**APPLICATION FOR INTERNATIONAL CHAPTER RECOGNITION**

**Section 1 – Chapter Identification**

Proposed Chapter Name:

Country / Region Represented:

Proposed Chapter Headquarters Address:

**Section 2 – Contact Person for Application**

Full Name:

Position within Proposed Chapter:

Telephone (incl. country code): Email:

**Section 3 – Chapter Founding Members**

A minimum of 1 founding member can submit this application. The maximum number is 12.

(Please, include CAS membership number if applicable, else note N/A. Add more rows as needed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Full Name** | **CAS Membership #** | **Address** | **Email** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Section 4 – Chapter Governance Proposal**

**Proposed Interim Officers:**

Chapter Chairman:

Vice-Chair:

Secretary:

**Section 5 – Objectives and Activities**

Please outline the expected target number of local Chapter members:

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Grade** | **Target number for Year 1** | **Target number for Year 2** | **Target number for Year 3** |
| Professional Member (Individual) |  |  |  |
| Student Member (Individual) |  |  |  |
| Organizational Member  Annual Revenue under $500K (small enterprises/NPOs/NGOs) |  |  |  |
| Organizational Member  Annual Revenue $500K – $1M |  |  |  |
| Organizational Member  Annual Revenue $1M+ |  |  |  |

**Section 6 – Financial Arrangements**

Please suggest a total Chapter membership fee per membership grade, at columns 5 and 6. Consider that the portion of the membership fee to be sent to Main Society (column 4) is fixed, but you can still modify the local Chapter fees. The Main Society are also mentioned (in column 3) for your reference:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Member Grade** | **Main Society fees, USD**  **(for info only)** | **Fee for Main Office, USD**  **(fixed)** | **Fee to Remain in local Chapter,**  **USD** | **Total Proposed Local Chapter Fee, USD** |
| 1 | Professional Member (Individual) | **$40** | **$16** |  |  |
| 2 | Student Member (Individual) | **$20** | **$8** |  |  |
| 3 | Organizational Member  Annual Revenue under $500K (small enterprises/NPOs/NGOs) | **$250** | **$100** |  |  |
| 4 | Organizational Member  Annual Revenue $500K – $1M | **$500** | **$200** |  |  |
| 5 | Organizational Member  Annual Revenue $1M+ | **$1000** | **$400** |  |  |

**Section 7 – Declarations**

The founding local Chapter members, we declare that:

* The proposed Chapter will operate strictly in alignment with CAS Bylaws, mission, values, and strategic goals. The local Chapter office cannot offer services outside of the scope of the Society.
* All local Chapter founding members are or will become CAS members.
* Local Chapter will be collecting all local member fee payments from members who apply or renew only through the local chapter.
* The local Chapter must forward the application information to Main Office in a specific excel sheet that will be provided to the local Chapter by the Main Office.
* Fees will be wire-transferred to Main Office every 3 months.
* The unique CAS member no with the digital membership certificates/cards will be issued exclusively by the Main Society, will be emailed to local Chapter which then will email them to local members.
* The local Chapter office will submit an annual local Chapter activity and financial report.

**Signatures of Founding Members (Minimum 1, maximum 12, add rows as needed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name** | **Signature** | **Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**CAS Headquarters Use Only**

Date Received:   
Reviewed by:   
Decision: ☐ Approved ☐ Returned for Revision ☐ Rejected  
Approval Date:   
Signature of CAS President/Secretary: