

NJSPE OPERATING PROCEDURE 102

Conditional Charter for Chapter or Interest Group

In accordance with NJSPE Bylaw 20, a group of members of NJSPE may petition to form either a Chapter or an Interest Group according to these procedures.

Section 1. Application for New Subordinate Entity

A group of NJSPE members that seeks to become a new Chapter or Interest Group is subject to the following conditions to apply for a Conditional Charter:

1. Submit a list of at least 20 Professional Engineers and/or Engineers-In-Training of which a minimum of 15 shall be NJSPE members, who either pay NJSPE dues or have Life Member status, and are committed to join the new Entity;
2. Provide either (1) a sufficiently detailed description of the commonality for the members of the Interest Group and how it aligns with the NJSPE Vision and Goals or (2) of the geographical boundary for the proposed Chapter;
3. Submit a list of those who will serve as leaders of the Chapter or Interest Group to include at a minimum a presiding officer and someone accountable for fiduciary matters; and
4. Each non-NJSPE member of the Entity shall be called a Conditional Entity Member and shall have 24 months to become a member of both NJSPE and NSPE.

Section 2. Issuance of Conditional Charter

Upon approval by the Executive Committee, the new Entity shall be granted a Conditional Charter for one year and shall submit within two months thereof an Operating Plan – as defined in Section 3 -- and budget for start up funds, in accordance with the Operating Procedure for Performance Guidelines.

The Executive Committee shall not issue a Conditional Charter for a new Chapter, if that Entity would impact an existing Chapter that is satisfying the Performance Guidelines, without either getting agreement from the existing Chapter or determining that issuance of the Conditional Charter for a new Chapter would result in ongoing positive net membership impact for NJSPE. In the latter case, approval must be granted by the Board before issuance of the Conditional Charter.

Section 3. Minimum Performance

After a minimum of one year, on the next May 31 the Entity must demonstrate that it has met these minimum criteria to remove the Conditional Charter status:

1. Creation of a governance document consistent with minimum standards established by NJSPE and to be approved by the Executive Committee
2. Election of any officers in addition to the two individuals stipulated with charter application.3. Participation by at least one of its officers in a leader orientation program as specified by NJSPE.
- .4. Development of an Operating Plan that outlines the following:
 - a/ Member recruitment, engagement and retention
 - b/ Member communication
 - c/ Financial management
 - d/ Leader development and succession.
 - e/ Programs that promote professional competency, ethics, community involvement, mentoring and support for technical and non-technical education.
 - f/ Active participation in NJSPE's committees.
 - g/ Meetings for planning and conducting business of the Entity.
 - h/ Social activities.

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Section 4. Evaluation of Performance

If the Entity demonstrates the foregoing by May 31 after a minimum of one year, the Conditional Charter status should be waived by the Executive Committee. If the Entity has not demonstrated the foregoing by May 31 after a minimum of one year, the Executive Committee may either continue the status of the Conditional Charter or withdraw the Conditional Charter with explanation for that action. A new application may be submitted after a one-year waiting period.

END