ATOS Chapter Formation Guidelines

1. ATOS members wishing to form a Chapter should contact the ATOS Secretary.

2. On the ATOS website you will find:

    a. A copy of these Procedures

    b. A "fillable" copy of the Uniform Chapter Charter Agreement for review of what must be agreed to and signed by the parties concerned before Chapter status is established.

3. You must provide the following information in the Uniform Chapter Charter Agreement:

    a. The proposed Chapter Name. If you are a corporation (such as a 501(c)(3) tax-exempt corporation), you should list the name of your corporation in the appropriate space. If your chapter name is different from the name of your chapter, please so indicate as an "also known as" chapter name. (*i.e.* Columbia River Theatre Organ Society, Inc., also known as the Columbia River Chapter, ATOS).

    b. The proposed area of operation.

    c. The names of the Officers of the proposed Chapter.

    d. The signatures of Chapter Officers as requested.

    e. Chapter Officer Information

4. You must provide a letter of request naming the proposed Chapter, the area of operation, the Officers. The letter must be signed by at least ten (10) members of the proposed Chapter who must also be ATOS members in good standing.

5. Upon receipt, the ATOS Secretary will verify the membership status of the names submitted.

6. Chapter status can only be approved by the ATOS Board of Directors. This action will take place at the next scheduled meeting of the ATOS Board of Directors.

7. After approval by the Board, the ATOS Chairperson and Secretary will sign the Uniform Chapter Charter Agreement and also sign a Chapter Charter Certificate.

8. A Chapter Number and a Date of Implementation will be assigned by the ATOS Secretary at that time.

9. A copy of the Uniform Chapter Charter Agreement and the Chapter Charter Certificate will be retained by the ATOS Secretary in the ATOS files; the originals will be sent to the new Chapter.

(be sure to update all the areas in red in the agreement with the appropriate information)