) Letter of Petition to the Society Executive Council for acceptance as a Regional Chapter (Encl. 2). In this letter please state the proposed name of the Chapter (Student Chapters shall include "Student" in their name), describe the city, state or geographical area to be encompassed, and include a statement that the Chapter Charter and Chapter Bylaws (or Constitution) were approved at a meeting of the Chapter, giving the date.
- b) Chapter approved Charter (Encl. 3). This document is not to be altered except that the name of the proposed chapter shall be inserted at the top and there are several edits to be made depending on whether or not the chapter is a Student Chapter.
- c) Chapter approved Chapter Bylaws (or Constitution) (Encl. 4). Please indicate, on a separate sheet, where (if at all) this document has been altered from the enclosure.
- d) Chapter approved list of initial officers, faculty advisor (if Student Chapter), representative to national, members at large and other committee members.
- e) The list of initial chapter members.
- f) The lists of those attending the Organizing Meeting(s).

The Petition Package for Chapter activation should be received by the Office Manager at ASA headquarters and a copy by the Chair of the CRC at least three months prior to the regular ASA meeting at which consideration is requested. Both the Office Manager and the CRC will review the package and may make suggestions. Upon recommendation of the CRC at the regular ASA meeting, the package will be presented to the ASA Executive Council. The CRC and the ASA Executive Council meet only twice per year at the regular ASA meetings.

## B. Preliminary Actions

1. The organizing group should become familiar with the Rules of the Acoustical Society of America Committee on Regional Chapters and the Guidelines for the Operation of a Regional Chapter of the Acoustical Society of America (Encl.'s 1 and 5).
2. Identify a spokesperson(s) for the new Regional Chapter's organizing group. If the new Regional Chapter is comprised mainly of students (a Student Chapter) at a campus, then also identify the faculty advisor who shall be a regular ASA member and who shall be a member of the Student Chapter Executive Committee.
3. The spokesperson establishes contact with the Chair of the Committee on Regional Chapters and the ASA Office Manager and advises them of your group's intent.
4. Have a representative attend at least one ASA Committee on Regional Chapters meeting at the regularly scheduled Spring or Fall National ASA meetings. Contact the Chair of the CRC to arrange.
6. Establish proposed Chapter Executive Committee members, these should include officers (Chair, Vice-Chair, Secretary and Treasurer), a Chapter Representative to National (who will attend the Committee on Regional Chapters Meetings at the ASA meetings twice per year), and members-at-large. At least half of the officers of the Chapter, the Chapter Representative to National, and at least ten of the active members shall be members of ASA. (For Student Chapters at least five of the active members shall be members of ASA. Student Chapters are also required to include an ASA member as a member of the Chapter Executive Committee and as the Faculty Advisor for the organization.)

7. Schedule two interesting Chapter Organizing Meetings four to six weeks apart. Prepare the following for the meetings.

- a. Proposed Charter
- b. Proposed Chapter Bylaws (or Constitution)
- c. Chapter membership application form
- d. List of proposed initial slate of officers and members-at-large of the Chapter Executive Committee, and if it is a Student Chapter include the regular ASA member/faculty advisor who will be a member of the Chapter Executive Committee.
- e. an attendance list (see C. 4. below)

### C. Hold the first Chapter Organizing Meeting

1. Plan to hold an interesting meeting with a speaker and topic that will attract a good representation of potential new members. Plan on keeping the business portion of the meeting as short as possible (see Encl. 6 for content of an organizational meeting announcement and Encl. 7 for meeting preparation suggestions).

2. Send out the announcement at least 4 weeks prior to the organizational meeting date.

Send to local ASA members (usually within ~100 miles), to other local organizations, and to students that may be interested.

- You may request ASA Headquarters to broadcast an email announcement to ASA members in the area by supplying the content of the meeting announcement and a list of states or zip codes (send information to ASA at least 6 weeks prior to the meeting date).
- Since there are many ASA members that do not have email, ASA will supply mailing labels (request 2 sets for two organizational meetings) to reach those members.
- Ask University persons to post announcements on message boards.
- Other local organizations may have similar methods to send information to their membership. Other organizations may include: Audio Engineering Society (AES), Institute of Electrical and Electronics Engineers, Inc. (IEEE), American Society of Mechanical Engineers (ASME), Institute of Noise Control Engineering (INCE), and University student organizations.

Student Chapters may want to include the local community in their membership according to their Bylaws (or Constitution).

3. Make copies (about 25) of the following documents for distribution at the meeting

- a. Proposed Charter
- b. Proposed Chapter Bylaws (or Constitution)
- c. Chapter membership application form
- d. List of proposed initial slate of officers and members-at-large of the Chapter Executive Committee, and if it is a Student Chapter include the regular ASA member/faculty advisor who will be a member of the Chapter Executive Committee.

4. Collect meeting attendee names, contact information, and ASA membership status on an attendance list. Include a column for interest in becoming a member of the chapter. Have chapter membership application forms available (see Encl 8) and collect them for the initial membership list.

5. The Chair of the Organizing Group should officiate at the meeting.

- a. Discuss Chapter organizational goals and procedures described in the distributed documents. Refer time consuming organizational questions or issues to an ad hoc constitutional committee for resolution prior to the second Organizing Meeting.

b. Announce the date for the second Organizing Meeting at which the Charter, Chapter Bylaws and initial Executive Committee members will be voted upon.

c. Proceed into the technical, invited speaker portion of the meeting as soon as possible. Most, if not all, potential Chapter members will be primarily interested in the technical and social aspects of the meeting. Do not bore this critical "first" Chapter audience with an extended discussion of organizational matters which can be easily resolved with an interested separate ad hoc committee.

D. Hold a Second Organizing Meeting Within About 4-6 Weeks.

a. Again, plan on as brief as possible a business meeting for voting etc., and move to the technical or social aspects of the meeting. If it appears that there will be any extended discussion of the organizational materials, suspend the business meeting and voting until after the technical meeting.

b. Collect meeting attendee names, contact information, and ASA membership status on an attendance list (for the petition package as well as your records). Include a column for interest in becoming a member of the chapter. Make member application forms available and collect them for the initial membership list.

c. If a chapter encompasses a large geographical area, there is an option to holding two Organizing Meetings. The proposed chapter organizing group may mail the information that will be voted upon at the second Organizing or 'voting' Meeting rather than distributing it at a first Organizing Meeting. There should be a comment period. Then the voting can take place at that first face-to-face Organizing Meeting.

E. Petition the ASA Executive Council for Chapter Approval

As soon as possible following the second meeting, petition the Society's Executive Council for acceptance as a Regional Chapter by sending the petition package to the ASA Office Manager and a copy to the Chair of the C RC.

F. Chapter Bank Account

Upon favorable feedback from the ASA, establish a Chapter bank account at a local bank in the name of the Chapter. Once this has been done, the Chapter may request an initial allowance of \$1000 from the Society to aid in the start up expenses of the Chapter. A letter requesting the Chapter start up allowance should be addressed to the Chair of the Committee on Regional Chapters with a copy to the ASA Headquarters Office, Attn: Elaine Moran. If the chapter is deactivated the chapter account funds must be reverted to the Society.

G. Viva La Chapter!

If you have proceeded to this point, the Chapter is obviously off to a flying start. Congratulations! Remember the ASA Headquarters Office and the Chair of the Committee on Regional Chapters as well as members of nearby Chapters are just a phone call away. Don't hesitate to call for consultation or whatever else you need at any time!

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Revision History:

061115 – added Co-Chair (Juan Arvelo) to Contacts.