

THE QUESTERS

GUIDELINES FOR STATE AND PROVINCIAL ORGANIZERS

1. **Respond promptly and graciously to inquiries.** If a person desires to locate a chapter to join, contact any chapters in that area and encourage them to invite the potential member to a chapter meeting.
2. If the prospective member does not find a chapter in her/his area, or the chapters are full (chapter's Bylaws have membership limits and may be unable to accept new members), encourage the prospect to consider forming a new chapter with their friends and family. Then share: "**How to Organize a Quester Chapter,**" "**What It Takes**" and Publicity materials. Ask them to go to THE QUESTERS' web site, and give your assurance of assistance in organizing a new chapter. Ask the chapter which has said they're full, to invite the prospect to a meeting just as a guest to introduce them to The Questers organization or if they have a Quester that would do a program for an Informational meeting.
3. **Keep a list of prospective members and keep in touch** with them to confirm a connection to a chapter or as they go about organizing a chapter. Brief calls to give advice, tips or assistance will improve results. **Attend their organizational meeting** if distance permits or request another Quester member in the area to do so. Having a Quester at these initial meetings is important.
4. Assist the chapter in selecting a **historically significant name and a second choice.** **The words "Questers" or "chapter" should not be used in the title nor should articles (a, an, the) be used.** **Chapter name must not exceed 22 spaces.**
5. Make sure the new chapter understands the instructions and is careful in preparation of the "**Application for Charter.**" **Names, addresses with zip/postal code must be accurate,** as receipt of THE QUESTER QUARTERLY and other mailings will depend on this information. Phone numbers and email addresses are needed as well. Chapter members should state names as they wish mail to be addressed. **Associate members** must be clearly indicated (see Bylaws Article VIII, Section 2C). Note: an Associate member pays only the chapter's portion of the dues to the chapter in which she/he is an Associate because her/his International Dues are paid with dues to the chapter in which she/he is an Active member. An Associate member is not considered one of the 8 members needed to charter a new chapter.
6. Confirm that the proper amount of **International Dues (\$28.00) per person plus** the one-time **\$20.00 charter fee** is being paid to THE QUESTERS. **Request ONE check payable to THE QUESTERS** to cover all dues and charter fee.
7. **All SIX copies of the "Application for Charter", the check and "What's in A Name"** article should be **forwarded to the International First Vice President** by the State/ Provincial Organizer. (It is not necessary to hold up an application for the "What's in A Name" article if all else is in order; but please repeat the request. It can then be sent directly to the International First Vice President.)

8. **The International First Vice President will notify the chapter when the application has been approved.** Notification is also sent by the International First Vice President to the International President, Treasurer, Corresponding Secretary, and Parliamentarian, the State/Provincial President, Treasurer, and Organizer in Chartered States/Provinces, State/Provincial Organizer in Unchartered States/Provinces, Editor of the Quester Quarterly, and Quester Headquarters.

9. **The International Corresponding Secretary will forward the chapter's WELCOME PACKET** containing the International Bylaws and Directory, Chapter Handbook, Library Catalog, Standardized Chapter Bylaws form, and other informative material.

10. The welcoming letter from the International First Vice President to the new Chapter President asks that the **Chapter President AND the Chapter Secretary sign both Charters and forward BOTH Charters to the International President.** The International President will sign, affix the official seal and return one Charter to the Chapter President. The second Charter will be placed on file at Quester Headquarters.

11. **A new chapter will receive an EIN (Employer Identification Number) from the International First Vice President.** This number, issued by the IRS, places the chapter under the non-profit umbrella of the International organization, and allows the chapter to raise funds for preservation/restoration projects. It is critical that the EIN and the IRS letter documenting the number be protected and placed with the chapter's permanent records (Secretary's chapter minutes, and the Treasurer's banking information). Banks require an EIN before an account can be opened, so the chapter will may need to wait up to 2 weeks before opening the chapter's bank account. **DO NOT accept an application or a number supplied by the bank. Do not make application for an EIN. The International First Vice President makes application for the chapter's EIN in order to insure proper identification of the new chapter as a subsidiary of THE QUESTERS.**

12. **Organizers in Unchartered States and Provinces** may request stationery supplies from Quester Headquarters for use by Organizers in Unchartered States and Provinces. **Chartered State/Provincial Organizations** should supply stationery to their Organizers.