**Chapter Compliance Checklist and Documentation**

**2015 Submission Form**

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| **Name of Chapter:** |  |
| **Submitter’s Name:** |  |
| **Leadership Title with Chapter:** |  |

Please check the below box to confirm your authorization to complete this form:

[ ]  I have been authorized by my Chapter leadership to submit these documents on behalf of my Chapter. (Note: Only one submission is required per Chapter).

**List of your Key Officer Positions with names (Example: President, President Elect, Treasurer…)\***

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| --- | --- |
| Name |  |
| Leadership Title with Chapter |  |
| Term of Office |  |

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| --- | --- |
| Name |  |
| Leadership Title with Chapter |  |
| Term of Office |  |

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| Name |  |
| Leadership Title with Chapter |  |
| Term of Office |  |

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| --- | --- |
| Name |  |
| Leadership Title with Chapter |  |
| Term of Office |  |

\***Add more if needed**

[ ]  List of any paid staff with a description of their functional responsibilities.

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| --- | --- |
| Name |  |
| Leadership Title with Chapter |  |
| Function/Responsibility |  |

\***Add more if needed**

**\* If you are unable to provide the requested documents, please explain:**

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**Chapter Compliance Checklist and Documentation**

***DOCUMENTS NEEDED***: In order to simplify your compliance with the agreement made between your Chapter and CoreNet Global please insert copies of the following documents.

Please check the box for each inserted/included item:

[ ]  **Operating plan the coming fiscal year**

Complete the template or insert your operating plan

**Component Operating Plan -2015 (TEMPLATE)**

**Component Mission/Vision Statement:** (*This statement should express who we are, who we serve and what we offer; be easily articulated and motivating and align with the mission and vision of CoreNet Global)*

**Component Goals**: (*Goals are broad priorities, for example “Growth and Expansion.” There might be between 3 and 7 goals that are relevant to your stakeholders needs and realistic given available resources. Goals are not likely to change from year to year if they are correctly identified in your strategic planning.)*

1. Goal 1:
2. Goal 2
3. Goal 3

**Key Initiatives for 2014***:* ***(****Within each goal are initiatives, projects and priorities that will advance the goal)*

1. Initiative 1:
2. Initiative 2:
3. Initiative 3:
4. Initiative 4:

**Action Plans**

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| --- | --- | --- | --- |
|  | **Initiative** | **Objective** | **Action Item** |
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|  |  |  |  |
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[ ]  **A list of events and key initiatives planned for either the calendar year 2015 or April 1, 2015 – March 31, 2016 fiscal year.**

**Note: A minimum of four events annually is required.**

Insert here or attach

[ ]  **An outline of planned membership recruitment, retention and new member engagement strategies planned for either calendar year 2015 or April 1, 2015 – March 31, 2016 fiscal year.**

Insert here or attach

[ ]  **A list of any strategic alliances or joint projects with other organizations or entities at a local, national or global level.**

**This should include other professional associations, charitable organizations, universities, etc. planned for either calendar year 2015 or April 1, 2015 – March 31, 2016 fiscal year. Include a brief outline of what the alliance entails or if you plan in future to work with other organizations, colleges or universities provide a short summary of the relationship.**

**Note: Chapters partnering with local entities do not need to seek prior approval for these types of partnerships, but awareness of these types of activities is important and any joint events or projects between a chapter and a national or international organization require prior approval from CoreNet.**

Insert here or attach

[ ]  **Copy of Annual Budget (either calendar year 2015 or April 1, 2015 – March 31, 2016 fiscal year).**

Click [here](http://network.corenetglobal.org/viewdocument/?DocumentKey=4adbc248-5840-4f29-91f2-f8de09c3c29d) for the sample template

Insert here or attach

[ ]  **Copy of your Bylaws (for legal entities) or Operating Guidelines (for MOU Chapters) and any proposed changes to such documents, your governance structure or succession planning.**

Click [here](http://network.corenetglobal.org/viewdocument/?DocumentKey=4adbc248-5840-4f29-91f2-f8de09c3c29d) for the operating guidelines document

Insert here or attach

[ ]  **Insert Copy of your Policies & Procedures Manual, if applicable.**

Insert here or attach

[ ]  **Insert Copy of most recent bank statement, if you hold any accounts separate from CoreNet Global**

Insert here or attach

[ ]  **Please explain how dues shared with your chapter from calendar year 2014 were utilized**

Dues sharing was used for:

**Chapter Compliance Checklist and Documentation**

***CONFIRMATION NEEDED***: The [Affiliation Agreement](http://corenetglobal.org/files/home/about_us/ChapterAffiliationAgreement.pdf) / [Memorandum of Understanding](http://corenetglobal.org/files/home/about_us/ChapterMOU.pdf) requires that your Chapter operates in compliance with various affirmative representations described in those documents. It is recommended that prior to the submission process you and your leadership team review the executed copy of the agreement held by your Chapter and CoreNet Global. For your reference a standard copy of the document can be found in the links above.

Please check each box to answer in the affirmative:

[ ]  Given that the leadership of your Chapter will vary from year to year, your Chapter is indicating that the new leadership team has reviewed the agreement with CoreNet, understands the document and agrees to abide by its terms and conditions.

[ ]  The chapter agrees to adhere to the [CoreNet Global Bylaws](http://corenetglobal.org/files/home/about_us/Bylaws/CoreNet_Global_bylaws_201102.pdf) and support the organization’s [Mission, Core Values and Strategic Plan](http://www.corenetglobal.org/files/home/about_us/StrategicPlan.pdf).

[ ]  The chapter is operating in conformity with its own articles, bylaws, operating guidelines, policies, procedures and is in good standing under the law (if applicable).

[ ]  The chapter provides value primarily to members (Indicate which method will be used in calendar year 2015 per MOU/Affiliation Agreement):

 [ ]  Price Differential Method [ ]  Event Exclusion Method

[ ]  The chapter is utilizing the CoreNet Global trademark, copyright and IP appropriately.

[ ]  The chapter is currently using Cvent for event registrations and will transition to the new event registration system when CoreNet Global’s new Association Management System is implemented

[ ]  The chapter is utilizing the CoreNet Global trademark, copyright and IP appropriately.

[ ]  For Chapters operating under a Memorandum of Understanding : I understand contractual or financial obligations made by the chapter should be reviewed and approved by CoreNet Global in advance.

[ ]  To avoid the chapter conflicting with CoreNet Global events, the chapter understands there is a formal governance process, including an application, review and prior approval, required before the chapter considers holding a regional event that may expand beyond its local jurisdiction  as outlined in the Affiliation Agreement or MOU

[ ]  The chapter will use its best efforts to send a representative to one leadership training opportunity provided by CoreNet Global annually and to participate in the bi-monthly Chapter leader calls.

(Note: Training sessions are presently being offered at the EMEA and APAC Global Summit. The 2015 Leadership Forum will be held January 29 - 30 in Atlanta, GA.)

**\* If you are unable to answer in the affirmative to any of the compliance requirements above, please explain:**

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***ADDITIONAL COMMENTS:*** Please provide any additional feedback that could aid this process in the future or help us serve your Chapter better.

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