

## **Guidelines for An Organization Meeting of a New Chapter**

1. Welcome and Introductions
  - ❖ Ask each person to give her/his name and tell of any special interest in antiques.
  - ❖ Have “show and tell” if this was not done at the Informational Meeting
2. Explain how a chapter applies for an **International Charter**.
3. Distribute **Worksheet** and ask everyone to fill in information as the meeting proceeds.
  - ❖ **Chapter name.** Preferably something of historic significance to the area. Have a list of local area chapter names and a list of possibilities available. Be sure to select a second choice in case the first choice is not available.
  - ❖ **Date and time of meeting.** You may discuss types of refreshments, possibility of a co-hostess/host to help with refreshments, suggestions as to how other chapters arrange for meetings, chapter yearbooks and program ideas.
  - ❖ **Chapter dues.** International dues are \$28.00 per year, and a one-time Charter Application Fee of \$20.00 is due when the Application for Charter is mailed. You may also set chapter dues (often \$5-\$10 a year).
  - ❖ **Officers for the first year.** Review job responsibilities and make suggestions for various officers if you have knowledge of qualified individuals. A chapter cannot be chartered without officers.
4. Ask each person to **complete the membership roster** with names as they wish to appear on the State/Provincial and International mailing lists, addresses and telephone numbers.
5. Review ideas for first year’s **programs** and fill in the blanks on the worksheet. Encourage members to research and prepare study papers as chapter programs. Be sure to establish a location and program for the next meeting.
6. Ask Treasurer to collect dues before adjourning and to send **ONE** check payable to **The Questers** for dues and chapter charter fee.
7. Assist Secretary with preparation of “**Application for Charter**” and “**What’s In a Name**”, the story of the chapter’s name.
8. **Mail** six copies of the “Application for Chapter Charter” and membership list with the dues check and “What’s in a Name” to the International First Vice President.