

## **GUIDELINES FOR FCM CHAPTERS**

1. Regional chapters must have approval of the Executive Board of the FCM. (This is according to our current Constitution)
2. Membership in a regional chapter automatically involves membership in the International FCM. Application forms must either be those used by the FCM or must include Article 3, section 1 of the FCM Constitution and must be signed, deleting no part of that section.
3. All chapters should organize patterned after the FCM Constitution. Officers must include:
  - President
  - First vice President
  - Secretary
  - Treasurer

Second Vice President is an optional office position.
4. All regional chapter officers must be members of FCM.
5. Upon recognition of an official FCM Chapter by the Executive Board of the FCM, copies of the FCM Constitution should be made available for all chapter members. Additional membership applications and copies of the FCM Constitution should be sent to the Chapter President for distribution to any new members of the chapter as they join.
6. All FCM Chapter conferences must print in their promotional materials the identity of FCM (Article 2, section 2) and the requirements for membership in the organization. (Article 3, section 1)
7. Visitors are encouraged to participate in the activities of the chapter, but should not be allowed to become members or leaders in the organization without compliance with the standards of the FCM.
8. FCM chapters must file a report each conference with the FCM Board of Directors. The report should include:
  - Current officers of chapter
  - Person in charge of conference
  - Date and place conference was held
  - Total number in attendance
  - Schedule of workshops and performances for conference
  - Financial statement of conference
9. FCM Chapter should work with or inform their area representative from FCM in planning meetings or conferences for the chapter.
10. FCM Regional conferences or seminars may not use co-sponsoring organizations without prior approval from the FCM Executive Board.