

## NJSPE OPERATING PROCEDURE 101

### Performance Guidelines for Chapters and Interest Groups

In accordance with NJSPE Bylaw 19, NJSPE Subordinate Entities, chartered as either a Chapter or an Interest Group, shall be evaluated according to the provisions of this document.

#### Section 1. Conditions by which to Evaluate

The following conditions are those by which a Chapter or an Interest Group shall be evaluated:

1. Establish and maintain a governance document and elect leaders as defined therein, including a presiding officer and another responsible for fiduciary matters at a minimum.
2. Ensure at least one of its officers participates in a leaders orientation program as specified by NJSPE.
3. Submit an Operating Plan annually to the NJSPE Secretary no later than April 30. This document shall enumerate the proposed activities and targeted results of the Entity for the following Administrative Year and identify specifically those items that will require NJSPE dues funding.
4. Submit a budget request for the following year (July 1 to June 30) to the NJSPE Budget Committee no later than April 30. This budget shall pertain to any funding to be derived from NJSPE dues and may include funding from other sources. All funds derived from dues shall be maintained and recorded in a manner by the Entity, e.g. a separate account from funds derived from other sources, such that funds from dues may be tracked in the event of an audit.
5. Submit a report of results for programs and activities in the current year, organized in accordance with its previously submitted Operating Plan and approved budget, to NJSPE headquarters no later than May 31.
6. Nominate representatives for NJSPE committees for appointment in accordance with NJSPE Bylaws. Such participation shall be based upon the capability of the entity's members and the responsibility of the respective NJSPE committees. At a minimum, each entity shall have a representative on one NJSPE committee.
7. Maintain a positive net NJSPE membership count (NJSPE members as of April 30 of the preceding year plus new members and less dropped members in the current year) over a three-year average with the minimum being 20 NJSPE members as recorded on April 30.

#### Section 2. Evaluation of Performance and Possible Remedial Action

The NJSPE Executive Committee – or a sub-committee of the Executive Committee with provision for members from other than the Executive Committee -- shall evaluate the performance of each Chapter and Interest Group following receipt of item 5 in Section 1. If the evaluation indicates inadequate performance in satisfying the Guidelines, the affected Entity shall be instructed no later than June 30 to submit a remedial plan of action to the NJSPE Executive Committee within three months, i.e. no later than September 30 in the year in which the Guidelines have not been satisfied.

Review of performance shall take into account any movement of members from one Entity to another with the objective being to ensure positive net growth for NJSPE membership without specific accountability for one Entity.

#### Section 3. Review of Remedial Action

If the Entity is unable to demonstrate significant progress in executing its remedial plan of action within an additional eight months, i.e. by the following May 31, the Board of Directors may withhold financial support in the next year's NJSPE Budget.

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### **Section 4. Revocation of Charter**

If no significant progress is made after an additional year in the remedial plan, the Charter may be revoked by the Board of Directors.

### **Section 5. Reapplication for Charter**

Nothing shall preclude all or some of the members of an Entity, which has lost its Charter, from applying for new status under the provisions of the Conditional Charter Bylaw.

END